

1) Administrative setup, procedure and policies of the institution

Shri Shivai Education Society Amravati

List of the Executive Council for 2022-2027:

SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI (M.S.)	
EXECUTIVE COUNCIL (2022-2027)	
ESTABLISHMENT YEAR: 2 December 1932 Regd.No.F-89(Amt.)	
Sr.No. Office Bearers /Members	Designation
1. Shri Harshvardhan P. Deshmukh	President
2. Adv. Gajananrao K. Pundkar	Vice-President
3. Adv. Jaywant Alias Bhaiyasaheb V. Patil (Pusdekar)	Vice -President
4. Shri Kesharao J. Metkar	Vice-President
5. Shri Dilip B. Ingole	Treasurer
6. Shri Hemant W. Kalmegh	Member
7. Principal Kesharao R. Gawande	Member
8. Shri Suresh J. Khotare	Member
9. Prof. Subhash S. Bansod	Member
10. Dr. Vijay G. Thakare	Secretary
11. Dr. Mahendra P. Dhore	Co.Op.Member
12. Shri Naresh M. Patil	Co.Op.Member
13. Dr. Purushottam S. Wayal	Co.Op.Member
14. Dr.Amol M. Mahalle	Co.Op.Member

Shri Shivai Education Society Amravati

List of the College Development Committee (CDC) for 2022-2027:

Shri Shivaji Education Society, Amravati's	
MATOSHREE VIMALABAI DESHMUKH MAHAVIDYALAYA AMRAVATI	
COLLEGE DEVELOPMENT COMMITTEE 2022 to 2027	
Shri. Harshvardhan P Deshmukh	President
Shri. Suresh J. Khotare (Secretary Representative)	Member
Shri. Dilip B. Ingole (Education)	Member
Shri. Hemant W. Kalmegh (Industry)	Member
Prin. Keshavrao R. Gawande (Research)	Member
Prof. Kisan R. Jadhao (Social Service)	Member
Dr. Sharmila R. Kubde	HOD Representative
Dr. Devidas R. Bambode	Teacher Representative
Dr. Manda M. Nandurkar	Teacher Representative
Prof. Vilas R. Thakare	Teacher Representative
Shri. Narendra G. Mahure	Non Teaching Representative
Dr. Savita D. Thakare	IQAC Coordinator
Vacant (Secretary Students Council)	Ex.Officio Member
Dr. Smita R. Deshmukh (Principal)	Secretary

Administrative setup , Procedures and Policies of the Institution:

***Shri Shivaji Education Society
Amravati's***

***Matoshree Vimalabai
Deshmukh Mahavidyalaya,
Amravati***



***Administrative setup, Procedures and Policies
of the institution***

1) Governing body

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati is govern by The Shri Shivaji Education Society, Amravati.

The Shri Shivaji Education Society, Amravati, was founded in 1932, by the Late Dr. Punjabrao Deshmukh, a leader of the peasants, the First Agriculture Minister of Independent India, and a member of the "Constitution Draft Committee" for Govt. of India. It is one of the premier institutions of higher education in the Amravati region. It is worth mentioning that, under its covering, there are in all 277 institutions including 24 colleges from the various disciplines as Medical, Agriculture, Engineering, Science, Law, Education as well as Higher Secondary Schools, High Schools, Middle Schools, and Primary Schools. The Shri Shivaji Education Society is indeed a major stakeholder in








the field of education in Amravati region. The society has bagged many prestigious awards from the state government in recognition of its dedication in the field of education.

The executive council is formed, through the election held every five years, from amongst its life members. The executive council for the duration 2017-22 is as follows.

1. Executive Council of Shri Shivaji Education Society, Amravati for 2022-27:

S. N.	Name	Designation
1	 Shri Harshvardhaji P. Deshmukh	President Shri Shivaji Education Society, Amravati
2	 Adv. Gajananrao Kesharao Pundkar	Vice -President Shri Shivaji Education Society, Amravati
3	 Adv. Jaywant Alias Bhaiyasaheb Vinayakrao Patil (Pusdekar)	Vice -President Shri Shivaji Education Society, Amravati
4	 Shri. Kesharao Jagannathrao Metkar	Vice -President Shri Shivaji Education Society, Amravati
5	 Shri. Dilip Bhagwantrao Ingole	Treasurer Shri Shivaji Education Society, Amravati

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6		Shri. Hemant Wasudeorao Kalmegh	Member Shri Shivaji Education Society, Amravati
7		Prin. Keshavrao Ramkrushnarao Gawande	Member Shri Shivaji Education Society, Amravati
8		Shri. Suresh Janardanrao Khotare	Member Shri Shivaji Education Society, Amravati
9		Shri. Subhash Shridharpant Bansod	Member Shri Shivaji Education Society, Amravati
10		Shri. Vijay Govindrao Thakare	Secretary Shri Shivaji Education Society, Amravati
11		Dr. Mahendra Pundlikrao Dhore	Co-opted Member Shri Shivaji Education Society, Amravati
12		Shri. Naresh Madhukarrao Patil	Co-opted Member Shri Shivaji Education Society, Amravati

13		Shri. Purushottam Shivaji Wayal	Co-opted Member Shri Shivaji Education Society, Amravati
14		Dr. Amol Manoharrao Mahalle	Co-opted Member Shri Shivaji Education Society, Amravati

1) Governing Body (Executive Council) :

The governing body, constituted as per the norms, supervises the operations of the institute and provides guidelines for proper functioning of the institute. The executives of the governing body meet at regular intervals and review the operations of the institution and provide guidance for further improvements and always encourage the efforts of the college team in maintaining quality standards.

The Governing Body is a group of persons constituted for the purpose of administering institutional development activities. As far as Decision making process is concerned, Governing body (Executive council) is giving relevant guidelines for Academic affairs, **Faculty Recruitment**, Infrastructure, Budget and promotional matters.

↓ **Identity:**

- 1) The Governing Body of the institute is elected democratically by the life members of the Shri Shivaji Education Society.
- 2) The Institute believes that Governing Body (Executive council) is significant to review its policies, procedures and strategic objectives for the well being of the stakeholders in attaining the Institute's strategic plan.
- 3) To keep all the above issues aligned importance is given to constitute the college development committee.

↓ **Functions:**

1. To ratify the decisions of the academic council.

2. Approval of new courses recommended by the academic council.
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the universities. (UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018)
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting placement activities.
7. To monitor and evaluate the teaching programs in the college and suggest remedial measures.
8. To constitute various committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the college.
10. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
11. Approve new programmes of study leading to degrees and/or diplomas.
12. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development.

↓ Role of Governing Body (Executive Council) :

- 1) Determining the mission, vision and values of the Institute.
- 2) Establishing academic, research, service and institutional policies and plans and to control the manner in which they are implemented.
- 3) Appointing, promoting, suspending and removing members of the teaching staff and of the administrative staff of the institute.
- 4) Governing standards for the admission of students to the institute and Governing matters arising in connection with the award of scholarships, medals, prizes and other awards for academic achievement.

- 5) Appointing committees and assigning to them such duties and responsibilities as may be provided in the by-laws of the institute.
- 6) Approving the annual budget of the institute and monitoring its implementation.
- 7) Regulating the conduct of students, staff and all persons who use the property of the institute including denying any person access to the property.
- 8) Making by-laws, resolutions and rules for the conduct of its affairs.

2) College Development Committee (CDC):

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

The College Development Committee shall -

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
2. Decide about the overall teaching programmes or annual calendar of the college.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Take review of the self-financing courses in the college and make recommendations for their improvement.
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
7. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
8. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations

9. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution

10. Prepare the annual report on the work done by committee for the year ending and submit the same to the management of the college.

↓ Composition of CDC:

College development committee is constituted in the college to give recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff and to recommend management for approval of the Annual financial statements & Budget.

MAHARASHTRA ACT No. VI OF 2017 (THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

"College Development Committee" means the College Development Committee constituted under **section 97** of this Act;

The members hold office for a term of 5 years. Any vacancy being filled as per the provisions of the Act. The CDC meets at least 1 times in a year.

Section 97:

1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:-

- a) Chairperson of the management or his nominee ex-officio Chairperson;
- b) Secretary the management or his nominee;
- c) one head of department, to be nominated by the principal or the head of the institution;
- d) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman;

- e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 - f) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
 - g) Co-ordinator, Internal Quality Assurance Committee of the college;
President and Secretary of the College Students' Council;
 - h) Principal of the college or head of the institution - Member - Secretary.
 - i) Principal of the college or head of the institution - Member - Secretary.
- 2) The College Development Committee shall meet at least four times in a year.
- 3) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- 4) The College Development Committee shall,-
- a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
 - b) Decide about the overall teaching programmes or annual calendar of the college;
 - c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
 - d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
 - e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
 - f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

- g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- m) Frame suitable admissions procedure for different programmes by following the statutory norms;
- n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- q) Recommend the distribution of different prizes, medals and awards to the students.
- r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Based on the guidelines, the composition of the College Development Committee for the term July 2022 to July 2027 is as follows –

✦ **Functions of CDC:**

- 1) It prepares the overall Development Plan of the College.
- 2) It decides the Academic Calendar: the teaching programs (new & existing), workload & requirement of teachers, non-teaching staff.
- 3) It frames a smooth admission procedure as per norms;
- 4) It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff.
- 5) It recommends management for approval of the Annual financial statements & Budget.
- 6) It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, Inter collegiate events, Seminar/Conferences etc and also the prizes/ awards to be given.
- 7) It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- 8) It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- 9) It prepares & submits the Annual report of the College to the management & University.
- 10) Perform such other duties as may be entrusted by the management and the University.

✦ The formal and informal arrangements in the institution to coordinate the academic and administrative planning and implementation reflect the college efforts in achieving its vision.

The management nominated four faculty members on Purchase, Building and Construction Committee. Five senior faculties from teaching and one non-

teaching staff are members on College Development Committee. Some senior faculty and some of the other faculty are members of the IQAC.

- ↓ Formation of **different sub committees under the supervision** of IQAC comprising representative of all stakeholders of the college for coordinating important academic activities of the college. Faculty is represented in all decision making bodies of the institute. Most of the faculty is members of various other Committees viz., Anti Ragging, Grievances Redressal, parents- teachers Interaction etc., which have been constituted with specific functions and responsibilities.
- ↓ Representation of the faculty in all the committees including college development committees (CDC) is indicative of their participation in the decision making bodies of the Institution and decentralization.
- ↓ AS per the Maharashtra Public University Act 2016 the CDC is constituted, which consist of **one** executive nominee of President of parent management as a chairman, **four** nominated members by president from executive council (**two** educationist), **three** teachers from the college staff, **one** HOD representative of staff, **one** representative of nonteaching staff, secretary of the student council, IQAC coordinator, **one** Alumni representative and **Principal** as an ex-officio member:

Faculty members representing each Department, student representative, representations on the college committees decide on all academic matters.

Periodic meetings of the Heads of Departments are held to discuss and deliberate upon wide ranging academic and administrative matters.

The Principal holds meetings with the entire College faculty to share the plans and future programs visualize by the College management.

The College carried out a major Strategic five-year Planning Exercise and yearly plan for the period 2022 - 2027 that involved all academic departments as well as the co-curricular units of the College in developing a detailed road map to the institution of Higher Education.

↓ COLLEGE DEVELOPMENT COMMITTEE-

Sr. no.	Name	Description
1.	Shri. Harshvardhan P. Deshmukh	Chairperson
2.	Shri. Dilip B. Ingole (Industry)	Member
3.	Shri Hemant W. Kalmegh (Education)	Member
4.	Shri Prin. Keshao Rao R. Gawande (Research)	Member
5.	Shri. V. G. Thakare	Member
6.	Prin. Dr. Smita R. Deshmukh	Member, Secretary
7.	Dr. S. D. Thakare	IQAC Coordinator
8.	Dr. C. N. Vidhale	HOD Representative
9.	Dr. R. S. Kawale	Teacher Member
10.	Shri. V. R. Thakare	Teacher Member
11.	Mrs. S. S. Mohod	Teacher Member
12.	Shri. N. G. Mahure	Nonteaching representative
13.	Shri. D. B. Thakare	Alumni representative
14.	Secretary, Student council	Ex officio member

3) ACADEMIC COUNCIL:

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside

↓ Functions:

I. Scrutinize and approve the proposals regard to-

- Course study
- Academic regulations
- Curriculum
- Extra curricular activities
- Attendance , admission of students.

- Methods and procedures for Instructions & evaluations.
- II. Academic council will-
 - Conduct of Examinations.
 - Evaluations & Results declaration and other connected issues like reevaluation or modifications.
- III. Framing procedures for evaluation & examination system.
- IV. Make regulations for academic activities i.e. teaching learning process, and co-curricular activities.
- V. Make regulations for sports, extracurricular activities and proper maintenance of play grounds hostels as per requirements.
- VI. Recommending the proposals of new courses to Governing Body.
- VII. Recommending for Institutional scholarships, fellowships, Awards, rewards and framing regulations.
- VIII. Advice the Board of Governors on suggestions pertaining to academic affairs.
- IX. Perform other functions as may be assigned by the governing Body.

4) Purchase ,Building and Construction Committee:

The composition and functions of Purchase, Building and Construction Committee are given below:

Composition of Purchase, Building and Construction Committee:

✚ Purchase Building & Construction Committee:

- Chairperson - Hon'ble Shri. Harishchandraji P. Thakare
- Convener - Principal, Dr. Smita R. Deshmukh
- Members - Mr. V. R. Thakare, Smt. S. S Mohod, Dr. D. R. Bambole, Dr. C. N. Vidhale,
Dr. S. D. Thakare , Mr. N. G. Mahure.

✚ Functions:

- To decide the budgets of programs and departments.
- To keep account of the allocated budgets.
- To decide and prepare proposals for construction work to be sent to UGC or other agency.
- To call tenders for construction that is to be done.
- To monitor the construction work that is being done.

- It also plans the building required in the campus as also the need for adding facility to the students to concentrate on their education.

5) ANTI-RAGGING COMMITTEE:

Ragging has ruined numerous innocent lives and careers. In order to destroy it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database. Matoshree Vimalabai Deshmukh Mahavidyalaya has Anti-Ragging Committee cell which takes timely redressal of the students. In the beginning of every session the Anti-Ragging cell works to create awareness, conduct workshop against ragging threat and orient the students. It is also reflected in the college prospectus (2022-23, page no. 41) . The students (girls & boys) are given the idea about the working of the Anti-Ragging cell in the respective classes. It is notified in girl's hostel, canteen and playground and so on.

Students have direct access to the members of Anti-ragging authority. Student suggestion box is placed in the college. The complaints received from the student or any kind of harassment in campus is forwarded to the Anti-Ragging Cell. The members of the cell meet twice in the session or as per the requirement of the action to be taken against any grievance or trouble. The issue is discussed and resolved according to its intensity. An annual report is prepared by the Anti-Ragging cell and it is forwarded to the Principal of the college.

Link: Indian Kanoon – <http://indiankanoon.org/doc/1010421/>

- **Objectives of Anti Ragging Committee:**

Anti-Ragging Committee will be the Supervisory and Advisory Committee on matters of Planning, Actions for Building and Preserving a Culture of Ragging Free Environment in the college Campus. The Anti Ragging Squad works under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Canteens, Classrooms and other places of student, for any incidences of Ragging, and shall educate the students at large in the college about threat of Ragging and related Punishment Provisions. Anti Ragging Committee is involved in designing strategies and action plan for reduction the threat of Ragging in the college by adopting the activities.

(Maharashtra Prohibition of ragging Act 1999 (Act no. 33 of 99)

➤ **Composition of Anti Ragging Committee:**

Sr. No.	Name	Designation	Contact No.
	E-mail Id		
1)	Principal, Dr. Smita R. Desmukh , (principalsmitadeshmukh@gmail.com)	Chairperson	9130430320
2)	Smt. S. S. Mohod	Convener	9775982047
3)	Dr. C. N. Vidhale,	Member	9970172452
4)	Mrs. A. P. Harne	Member	8999075065
5)	Dr. S. B. Deshmukh.	Member	7057846814

- Link for more information:

Anti Ragging Cell- <https://www.antiragging.in/>

✚ ***Be Proud to be MVDM Student and make the
Campus Ragging Free***

'SAY NO TO RAGGING'



Ragging is neither a means of familiarization, nor an introduction with fresher's, but a form of Psychopathic behaviour. Ragging is a violation of Human Rights. Respect Humanitarian Values. Ragging is a heinous crime, heavily punishable under law. Ragging may **SPOIL YOUR CAREER** forever.

➤ **Following Acts with Fresher shall amount to Ragging:**

- To force to address seniors as 'Sir'
- To force to perform mass drills.
- To force to copy class notes for the seniors.
- To force to serve various errands.
- To force to do menial jobs for the seniors.
- To ask/answer vulgar questions.
- To force look at pornographic pictures to shock the fresher's out of their innocence.
- To force to drink alcohol, scalding tea, smoking, etc.
- To force to do acts this can lead to physical injury/ mental torture or death.
- To force to do acts with sexual overtones, including homosexual acts.

• **Punitive Measures for Ragging :**

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, the possible punishments for those found guilty of ragging shall be one or any combination of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Debarring from any test/examination or any other evaluation process
- Ragging within or outside of institution is prohibited.
- Teasing Embarrassing and Humiliation = Rs. 1,000 + 6 months Imprisonment
- Assaulting or using criminal force or criminal intimidation = Rs.2,000 + 1 year Imprisonment
- Wrongfully restraining or confining or causing hurt = Rs. 5,000 + 2 years Imprisonment
- Causing grievous hurt, kidnapping or rape or committing unnatural offense = Rs. 10,000 + 5 years Imprisonment
- Causing death or abetting suicide = Rs. 50,000 + 10 years imprisonment

 **Anti ranging Act :**

THE RULES OF PROHIBITING RAGGING
HIGHER AND TECHNICAL EDUCATION DEPARTMENT
Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999
NOTIFICATION MAHARASHTRA PROHIBITION OF RAGGING
ACT, 1999.

section {2} of section 1 of the Maharashtra Prohibition of Ragging act, 1999 {Man. XXXIII of 1999), the Government of Maharashtra hereby appoints the 1 day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra, V.P. Raja, Secretary to Government In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah, XXXIII of 1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra, PRATIMAUMARJI, Secretary to Government, Law and Judiciary Department.

