



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No.F.14(51)A.C./Acad.II/2015/

Date:

NOTIFICATION

Hon'ble Vice-Chancellor in exercise of powers vested in him under Section 19(4) of the University Act, has approved the recommendations No. 9 of the Academic Council made in its meeting held on 11th July, 2015 and accordingly the provisions of Ordinance 38 are amended as follows and **Ordinance 39 to 70 omitted** and new **Ordinance 70-A Ordinance pertaining to affiliation of colleges and approval of institutions** is introduced and promulgated effective from session 2015-2016.

Ordinance – 38

- I. The University shall establish a Research Board, a Publication Board, a Board of Sports, a Health & Residence Board and such other Boards as may be required.
- II. The powers and functions of the Boards established under sub-section (1) shall be as prescribed by the Ordinances.

Ordinance 70-A Ordinance pertaining to affiliation of colleges and approval of institutions

Detailed Ordinance 70-A is available on the University Website www.mdsuajmer.ac.in

University Notification No. F.14(78)Acad.II(BOM)/MDSU/2012/18349 dated 22-05-2012 pertaining to penalty is omitted from the session 2015-2016.

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REGISTRAR

Date: 28-7-15

No.F.14(51)A.C./Acad.II/2015/ 25862-6161

Copy forwarded to the following for information and necessary action:-

1. All the Heads/Incharges, University Teaching Department, MDS University, Ajmer.
2. All the Principals of affiliated colleges to MDS University, Ajmer.
3. Commissioner, College Education, Shiksha Sankul, JLN Marg, Jaipur.
4. Joint Secretary, Higher Education (Gr.IV) Department, Government of Rajasthan, Jaipur.
5. Secretary, Rajasthan Vidhan Sabha, Jaipur.
6. Director (Research), MDS University, Ajmer.
7. C.E./C.O.F., MDS University, Ajmer.
8. All Dy.Registrars/Asstt. Registrars/S.Os., MDS University, Ajmer.
9. Dr. Neeraj Bhargava, Web Administrator, MDS University, Ajmer along with C.D. of the aforesaid Notification and **Ordinance 70-A** (Ordinance pertaining to affiliation of Colleges and approval of Institutions) with request to please upload the same on the University Website.
10. P.S. to V.C./P.A. to Registrar.

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Dy. Registrar (Acad.II)

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

**Ordinances pertaining to affiliation of Colleges and approval of
Institutions admitted to the privilege of the University in terms of**

Section 22 (3) of the University Act



**(As recommended vide Resolution No. 9 of the Academic Council
dated 11.07.2015 and approved by Hon'ble Vice-Chancellor on
24.07.2015 in exercise of powers vested in him under Section 19(4) of
the University Act)**

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
Provisions related to Affiliation, Recognition and Approval in the
University Act 1987

- Sec. 5 Powers and Functions of the University
- Sec. 6 Territorial Jurisdiction
- Statute 17 Management of Affiliated Colleges
- Sec. 24 Affiliation of Colleges
- Sec. 25 Withdrawal of Affiliation
- Sec. 26 Recognition of certain institution
- Sec. 27 Withdrawal of the recognition
- Sec. 28 Approval of institution
- Sec. 29 Withdrawal of approval
- Sec. 30 Inspection of Colleges and reports
- Sec. 31 Conferment of Autonomous status
- Sec. 32 Withdrawal of autonomous status

O.70A Ordinances pertaining to Affiliation of Colleges and approval of Institutions

1. Admission of Students

Admission of students to a college shall be subject to the conditions prescribed by the Ordinances/Rules in this behalf from time to time. Every college shall conform to the University terms and vacations.

2. The following is the normal arrangement of terms and breaks to be generally adopted by the affiliated colleges and the teaching Units of the University:- The Academic Session is from July 1 to June 30th.

1st Term: July 1 to December 24

Mid-Sessional Break : December 25 to December 31

2nd Term: January 2 to April 30

Summer Vacation: May 1 to June 30

Notes:

- i. The terms include the period of examination and the days on which co-curricular activities and tournaments are held.
- ii. 6 days preparatory leave to the I/III Semester Examinations, 10 days preparatory leave to II/IV Semester Examinations and 21 days preparatory leave to annual examinations are allowed. The teaching staff should be available in the Departments and colleges during the period of preparatory leave for giving such guidance in studies as the students may require.
- iii. The professional colleges may make such adjustments in the arrangement of their terms and breaks as their needs warrant.