MAHARAHSTRA ACT NO. No. XXXIII OF 1999.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15 May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra

WHEREAS it is expedient to-enact a special law to prohibit ragging in educational institutions in the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as follows:

(1) Short title and commencement:

- This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

(2) Definitions:

1. "Educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;

2. "Head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;

3. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

(i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

(ii) Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

(3) Prohibition of ragging Ragging within or outside of any educational institution is prohibited.

(4) Penalty for ragging:

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(5) Dismissal of student:

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

(6) Suspension of student:

1. Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if; prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having

jurisdiction over the area in which the educational institution is situated, for flirter action.

2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section

(1), he shall intimate the fact, in writing, to the complainant.

3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final

(7) Deemed abetment:

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Power to make rules

(8) (1) The State Government may, by notification in the Official Gazette, amend for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notified in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



Coordinator
DR. S. D. THAKARE
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati



Principal

Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

2) List of different committees for administration of institution

List of the different committees of the institution:

Matoshree Vimalabai Deshmukh Mahavidyalaya Amravati.

List of the College committees (2022-2023)

1) College Development Committee:

Chairperson - Hon'ble Shri. Nareshchandra P. Thakare

Management- Hon'ble Shri. Dilip B. Ingole (Industry)

Hon'ble Shri. Hemant W. Kalmegh (Education)

Hon'ble Principal, Keshavrao R. Gawande (Research)

Hon'ble Shri. Sheshrao S. Khade

Member Secretary – Dr. Smita R. Deshmukh

IQAC Co-ordinator – Dr. S.D. Thakare

HOD Representative – Dr. D. R. Bambole

Teachers representative- Shri. D. B. Thakare, Prof. Dr. R. S. Kawale Prof. Smt. S. S. Mohod

Alumni representative – Shri. S. B. Thakare

Non - teaching representative- Mr. N. G. Mahure

Ex- officio Member – Secretary, Student Council

2) Internal quality Assurance Committee (IQAC):

Chairperson – Dr. Smita R. Deshmukh

Co-ordinator – Dr. S.D. Thakare

Member - Dr. R.N. Shelke (Management Representative)

Dr.C.N. Vidhale,

Dr. R.S. Kawale, Prof. Mr. J.D. Sangode,

Mrs. A. P. Hame, Smt. S. S. Mohod,

Dr. D. R. Bambole,

Mr. V. R. Thakare (Alumni Representative)

Mr. N. G. Mahure (Non- teaching Representative)

3) Purchase Building & Construction Committee:

Chairperson - Hon'ble Shri. Nareshchandra P. Thakare

Convener - Principal, Dr. Smita R. Deshmukh

Members - Mr. V. R. Thakare, Smt. S.S. Mohod, Dr. D. R. Bambole, Dr. C. N. Vidhale, Dr. S. D. Thakare, Mr. N. G. Mahure.

4) Admission Committee:

- B.Ā. - I :- Dr. S.B. Watane , Mr. J. D. Sangode, Dr. S. R. Kawale , Dr. M.M. Nandurkar Ku. P.
B. Bhamburkar
B.A. –II :- Dr. S. D.Thakare, Mr. V. R. Thakare
B.A. –III :-,Dr. M.M. Nandurkar,Dr. S.B. Deshmukh
B. Sc. (Home Sci.- I) :- Dr C .N. Vidhale, Dr. S. R. Kubde,
Smt. S.S. Mohod, Mrs. A. P. Harne
B. Sc. (Home Sci. –II) :- Dr. C. N Vidhale, Dr. S. R. Kubde,
B. Sc. (Home Sci.- III) :- Prof. Smt. S. S.Mohod, Prof. Mrs. A. P. Harne.
B. Sc. –I (Science) :- Dr. D.R. Bambole, Dr. K. E Chaudhari
B. Sc.-II (Science) :- Dr. K. E Chaudhari, Ku.R.A.Thakare,
B. Sc.- III (Science) :- Dr. K. E Chaudhari, Ku.M.D.Farkade
B. Com. (English medium) - I :- Mr. J. D. Sangode, Mr. V. R. Thakare, Mr. Panchariya
B. Com. (English medium) - II :- Mr. J. D. Sangode, Mr. V. R. Thakare, Mr. Keshao Panchariya

5) Prospectus Committee:

- Convener :- Prof. J. D. Sangode
Member :- Dr. S.D. Thakare, Prof. Mrs. A. P. Harne, Dr. M. M. Nandurka.

6) Time Table Committee:

- Convener :- Dr. S. D. Thakare
Members :- Dr. C. N. Vidhale , Dr. D.R.Bambole , Mrs. A. P. Harne , Mr. J. D Sangode.

7) College Exam Committee:

- Convener (B.Sc. Home Sci.) :- Dr. C. N. Vidhale
Members :- Mrs. A.P Harne, Smt. S. S. Mohod,
Dr.S.R.Kubde (Practical)
Convener (Arts):- Prof. J.D. Sangode
Members :- Dr. R.S. Kawale, Dr. S. B. Watane, Dr. S. B. Deshmukh,
Convener (B.Sc.) :- Dr. K.E. Chaudhari

8) Internal Academic Planning and Audit Committee:

- Chairperson:- Principal Dr. Smita. R. Deshmukh
Convener :- Dr. S. D Thakare
Members:- Dr. D. R. Bambole, Dr. R. S Kawale

9) Music, Arts and Culture Club :

Convener :- Smt. S. S. Mohod

Members:- Dr. M. M. Nandurkar, Prof. Ku. P. B. Bhamburkar, Mr. J. D. Sangode, Mr. V. R. Thakare, Ku. R. A. Thakare, Ku. Mayura Farkade, Ku. Rashmi Kale

10) Feedback Committee:

Convener :- Mrs. A. P. Hame

Members :- Dr. S. R. Kubade, Mr. V. R. Thakare, Mr. J. D. Sangode

11) Library Advisory Committee:

Chairperson:- Principal, Dr. Smita R. Deshmukh

Secretary :- Mr. M. P. Deshmukh

Member :- Dr. S. R. Kubde, Dr. D. R. Bambole, Dr. S. D. Thakare.

12) Alumni Committee:

Chairperson:- Principal, Dr. Smita R. Deshmukh

Convener:-Mr. V.R. Thakare

Members:- Dr. C.N Vidhale, Dr. S. D. Thakare, Dr. S. R. Kubde, Mr. M. P. Deshmukh, Dr. M. M Nandurkar, Miss Mayura Farkade.

13) Cell on Sexual Harassment and Violence Against women:

Convener:- Dr. C.N Vidhale

Members:- Dr. S.B. Watane, Mr. V. R. Thakare, Dr. S.R. Kubde, Mr. N. G Mahure, Shri. Kundan Raut, Mrs. K. A. Sabale

14) Student Council Election Committee:

Convener :- Mr. V.R. Thakare

Members:- Dr. S. B. Deshmukh, Dr. R. S. Kawale, Mr. J. D. Sangode, Mr. M.P Deshmukh, Mr. Shrikant Shelke.

15) Games and Sports Committee:

Convener :- Mr. V. R. Thakare

Members - Dr. R. S Kawale, Ku. P. B. Bhamburkar.

16) Tours and Excursion Committee:

Convener:- Dr. S. B. Watane

Members:- Dr. C.N. Vidhale, Mr. M. P. Deshmukh.

17) Discipline/College Monitoring Committee:

Chairperson :- Dr Smita. R. Deshmukh

Convener :- Mr. V. R. Thakare.

Members: - Dr. R. S. Kawale, Dr. S. B. Watane, Mrs. A. P. Harne, Dr. K. E. Chaudhari, Ku. P.B Bhamburkar.

18) New Course Committee / College redressal cell :

Convener:- Mr. J. D. Sangole

Members:- Dr. D. R. Bambole, Dr. K. E. Chaudhary

19) Study Circle Committee:

Convener:- Dr S. R. Kubde

Members :- Dr. D. R. Bambole, Dr. S. D. Thakare.

20) Question Bank Committee:

Convener:- Dr. K. E. Chaudhari.

Members :- Ku. P. B. Bhamburkar, Mrs A. P Harne, Mr. Shrikant Shelke, Prof. Keshao Panchariya.

21) Earn While Learn Committee:

Convener:- Ku. P. B. Bamburkar

Members :- Dr. C. N. Vidhale, Dr. S. R. Kubde, Dr. R. S. Kawale .

22) Intensive, awards and scholarship Committee:

Converter:- Dr. M. P. Deshmukh

Member:- Mrs A.P. Harne, Dr. D. R. Bambole.

23) Nature Club, Gardening and Conservation Committee:

Convener:- Dr. S. B. Deshmukh

Members:- Dr. S. B. Watane, Dr. M. M Nandurkar.

24) College Result (Statistical Data) Committee:

Convener - Smt. S. S. Mohod (Home Sci) Dr. R. S. Kawale (Arts) Miss. Mayura Farkade (Science)

25) Committee for Competitive Exam and Placement Cell:

Convener:- Dr. D. R. Bambole

Members :- Mr. J. D. Sangode, Smt. S. S. Mohod, Dr. S. D. Thakare

26) Committee for N. G. O./M. O. U. :

Convener: Dr. K. E Chaudhari

Members:- Dr. S. R. Kubade, Mr. V. R. Thakare, Dr. S. B. Watane, Dr. M. M Nandurkar, Ku P. B. Bhamburkar

27) College Hostel Committee:

Convener:- Mrs. A. P. Harne

Members:- Dr. C. N Vidhale, Dr. S. R. Kubade, Smt. S. S. Mohod

28) College Magazine Committee:

Convener:-Dr. M. M. Nandurkar

Members:- Dr. S. B. Watane, Dr S. D. Thakare

29) Wall Magazine Committee:

Convener:- Ku. P. B. Bhamburkar

Members:- Dr. S. R. Kubade, Dr. S. D. Thakare.

30) Stock Verification Committee:

Convener:- Dr. S. R. Kubde

Members :- Dr. C. N. Vidhale, Mrs. A. P. Harne, Dr. D. R. Bambole, Mr. M. P. Deshmukh.

31) Guardian Teacher Committee:

Convener:- Dr. M. M. Nandurkar

Members: - Dr. C. N. Vidhale, Dr. K. E. Chaudhari.

32) Student Attendance Committee:

Convener:- Dr. D.R . Bambole

Members:-, Dr. S. R. Kubde , Ku P. B. Bhamburkar, Dr. M. M. Nandurkar, Prof. Ratnapal Dongare.

33) Web Site Update Committee:-

Convener:- Mr. M. P. Deshmukh

Members:- Dr.R.S Kawale , Dr.D.R. Bambole, Dr. S. R. Kubde, Dr. K.E. Chaudhari, Dr. S. D. Thakare.

34) Students And Employees Grievance Redressal Cell and Anti-raging Committee:

Convener:- Smt. S. S. Mohod

Members:- Dr. C. N. Vidhale, Mrs. A. P. Harne, Dr. S. B. Deshmukh.

35) Student Development & Equal Opportunity Cell:

Convener:-Dr. R. S Kawale.

Members:-Dr. C. N. Vidhale, Mr. V. R. Thakare, Dr. M. M. Nandurkar, Dr. S. B. Deshmukh

36) Equal Opportunity Cell:

President: Principal, Dr. Smita R. Deshmukh

Convener: Mrs. A. P. Harane

Members: Dr. S. D. Thakare, Dr. K. E. Chaudhary

37) Advertisement & Publicity Committee:

Convener :- Dr. M. M. Nandurkar

Members:- Prof. A. P. Harne

38) Record Maintenance Committee:

Converter:- Dr. S. B Watane

Members - Dr. M. M. Nandurkar

39) Unnat Bharat Abhiyan Committee :

Converter :- Dr. R. S. Kawale

Members – Dr. D. R. Bambole, Dr. M. M Nandurkar, Mr. M. P. Deshmukh

40) “Annapurna Yojana” Committee:

Convener:- Dr. S. B. Deshmukh

Members – Dr. C.N. Vidhale, Dr. S. R. Kubde

41) Service Book Maintenance & Placement Committee:

Convener:-Prof. J. D. Sangode

Members - Dr. C. N. Vidhale, Prof .V. R. Thakare, Shri. N.G. Mahure

42) CSR Fund Committee:

Chair Person :- Dr.Smita .R. Deshmukh

Convener :- Prof. Ku .P. B. Bhamburkar

Members - Prof. V. R. Thakare, Dr. R.S. Kawale, Dr. M. M. Nandurkar, Dr. S. B. Watane, Dr.S.B. Deshmukh, Shri. Kundan Raut, Mr. M. P. Deshmukh

43) Science Club Committee:

Convener: Dr. D. R. Bambole

Members:

- 1) Prof. Dr. K. E. Chaudhary
- 2) Shri S. A. Shelke
- 3) Miss Rashmi Thakare
- 4) Miss Mayura Farkade
- 5) Miss Pranjali Gondchar
- 6) Miss Utkasha Patil
- 7) Miss Poonam Deshmukh
- 8) Miss Ravina Pawar
- 9) Shri. Akash Dhotre
- 10) Miss Shital Madar
- 11) Miss Asmita Chakrapani
- 12) Miss Ashwini Shinde

44) Research And extension Committee:-

Convener:- Dr. M. M. Nandurkar .

Member:- Dr. D. R. Bambole , Dr. R. S. Kawale, Dr. S. R. Kubade

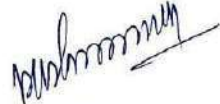
45) ICT Committee:

Convener: - Dr. D. R. Bambole

Member:- Dr. S. D. Thakare, Dr. K. E. Chaudhary


Secretary
(Prof. V. R. Thakare)


DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya:
Amravati


Principal
PRINCIPAL
Matoshree Vimalabai Deshmukh
Mahavidyalaya, Amravati.



- 1) Appointment and Service rules**
- 2) Shri Shivaji Education Society
Amravati's Constitution**
- 3) Sant Gadgebaba Amravati University
Amravati, Statute**
- 4) College code of Conduct**

1) Employees Service rules & duties and responsibilities:

EMPLOYEES SERVICE RULES AND DUTIES & RESPONSIBILITIES

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati was established under UGC Act, 1956. Being an Institute, it strives to achieve the goal of becoming one of the leading institute by focusing on the overall development and empowerment of the student's moral, social, personal, intellectual abilities. It intends to shape the students to become socially responsible citizens through various extensions, co-curricular and extra-curricular activities, by providing excellent infrastructure and the environment that promotes learning.

The Institute believes in transparent administration and also in establishing the systems and procedures and implementation of the same to achieve the goal. There are some procedures and rules for an effective administration. All the procedures and rules relating to the staff have given as "Employees Service Rules and Duties & Responsibilities" for the benefit of the employees.

For Appointment and service rules & regulations of Institute/ governing body, the institution follows-

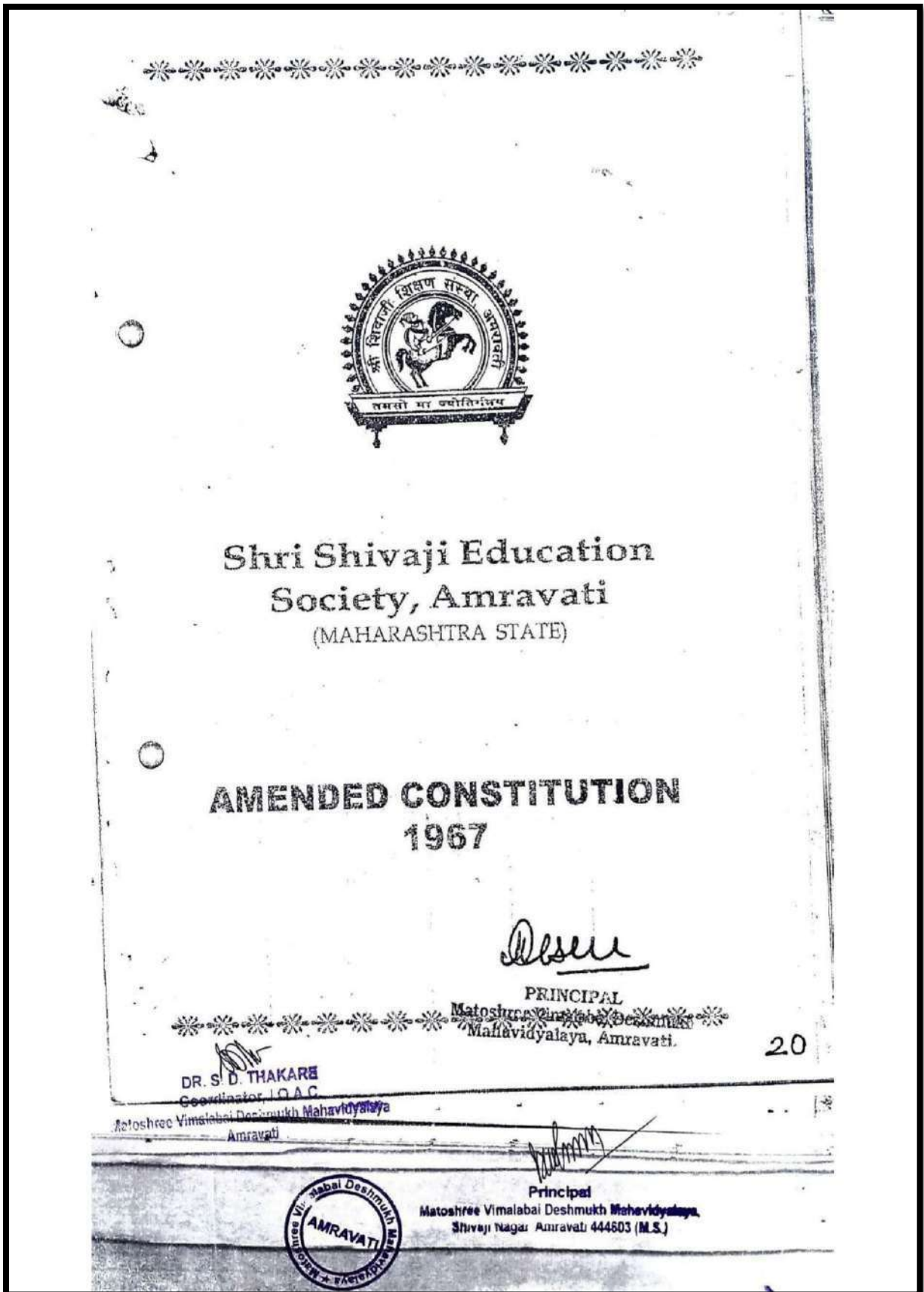
- a) Shri Shivaji Education Society Constitution
- b) UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018
- c) Maharashtra Public Universities Act, 2016
- d) University of Sant Gadgebaba Amravati, Amravati Statute
- e) College Code of Conduct


DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati




Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

2) Shri Shivaji Education Society Amravati's Constitution:



Shri Shivaji Education Society, Amravati
AMENDED CONSTITUTION, 1967

PREAMBLE :

Whereas it necessary to make special efforts for the progress of education in Vidarbha and elsewhere, particularly for the poor and backward classes, and whereas it is necessary to start special institution for achieving this objective, in the faculties of Agriculture, Science, Literature, Commerce, Industry, Arts and Law and to encourage Games and Sports, Women's Education etc., and whereas it is necessary to establish a Society and to frame rules for the conduct of institutions establishment for the purpose, the following rules are framed.

1. NAME :

The name of the society shall be "The Shri Shivaji Education Society, Amravati" All correspondence of the Society shall be in the name of "The Shri Shivaji Education Society, Amravati."

2. DEFINATIONS :

A) Society means "The Shri Shivaji Education Society, Amravati," registered on the 2nd December, 1932 under Society's Registration Act XXI of 1860 and under Bombay Public Trust Act, 1950 on the 18th March, 1963.

B) Member means "A member of the Society."

C) OFFICE BEARERS :

The President, the Vice : Presidents and the Treasurer shall be the Office - Bearers of the Society."

(2)

- i) a) A person duly enrolled as a member of the Society under any of the Categories from 1 to 7 (under Article 5), except the employees of the Society, shall be eligible for contesting election to the Executive Council.
- b) In case a member of the Executive Council seeks employment in any of the institution of the Society he /she shall cease to be the member of the Executive Council with effect from the date of employment.
- ii) A person with the following disqualifications shall not be eligible for contesting election to the Executive Council.
 - 1) A person who is insolvent.
 - 2) A person who is a previous convict for an offence under the I. P. C. (excluding political offence) and sentenced to imprisonment for more than one day.
 - 3) A person who owes any debt to the Society.
 - 4) A person who makes contracts with the Society regarding sale, purchase or transfer of the Society's movable or immovable property, for the sake of monetary gain for himself / herself.
 - 5) Any member elected to the Executive Council incurring any disqualification from out of (1) to (4) above shall cease to be the member of Executive Council as soon as the disqualification is detected.
- D) **SPECIAL RESOLUTION :**
 - i) A special resolution to remove a member of the Executive Council of the Society shall require a majority

(3)

of 3/5 ths of the members present at the meeting of the General Body of the Society, which shall be attended by at least fifty members.

ii) A special resolution to amend the constitution of the Society or to alter, extend or abridge the purpose for which the Society is established within the meaning of Society's Registration Act XXI of 1860 or its constitution or to amalgamate the Society wholly or partially with any other Society, shall not come in to effect, unless the Executive Council's report containing the proposal passed by 4/5 ths of its members present is sent Under Postal Certificate to every members of the Society, ten days previous to the special meeting of the General Body of the Society called for the purpose and is confirmed by three-fifths of members Present at the special meeting of the Society convened after an interval of one month from the former meeting.

iii) A special resolution to dissolve the Society shall come into effect only after the consent of Government, if it is necessary by law, has been obtained.

iv) A special resolution to propose to give Society's Property that remains after payment of all debts and liabilities, to some other Society, shall require the concurrence of 4/5 ths of the members present personally at a meeting of the General Body of the Society.

v) At a meeting of the General Body called for the specific purpose of considering and passing a 'Special Resolution,' as defined above, the quorum shall be one hundred. (100) members.

(4)

3) **OBJECTS :**

The objects of the Society shall be :

- i) to establish, conduct, manage, supervise and take over educational institutions of various kinds for boys, girls and adults.
- ii) to provide facilities for the acquisition of knowledge and information and the advancement of culture;
- iii) to undertake make available facilities for research in all branches of knowledge and to establish institutions for the purpose.
- iv) to carry on experiments with a view to improving methods of teaching and to establishing institutions for this purpose.
- v) to encourage physical, culture and start conduct or manage institutions for this purpose.
- vi) to encourage women's educations by establishing special institutions like hostels, widow's homes and nursing school, etc.
- vii) to establish hostels for poor boys and girls and to open and conduct orphanages.
- viii) to co-operate with Government other societies, institutions and bodies for the purpose of promoting the cause of education and spread of knowledge and culture.
- ix) to establish, start conduct and manage Printing Presses for publishing books periodicals journals and other educational media;

(5)

- x) to undertake farming, gardening and to acquire or take on lease, or to purchase land for the same purpose.
- xi) to start other subsidiary activities and institutions such as the establishment of stores, medical aid Societies etc.
- xii) to help, assist aid any institutions under the management of the Society or otherwise by advice; guidance and supervision.
- xiii) to organize exhibitions and culture - weeks, etc.
- xiv) to organize and run to tournaments, competitions olympiads etc;
- xv) to undertake publicity and propoganda by all possible means, such as films lectures, debates and demonstrations;
- xvi) to hold organize arrange and manage Conferences, Seminars, Kavi Sammelans etc.;
- xvii) to acquire property both movable and immovable, to raise funds for carrying out the objects of the Society on security of its immovable property and for that purpose to allenate immovable property of the Society by mortgage, sale etc;
- xviii) to do each;every and all such things as are incidental or helpful or conducive to the accomplishment, attainment, and furtherance of the above objects.

(6)

4. **HEAD OFFICE OF THE SOCIETY :**

The Head Office of the Society shall be at Amravati,
(M.S.)

5. There shall be the following classes of members of the Society:

- 1) **Patron-in-Chief :** one who contributes rupees fifty thousand or more, shall be a patron in chief of the Society. This membership shall be hereditary. He / she shall be entitled to vote in Person or by proxy, at a meeting of the General Body of the Society, and his / her portrait shall be hung in a place determined by the Society.
- 2) **Patron :** One, who donates rupees twenty thousand or more, to the Society, shall be a Patron of the Society. He/she shall be a life-member and shall be entitled to vote in person or by proxy at a meeting of the General Body of the Society.
- 3) **Vice-Patron :** One, who donates to the funds of the Society, rupees ten thousand, shall be a Vice-Patron and a lifemember of the Society, He / she shall be entitled to vote in person or by proxy, at a meeting of the General body of the Society.
- 4) **Donor :** One, who contributes to the fund of the Society the amount of rupees five thousand shall be called a Donor. A Donor shall be entitled to vote in person or by proxy, at a meeting of the General Body of the Society.

(7)

- 5) **Vice-Donor** : One, who contributes rupees two thousand five hundred to the funds of the Society, shall be a Vice-donor and a life member of the Society.
- 6) **Sympathiser** : One, who contributes to the funds of the Society, rupees five hundred or more shall be a Sympathiser and a life-member of the Society.
- 7) **Life member** : One, who contributes to the funds of the Society, rupees two hundred and fifty (Rs. 250/-) in lump sum or more, shall be a Member of the Society.
- 8) **Ordinary Member** : One who contributes to the funds of the Society, rupees twenty five per year, shall be an Ordinary Member to the Society, for the calender year in which the subscription is made one who contributes to the funds of the Society, rupees one hundred. in lump sum, shall be an Ordinary Member of the society for five year. An ordinary member shall not be entitled to work on the Executive Council but shall be entitled to vote at a meeting of the General Body of the Society, provided he / she has been a member of the Society for the, previous two years and has paid his / her subscription for the current year. He / she may be admited to life-membership as soon as he / she completes the contribution of Rs. 250/-

(8)

6. From the above-mentioned categories admission to the membership under categories (1) to (8) shall be subject to the approval of the Executive Council.
7. Composition of the Society.
 - a) There shall be a "General Body" consisting of all the members of the Society.
 - b) There shall be an Executive Council constituted as per provisions contained in article 10 (a) below. The Executive Council shall manage the affairs of the Society.
8. The term of Office :

The term of office of the Members of the Executive Council shall be five years. But until the new Council shall be five years. But until the new Executive Council is elected as per clause (b) under article (7) the old Executive Council shall continue.
9. Function of the General Body :
 - a) to elect members of the Executive Council on the expiry of the term of their office and to fill in casual vacancies from amongst the members of class 1 to 7 (Under Article 5) of the General Body. The Members elected to casual vacancies shall have to vacate membership along-with other members, at the end of the remaining period of the term of the Office.
 - b) to approve the budget estimates and expenditure;
 - c) to consider and approve the annual financial statement of accounts as submitted by the Executive Council.

(9)

- d) to determine matters of general policy and consider such other matters as may be referred to it, by the Executive Council;
- e) Amendments to the constitution of the Society Proposed by the Executive Council shall be required to approved by the General Body by a 3/5 ths majority of the members present.

10. The Composition of the Executive Council :

- a) There shall be an Executive Council consisting of the one President, three Vice-Presidents, the Treasurer and four other members elected by the General Body from amongst its members (Class 1 to 7 under Article 5) and the fulltime, paid Secretary appointed by the Executive Council. The following representatives on behalf of the institutions of the Society, shall be nominated, by the Executive Council
 - 1) One for Colleges,
 - 2) Two for Schools,
 - 3) One for the institutions, from amongst the employees.
- b) Those members of the Executive Council, who keep themselves absent for three consecutive meeting of the Executive Council, shall cease to be members of the Executive Council, Provided that their explanation for such absence is obtained and reasons given therein, are not found satisfactory by the Executive Council.

(10)

- c) The Executive Council shall meet at least once in two months.
- d) The Secretary of the Executive Council shall, in consultation with the President, issue notice for a meeting of the Executive Council. Specifying therein the date, time, place of the meeting and the nature of business to be transacted Seven days clear notice shall be deemed to be sufficient. But this rule shall not be applicable to adjourned or emergency meetings.
- e) A meeting of the Executive Council shall be held in consultation with the President and a minimum quorum of seven members shall be required to carry on its business. In case the meeting is required to be adjourned for want of quorum. It shall be held again after 3 days at any time and place with the agenda previously notified. For such a meeting, how ever a quorum is not necessary. All proposals before the meeting shall be disposed of by majority. In case of equality of votes, the question shall be decided by the casting vote of the President.

The President has the right to convene an emergency meeting of the Executive Council but no business shall be transacted unless there is a quorum. A resolution imposing a pecuniary penalty for a breach of any rule or bye-law of the Society can be passed only by the emergency meeting convened for the purpose and with the concurrence of 3/5 ths of the members present at such a meeting.

(11)

A Resolution of a formal nature may be passed by circulation and it should be placed before the next meeting of the Executive Council for approval.

a) The assets and funds of the Society shall be in the name of the Society and all transactions and correspondence etc, in this connection, shall be carried on in the name of the Society by the Secretary with the written permission of the President.

b) **Power of the President :**

Subject to the approval of the Executive Council, the President is empowered to manage the property of any kind situated in any place whatsoever of the Society, attest and sign all documents, bonds and securities in the name of the Society; secure loans by mortgaging any property or securities etc. of the Society or otherwise execute necessary agreements in the name of the Society, invest Society's money at interest, lend sums from Society's funds or borrow sums for the Society's funds, negotiate, exchange sell or purchase securities, obtain cash credit amounts from Banks or any other sources, draw overdrafts or issue bills of exchange, invest capital, purchase for that purpose any machinery, land or buildings or have the same on lease or by hire, or by mortgage or agreement or otherwise invest capital in a Co-operative Bank of elsewhere, or dispose of, in emergency, any other activity under the jurisdiction of the Society, as full authorised to act for the Society.

The President is also empowered to authorise any

(12)

- person to act on behalf of the Society for any of the above purpose subject to the approval of the Executive Council.
- c) He shall preside over all the meeting of both the General Body and of the Executive Council. In his absence any of the Vice-Presidents, elected by the members present, shall preside over the meetings of the General Body or the Executive Council.
 - d) In the absence of the President, or any of the Vice-Presidents, the members present shall elect a chairman from amongst themselves to preside over the meeting concerned.
12. The Chairman of the meeting of the General Body or the Executive Council of the Society shall not vote, except when there is an equal division of votes. In case of equality of votes in an election meeting the issue shall be decided by lot.
13. All questions, except a special resolution arising at General meeting of the Society and at a meeting of the Executive Council shall be decided by a majority of votes. In case of equality of vote, the question shall be decided by the casting vote of the chair.
14. The General Body of the Society shall meet at least twice a year on the dates prescribed by the President. The notice of the meeting of the General Body of the Society shall be served by post, under certificate of posting. The notice shall specify the date, time and place of the meeting and the nature of the business to

(13)

be transacted Fifteen days clear notice shall be necessary for a General Body meeting.

15. On requisition signed by at least twenty members of if the President deems it necessary the President shall have the power to convene a special meeting of general Body of the Society. The quorum for the transaction of business at a General Body Meeting of the Society shall be fifty. In case the meeting is adjourned for want of a quorum, it shall be held again after 7 days with the agenda previously notified. For such a meeting the quorum is not necessary.
16. The Functions of the Executive Council shall be :
 1. to frame bye-laws and rules subject to the approval of the General Body, for the conduct of the Executive Council of the Society and institutions;
 2. To prepare and submit for approval of the General Body the Budget estimates of the Society and its institutions, for the ensuing year;
 3. To dispose of any urgent business;
 4. a) to appoint a full-time paid Secretary :
 - b) to appoint certified auditors to audit the annual accounts and financial statements of the Society and its institutions.
 - c) to appoint Deputy Manager for the secondary Schools.

(14)

5. to supervise the movable and immovable property and all the funds of the Society and its institutions and to arrange for Purchase of the articles required for the institutions or to provide them otherwise.
6. to take all necessary legal steps in the interest of the Society, to file, conduct or defend suits on behalf of the Society, and to delegate powers to any person or agent or to give power of attorney of a general or particular nature.
7. to acquire sites for the Society, and its institutions and to erect thereon temporary or permanent buildings of the Society.
8. to collect funds, to run the institutions to erect necessary buildings and to purchase material of a permanent nature if necessary.
9. to arrange for the internal audit of the accounts and other records of the Society and its institutions and to print and publish annual reports and to forward the copy of the same to all the members of the Society.
10. to approve the orders passed by the President.
11. to consider amendments propose by any member of the General Body of the Society.
12. to propose amendments to the constitution of the Society.

(15)

13. to create required posts and make appointments for the same and effect transfers, if and when necessary.

17. DUTIES OF THE SECRETARY :

- 1) He shall be the secretary of the Society and shall carry on the day-to-day administration of the Society.
- 2) He shall carry on correspondence under the authority of the President of the Society.
- 3) He shall maintain minutes of the Proceedings of the meetings of the Society both of the General Body and of the Executive Council.
- 4) He shall execute the resolutions of the General Body and of the Executive Council.
- 5) Maintenance of up - to - date accounts shall be the responsibility of the Secretary. He shall submit monthly statement of accounts regularly to the President through the Treasurer.
- 6) He shall be the custodian of all the documents of the Society.

FUNDS OF THE SOCIETY :

- a) The funds of the Society shall be held in the name of the "Shri Shivaji Education Society, Amravati," in a scheduled Bank or Banks under the authority of the resolution of the Executive Council.

(16)

- b) It shall be binding upon the Secretary, who is the disbursing authority, to see that every withdrawal of amount for disbursement is within the budget sanction and is duly approved by the Treasurer and President.
- c) Bank accounts shall be operated under the joint signatures of any two persons authorised by the resolution of the Executive Council.
19. All the property and the funds of the Society shall belong to the Society and no member shall have any proprietary right over them.
20. Preparation of Electoral Roll :
The Electoral roll shall be finally prepared by the 31st of December prior to the General elections of the Society. Any member enrolled after the 31st December prior to General election shall not have the right to vote in the ensuing election meeting.
21. Nothing herein laid down shall invalidate any action taken under the above rules and in good faith, merely on account of a technical irregularity of procedure.

R. J. Gharphalkar
Chairman of the meeting
of the General Body
Dt/- 21-1-1967

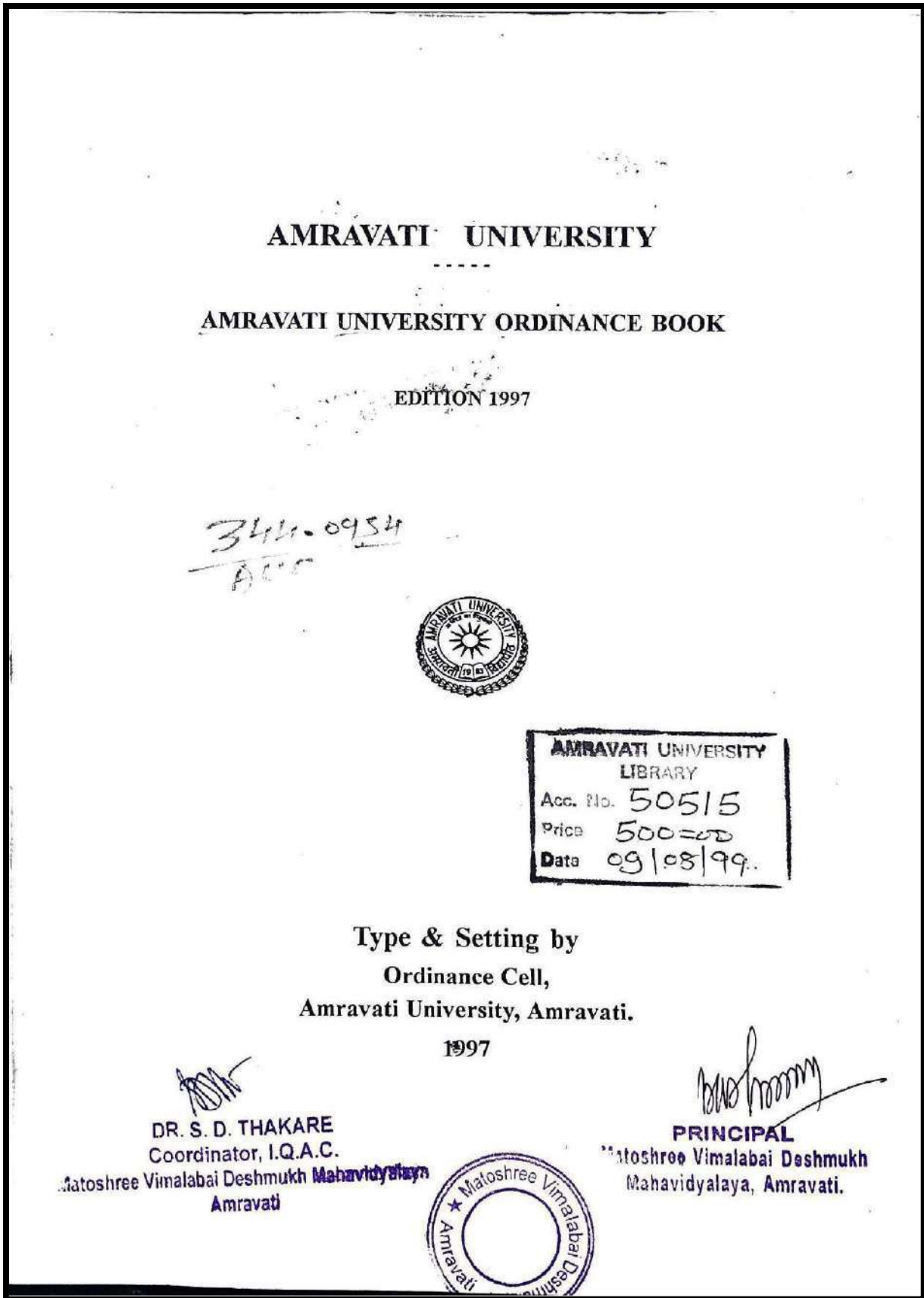
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Superintendent,
Public Trusts Registration Office,
Akola Region, Akola.
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DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya
Shivaji Nagar Amravati 444603 (M.S.)