3. College Fee, Accommodation & Equipment and Library

- i. In every college the fees charged shall be such as may be approved by the University.
- ii. Every college shall satisfy the University that its building, furniture, laboratory and library equipment and all other equipments are satisfactory.
- iii. Every college shall satisfy the University as to the adequacy of its library and the suitability of the system of cataloguing and lending of books.

4. Discipline, Health and Residence

- i. Every college shall satisfy the University that proper discipline is maintained in the college and hostels.
- ii. Every college shall make adequate provision for the residence of its students not residing with their parents or recognized guardians, and shall provide adequate facilities for the physical exercise and health of its students and shall employ an efficient system of medical examination and care. Residence in colleges or their hostels shall be governed by rules approved by the University.
- iii. Every college and its hostels shall be subject to inspection in regard to health and residence, on behalf of the Health and Residence Board or of the Board of Management.
- iv. Every college to which women students as well as men are admitted shall provide a separate retiring room and other necessary conveniences for women students.

5. Affiliation Fee

Every college applying for affiliation shall, along with its application will remit the requisite affiliation fee as prescribed by Academic Council for time to time. A college applying for affiliation for one or more courses of study or in additional subject or for permanent affiliation shall remit along with the application and the fees as prescribed by the Board of Management :-

A. In all faculties : (Except the faculty of Management & Faculty of Law)

- (a) For every Under-graduate Course (except the courses indicated in Sr. No. B)
- (b) For one subject of Post-graduate Studies (except the courses indicated in Sr. No. A)
- (c) For introducing one additional subject (PG Course)
- (d) For every Certificate/Diploma Course

B. For following courses :

1. B.Sc. (Computer Science)
2. B.Sc. (Electronics)
3. B.Sc. (I.T.)
4. B.C.A.
5. M.Sc. (Computer Science)
6. M.Sc. (Information Technology)
7. M.Sc. (Bio-technology)
8. M.Sc. (Micro-biology)
9. M.Sc. (Communication)
10. M.G.M.

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11. M.Sc. (Remote Sensing)
12. B.Ed./B.P.Ed.
13. M.Ed.
14. P.G.D.C.A.
15. M.A./M.Sc./M.Com. (per subject)
16. B.B.A.
17. Under Graduate Arts/ Science/ Commerce
18. LL.B.
19. LL.M.
20. MBA/MCA
21. Under Graduate (for additional per subject)
22. P.G. Course (for additional per subject)
23. M.Phil (one subject)
24. M.Tech.
25. M.Tech. (Integrated) in Environment Science
26. M.Tech. (Integrated) in Polymer Tech.
27. M.Tech. (Integrated) in Pharmaceutical Chemistry
28. M.Sc. Technology (Integrated) in Finance
29. Diploma in Film Technology
30. M.C.A. (Integrated)
31. M.B.A. (Integrated) Computer Aided Management, E-commerce & Environment
32. Bachelor of Hotel Management of Catering Tech.
33. B.F.A. (Visual Arts & Design/Graphic Communication etc. Computer Act/Ceramic Design
34. M.Sc. Environmental Technology
35. M.Sc. Pharmaceutical Chemistry
36. M.B.A. E-commerce
37. M.Sc. (Bio-informatic)
38. M.B.A. (Environmental Management)
39. M.A./M.Sc. (Vedic Astrology/ Jyotirvigyan)
40. U.G./P.G. Course of Hotel Management and Catering Technology
41. B.Sc. (Computer Application)
42. One Year P.G. Diploma in Vedic Astrology/Jyotish Vigyan
43. Vastu Shastra
44. Acupressure
45. Cyber Laws
46. M.B.A. (Integrated) Computer Aided Management, E-commerce
47. B.Sc. (Bio-technology)
48. B.Sc. (Microbiology)
49. B.Tech.
50. Film Tech. (Diploma)
51. P.G. Diploma in Garment Production & Export Management

The above fee shall also be payable to the University with every application for extension of provisional affiliation whether for Post-graduate or Under-Graduate course.