(3) Sant Gadgebaba Amravati University's Statute:



ORDINANCE NOS. 119, 120, 121 & 122

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***ORDINANCE NO. 119**

Examinations leading to the degree of Ayurvedacharya (B.A.M.S.)

- * Not printed, (Comprising Prag-Ayurveda and 5 examinations of Main Ayurvedacharya). Second B. A. M. S. held for the last time in March-April 1978 exhausting additional two chances for the failures. Thereafter the failures under this course absorbed in the new Course under Ordinance No. 127 (B. A. M. S.) (Comprising Prag-Ayurveda, and 3 examinations of Main Ayurvedacharya), since repealed by ordinance No. 14 of 1981.

****ORDINANCE NO. 120**

Examinations leading to the Post-Graduate Diploma in Linguistics

- ** Not printed, since repealed by the Executive Council, dated 22/23-9-1977, from Academic session 1978-79, on introduction of the subject at the M. A. Degree level.

***ORDINANCE NO. 121**

Examinations leading to the Degree of (संश्राल्त्र पारंगत वास्तुविज्ञान) Master of Technology (M. Tech.) in Architecture (Urban Planning)

- * As made by the Executive Council, dated 3/4.3.1973. Not printed, since repealed by Ordinance No.2 of 1997.

*** ORDINANCE NO 122**

S AMRAVATI UNIVERSITY TEACHERS' SERVICE AND CONDITIONS OF EMPLOYMENT ORDINANCE. 1972

CHAPTER I

Preliminary

1. This Ordinance shall be called "Amravati University Teachers' Service and Conditions of Employment Ordinance, 1972". It shall apply to all full-time teachers of the University.
2. This Ordinance shall come into force with effect from 1st January, 1973.
3. This Ordinance shall apply to all the teachers employed by the Amravati University in its Departments and Institutions maintained by it.

Exhibition of the Ordinance

4. A copy of the Ordinance shall be kept with the Head of the Department/ Institution and shall be available to all the teachers on sale.

- * As approved by the Executive Council, dated the 19th/27th November, 1972, and 21st July, 1973, and amended by the Executive Council, dated 18.9.1976, and further amended by Ordinance No. 4 of 1997.

Adopted from Nagpur University, as per provision of Section 108(2) of Amravati University Act, 1972, and amended with Section 115(2)(xii) of Maharashtra Universities Act, 1994.

S. P. BHAKARE
Principal
Matoshree Vimalabai Deshmukh
Mahavidyalaya, Amravati.



PRINCIPAL
Matoshree Vimalabai Deshmukh
Mahavidyalaya, Amravati.

Definitions

5. In this Ordinance unless there is anything repugnant to the subject or context :-
- (a) The "Act" means the Nagpur University Act, 1974 (Maharashtra Act. No. XXVI of 1974).
 - (b) The "Vice-Chancellor" means the Vice-Chancellor as appointed under Section 10 of the Act.
 - (c) The "Executive Council" means the Executive Council constituted under Section 23 of the Act.
 - (d) The "Registrar" means the Registrar appointed under Section 13 of the Act.
 - (e) "Competent Authority" means the Executive Council constituted under Section 23 of the Act.
 - (f) "Contract of Service" means an agreement entered into in writing between the Competent Authority or the Officer to whom the power is delegated by the Executive Council and the Teacher.
 - (g) "Department" means any Department of the University constituted and so declared by the Vice-Chancellor or the Executive Council as the case may be.
 - (h) "Institution" means any Institution or College run by the Nagpur University, either under Ordinance or directly by the University, or any Institution so declared by the Executive Council from time to time.
 - (i) "Teacher" means a Professor/ Assistant Professor/ Reader/ Lecturer/ Associate Lecturer/ Demonstrator/Tutor (excluding Part-time or Contributory Teachers appointed on contract for specific period) appointed by the University or Competent Authority.
 - (j) "Head of the Department" means a teacher in a Department for the time being appointed and as defined in Clause 1 of Statute 15.
 - (k) "Head of the Institution" means the Principal of the University College of Law, Director, L.I.T., Principal, University College of Education and will include any other person so declared by the Executive Council or the Vice-Chancellor for the Institution maintained or established by the University.

CHAPTER II**Classification**

6. The Teachers shall be classified as follows :-
- (a) Permanent Teachers,
 - (b) Probationary Teachers,
 - (c) Temporary Teachers.
 - (i) "Permanent Teacher" means a teacher who is appointed by contract in writing duly signed and who is in the exclusive employment of the University and who will be on permanent basis and who has been confirmed by an order in writing.
 - (ii) "Probationary Teacher" means a teacher who is appointed in a clear Vacancy, on probation upto two years and who is in exclusive employment of the University. The probationary period may be extended by the competent authority by a further period of one year. During the probationary period if the work is not satisfactory his services may be terminated with a notice of one month. The teacher shall be deemed to be confirmed and permanent teacher if no decision is taken by the Executive Council within a total period of three years.

If a permanent Teacher is employed as a probationer in a new post, he may at any time during the probationary period, be reverted to his substantive post.

If the probationary Teacher wants to leave the job he will have to give one month's notice to the competent authority for resigning the job or pay one month's salary in lieu of the same. Acceptance of the resignation will be however, subject to the approval of the competent authority taking into consideration the needs of the University at that particular period.

- (iii) "Temporary Teacher" means a teacher engaged by contract in writing for specific period of specific work or who has been engaged on temporary basis as such.
- (iv) "Part-time Teachers" means a teacher appointed by the Competent authority in any Department or Institution maintained by the University and who will be governed by the conditions mentioned in the agreement of Service of Part-time Teacher.
- (v) "Contributory Teacher" means a person employed as a Contributory Teacher in the Department or Institution maintained by the University on specific terms of remuneration per lecture in any specialised field of study.

The Contributory Lecturers and Part-time Teachers shall be appointed by the Competent Authority. Section 57 of the Act shall not apply to these appointments.

7. Every teacher except part-time and contributory teacher shall be appointed as per contract given in appendix "A" of this Ordinance and the parties shall be bound by the same. If for some reason or other contract of service is not filled in, the service agreement given in the Appendix "A" shall be deemed to be the contract of service between the University and the teacher.

Appendix "B" shall govern the service conditions of part-time and contributory teachers.

8. Every teacher other than a part-time or contributory teacher, shall be recognised as a teacher of University by Committee to be appointed under Section 59 of the Act and the recognised teacher shall enjoy the privileges of the University as given in the Act, Statutes and other Regulations framed thereunder.

9. Every teacher as defined above shall be employed in the University by an order in writing.

10. In case of emergency, Vice-Chancellor shall have power to appoint teachers under Section 11 (4) of the Act. Such appointments shall not be for more than one academic session during which the appointment is made.

Working Hours

11. (a) Working hours of the teachers shall be as prescribed by the University or the competent authority from time to time. The teachers are expected to be in the Department or Institution during working hours, but they may leave the Department/College or Institution with the permission or knowledge of the Head of the Department or Institution.

(b) The Head of the Department or the Institution, shall be present in the Department or Institution during the working hours.

Holidays

12. All the teachers shall be entitled to get weekly and other holidays as will be decided by the Academic Council or the Competent Authority.

CHAPTER III
Recruitment and Promotions

13. Minimum qualifications for the various posts of teachers shall be prescribed by the Academic Council or the Competent Authority.

14. No candidate shall be employed as a teacher of the University if -

(a) he has been dismissed for misconduct from service in this University or Affiliated College or Institution or from that of any other Statutory Body;

OR

(b) he has been dismissed for misconduct from Government service;

OR

(c) he has been convicted of an offence which in the opinion of the competent authority involves moral turpitude.

15. A candidate selected for appointment shall be not less than 21 years of age on the date of appointment.

The Executive Council may relax any of the conditions which may be prescribed, in any individual case by recording reasons in writing.

Procedure of Appointment

16. All appointments of teachers made by the Executive Council shall be by a written order.

The service of the teacher shall commence from the date on which he reports duty and shall be entitled to salary from that date if he reports to duty in the first half of the working day or from the next day if he reports to duty in the Second half of the day.

Seniority

17. (a) Every teacher shall rank for seniority in the grade according to the date of his commencement of service.

(b) When a post is filled in by open competition, seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the Selection Committee, subject to the date of joining their duties being the same.

(c) When a holder of any post in a grade is reduced to a lower grade, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such lower grade next below any specified number thereof.

Promotions

18. (a) All departmental candidates selected for higher posts, under Section 57 of the Act, shall be deemed to be promoted to the higher posts.

(b) A teacher promoted to higher post shall be treated as on probation for a period of one year to be extended to two years and shall be liable to be reverted during the period of his probation.

The Head of the Department or Institution shall be appointed as per seniority as given in Statute No. 15. The Principal of the College shall be appointed subject to the provisions of Section 57 of the Act.

CHAPTER IV
Pay and Allowances

19. There shall be schedules prepared every year showing the posts sanctioned, names of the teachers employed, their pay- scales and other emoluments and it shall be circulated to the members of the Executive Council and placed before the Executive Council annually for its information.

20. Persons selected shall ordinarily start on the minimum of time scale. Provided, however, it shall be competent for the appointing authority to fix the starting pay of any deserving candidate at a subsequent stage in the time-scale.

Every teacher appointed shall be entitled to pay-scale and allowances as per contract of service or as per regulation made by the Competent Authority from time to time.

21. Any teacher holding a temporary appointment for a full academic session shall be entitled to full pay for the ensuing summer vacation. If such person is in service of the University for less than full academic session, but more than three months he shall be entitled for the salary for ensuing vacation in the same proportion as the number of days of his service appears to the total number of days of the academic year.

Increment

22. An increment shall be drawn as matter of course unless it is withheld. An increment may be withheld by the competent authority, if the conduct of the teacher has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have effect of postponing future increments.

23. Where an efficiency bar is prescribed in a time-scale, the increment next above the Bar shall not be given to an employee without the specific sanction of the Competent Authority.

24. Service as laid down in the following clauses and in such other manner, as the Executive Council may determine from time to time, counts for increments in a time-scale :-

- (a) All duty in a post on a time-scale counts for increment in that time-scale.
 - (b) Leave, other than leave without pay shall count for increments in the time-scale of the post in which the employee has been confirmed.
 - (c) Service rendered in a post carrying lower time-scale will not count for increment in the higher posts without specific sanction of the Executive Council in each case.
 - (d) Should a University Teacher while holding one post be appointed to officiate in a higher post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increments in the time-scale applicable to such lower post. The allowance shall be 20% of the presumptive pay.
 - (e) Service rendered in a time-scale post during the period of probation shall count as service towards increments.
 - (f) Service rendered in a temporary post shall count for increments provided the post is on a prescribed time-scale.
 - (g) Period spent on foreign service on deputation or study leave shall count for increments.
25. (i) A University teacher shall begin to draw his salary and allowances attached to the post with effect from the date he has taken charge of his duties and shall cease to draw them as soon as he relinquishes charge of the duties of the post.
- (ii) Pay and allowances should be drawn for the day of a man's death; the hour at which the death takes place has no effect on the claim.

- (iii) If a teacher takes charges of the post in the Second half of a day, he shall for the purposes of calculation of pay and allowances be regarded as having taken the charge of it on the subsequent day.

Service Book

26. (a) Service Book shall be opened for every teacher on the permanent establishment in the University. It shall be opened immediately on his being appointed in the service of the University.
- (b) In the Service Book, every step in a University Teacher's Official life, including temporary and officiating promotions of all kinds, increments and leave of absence taken should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statements (Registers), and attested by such officer as may be empowered in writing by the appointing authority. The date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect stating the nature of the document relied on. In the case of an University employee the year of whose birth is known but not the month and date, the First July should be treated as the date of birth. When both the years and the month of birth are known but not the exact date, the 16th of the month should be treated as the date of birth. In case of a teacher who is only able to state his approximate age and who appears to the Resident Medical Officer to be of that age, the date of birth should be assumed to be the corresponding date after deducting the number of years representing his age from the date of his examination by the Medical Officer.

When the date, month and year of birth of a University Teacher are not known and he is unable to state his approximate age, the age by appearance as stated in the Medical Certificate of fitness should be taken as correct, he being assumed to have completed that age on the date the certificate is given and his date of birth recorded accordingly.

When once an entry of age of the date of birth has been made in the service book, no alteration of the entry shall afterwards be allowed, unless it is proved that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error. The appointing authority may correct errors in Service Book, which are either obviously clerical error or errors in which correctness of the original entry is questioned on other grounds.

27. The service Book should be kept in the custody of the Registrar or any other officer duly authorised by the Competent Authority.

28. Every teacher shall be entitled to see that his Service Book is properly maintained and all erasures in it are attested.

29. The service Book should be taken up for verification in June of every year by such officer as may be empowered in writing in this behalf by the appointing authority who, after satisfying himself that the entries of the teacher concerned are correctly recorded in his Service Book, in conformity with the above instructions, should record therein a certificate over his signature to the effect that the entries have been verified up- to-date from pay bills, acquittance rolls and similar records.

30. The Service Book may be given to a University Teacher after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in the event of a University Teacher's Service terminating by his death, to his relatives on application, should no application be made, within six months of the death of the University Teacher, the Service Book may be destroyed if it is no longer necessary for the purpose of the University.

When a University Teacher's Service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the University Teacher's decease whichever is earlier, after which it will be destroyed. Provided that, if any legal proceeding in connection with the removal or dismissal is commenced against the University by the Teacher removed or dismissed from the service of the University, the Service Book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction.

31. Every care shall be taken by issuing administrative orders by the Competent Authority/ Registrar to see that Service Books are not tampered with as kept in the office or during inspection by the University Teacher.

32. A personal file shall be opened for every teacher immediately on his appointment in University Service. In the personal file all orders and papers in connection with the official life of the employee shall be properly filed. In no case the personal file shall be open for inspection and perusal of the teacher or his representative.

33. (a) The Confidential Files and Character Rolls for the Teachers shall be maintained by the Vice-Chancellor.

(b) Annual Confidential Reports and other reports shall be in the Character Roll File which shall be in the custody of the Registrar.

34. Every teacher of the University shall be entitled to the allowances, such as Dearness Allowance, H.R.A. Compensatory Cost of Living Allowance and other allowances as sanctioned from time to time.

CHAPTER V

Leave

35. (1) Every Teacher in the University shall be governed by Leave Rules mentioned in Appendix "C".

(2) Leave is earned by duty only. Leave cannot be claimed as of right. When exigencies of University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant the leave.

(3) No teacher shall remain absent without previous permission and order in writing from the competent authority and if he does so he may be liable for disciplinary action for misconduct. In case of emergency, however, it is essential that an employee should intimate in writing about his absence to the office on the same day.

(4) It shall be the duty of the teacher to give his permanent postal address before proceeding on leave and not giving such an address shall amount to misconduct. Any notice or letter despatched to postal address so given shall be deemed to be sufficient service of such notice or circular on the teacher.

(5) A leave account in the prescribed form shall be maintained by the Registrar in his office for each teacher in terms of all leave granted other than casual leave.

(6) The leave rules for vacation staff shall be as mentioned in Appendix 'C'.

However, the period of six weeks shall be determined by the competent authority for each academic session and each institution.

CHAPTER VI

Vacation

36. The teachers shall be entitled to the vacation as decided by the Academic Council.

Grant of Lien and Deputation

37. (1) No teacher, who has put in less than two years' service shall be allowed to apply for outside posts. If he wants to apply for outside job he shall have to resign his post. Not more than two applications of a teacher shall be forwarded by the University in a calendar year.

(2) Those who have put in more than two years' service and are confirmed may apply in writing to the competent authority through the Head of the Department or Institution,

stating reasons for asking for lien; no application shall be entertained and no teacher shall be allowed to leave the University Service unless there is a clear three months' notice. It shall be within the discretion of the Competent Authority to decide the period of lien and also conditions under which it will be granted. Lien will be granted generally in case of teachers who want to go for outside post, for furthering his educational prospects or acquiring higher knowledge. The Competent Authority shall record reason in writing while granting lien in other cases.

- (3) The University Teacher who has already been granted lien will have to apply for extension of lien before the expiry of his first year's lien, through his employer with whom he is working.
- (4) The lien should ordinarily not exceed two years. For good and exceptional reasons the Competent Authority shall have power to extend the lien.
- (5) In every case of lien a bond shall be executed by the teacher in the prescribed form indicating the date of his return to resume his duties in the University and in case of breach of the same, he shall be liable for reimbursement to the University as per conditions in the agreement. This will also include the cases of teachers who have gone on study leave.

CHAPTER VII

Conduct, Discipline and Appeals

38. In addition to his regular duties, the services of the teacher shall be availed by the University as and when required.

39. Every teacher of the University shall conform to and abide by the rules and shall observe, comply with & obey all orders and directions, which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may, for the time being be placed.

40. (1) All teachers shall during the period of their service, engage themselves honestly and efficiently under the directions of the Competent Authority/Head of the Department/ Institution and shall make themselves in all respects useful to the University and shall not on their own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or business.
- (2) Teachers are expected to spend the remaining time of their working hours, apart from their teaching periods, in useful work such as research and improvement of educational standard. The competent authority will provide the necessary facilities.
- (3) In addition to the teaching work teachers may be required to participate in any work for co-curricular and corporate activities of the College/ University including social and educational functions.
- (4) No full-time teacher shall accept part-time gainful employment in another educational/ cultural/literary/Industrial/Commercial establishment without obtaining written permission from the authorities of the University. He shall not be allowed to take private tuitions.
- (5) The teacher shall maintain the academic secrecy in connection with the setting of papers, conduct of examinations, valuation of papers, etc. and also keep secrecy of the matters which in their own nature require to be kept secret in the educational institutions.
- (6) The teacher shall maintain high educational standard and keep academic atmosphere in the University.

41. No teacher shall stand for elections to the State Legislature or Parliament or for Local Bodies without the prior permission of the University. In case of his election to the State Legislature or Parliament he shall make a choice, within fifteen days of the declaration of the election result, either to continue as a teacher or as a member of the elected body.

CHAPTER VIII

Suspension, Removal, Dismissal, Termination and Retirement Termination

42. The services of temporary teachers may be terminated by the Competent Authority at any time without showing any reason, after giving one calendar month's notice or by paying one month's salary (the pay and allowances, if any) in lieu of notice. The notice should not, however, be given during vacation or so as to cover any part of the vacation.

43. The services of permanent teacher can be terminated on the following grounds :

- | | |
|---|-----------------------------------|
| (1) Wilful and persistent neglect of duty, | (2) Misconduct, |
| (3) Breach of any of the terms of contract, | (4) Physical or mental unfitness, |
| (5) Incompetence, | (6) Abolition of the post. |

Provided the plea of incompetence shall not hold good after five years' of confirmation of a teacher.

Suspension

44. If the competent authority finds that the nature of the act under 1,2,3 or 4 of Paragraph 43 alleged is so serious as not to allow the employee to continue his work, an order suspending him may be passed and the person shall continue to remain under suspension till a decision of the departmental enquiry or till such period as the competent authority deems fit. During the period of suspension, the employee will be entitled to a subsistence allowance at an amount equal to half the basic pay on the day of suspension and allowances as admissible on that.

45. If any action is proposed to be taken against any teacher a departmental enquiry shall be held and the teacher shall be given opportunity to defend.

46. If as a result of enquiry the employee is not found guilty of misconduct, then the employee shall be reinstated and he shall be entitled to his normal full salary and allowances for the period of suspension, subject to adjustment of the subsistence allowance paid to him during the period of suspension. If, however, the employee is found guilty partially, but is retained in service, the period of suspension and his pay and allowances may be decided by the competent authority in each and every case. In case a teacher is found not guilty and the authorities decide not to reinstate him, he will be entitled to one month's salary for every completed year of service, subject to a maximum amount of Rs. 10,000/-.

47. The enquiring Authority shall be appointed by the Competent Authority. The enquiry shall be completed within a period of six months from the date of suspension. It shall not be open to the teacher to claim to examine any one as a witness except those who are in the employment of the University. He may, however, produce other witnesses at his own cost, at the time and place specified by the Enquiry Authority.

The Enquiring Authority shall have the power to disallow any witness, if the evidence is not material to the enquiry.

48. In cases of withholding of increments or character roll warning, the teacher shall be given intimation of the act of misconduct committed by him and he will be given an opportunity to give explanation before the punishment is inflicted. In such cases department inquiry as laid down in Paragraph 45 will not be necessary.

Punishment

49. Punishment to be given by the competent authority shall be as under :-
- (i) Censure;
 - (ii) Withholding of increments or promotion, including stoppage at an efficiency bar;
 - (iii) Reduction to a lower post or time-scale or to a lower stage in a time-scale;
 - (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or by breach of orders;
 - (v) Suspension;
 - (vi) Removal from service of the University, which does not disqualify from future employment;
 - (vii) Dismissal from service of the University, which ordinarily disqualifies from future employment;
 - (viii) Fine to be deducted from salary.

Appeal

50. The teachers shall have a right to refer, the decision of the competent authority arising out of the contract between him and the University, to the Tribunal or Arbitration (Section 74 of the University Act.)

Retirement

51. Any teacher, after confirmation, unless appointed on a contract for a period stated in the appointment order, shall continue in service upto the age of 60 years.

Provided, however, it shall be in the discretion of the Executive Council to retain or re-employ him in service after the date of his compulsory retirement as stated above by entering into a special contract with him, if it is necessary to do so in the interest of the University, provided he is medically fit. Such extension shall be given for not more than two years at a time till the teacher attains the age of 65 years.

Those who attain the age of superannuation in the middle of the session shall get extension with the end of the academic session.

CHAPTER IX**Miscellaneous**

52. All Rules, Regulations and Standing Orders, Statutes, Ordinances, Notifications and things done in connection with the service conditions of the teachers shall stand repealed and they shall hereafter be governed by this Ordinance.

53. This Ordinance shall not alter or change any service conditions to the disadvantage of the Service conditions of the teachers who are already in service of the University. They may be called upon to give choice, whether they want to be governed by this Ordinance or by the old rules and regulations.

* * * * *

APPENDIX-A**AGREEMENT OF SERVICE TO BE EXECUTED BY PROFESSORS/READERS/
LECTURERS/ASSOCIATE LECTURERS APPOINTED BY THE UNIVERSITY.**

WHEREAS under the provisions of the Nagpur University Act, 1974 (Act No. XXVI of 1974), it is necessary that the employment of teachers in the University shall be under a written contract; and

WHEREAS no formal contract or agreement in writing has been executed by the employees in service;

This Agreement hereby executed this day of between the Amravati University constituted under Maharashtra Act No. XXVI of 1974 (hereinafter referred as "THE UNIVERSITY" OF THE ONE PART); and

.....

 (hereinafter referred to as "THE SECOND PARTY" OF THE SECOND PART);

AND WHEREAS the Executive Council of Amravati University at meeting held on has decided to appoint/appointed the Second Party as temporary/permanent Professor/Reader/Lecturer/Associate Lecturer in the Department of in this University in the scale of pay of Rs. with D.A. according to the scale in force from time to time/ without any D.A. and other allowances permissible under the existing rules on an initial pay of Rs. per month on probation for a period of years;

AND WHEREAS the Second Party has accepted the appointment and has agreed to serve the University on the terms and conditions hereinafter appearing;

OR

AND WHEREAS the Second Party has already been confirmed in the appointment in this University, the terms and conditions hereinafter appearing shall govern the conditions of service.

Now this Agreement witnesseth as follows

1. The Second Party is appointed as Professor/Reader/Lecturer/Associate Lecturer in the scale of Pay of Rs. with D.A. for the time being admissible on an initial pay of Rs. per month/without any D.A. and other allowances permissible under the existing rules from the day he/she has taken charge with a probationary period of two years commencing from after completion of the probationary period commencing from

2. The probationary period is liable to be extended by such further period as the Executive Council deems fit, so that the total period of probation shall in no case exceed three years :

Provided always that the second party shall be confirmed in the appointment on expiration of the period of probation unless not later than one month before the expiration thereof the competent authority informs him/her in writing of its intention not to confirm him/her.

Provided further, that no increment due and payable to the second party shall be withheld or postponed except by a resolution of the Executive Council of the University and after the teacher has been given reasonable opportunity to show cause against withholding such increment by written representation.

3. During the period of probation of the second party the Executive Council may terminate the services of the second party by giving a notice of termination of not less than thirty days.

4. During the period of probation the second party may resign from the service by giving 30 days notice or salary in lieu thereof and the resignation may be accepted by the Vice- Chancellor from such date as the Vice-Chancellor may think proper.

5. On confirmation in the service, the second party shall continue to serve the University till he/she attains the age of sixty years :

Provided that the Executive Council may extend the age of superannuation of the second party each time for a period of one year after the second party attains the age of sixty years but no such extension will be given after attainment of the age of sixty-five years;

Provided further, that if the Second party reaches the age of superannuation in the midst of an academic session the second party shall be liable to continue in employment till the end of the academic year.

6. The second party shall be bound by all provisions of the Amravati University Act, Statutes, Ordinances and all other lawful directions given by the competent authority and shall at all times observe and obey the rules prescribed by University Authorities regarding the duties to be performed by the second party.

7. The second party shall employ himself/herself efficiently and diligently to the best of his/her ability and shall devote his/her whole time to the duties of his/her service and shall not engage himself/herself or be interested direct or indirectly in any trade, business, occupation or employment, private consultancy or technical advice, any agitation or movement prejudicial to the interest of the University or any authorities of the University and will not absent himself/herself from duties without having first obtained written permission from the Vice- Chancellor or Head of the Department or other prescribed authorities, except in case of an emergency or accident or sudden illness certified by a competent medical authority or any Officer duly authorised in this behalf by the University.

8. The Second party shall not contest any elections to any local bodies or to the Legislatures of any State or Parliament without prior permission of the Executive Council. If elected he shall resign from the post in the University within one month from the date of notification of his election. However, this clause will not apply if the second party contest a seat from the special constituency meant for the teaching profession.

9. The second party hereby agrees to give instruction to students in the Department and conduct research in the said Department, and perform such other duties as may be entrusted to him/her by any competent authority of the University.

10. During the period of first three years after appointment in service of the University, the second party shall not ordinarily apply for any outside post :

Provided that after completion of three years after appointment the second party may be allowed to apply for any outside post on condition that the second party shall not leave the service of the University without giving a notice of not less than three months, ending with an Academic Session.

11. If the second party makes an application for any outside post after confirmation in violation of Para 10 of this agreement, the second party shall be deemed to have acted in a manner contravening the terms of this agreement amounting to misconduct.

12. During the period of service with the University, disciplinary action may be taken against the second party on any of the following grounds:-

- (a) intentional breach of any of the terms of the agreement;
- (b) wilful and/or persistent neglect of duty;
- (c) physical or mental disability to discharge duties;
- (d) insubordination, indiscipline or improper behaviour;
- (e) proved incompetence;
- (f) misconduct derogatory to the interest of fair name of the University.

13. Disciplinary action may be taken against the second party after holding due enquiry and giving adequate and reasonable opportunity to the second party against whom action is proposed to be taken.

14. The service of the second party may be terminated for any act of indiscipline after due enquiry, or the second party may be dismissed from service for proved misconduct:

Provided no action terminating the service of the second party or dismissal from service shall be taken except on framing charges and holding proper enquiry by a person or persons designate or designated by the Executive Council after affording adequate and reasonable opportunity to the Second party to defend himself/herself.

15. The Executive Council on a reference to it by the Vice- Chancellor shall be competent to suspend the second party in suitable cases where disciplinary proceedings are contemplated against the second party during the period of enquiry .

16. The services of the second party shall not be determined either by termination or dismissal or any other disciplinary action except by a resolution passed by the Executive Council at a meeting specially convened for the purpose. The resolution will state the reasons of termination or other disciplinary action proposed to be taken, before any action is taken under this agreement, the Executive Council shall give notice to the second party of the proposal to take action and shall grant not less than three weeks' time to make such representation as the second party may desire to make. Every resolution terminating the service or taking any disciplinary action, shall be passed only after consideration of the representation, if any, from the second party.

17. It shall be sufficient service of any notice given by the second party, if it is addressed to the Registrar of the University and delivered at or sent by registered post to the address of the Registrar at Amravati, and it shall be sufficient service of notice by the University or any of its authorities, if it is signed by the Registrar or other competent officer and is addressed to the second party and delivered at or sent by registered post to the address of the second party as intimated to the University or to the last known address of the second party.

18. The second party shall be entitled to such leave as may be admissible in accordance with the provision for the time being governing the conditions of service and to such pay during the period of leave to which the second party may be entitled.

19. The second party shall be entitled to the benefit of contributory Provident Fund or any retirement benefits applicable from time to time admissible in the University and the University shall have a right to deduct from the salary of the second party the provident fund/gratuity fund and also such other dues which the University may be entitled to receive from the second party. The second party shall also be entitled to other benefits which will be provided from time to time.

20. On the termination of services of the second party the University shall have a right to deduct from the salary payable to the second party any amount that may be due from the second party to the University.

21. The Provident Fund shall not carry interest after expiry of six months from the date the second party ceases to be an employee of the University.

Provided that the Provident Fund amount shall be paid to the second party soon after the second party ceased to be employee of the University but in any case within a period of six months.

22. On termination of service of the second party for whatever cause the second party shall deliver up the University all books, apparatus, records, furniture, money and other articles belonging to the University that may be in his/her possession and also deliver vacant possession of any quarters the second party may be occupying as an employee of the University or otherwise, and the second party shall be considered to have been relieved of duties only when the charge of the department or section is taken over and report in writing made by a person designated in that behalf by the Executive Council is received by the Registrar and a copy thereof furnished to the said second party.

23. Nothing in this agreement shall affect the right of the second party to refer any difference or dispute arising out of this agreement to a Tribunal of Arbitration constituted under the provisions of Section 74 of the Nagpur University Act. The said Tribunal shall consist of one member appointed by the Executive Council, one member appointed by the second party and Umpire appointed by the Chancellor, The decision of the Tribunal shall be final and no suit shall lie in any Civil Court in respect of any matter decided by the Tribunal.

24. For removal of doubt, it is hereby agreed that these presents or agreements shall govern the conditions of service of the second party with the University, notwithstanding any other agreement or understanding, if any, representation under which the second party may have entered into service of the University previous to the execution of this agreement.

25. This agreement shall commence from the date of execution of the agreement in case of employees appointed hereafter and in case of other employees, from the date of their initial appointment.

Provided that no action to the prejudice of the interest of the second party shall be taken for any act or omission prior to the date of execution of this agreement.

26. Portions which are not relevant between the parties shall ordinarily be scored out and initialled by both the parties. If any ambiguity arises due to want of scoring out and initialling the ambiguity shall be resolved by the Vice-Chancellor and his decision shall be final.

27. In addition to this agreement of service, parties agree that they shall be governed by Amravati University Teachers' Service and Conditions of Employment Ordinance, 1972, and amendments if any, made from time to time.

Party No. 1

Party No. 2

APPENDIX-B

AGREEMENT OF SERVICE TO BE EXECUTED BY TEACHER (PART -TIME OR CONTRIBUTORY) APPOINTED BY THE UNIVERSITY

WHEREAS under the provisions of the Ordinance called Amravati University Teachers' Service and conditions of Employment Ordinance, 1972, it has been provided that the Employment of teachers, Part-time or Contributory in the University shall be under written contract; and

WHEREAS no formal contract or agreement in writing has been executed by the employees in service; and

This Agreement hereby executed this day of between the Nagpur University constituted under the Maharashtra Act No. XXVI of 1974 (hereinafter referred to as "THE AMRAVATI UNIVERSITY" OF THE ONE PARTS), AND

(hereinafter referred to as "THE SECOND PARTY" OF THE SECOND PART).

AND WHEREAS the Executive Council of the University at its meeting held on has decided to appoint/appointed the SECOND PARTY OF THE SECOND PART as part-time or contributory Lecturer in the Department of in this University at a fixed pay of Rs. per month or fixed remuneration of Rs. per lecturer according to the resolution of the Executive Council, WHEREAS it is necessary to have the agreement or contract to be executed by the employee in service; and

WHEREAS the Second party has accepted the appointment and has agreed to serve the University on the terms and conditions hereinafter appearing.

Now this Agreement witnesseth as follows :-

- I. That the Party No. 2 agrees that his employment shall be governed by the Amravati University Teachers' Service and Conditions of Employment Ordinance, 1972, subject to following conditions :
 - (i) That his services shall be purely temporary and liable to be terminated with one month's notice.
 - (ii) That he will be governed by leave and other rules framed by the Executive Council from time to time.
 - (iii) That the contributory teacher shall only be entitled to the remuneration fixed per lecture. That his services shall be liable to be terminated with a week's notice.
 - (iv) That the second party shall also be entitled to other benefits if any decided by the Executive Council.

- (v) That the services of the Part-time teacher shall be liable to be terminated with one month's notice or one month's salary in lieu of notice. He shall be entitled to leave and other facilities as decided by the Executive Council in respect of his employment.
- (vi) Teachers appointed on a contributory basis shall be liable to be terminated with 8 days remuneration in lieu thereof.
- (vii) Party No. 2 shall be liable for disciplinary action and will work under the overall control of the Head of the Department or under whom he works and also of the Vice-Chancellor and Executive Council.

This Agreement shall come into force from the date of execution of the agreement in case of teachers appointed hereafter and in case of others from the date of their initial appointment.

Party No. 1

Party No. 2

APPENDIX-C

LEAVE RULES FOR UNIVERSITY TEACHERS.

Casual Leave

- (i) Every full time/part time teacher shall be entitled for 15 days casual leave in a calendar year.
- (ii) Casual leave may be taken in one or more instalments subject to a maximum of 7 days at a time as the teacher may desire.
- (iii) Casual leave cannot be combined with any other kind of leave.
- (iv) Casual leave may be prefixed or suffixed with Sunday or University Holiday, but the total period of absence including holidays does not exceed 15 days.
- (v) If a teacher is absent suffixing and prefixing a Sunday or University Holidays, the intermittent holiday shall be accounted for purposes of calculating the casual leave.
- (vi) A teacher shall be allowed to avail casual leave in such proportion of 15 days commensurate with the period of duty rendered by him during the calendar year.
- (vii) Any casual leave not availed by a teacher during the year shall lapse at the close of the calendar year.
- (viii) All applications for casual leave of teachers shall be sanctioned by the Heads of the Departments concerned.
- (ix) Casual leave of the Heads of the Departments including permission to leave headquarters shall be granted by the Vice-Chancellor.
- (x) Casual leave account of teachers except the Heads of the Departments shall be maintained by the respective Heads of the Department concerned.

DUTY LEAVE

- (i) University Teachers shall be entitled to duty leave for Conduct of University Examinations of other Universities, Boards and Public Examining Bodies, for attending meetings convened by Government, Universities and other Public Bodies, Seminars and such other duties approved by the Vice-Chancellor not exceeding 15 days in a calendar year. Wherever it will be remunerative work, absence will be treated as casual leave.
- (ii) The rules regarding the grant of Casual leave shall mutatis mutandis, apply in the case of such Duty Leaves.