6. Inspection Fee

In addition to affiliation fee an additional inspection fee will also be charged and the amount of such inspection fee for each course/subject shall be determined by Board of Management from time to time.

7. Eligibility Criteria for Temporary Affiliation

A college within the University Jurisdiction, on satisfying the condition may be affiliated to the University. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned.

- a. No Objection Certificate from State Government
- b. Forwarding letter from the State Government;
- c. Undisputed ownership and possession of land measuring not less than 2 acres in the jurisdiction of the University or as per the concerned regulatory bodies i.e. NCTE, AICTE, Bar Council of India etc. or the State Government norms from time to time.
Provided that it shall not apply to colleges already affiliated to the University. Further it is noted that it shall not compromise extracurricular/extra-mural curricular activities of the college.
- d. Building safety Certificate from PWD of the State Government.
- e. Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University from time to time for each course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory/Regulatory body. The building/s constructed in the college are disabled friendly;
- f. Building sufficient to accommodate the faculties, lecture/seminar rooms, library, laboratories and offices.
- g. Number of teaching and non-teaching staff as per University Norms.
- h. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, common room and Principal room and offices
- i. Adequate civic facilities for essentials like water including safe drinking water, electricity, ventilation, toilets (separate for Girls), sewerage, etc. in conformity with the norms laid down by the State/UGC /University; Further adequate measure should be ensured for safety, security, pollution control, etc.
- j. A library with at least 200 books of 40 different titles for each section of student, which should include text books only, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes and Scheduled Tribes.

- k. Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory body concerned.
- l. Facilities for sports, canteen, health care, separate common rooms, and separate hostels for boys and girls as per the local requirements as decided by the University from time to time;
- m. A duly constituted managing body in which the principal should be ex-officio member and one nominee by the University.

The college, if not run by the State Government:

- i. The college, if not run by the State Government
 - a. Shall be managed by a registered Society or Trust for which Certificate of Registration needs to be submitted.
 - b. Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a Corpus Fund/Endowment Fund of Rs. 5 lakh per course, if the college proposes to conduct programme in Arts, Science and Commerce or any other discipline for five year in the form of FDRs, amount jointly held by the college and the University. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.
 - c. Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- ii. The Registered Society/Trust in exceptional cases, if justified by the college, may be allowed to start the college for the first year of the programme in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Rules and the college shall complete the buildings and other requirements cited in the detailed project report by the end of the third year and the college is moved completely to the proposed permanent building by the beginning of the fourth year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent building.
- iii. The Registered Society/Trust proposing the college shall execute a bond of Rs. 100/-
 - a. To impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi of the University;
 - b. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University as amended from time to time;

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- c. To follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time;
- d. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/Regulations of the University/State Government/UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college shall be as per the UGC norms;
- e. To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/State Government, as the case may be, from time to time;
- f. To the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them.
- g. The college shall submit the recommendations of the selection committee constituted as per the statute 17(5) A & B of the University.
- h. To the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its student or their parents/guardians except the prescribed fee and other charges as approved by the University / state Government from time to time.
- i. The college shall compulsorily participate in at least Five sports Inter-Collegiate (Men or Women) Tournaments organized by the Sports Board of the University.
- j. The college shall compulsorily participate in at least two Inter-collegiate cultural and literary activity organized by the University.
- k. To the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;
- l. No affiliated institution shall be allowed to discontinue the study of any subject/faculty without prior permission of the University and application for such permission shall be made to the Registrar by the Head of the Institution duly forwarded by the Management at least one full academic year (July 1 to June 30) in advance giving reasons in support of the Proposals. (i.e. for the academic session 2016-17, the one full academic year would be 30th June-2015)
- m. To the effect that the admission, academic and welfare activities of the students belonging to the Scheduled Castes, Schedules Tribes and Physically Challenged shall be properly taken care of by the college and Reservation to

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be followed as per Guideline of State/Central Government/University from time to time.

- n. To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulations/Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection;
- o. To the effect that the college shall furnish all such returns and other information as the UGC/University/Government may require enabling it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same.

8. Procedure for granting Temporary affiliation

- i. A college seeking affiliation in terms of Sec. 24 of the University Act whether for the first time or for extension in the period of temporary/ provisional affiliation or in additional subject(s) or for additional course(s) of study or for permanent affiliation shall make a written application through proper channel to the Registrar accompanied with necessary fee as prescribed **(failing which the application form shall be treated as cancelled or otherwise in the case of part submission of the necessary fee the part payment so made shall be forfeited and the said application form shall be rejected)** The date of submission of application form for the next academic session by the B.Ed. and Non B. Ed. courses, along with fee as determined by the University shall be as under: Affiliation Fees up to 31st December (Without late fees); With Late fees till 31th May (Double the Affiliation Fees) and with triple the Affiliation Fees up to 31 July. The Vice Chancellor may allow the application of a college to submit affiliation fees with six time late fees, after 31st July, subject to the approval of Board of Management.

Note: the above dates will be of the immediately preceding to the academic year/session from which the college seeks affiliation.

- ii. If the applicant is a Society/Trust, it shall have been registered under Registration of the Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- iii. The Government/Society/Trust which proposes to start the new college or new course and wishes to get it affiliated to the University in its jurisdiction in which location of college falls shall make an application within the stipulated time in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, M. D. S. University Ajmer.
- iv. The application shall be submitted with certified copies (attested by the Secretary or Chairman of the Society) of the following documents:

- a. Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
- b. The Identity Proof with Photo of the Chairman and Secretary of the society/trust with telephone number shall be enclosed.
- c. Appropriate order from the State Government permitting the Society/Trust to start the college with details of the courses/programmes intended to be offered (No Objection Certificate);
- d. Registered land/Govt. leased land documents in the name of the applicant;
- e. Land Use Certificate from the Competent Authority of Government;
- f. Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority of State Government;
- g. Registered documents by the Society/Trust earmarking land and buildings for the proposed college;
- h. Building safety Certificate from the PWD of the State Government.
- i. Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose.
- v. The University shall make a preliminary scrutiny of the application, and if found satisfactory, appoint the inspector(s) to cause an inspection within a period of three months for physical verification of all requirement for the grant of temporary affiliation.
- vi. The college shall be subjected to an inspection by the University through a committee of inspectors nominated by the Vice-Chancellor consisting of one inspector for each of the relevant subject areas proposed and the committee will consist of minimum of two inspectors. The inspector shall consist of the following namely:
 - (i) University Professors and Readers;
 - (ii) Principal of Degree and Post-graduate Departments in the affiliated colleges; and
 - (iii) Heads of the Post-graduate Departments in the affiliated colleges; and
 - (iv) Teachers possessing at least 10 years experience of teaching degree and/or in case of Post-graduate course, the teaching experience should be 10 years out of which at least 5 years should be the experience of teaching at post-graduate level.
- vii. The report of the inspection committee shall be submitted within seven days from the date of inspection by the Convenor to the University duly filled in and signed by all the members. The University shall process the report through its academic section. The inspection report should be given in the form of 'YES', 'NO' or 'RE-INSPECTION' for granting the affiliation.
- viii. The Vice Chancellor shall appoint a committee consisting of three members including Deputy Registrar and two faculty² members, named as Affiliation.