- (iii) Whenever University Teachers are deputed by the University for such University work as may be assigned by the competent authority or are appointed delegates to represent the University at the All India Conference, their absence shall be treated as on duty.

Half Pay leave

- (i) University Teacher in permanent employ, shall be entitled to leave on private affairs and on medical grounds at the rate of 20 days of each completed year of service.
- (ii) Subject to the exigencies of service, a University teacher may be granted leave half pay upto the limit of such leave due to him either on private affairs or on medical grounds provided that leave granted on medical grounds shall be subject to the production of a medical certificate from a registered Medical Practitioner or the Medical Board of the University and for a period not exceeding that recommended by such medical authority. Teachers availing leave on medical grounds must produce fitness certificate from that medical authority on resumption of duty. Such leave shall not be granted as leave preparatory to retirement.

Commuted Leave

- (i) A University teacher may at his option have the half pay leave due converted into half the amount of full pay leave. Such converted leave shall be commuted as commuted leave and shall be granted only on production of a medical certificate from a registered Medical Practitioner or University Medical Board subject to a limit of 240 days during the entire service.
- (ii) Commuted leave shall not be granted for more than 120 days at a time, but it can be combined with compensatory leave, or vacation (summer/Diwali) provided the total period of absence shall not exceed 240 days.

Maternity Leave

- (i) A lady teacher in the permanent service of the University shall be eligible for Maternity Leave on full pay for a period not exceeding 90 days from the date of its commencement or to the end of 45 days from the date of confinement, whichever is earlier, provided that such leave shall not be granted for more than thrice during the entire service, including miscarriage.
- (ii) Such leave shall not be granted to a temporary or a probationary teacher who has not put in at least one year of continuous service.
- (iii) Maternity leave may be prefixed or suffixed to 6 weeks Summer, Diwali vacation compensatory leave and half pay leave on production of medical certificate from a registered Medical practitioner or University Medical Board. Maternity leave shall not be debit to the leave account.

Extra-Ordinary Leave

Extra-Ordinary leave may be granted to a University Teacher in special circumstances (a) when no other leave is admissible under the rules and (b) When other leave is admissible but the teacher concerned applies in writing for grant of such leave.

Rules for Study Leave to University Teacher.

1. General :

Study leave may be granted to a member of the teaching staff of the University to enable him to prosecute higher studies or research or specialised training in his subject either in India or Abroad.

2. Eligibility :

Study leave on half pay shall be admissible to all full time teachers on the permanent establishment of the University who have put in not less than three years of continuous service on the date on which such leave is granted.

3. Nature of Leave :

(a) Study leave shall be on half pay without any allowance and it shall not be debitable to the leave account.

(b) The period of study leave shall be counted as on duty for :-

(i) Promotion.

(ii) Annual Increments; and

(iii) may be prefixed and be suffixed to six weeks Summer Vacation/Diwali vacation or any other type of leave admissible under the rules except Casual Leave/Duty Leave.

Such leave however, shall not count for the purpose of earning any kind of leave.

4. Duration of study leave

Study leave on half pay without any allowance shall not ordinarily be granted for a period exceeding 24 months at a time. The Executive Council may at its discretion grant study leave without pay in continuation to 24 months study leave on half pay (without any allowances) not exceeding 36 months.

5. Allowances :

The Executive Council in suitable cases may sanction such allowances in addition to the leave on half pay admissible under the rules if the teacher concerned is in receipt of a Stipend/Scholarship/Fellowship or any financial help from any agency which is less than his total emoluments drawn before proceeding on study leave.

6. Execution of Bond :

Teachers availing study leave shall have to execute an agreement bond to serve the University for a minimum period of three years on return if the period of study leave does not exceed 24 months and for five years if the period does not exceed 36 months. In the event of non-return from study leave either in India or Abroad, the teacher shall be liable to refund the entire amount of salary drawn during the period of study leave together with interest thereon.

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%ORDINANCE NO. 123**Examinations Leading to the Degree of (कला स्नातक)
Bachelor of Fine Art**

% As approved by the Executive Council, dated 22/23.9.1977. Not printed, since repealed by Ordinance No.2 of 1997.

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***ORDINANCE NO. 124**

Examination leading to the Degree of M. Sc. (O. T.)

(विज्ञान पारंगत (व्यावसायिक चिकित्सा))

* Not printed, since repealed, from the session 1980-81, in consequence of Ordinance No. 38 of 1980.

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%ORDINANCE NO. 125

Examinations Leading to the Degree of

(समाजकार्य पारंगत) **Master of Social Work**

1. The Examinations for the Degree of (समाजकार्य पारंगत) Master of Social Work shall consist of two parts, namely -

- (1) (समाजकार्य पारंगत भाग-१) M. S. W. Part-I Examination; and
- (2) (समाजकार्य पारंगत भाग-२) M. S. W. Part - II Examination.

2. The duration of the course shall be of two academic years with the (समाजकार्य पारंगत भाग-१) M. S. W. Part - I Examination at the end of the first academic year and the (समाजकार्य पारंगत भाग-२) M. S. W. Part - II Examination at the end of the second academic year.

3. The Examination for each of the two parts shall be held twice a year at such places and on such dates as may be appointed by the Academic Council.

4. Subject to his compliance with the provisions of this Ordinance and of other Ordinances in force from time to time, an applicant for admission to the M. S. W. Part - I Examination shall have-

- (a) atleast one academic year previously (i) admitted to the Degree of Bachelor of Social Work, or (ii) admitted to the Degree of B. A., B. Arch., B. Pharm., B. Sc. (Home Science), B. Com. or B. Sc. (O.T.), B. Sc. (P. T.) of the University or an examination of any other Statutory University recognised as equivalent thereto;

Provided that-

- (1) atleast 50% seats shall be reserved for B.S.W.'s for admission to M. S. W. Part-I Course;
- (2) the minimum pass marks for admission to M. S. W. Part - I shall be 45% at the qualifying or any other Higher Examination;

Provided further that if the required number of candidates from the B. S. W.'s are not available, then the seats will be allotted to other unreserved categories;

Percentage of seats mentioned in the above proviso shall be inclusive of reservation for S. C., S. T., N. T., O. B. C. & others in both the categories;

- (b) prosecuted a regular course of study for one academic year in a College or recognised Institution.

% Effective from the Academic session July, 1977, as approved by the Executive Council, dated 22/23-9-1977, and amended by Ordinance Nos. 19 of 1980, 69 of 1981, 91 of 1981, 19 of 1983, and 16 of 1986.

§ Provided that an unsuccessful examinee of D. S. W. Part - I Examination of this University shall be admitted to the M. S. W. Part - I Examination as an ex-student.

5. Subject to his compliance with the provisions of this Ordinance in force from time to time an applicant for admission to the Part-II of the Examination shall -

- (i) have passed the (समाजकार्य पारंगत भाग-१) M. S. W. Part-I Examination of the University at least one academic year previously; and
- (ii) have prosecuted a regular course of study for one academic year in a College or recognised Institution.

§ Provided that an unsuccessful examinee of D. S. W. Part -II Examination of this University shall be admitted to the M. S. W. Part -II Examination as an ex-student.

6. An applicant for admission to the (समाजकार्य पारंगत भाग-१ किंवा भाग-२) M. S. W. Part-I or M. S. W. Part - II Examination as the case may be, shall submit a certificate from the Head of the Department of the Institutions to the effect that he has completed the Field Work and the Assignments.

7. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examinations in General, the provisions of Paragraphs 5, 8, 10, 27 and 32 of the said Ordinance shall apply to every Collegiate candidate.

8. The fee for each Part of the Examination shall be Rs. 72/- Plus Rs. 20/- for each practical Examination.

9. The Examination for M. S. W. Part-I shall consist of Five Theory Papers each carrying 100 Marks. There shall be Paper VI as 'Field Work' carrying 100 marks.

Note:- Each student will be required to do 10 hours of Observational visits and 5 hours of Field work recording per week.

10. The Examination for the (समाजकार्य पारंगत भाग-२) M. S. W. Part - II shall consist of-

- (a) Four Theory Papers carrying 100 marks each.
- (b) Research project Report carrying 70 marks and Viva-voce of 30 marks.
- (c) Concurrent Field Work (On Specialisation) carrying 100 marks (Internal 50 marks, External 50 Marks).

11. The scope of the subject shall be indicated in the syllabi.

12. Every examinee shall be examined in the Theory Part and the Practical work as indicated in the Syllabi.

13. In order to pass either the Part - I or the Part - II Examination, as the case may be, an examinee shall obtain the minimum pass marks as shown in Appendix- A

14. (1) A successful examinee obtaining not less than 60% marks in the aggregate in Part-I and Part-II taken together shall be placed in the First Division, and all other successful examinees shall be placed in the Second Division.

(2) There shall be no Classification of examinees successful at the Part-I Examination.

15. An unsuccessful examinee to be successful in any examination (Part-I or Part-II) must obtain not less than 35 per cent marks in each individual paper not less than 40% marks in the paper on concurrent Field Work and not less than 50% marks in the aggregate of the part.

§ Effective from 25-4-1981



Acc No. 50515

16. An unsuccessful examinee either at the Part-I or Part-II Examination shall be eligible for admission to a subsequent Examination in that part on payment of fresh fee and on production of a certificate from the Head of the Department of Institution to the effect that he has since his last admission to the Examination-

- (1) completed the Practical work and other Assignments in case of Part-I Examination, and
- (2) completed Field Work and submitted the report thereon and other Assignments in case of Part-II Examination.

17. Provisions of Ordinance No. 7-A relating to Condonation of Deficiency of Marks for Passing an Examination and of Ordinance No. 10 relating to Exemptions and Compartments shall apply to the examinations under this Ordinance.

§18. Any person who has passed Master of Social Work Examination of the University or of any other Statutory University in India or abroad may present himself again for the M. S. W. Examination in one additional specialisation only on payment of the Examination fee plus other fees, if any, after prosecuting a regular course of study in a college affiliated to this University on completing the following :-

- i) Paper of specialisation.
- ii) Field work in the areas of specialisation.
- iii) Research Project pertaining to fields of specialisation.

Successful examinee shall be entitled to receive a Certificate of having passed the Examination in an additional specialisation. Such an examinee shall neither be placed in any division nor shall he be eligible for any scholarship, medal or prize of the University.

19. As soon as possible after the Examination but not later than 30th June next following, the Executive Council shall publish a list of successful examinees at the Part-II Examination mentioning the Division obtained at the examination as a whole. The names of examinees passing the Examination as whole in the minimum prescribed period and obtaining the prescribed number of places in the First or Second Division, shall be arranged in Order of Merit as provided in the Examinations in General Ordinance No. 6.

20. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to this Examination, if he has already passed this Examination or an equivalent Examination of any other Statutory University.

21. Successful examinees shall receive a Degree of Master of Social Work (समाजकार्य पारंगत) in the prescribed form, signed by the Vice- Chancellor.

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§ Effective from 24-9-1986

ORDINANCE NO. 125

303

§ APPENDIX -A

(i) (समाजकार्य पारंगत भाग-१)

(Master of Social Work Part-I)

Paper		Maximum Marks	Minimum Marks	Aggregate Passing Marks
Paper I	Basic Sociological concepts and Indian Social Structures	100	35	300
Paper II	Social Psychology for Social Workers	100	35	
Paper III	History, Philosophy and Fields of Social Work	100	35	
Paper IV	Social Case Work and Social Group Work	100	35	
Paper V	Social Research & Statistics	100	35	
Paper VI	Field Work	100	40	

- Notes : 1. Each student will be required to devote 15 hours per week for concurrent Field Work and a total of 150 hours in the session. Evaluation of the students will be done on the following lines:-
(1) Agency of Visit, (2) Agency Placement, (3) Village Camp, (4) Seminars.
2. Independent passing in Theory & Field Work is necessary. No grace marks will be allowed in Field Work.
3. Failures in Field Work will have to repeat the course as regular students.
4. Exemptions are allowed in Theory papers.

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(ii) (समाजकार्य पारंगत भाग-२)

(Master of Social Work Part-II)

Paper		Maximum Marks	Minimum Marks	Aggregate Passing Marks
Paper VII	Community Organisation	100	35	300
Paper VIII	Social Welfare Administration and Social Legislation	100	35	
Paper IX	Specialization (Theory)	100	35	
Paper X	Specialization (Theory)	100	35	
Paper XI	Concurrent Field Work on Specialization Paper-			
	1. Study Tour relevant to Specialization	20		
	2. Agency Placement relevant to Specialization	80	40	
Paper XII	Research Project Report	70		
	Viva-Voce	30	35	

§ Effective from Summer Examination 1982.

Effective from summer Exam. 1983.

- Notes :**
1. Paper XI concurrent Field Work on Specialization Paper shall be assessed by both Internal and External Examiners.
 2. 50% marks shall be devoted to Internal Assessment and 50% marks shall be devoted to External Assessment.
 3. Each student will be required to do fifteen hours of Field Work per week and a total of 150 hours in the Session.
 4. Failures in Field Work will have to repeat the course as regular students.
 5. Exemptions will be allowed in Theory Papers.
 6. The candidates will complete his Research Project Report under the guide of the Deptt. of Social Work where he is pursuing his studies. Research Project will be submitted by the candidate before 15th February, preceding the date of the Examinations and will be assessed by an Internal and/or External examiner. The average of the marks as awarded by the Internal and external Examiners will be the actual marks obtained by the Examinee.

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%@ ORDINANCE NO. 126

**Examinations leading to the उच्च पदविका आंग्ल, फ्रेंच, जर्मन व रशियन भाषा
Higher Diploma in English, French, German and Russian Languages.**

%@ Not printed, since replaced by composite Ordinance No. 162, effective from the Academic session 1979-80, and also repealed by ordinance No. 14 of 1981.

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%ORDINANCE NO. 127

**Examinations leading to the Degree of (आयुर्वेदाचार्य) Bachelor of
Ayurvedic Medicine and Surgery (B. A. M. S.)**

% Not printed, since repealed by Ordinance No. 2 of 1997.

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%ORDINANCE NO. 128

**Examination leading to the Post-Graduate
Diploma in Gandhian Thought
(गांधी विचार स्नातकोत्तर पदविका)**

% As revised by the Executive Council, dated 22.1.1981. Not printed, since repealed by Ordinance No.2 of 1997.

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ORDINANCE NOS. 129, 130 & 131

305

% ORDINANCE NO. 129

**Examination leading to the (उच्च पदविका तेलगु व बंगाली)
Higher Diploma in Telugu and Bengali**

- % Not printed, since replaced by Composite Ordinance No. 149, effective from 1977-79, which was further replaced by Ordinance No. 162, from the Academic session, 1979-80, and also repealed by ordinance No. 14 of 1981.

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*** ORDINANCE NO. 130**

**Examination leading to the (अंग्लभाषा अध्यापन प्रमाणपत्र)
(Certificate in Teaching of English)**

- * Not printed, Since Examination/Course discontinued, and last chance to the failures was summer 1981 Examination.

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% ORDINANCE NO. 131

**Prescribing Norms for Teaching Periods for the Post-Graduate
Classes in the Faculty of Science**

1. That this Ordinance shall be called "Ordinance for Prescribing Norms for Teaching Periods for Post-Graduate Classes in the Faculty of Science."
2. That this Ordinance shall come into effect from the academic session commencing in July, 1976.
3. That every College or Department imparting instructions in Post-Graduate Classes in the Faculty of Science shall provide approximately 36 clock hours of teaching work per week per subject and that the teaching work per week shall be divided as under :-
 - (a) either into 6 periods per day of one hour's duration each, or
 - (b) into 8 periods per day of 45 minutes' duration each.
4. That the College/Department shall provide minimum of 4 clock hours per week for each theory paper divided either into 4 lectures periods each of one hour's duration or 5 lectures periods each of 45 minutes' duration each.

(Note :- This rule shall apply for the following subjects, viz-
Physics, Chemistry, Botany, Zoology, Statistics, Geology and Biochemistry).
5. That every College/Department shall provide a minimum of 5 clock hours per day for the subject Mathematics, divided into 5 periods of the one hour each.
6. That every college/Department shall provide a minimum of 3 hours per day for practical work, which may either be divided into 3 periods of one hour each or 4 periods of 45 minutes each.

Provided that for Chemistry and Biochemistry, the College/Department shall provide a minimum of 4 hours per day for practical work divided either into 4 periods of one hour each or 5 periods of 45 minutes each.

- % As amended and approved by the Executive Council, dated 22/23-9-1977.

Provided Secondly, that for Statistics a minimum of one and half hours per day shall be provided for practical work or for Dissertation in lieu of practical divided into 2 periods of 45 minutes each.

7. For Mathematics, the College/Department shall provide a minimum of 2 hours per day for problems (within 5 hours working day).

8. Seminars, Tutorials, Project work etc. shall be adjusted within the Lecture, Practical periods provided above.

9. That a batch of students for practical work shall not comprise more than 10 students, i.e. no teacher shall be required to look after the work of more than 10 students in a practical class at a time.

10. That two hours of Post-Graduate teaching work (either theory or Practicals) shall be deemed to be equivalent to three hours of Under-Graduate teaching work for purposes of calculating the work load of teacher.

11. That teachers guiding research work for Ph.D. shall devote not less than one hour per week to every research student working under them.

* * * * *

%ORDINANCE NO. 132

**Ordinance for Implementation of Statute No. 72*,
with reference to Clauses 28 (2) and (3)**

By virtue of the powers conferred under Para. 28 (2) of the Amravati University Pension-cum-Gratuity Statute, 1972, the Executive Council issues the following Ordinance for the procedure to be followed in dealing with the pension and Gratuity of Amravati University employees or their family members. In this Ordinance, the words and expressions used have the same meaning as assigned to them in the Amravati University Pension-cum-Gratuity Statute, 1972. Further, the word 'Pension' used herein shall include family pension, service gratuity and gratuity where the Context appears so.

SECTION 1 - Extent of Application.

1. The various provisions in this Ordinance shall apply to all Pension and/or Gratuity cases of the University employees or their family members eligible for the various benefits under the different paras of this statute and shall also apply mutatis mutandis to revision of pension and/or gratuity cases arising out of provisions in the statute.

2. (a) A University employee who is removed from University service for inefficiency, misconduct or insolvency, shall be granted no pension other than a compassionate pension;

(b) The sanctioning authority may make such reduction as it may think fit in the amount of pension of a University employee whose services have not been thoroughly satisfactory;

(c) Good conduct is an implied condition of every grant of pension. The sanctioning authority may withhold or withdraw a pension or any part of it, if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued, the party shall be granted a hearing.