- Committee. The Committee shall dispose of the applications for affiliation of the Colleges and deal with the applications received for approval of the Institutions. The Committee shall be appointed for a period of one year; and
- ix. The Affiliation Committee shall dispose of the matters regarding affiliation, recognition, or, as the case may be, approval of the colleges and institutions subject to jurisdiction of the University and make recommendations to the Vice Chancellor in respect of granting, continuing or cancelling affiliation, recognition or approval.
 - x. In case of any irregularity, complaint etc of the affiliated colleges, the Vice Chancellor may appoint a team of inspectors (minimum two) for Surprise Inspection and the Convenor will submit the Report to the Vice Chancellor within seven days. The said Report shall be taken up by the affiliation committee for recommendation.
 - xi. The Vice Chancellor shall decide to grant, or not to grant, temporary affiliation to the college, within two month of inspection. The reasons for granting or not granting the affiliation should be recorded in writing. The Registrar should issue the letter of granting or not granting affiliation and the order of the Vice Chancellor is to be reported to the Academic Council and Board of Management of the University.
 - xii. If the inspection team or the appropriate body finds any deficiency in the inspection report with respect to any of the requirements, the college should fulfill the same within two months from the date of issue of temporary affiliation letter, otherwise, the college will not be granted affiliation from the next coming academic session.
 - xiii. On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme/Course in the college.
 - xiv. Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process or documents verification of the college for every session under these rules.
 - xv. In case of Re-inspection as recommended by the inspectors, the college shall submit the application with inspection fees within one month from the date when letter of re-inspection is dispatched. The inspection process shall remain the same as mentioned above.
 - xvi. If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/requirements for granting affiliation, the college may apply again for the next session if it fulfils the conditions/requirements subsequently with the prescribed affiliation fees.

9. Eligibility Criteria for Permanent Affiliation

- i. The college shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/Regulatory Body concerned from time to time. The Permanent No Objection Certificate is also required from the Central/State Government.
- ii. The college shall have completed construction of buildings in its own land and all infrastructure/facilities as per norms laid down by the University/UGC/Statutory/Regulatory Body concerned as amended from time to time.
- iii. Principal and All the teaching, librarian and Director Physical education and non-teaching staff are appointed on permanent basis as per the University norms. The eligibility and the selection process shall be as per University Act, Statutes and Ordinances. All the teaching, librarian and Director Physical education and non-teaching staff shall be paid UGC scales of pay. The Dearness Allowance be paid at the rates prevailing in the State Govt. from time to time.
- iv. The college shall have a duly constituted Governing Council (Management Committee) as per the norms.
- v. The college shall deposit Rupees Ten lakhs for Permanent Affiliation to the University in favour of Registrar, MDS University Ajmer.

10. Procedure for granting Permanent Affiliation

- i. A College which wishes to get permanent affiliation for a programme of study shall apply to the Registrar of the University any time after completing five years of temporary affiliation in that programme of study, the proforma along with the prescribed fee in the form of Demand Draft.
- ii. Draft drawn in favour of the Registrar, MDS University Ajmer.
- iii. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Ordinances.
- iv. If the University decided not to grant permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again for the next session if it fulfils the conditions/requirements subsequently with the prescribed affiliation fees, but not earlier than six months from the date of rejection of its earlier application.

11. Eligibility to apply for addition of new programmes of study

- i. Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher

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- education, having due regard, in particular, to the needs of the under-developed, rural, tribal and backward areas within its jurisdiction.
- ii. Each application for addition of a new programme for additional seats/sections shall be accompanied by the prescribed fee.
 - iii. The procedure for according temporary affiliation to additional programmes of study or for additional seats/sections shall be the same as prescribed under the Ordinances for temporary affiliation.
 - iv. The colleges already granted permanent affiliation, if wish to start a new programme of study will have to get temporary affiliation for five years. On fulfilment of the requirements for that programme it can be given status of permanent affiliation.

12. Qualifications for Appointment of Teachers and other Academic staff in Affiliated Colleges and Institutions

RECRUITMENT AND QUALIFICATIONS

1.1.0 The minimum requirement of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test – SLET/SET), shall remain for the appointment of Assistant Professor.

1.1.1 NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor in the Universities/Colleges/Institutions.

Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the Universities/Colleges/Institutions.

1.1.2 NET/SLET/SET shall not be required for such Masters Degree Programmes in discipline for which NET/SLET/SET accredited test is not conducted.

1.2..0 A minimum of 55% marks (or equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

i. PRINCIPAL

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance **and/or** evidence of published work.

- iii. Total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.

2.2.0 ASSISTANT PROFESSOR

2.2.1 Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides, fulfilling the qualifications, the candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clause (i) and (ii) to this Clause 4.4.1, candidates, who are, or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- iv. NET/SLET/SET shall also not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET is not conducted.