% As framed by the Executive Council, dated 19th/20th June, 1976, and amended by Ordinance No.4 of 1997.

* To be deemed to have been made under Act, 1974 (Section 91(xiii)).

SECTION II - General Conditions for Grant of Pension

3. The Executive Council shall be the competent authority to accord sanction to the grant of Pension and/or Gratuity admissible under the provisions of the statute to any University employee who is borne on the University establishment : should the amount of pension granted to an University employee be afterwards found to be in excess of that to which he is entitled under the Statute and these Rules, he shall be called upon to refund such excess in such manner as may be prescribed by the Executive Council by a general or a special order in any individual case.

4. Every grant of pension is subject to the following special conditions :-

Invalid Pension

5. An invalid pension shall not be granted to an University employee whose incapacity is directly due to irregular or intemperate habits. If incapacity has not been directly caused by such habits but has been accelerated or aggravated by the authority granting the pension shall decide the reduction in the amount of the pension which shall be made on this account.

- (A) (i) An University employee eligible for pension is not entitled to exchange it for a Gratuity;
- (ii) If a University employee is eligible for Gratuity only, the Executive Council may, in its discretion, convert the Gratuity into Annuity. The amount of Annuity shall be calculated with reference to a table of present values as prescribed by Government of Maharashtra.

Family Pension

- (B) Family pension sanctioned in favour of a widow/widower will cease to be paid on her/his remarriage but in the event of the widow who has married again becoming a widow, family pension stopped may be restored at the absolute discretion of the sanctioning authority on necessary evidence, if the circumstances and necessity require the restoration of the family pension again.

SECTION III - Procedure for Application & Sanction of Pension

6. The Assistant Registrar (Admn.) shall forward a copy of these rules one year in advance of the date on which the University employee attains the age of superannuation with the remarks that there is likely to be delay in the sanction and payment of his pension if he does not submit a formal application as soon as the rule permits.

Every employee shall submit in the prescribed Form No. 1 a formal application for Pension-cum-Gratuity. He should, in his own interest, submit his formal application for pension to Registrar one year in advance of the date of his actual or anticipated retirement; Provided that in cases in which date of retirement cannot be foreseen one year in advance, the application shall be submitted immediately after the date of retirement is settled. In cases where pension cases are not likely to be finalised by the date of retirement of an employee from service or within a reasonable period after the event has occurred resulting in pensionary benefits, the employee/beneficiary shall be entitled to provisional pension which shall not exceed 75 p. c. of the amount of the pension for a period of six months, which he/she is likely to be entitled to. A separate application for such provisional pension (Form 2) will have to be made three months before the date of retirement or within one month of the occurrence of the event resulting in pensionary benefits. The Registrar shall cause scrutiny and finalisation of the quantum of provisional pension ordinarily within one month of the receipt of the application and shall place the same before the Executive Council for sanction.

7. The formal application shall be dealt with by the Registrar bearing in mind that delay in payment of Pension involve pecuniary hardships to the retiring persons. It is essential to ensure that an University employee begins to receive his pension on the date on which it becomes due.

Note :- The sums due to the University from a University employee should be brought to his notice by the Registrar with the least possible delay and in any case six months before the anticipated

date of retirement and he be requested to pay up the dues before formally sanctioning the final pension. The recoveries should be made before pension is sanctioned and any balance of dues should be recovered from the gratuity payable to him.

8. (i) On receipt of the formal application for pension from a University employee, the Establishment Section shall immediately draw the Pension-cum-Gratuity application in Form No. 5. The Assistant Registrar (Admn.) shall also immediately prepare a statement of the applicant's services the second page of the application Form No. 5. and arrange to verify them according to the following procedure :-

The Assistant Registrar (Admn.) shall, where delay in the finalisation of the pension case is apprehended by the Registrar, propose payment of suitable provisional pension duly supported by calculation of the pensionary benefits and such provisional payment proposed be forwarded to the Assistant Registrar (Audit), who shall apply the requisite checks and accord necessary concurrence whereafter the Executive Council may accord its sanction for payment of provisional pension, which shall not exceed 75 per cent of the likely amount of pension and for a period not exceeding six months. Provisional death-cum- retirement Gratuity to the extent of 50% of the likely amount of final DCRG may also be authorised in a similar manner. Payment of provisional pension and provisional DCRG will be made in the same manner mutatis mutandis as the final pensionary benefits as provided in the relevant rules herein and if the amount of provisional pension and DCRG granted to University employee be afterwards found to be in excess of that to which he is entitled under the provisions of the Statute, he shall be called upon to refund such excess immediately failing which adjustment may be made from his further pension/DCRG bills. An undertaking to this effect should be obtained before the provisional Pension and DCRG are disbursed to the retired employee as per Form No. 2.

- (ii) The Vice-Chancellor for the teaching staff and the Registrar for the non-teaching staff shall certify on the Form 4 whether the character, conduct and past service of the applicant are such as to entitle him to the favourable consideration of the sanctioning authority. The Registrar shall also record therein his own opinion whether the service claimed has been established and should be admitted or not.
- (iii) All periods of leave including extra-ordinary leave, suspension whether treated as duty or otherwise should be carefully recorded on the form.
- (iv) If the application is for an Invalid Pension, the requisite Medical Certificate shall be attached to the application.
9. (A) After the application is completed in the manner prescribed in the preceding rule, it shall be forwarded along with the necessary documents as listed in Para 25 including the memo of calculation of pensionary benefits to the Assistant Registrar (Audit). The amount of pension as finally calculated as also the amount of provisional pension shall be rounded off to the next higher rupee.
- (B) The Assistant Registrar (Audit) shall record on the application after due consideration of the facts of the case, his certificate stating whether the pensionary benefits claimed are admissible under the Statute and Rules made thereunder.

10. An application for an Invalid Pension from a University employee, who is less than 60/50 years old should be supported by the requisite Medical Certificate. The requisite Medical Certificate shall be in the Form No. 6 and shall be issued by the Medical Board of the University. No appeal shall lie against the opinion of the University Medical Board.

11. The Assistant Registrar (Audit) shall check the statements made in Form No. 5 against the office record and furnish the necessary certificate of verification. In case of any discrepancy, the Assistant Registrar (Audit) shall detail the nature of such discrepancy and shall communicate the same to the

Assistant Registrar (Admn.), who shall settle such discrepancy to the satisfaction of the Assistant Registrar (Audit). The Registrar shall be final authority to decide the amount of qualifying service to be admitted for pensionary benefits and also the emoluments.

12. If it be found impossible to verify the service record, a written statement of the applicant shall be taken on plain paper and such collateral evidence as may be procurable shall be collected by the Assistant Registrar (Admn.) which shall help the Registrar in settling the service claimed and such service claimed shall be admitted under the authority of the Registrar's Certificate.

13. After receiving the Pension papers duly certified by the Assistant Registrar (Audit), the Assistant Registrar (Admn.) shall submit the Pension case with his notes to the Registrar for his recommendations.

14. The Registrar before recording his recommendations shall obtain a certificate from the Finance Officer about the validity of the Pension-cum-Gratuity claim of the applicant as verified by the Assistant Registrar (Audit).

15. The Registrar with his final recommendations along with the certificate of the Finance Officer with special remarks, if any, shall place the Pension-cum-Gratuity case before the Executive Council at its regular meeting for its considerations.

16. (A) The Executive Council shall accord sanction to the grant of pension on the basis of audit certificate of the Finance Officer, service remarks of the Registrar and remarks on character and conduct by the Registrar/Vice-Chancellor as the case may be.

(B) A pension shall be payable from the date on which the pensioner ceases to be in University service or from the date of his application, whichever is later provided that the Executive Council may relax this rule if delay in making application for a pension is explained to its satisfaction and further any pension granted in special circumstances long after retirement shall be payable from the date of sanction unless the Executive Council otherwise directs.

17. The Executive Council shall record in writing reasons in case of any changes which are required to be made in the quantum of Pension and Gratuity. The decision of the Executive Council in this regard shall be final.

18. On sanction being accorded to the grant of Pensionary benefits to the applicant in Form No.4, the Registrar shall direct the Assistant Registrar (Audit) to issue the necessary Pension Payment Order in the prescribed form to the Assistant Registrar (Accts.) and the applicant respectively.

19. The University employee/beneficiary who has been granted the Pension by the Executive Council shall submit a Pension bill to the Assistant Registrar (Accts.) duly supported by the pensioner's half before 15th of the month in the beginning of which the claim becomes due. A pension shall become payable monthly in arrears on or after the first working day of each month. A pension shall be payable upto and including the date of the pensioner's death unless in any case it be otherwise distinctly provided by the sanctioning authorities.

20. The Assistant Registrar (Audit) shall prepare a pension payment order/gratuity payment order/family pension payment order only on receipt of sanction to the grant of pension/family pension/gratuity to University employee/beneficiary from the competent authority. The Assistant Registrar (Accts.) shall not pay any pension or gratuity unless specific authorisation is received from the Assistant Registrar (Audit) in the form of a pension/family pension/gratuity payment order. The University employee/family pension beneficiary shall draw his/her pension etc. from the office of the Registrar.

21. The procedure for payment of pension through a Banker, payment of life time arrears of deceased pensioner/beneficiary, undrawn pensions in arrears etc. will be the same as per corresponding provisions in the B. C. S. R. and Maharashtra Treasury Rules.

22. No surrender of two months pay from the gratuity on account of family pension shall be effected in the case of University employee who has opted for the pension scheme and who on the date of retirement has no spouse/or eligible child who could claim family pension in the event of his/her death.

23. The composition of the Medical Board for the purpose of this Statute shall include members to be appointed by the Executive Council whose number shall not exceed five and one of whom as nominated by the Executive Council shall be the Chairman. The terms and conditions of the Medical Board shall be as laid down by the Executive Council.

24. (A) The documents which should accompany the application for pension other than a family pension are enumerated below :-

- I. (i) Left hand thumb and finger impression cards in duplicate duly attested by an Officer of the University;
- (ii) Specimen signature in duplicate duly attested by an Officer of the University;
- (iii) Attested copy of Joint Photograph with the spouse.
- II. Statement of leave taken during the service duly verified from the record.
- III. Memorandum showing calculation of pensionable pay and pension.
- IV. A certificate about departmental enquiry and recovery of University dues in the following form; duly signed by the Registrar of the University.

CERTIFICATE

(i) This is to certify that no departmental enquiry is either pending or proposed to be held against Shri/Smt. _____

(ii) No University dues remained to be recovered from him/her.

(iii) An amount of Rs. still remained to be recovered from his/her on account of and he/she has given/has refused to give his/her written consent for the recovery of this amount from his/her pension or gratuity. The written consent is kept among the pension papers.

In the case of family pension, the application should be accompanied by the following documents :-

- (i) Left hand thumb and finger impression cards in duplicate of the beneficiaries duly attested by an Officer of the University or a Gazetted Officer;
- (ii) Specimen signature in duplicate of the beneficiary duly attested by a University Officer or a Gazetted Officer.

25. A complete list of documents which should accompany pension cases is as follows:-

1. Formal application for Pension/Family Pension/D. C. R. G.
2. Application for Pension in form 5 with History of Service.
3. Application for Family Pension/D. C. R. G.
4. Service Book/Service Roll.
5. Calculation Memo for Pension and D. C. R. G.
6. No Enquiry Certificate under (Rule 229 B. C. S. R.).
7. No Demand Certificate under (Rule 229 B. C. S. R.).
8. Last Pay Certificate.

9. Statement of over-payment (if any).
10. Pensioner's written consent for adjustment of recovery.
11. Sanction of Pension/Family Pension/D. C. R. G.
12. Certificate of Payment/Non-payment of Provisional Pension/D. C. R. G.
13. Discharge Certificate.
14. Family details (G. R. F. D., dated 8-5-1964.)
15. Declaration under Rule 198 B. C. S. R. (Family Pension).
16. Declaration under Rule 213-A, B. C. S. R. (Pension)
17. Declaration under Rule 214-A B. C. S. R. (D. C. R. G.)
18. No event certificate.
19. Nomination for D. C. R. G.
20. Indemnity Bond for Family Pension (G. R. F. D., dated 3-10- 68).
21. Indemnity Bond for Family Pension (G. R.,F. D., dated 23-11- 68)
22. Death Certificate.
23. Medical Certificate of invalidation.
24. Certificate of credit of University share of P. F. to University Account.
25. Certificate of payment of financial relief in case of death. Identification documents (in Duplicate)-
 - (i) Joint Photograph,
 - (ii) Specimen Signature,
 - (iii) Identification Card,
 - (iv) Thumb and Finger Impressions,
 - (v) Complete Address of Pensioner.

Note :- Where no specific form has been provided in these rules, the form as provided by the Maharashtra State Government may be adopted with necessary and suitable changes.

Pension Payment

26. The pensionary benefits are payable to the retired University employees/family pension beneficiaries in rupees only from the office of the Registrar, Amravati University. The payment of pension can be made only upon pension payment order/gratuity payment order/family pension payment order issued by the Assistant Registrar (Audit). Subject to the condition that the disbursing officer is personally responsible for any payment wrongly made, pension may be disbursed to the authorised Bankers who have executed the requisite Indemnity Bond provided that a life certificate issued by a person authorised under Rule 332 of the Maharashtra Treasury Rules is produced once a year. In addition to this provision special identification of pensioners should be done once a year as contemplated in Rule 337 of the Maharashtra Treasury Rules.

27. The procedure for payment of undrawn pensions and the arrears due to death or any other reasons be regulated by Rules No. 358 and 359 of the Maharashtra Treasury Rules as amended from time to time.

28. Commutation of Pension : Subject to the provision in Para. 19 of the Amravati University pension-cum-Gratuity Statute, 1972, the procedure for commutation of pension shall be in accordance with the relevant rules in Section VIII of Chapter XI of the B. C. S. R.'s to the extent those rules are not at variance with the provisions of the Statute.

29. The above rules are provided for implementation of the Amravati University Pension-cum-Gratuity Statute, 1972. In the absence of specific provisions in this Ordinance, those provisions in the B. C. S. R. the Maharashtra Treasury Rules, 1968 and the various orders issued by the Government of Maharashtra from time to time to the extent those provisions are not inconsistent and not at variance with the said Statute are applicable mutatis mutandis in the implementation of the Amravati University Pension-cum-Gratuity Statute, 1972. This saving provision shall be operated for removal of any difficulty which may arise in the implementation of the Statute.

* * * * *

FORM - 1

(See Para. 6)

Application for Pension

From: To,
The Registrar,
Amravati University,
AMRAVATI.

Subject :- Application for sanction of Pension.

Sir,

I beg to say that I am due to retire from service/have retired from service with effect from my date of birth being I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement.

2. I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for the pension and in respect of which pension and gratuity are claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed hereon.

(A) The details of my family furnished in form 3 complete and up-to-date are enclosed herewith.

3. I enclose herewith —

- (i) two specimen signatures of mine duly attested,
- (ii) three copies of a passport size joint photograph with my wife/husband,
- (iii) two slips each bearing my left hand thumb and finger impressions duly attested,
- (iv) two slips showing the particulars of my height and identification marks duly attested.

4. My present address is _____

My address after retirement will be _____

Place: _____

Dated :.....

Signature

Designation.

ORDINANCE NO. 132

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FORM - 2
(See Para. 6)

Application Form for Provisional Pension/Gratuity.

From: To,
The Registrar,
Amravati University,
AMRAVATI.

Sir,

I am due to retire from the University service with effect from
I have already submitted my regular application for sanction of pension on

2. I understand that there is likely to be delay in sanction of the payment of my full pension/ gratuity for the following reasons :-

- (1) _____
- (2) _____
- (3) _____

3. I request that necessary steps may please be taken to sanction me provisional pension to the extent of 75% of my final pension and also provisional gratuity to the extent of 50% of my final DCRG.

4. I understand that the provisional pension/gratuity is paid on my specific request and to avoid hardship to me and I, therefore, agree that should the provisional pension/gratuity be in excess of the final amount of pension/gratuity, I undertake to refund the excess paid amount forthwith, failing which the excess paid amount may be adjusted from my future pensionary benefit payments.

Place :
Dated :

Signature.

FORM - 3
(See Para. 6)

Name of the University employee

Designation and Department

Date of birth

Date of appointment

Details of members of my family* as on

Sr. No.	Name of the Member of the family	Date of Birth	Relationship with the University employee	Remarks (a) In the case of married daughters date of marriage should be stated, (b) In the case of children of predecessor wife/wives this should be specifically mentioned giving details
(1)	(2)	(3)	(4)	(5)

I hereby undertake to keep the above particulars up-to-date by notifying to the Registrar any addition or alteration.

Place

Dated

Signature of the
University Employee.

* Family for this purpose means -

- (a) wife in the case of a male University employee,
- (b) husband in the case of a female University employee,
- (c) sons and daughters including such sons or daughters adopted before retirement.

Note :- Wife and husband shall include respectively judicially separated wife or husband.

FORM - 4

Form for sanction of Pension

1. Name of the University Employee : _____
2. Father's name (and also husband's name in the case of female University employee) : _____
3. (a) Present or last appointment including name of Departments - : _____
 - (i) Substantive
 - (ii) Officiating
- (b) Remarks by the receiving authority : _____
 - (i) As to the character, (Good/Fair) conduct and past (Indifferent/Bad) service of the University employee : _____
 - (ii) Explanation of suspension or degradation : _____

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(iii) Any other remarks : _____

(iv) Specific opinion of the Registrar on : _____
 whether the service claimed is _____
 established & it should be admitted _____
 or not _____

4. Order of the Pension Sanctioning Authority _____

(a) The undersigned having satisfied himself that the service of Shri/ Smt./ Kumari _____ has been thoroughly satisfactory, hereby orders the grant of full pension/death-cum-retirement gratuity/service gratuity which may be accepted by the Assistant Registrar (Audit) as admissible under the Amravati University Pension-cum-Gratuity Statute, 1972;

OR

The undersigned having satisfied himself that the service of Shri/ Smt./ Ku. _____ has not been thoroughly satisfactory hereby orders the full pension or gratuity or both which can be accepted by the Assistant Registrar (Audit) as admissible under the Amravati University Pension-cum-Gratuity Statute, 1972, shall be reduced by the specific amount or percentage indicated below :-

Amount of reduction from the Pension : _____

Amount of reduction from the Gratuity : _____

The grant of pension or gratuity shall : _____

take effect from

(b) In the event of death of Shri/ Smt. _____ after retirement, family pension of Rs. _____ will be admissible to Smt./ Shri/ Ku. _____ under para. _____ of the Amravati University Pension-cum-Gratuity Statute, 1972.

(c) This order is subject to the condition that the amount of pension as authorised afterwards found to be in excess of the amount to which the University employee is entitled under the Amravati University Pension-cum-Gratuity Statute, 1972, he/she shall be called upon to refund such excess.

(d) The pension and gratuity are chargeable to the head of account _____

Place.....

Signature and Designation

Dated

of the Pension Sanctioning Authority.

FORM -5

(See Para. 8)

Form for Assessing Pension and Gratuity.

Part - I

1. Name of the University Employee : _____
2. Father's name (and also husband's name : _____
in the case of a female Uni-versity employee)
3. Date of birth (by Christian era) : _____
4. Religion and Nationality : _____
5. Permanent residential address showing : _____
village/town, District & State
6. Present or last appointment including : _____
name of Department
 - (i) Substantive : _____
 - (ii) Officiating, if any : _____
7. Date of beginning of service : _____
8. Date of ending of service : _____
9. Interruption and non-qualifying service : _____
10. Length of qualifying service : _____
11. Class of pension or service gratuity : _____
applied for by the University employee
and cause of application (In case of
invalid pension, medical certificate to
be attached)
12. Emolument reckoning for gratuity : _____
13. Average emoluments reckoning for pension : _____
14. Date on which University employee : _____
applied for pension in Form I
15. Proposed pension : _____
16. Proposed death-cum-retirement gratuity : _____
17. Proposed service gratuity, if any : _____
18. Date from which pension is to commence : _____
19. Proposed amount of the provisional : _____
pension if departmental or judicial
proceeding is instituted against the
University employee before retirement

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20. Whether nomination made for death-cum-retirement gratuity : _____
21. Whether the University employee has paid all the University dues. : _____
22. Whether contributory family pension applies to the University employee, and if so - : _____
- (i) emoluments reckoning for contributory family pension : _____
- (ii) the amount of contribution to be recovered out of the gratuity : _____
- (iii) the amount of the contributory family pension becoming payable to the wife/husband of the University Employee in the event of his/her death after retirement : _____
- (iv) Complete and up-to-date details of family as given in Form 3 :- : _____

Serial No.	Name of the members of family	Date of Birth	Relationship with the University employee
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

23. Height : _____
24. Identification marks : _____
25. Head of Account to which pension and gratuity are debitable : _____

Place

Signature of Head Office

Dated

PART II

Section - I

Details of service (showing interruption) of shri/Smt./Ku _____

Date of birth

Department	Appointment	Officiating Substantive	Date of beginning of service	Date of ending of service	Period reckoning as service Y. M.D.	Period not reckoning as service Y. M.D.	Remarks by the Audit Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Total period of service

Note :-

The Audit Officer should record briefly in Column 8 his reasons for disallowing any service claimed. Any other disallowance should be recorded with reasons therefor in the audit encasement in Section I of Part III of this form.

SECTION - II

* Emoluments Drawn during the last Three years of service.

Post held	From	To	Pay	Personal/Special Pay.
-----------	------	----	-----	-----------------------

Average emoluments :

Section - III

Details of non-qualifying service

- | | | |
|--|------|----|
| 1. Interruption (s) | From | To |
| 2. Extra-ordinary leave not qualifying for pension | | |
| 3. Period of suspension not treated as qualifying | | |
| 4. Any other service not treated as qualifying | | |

Total :

Section - IV

Period of service not verified with reference to acquittance rolls
Method of verification of such service.

* In a case where the last three years include some period not to be reckoned for calculating average emoluments, an equal period backwards has to be taken for calculating the average emoluments.

PART - III

Section - I

Audit enforcement :

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity, with reasons for disallowance, if any (other than disallowance, indicated in Part -II of this Form).

Note :- Service for the period commencing from and upto the date of retirement has not yet been verified :

this should be done before the Pension payment Order is issued.

2. Amount of superannuation/retiring/invalid/compensation/compulsory retirement pension/Gratuity that has been admitted.
3. Amount of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity, admissible after taking into account reduction, if any, in pension and gratuity made by the pension sanctioning authority.
4. The date from which superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity is admissible.
5. Head of Account to which superannuation/retiring/invalid/compensation/compulsory retirement pension and additional pension/gratuity is chargeable.
6. The amount of contributory family pension becoming payable to the entitled members of the family in the event of death of the University employee after retirement.

Section - II

1. Name of the University employee.
2. Date of submission of Form I by the University employee.
3. Class of pension or gratuity.
4. Pension sanctioning authority.
5. Amount of pension sanctioned.
6. Amount of gratuity sanctioned.
7. Date of commencement of pension.
8. Date of sanction.
9. Amount of contributory family pension admissible in the event of death of the University employee after retirement.
10. Amount recoverable from gratuity under the rules.
11. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed University dues.

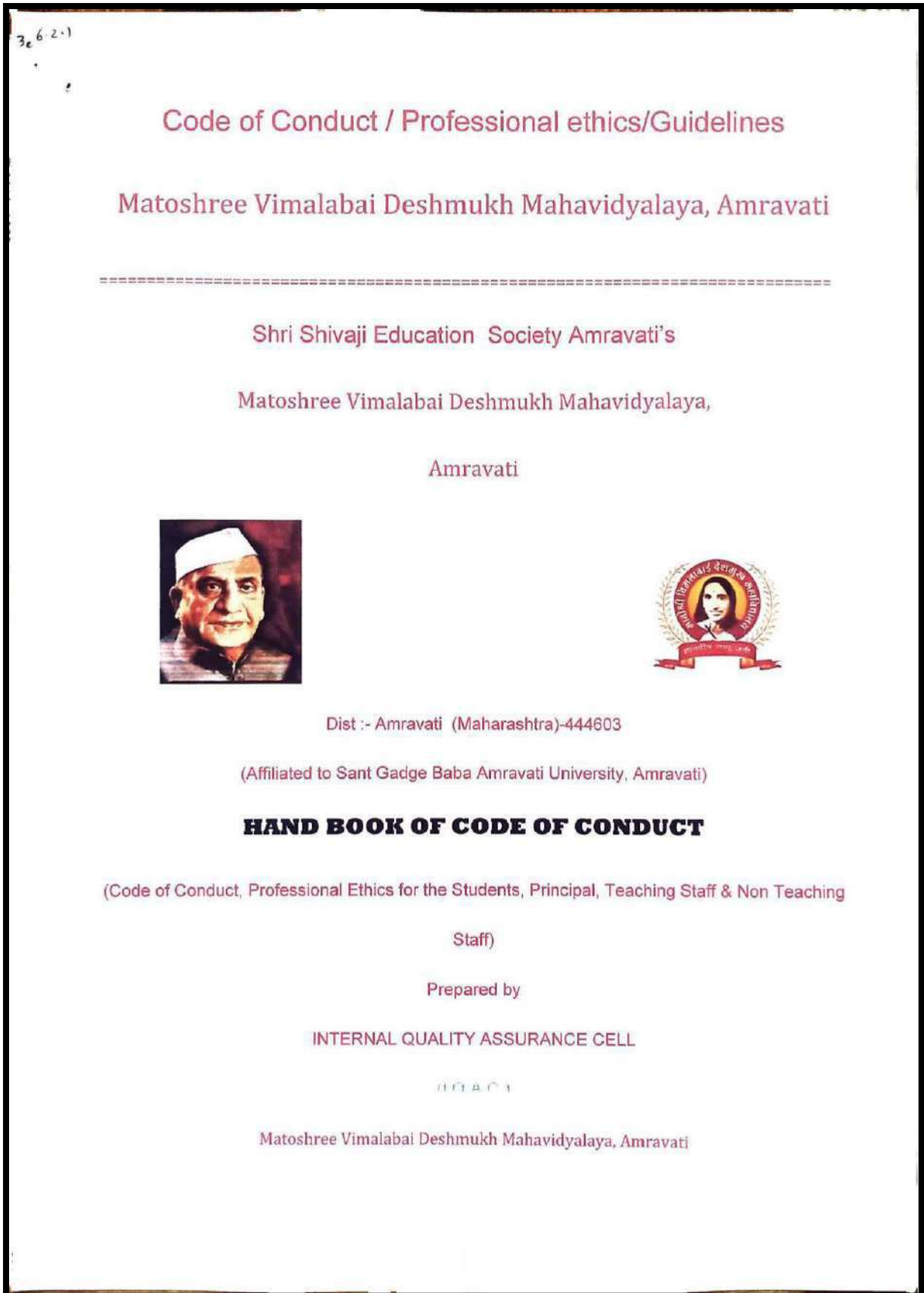
PART - IV

Instructions :

1. Average emoluments :- The calculation of average emoluments mentioned in Item 13 of Part-I should be based on the actual number of days contained in each month.
2. Compensation pension or gratuity :-
 - (a) If the application is for a compensation pension or gratuity the particulars of the savings effected should be fully stated against Item 11 of Part-I of this Form.
 - (b) State why employment was not found elsewhere.
3. Details of service :-
 - (a) Give date, month and year of various appointments, promotions and cessations. For the purpose of adding towards broken periods, a month is reckoned as thirty days.
 - (b) All periods not reckoned as service should be distinguished.
4. Identification marks :- Specify a few conspicuous marks, not less than two, if possible.
5. Name :- When initials or name of the University employee are or is incorrectly given in the various records consulted, mention this fact in the letter forwarding the pension papers.
6. Date of retirement :- Date of retirement to be indicated in the service book and the last Pay Certificate, if any.
7. Reinstatement :- In the case of a University employee who has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service, brief statement leading to his reinstatement should be appended.
8. Alteration :- Alterations to be made in red ink under date, initials of a University Officer.

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(4) College code of Conduct:




Two words for the College.

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati District Amravati (Maharashtra) was established in 1956 under the Shri Shivaji Education Society Amravati Dist. Amravati (M.S.) whose Founder President is Late Dr. Panjabrao alias Bhausaheb Deshmukh, M.A., D.Phil., L.L.D., Bar-At Law . Ex. Minister for Agriculture, Government of India, offering higher education in B. A., B. Sc. (Home Science), B. Sc. (Science), and B. Com. (In English medium) since last 66 years to the rural students. Also college run the 07 Ph. D. Programs in Marathi, English, Hindi, Physics, Zoology, Food and Nutrition and Community Development & Extension. The Society began with just one school and one hostel, but today it has grown into the biggest educational organization in Central India. It runs 307 educational institutions ranging from pre-primary to post graduate colleges covering almost all fields of formal and informal education: Arts, Agriculture, Biotechnology, Commerce, Computers, Education, Engineering and Technology, Fine Arts, Horticulture, Law, Medicine, Microbiology, Physical Education, and a host of related fields.

B. A. and B. Sc. (Home Science) are Grant-in-aid programs and B. Sc. (Science), and B. Com. (In English medium) are self finance programs. The college is affiliated to Sant Gadge Baba Amravati University, Amravati (Maharashtra), a state university. The college is Recognized under the section 2 (F) and 12 (B) of UGC act. Besides the conventional Art, Home Science, Science & Commerce (U.G.) streams, Previously, the college has undertaken 2 assessment and accreditation cycles of NAAC and accredited with 'B' grade, with CGPA 2.31. The majority of the students admitted in this College come from the rural, economically backward and agriculture background. The college gives the education to the poor and deprived students for acquisition of knowledge towards excellence in every walk of life, for whom higher education is still out of reach. Apart from teaching, learning and research activities, the institute focuses on the overall development and empowerment of the student's moral, social, personal, intellectual and professional abilities. It intends to shape the students to become socially responsible citizens through various extensions, co-curricular and extra-curricular activities, by providing excellent infrastructure and the environment that promotes learning.


DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati




Principal / I.Q.A.C. Chairperson
(Dr. Smita R. Deshmukh)
Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati District
Amravati (Maharashtra) – 444603
(Affiliated to Sant Gadge Baba Amravati University, Amravati)

The institution works with a clear vision & Mission

Our Vision is:-

Vision:

Education to the poor and deprived students for acquisition of knowledge towards excellence in every walk of life.

Our Mission is:-

Mission:

The institute focuses on the overall development and empowerment of the student's moral, social, personal, intellectual and professional abilities. It intends to shape the students to become socially responsible citizens through various extensions, co-curricular and extra –curricular activities.

1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

1.1 Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is "Self Discipline is the Best Discipline". The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

"SELF DISCIPLINE IS THE BEST DISCIPLINE"

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 10.00 a.m. and may continue up to 5.30 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Sant Gadge Baba Amravati University, Amravati rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.


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Amravati




Principal
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Shivaji Nagar Amravati 444603 (M.S.)

7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. College gives relaxation in having uniform to the students on Thursday only for washing their regular college Uniform. But on Thursday, every student must avoid Exaggerated fashions. (Girl students have to wear the formal/casual dress as like as the uniform of the college, only colour of dress different on Thursday. Any types of Western cultured dress strictly prohibited)
9. No student allows, keeping fashionable/cool/unusual/coloured hair style.
10. Eatables snacks / beverages (drinks) are not allowed inside the College.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
12. If any student/students is/are affected by the ragging in the college premises or outside of the college, He / She / They must inform immediately to the Principal / Discipline & Ragging committee Coordinator Dr. C. N. Vidhale.
13. Consuming Alcohol, Guthkha and Smoking is Strictly Prohibited in the Premises and out of the College.
14. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
15. No student spite in college premises/campus or in class room.
16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
17. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
19. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
20. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
21. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action

22. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library, Laboratory and computer lab.
24. Furniture in the class rooms should not be moved or displaced.
25. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is break of discipline of the college and will be considered a punishable offence.
26. Writing on walls, pillars, bath rooms, and furniture or on boards is strictly prohibited.
27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him / her to appear the university examinations.
28. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
29. No function/program/ birth day in the college campus / class room without prior permission of the principal.
30. To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
31. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
32. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
33. Each student should park his/her vehicle at the parking of the college.
34. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fake communications (paper or electronic mail) are prohibited.

**2. Code of Conduct of College Library for The students
of the College.**

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from Library Opening /Closing Time – 10.10 am to 06.10 pm on working days.
5. Misbehavior in the library / in study room will lead to cancellation of Admission / Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him / her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or deface books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 40/-
15. All students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

16. Students can use well equipped Library study room from Library Opening /Closing Time – 10.10 am to 06.10 pm on working days with kind permission of the Principal/Librarian.

3.Code of Conduct for the Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and explain the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Induce the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus / course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by Principal.
15. To induce the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.

17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

**4. The Professional Ethics & Code of Conduct for
Non-Teaching Staff**

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and carefully to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself / herself professionally for the proper discharge of duties assigned to him / her.
3. Must join /attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.

13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his / her identity as a employee of the college in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his / her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not spoil in any organized anti-institutional activity and shall not promote, help, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action / proceeding lodged against him / her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/ Governing Body of Shri Shivaji Education Society, Amravati for their personal or any issue or matter. He / She should put/forward their issue/matter through the Principal to the Management/ Governing Body of Shri Shivaji Education Society, Amravati in written form.
25. Every employee should respect the functional superiority of those set in authority over him / her by the Management / Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

**5: The Professional Ethics For The Teachers
(As per UGC Notification-2018)**

Introduction: - The College is providing the following Guidelines of UGC for maintaining The Professional Ethics for the Teachers. These Guidelines are adopted from UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations on Minimum

Qualifications for appointment of Teachers and other Academic Staff in Universities And Colleges And Measures for the maintenance of Standards In Higher Education, 2018.

Source: <https://www.ugc.ac.in/pdfnews/4033931>, New, Draft, UGCRegulation-2018.

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

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

1. Adhere to a responsible pattern of conduct and behavior expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Look for to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a cruel manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Cease from provocation students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Cease from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional effort.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and /or professional organizations for change of any such rule harmful to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

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

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

6. Code of Conduct / Professional Ethics for the Teachers

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C / University / College / Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.

9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself / herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students , without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his / her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of

decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill / record in it, his/her daily lectures/daily. performance & other necessary information / etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date

(excluding Sunday / holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.

33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Shri. Shivaji Education Society, Amravati for their personal or any issue or matter. He / She should put/forward their issue/matter through the Principal to the Management/ Governing Body of Shri. Shivaji Education Society, Amravati , in written form.
35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
37. The teacher shall present punctually to the college for the National Anthem & Prayer.
38. No teacher shall leave the college campus during 10.00 a.m. to 5.30 p.m. in college duty hours after attending / joining the duty.
39. No teacher shall leave headquarter without permission of the Principal.
40. Every teacher should follow the 'teacher's dress code' as per directed by the Principal.

7. Code of conduct / Nature of work / Directions / Guideline for the All Head of the Teaching Departments of Arts, home Science, Science & Commerce faculty of the College.

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.

3. To guide/direct the faculties of the department to prepare annual / semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting.
5. Organize /take student feedback at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
10. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
11. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
12. Use ICT adds maximum for teaching learning process.
13. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
14. Organize “Industrial/Environmental study Tour/ field visit” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
15. Organize guest lectures on various subjects for the students, with kind permission of the Principal.

16. Organize student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
17. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
18. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
19. Provide the subject notes/question papers/study material etc. to the students.
20. Redress the grievance of the students at department level & Counsel them need fully.
21. All teaching departments of Arts, Home Science, Science and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to date 31st March of each year.
22. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
23. HOD of Arts, Home Science, Science and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his / her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.

**8. Code of conduct / Nature of work / Directions /
Guideline for the Coordinators / Directors / Conveners
of N.S.S. / N.C.C. / Library / Sport / Cultural & all College
Committees.**

1. All Co-coordinators/Directors herewith informed that prepare yearly “Plan of Action” at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
3. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to Administrative staff officer.
4. It is also expected from every Dept./Cell/Committee should organize a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex officio) chairmanship of the Principal, before the program. And ‘Minutes Book’ of each meeting must be maintained by the Coordinator/Head/Director/ Convener in proper manner.
5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to date 31st March of every year.
7. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head/Coordinator/Director of concerning

dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.

8. Coordinator/Head/Director/Convener should not organize any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
10. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.


Coordinator

DR. S. D. THAKARE
Coordinator, I.Q.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati


Principal

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar Amravati 444603 (M.S.)



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