2.2.2 QUALIFICATIONS PRESCRIBED FOR FACULTY POSITIONS IN THE REGULATIONS OF NCTE

A. QUALIFICATIONS FOR B.Ed. COURSE

(i) PRINCIPAL/HEAD (in multi-faculty institution):

- a. Academic and Professional qualification will be as per prescribed for the post of lecturer;
- b. Ph.D. in Education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Education institution.
Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal/ Heads as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates completed sixty five years of age.

(ii) ASSISTANT PROFESSOR:

- a. Foundation Courses
1. A Master's Degree in Science/ Humanities/Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);

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2. M.Ed. with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC/any such affiliated body/ State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

OR

1. M.A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B.Ed. with at least 55% (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC/any such affiliated body/ State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

b. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B.Ed. with at least 55% (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC/any such affiliated body/ State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

Provided that at least one lecturers should have specializations in ICT and another in special education.

B. QUALIFICATIONS FOR M.Ed. COURSE

(i) PROFESSOR/HEAD:

- a. A Master's Degree in Arts/Humanities/ Sciences/Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR
M.A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.
Provided that, in the event of non-availability of eligible and suitable candidates for appointment of Professor/ HOD/Reader as per above eligibility criteria, it would be permissible to appoint retire Professor/HOD/Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

(ii) ASSOCIATE PROFESSOR

- a. A Master's Degree in Arts/Humanities/ Sciences/Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

One

MA (Education) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

- b. Ph.D. in Education; and
- c. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M.Ed. level and has published work in the relevant area of specialization.

(iii) ASSISTANT PROFESSOR

- a. A Master's Degree in Arts/Humanities/ Sciences/Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR
MA (Education) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC/such other affiliating body/State Government, from time to time for the positions of principal and lecturers, shall be mandatory.

Provided that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy/Sociology besides M.Ed.

2.2.3 UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN

- i. A Master's Degree in Library Science/ Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.

2.3.4 UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the university/ college at the inter-university/inter-collegiate competitions or the State and/or national championships.

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- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. Passed the physical fitness test conducted in accordance with these Regulations.
- v. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical Education & Sports.

2.3.5 Retired Teacher: The retired teacher can be re-employed by the affiliated colleges/Institutes up to the age of 70 years in case of non-availability of the regular faculty but they possess the requisite qualification in the concerned discipline.

13. Inspection and Affiliation

- i. The Board of Management shall have power to cause an enquiry to be made in respect of any matter connected with a college. In every case notice shall be given to the management of the college of the intention to cause an enquiry to be made and the management shall be entitled to be represented thereat.
- ii. The Board may as a result of inspection or enquiry, advise the college concerned on any matter, or direct the college to take such action as may be specified and the college shall take such action as directed within such period as may be fixed.
- iii. The Board shall have power, at any time after due enquiry, to withdraw the recognition granted to a college which is not conducted in accordance with the conditions prescribed by the Statutes and Ordinances or imposed by the Board of Management at the date of recognition or at any later date. The Board shall give the college an opportunity of appearing at any such enquiry and of making representation on its own behalf, and shall record its opinion on any representation so made.
- iv. The Board shall have power after inspection, to withdraw recognition in respect of any subject or course of study.

14. Every degree and post-graduate college teaching subjects of study included in the Faculty of Commerce shall provide three Heads of Departments – one in Accountancy and Business Statistics, one in Business Administration and one in Economic Administration and financial Management.

15. The maximum amount of work to be done by the teachers in affiliated colleges shall such as provided by the Board of Management on the recommendation of Academic Council. The number of students in a class or section in an affiliated college shall not exceed 80 in case of BA & B.Com and 70 students per section for B.Sc. (for maths and Bio group combined) Course for purpose of Lectures in the Class rooms, provided that in the case of Law the number may go up to 75 with the prior permission of the Vice-Chancellor.

There will be 40 students per section for PG level in Humanities & Social Sciences and 30 students per section in PG Science. Every college shall provide for tutorial instructions and necessary teaching staff be provided for this work: Each tutorial group shall consist of not more than 12 students but preferably 6. Each group shall be allotted at least one period a week for tutorial class. A college affiliated in any branch of experimental science shall have at least one teacher provided for every 20 students performing laboratory work at one and the same time in a science subject. The maximum number of students in a class for guidance in practice teaching (for the examinations in the Faculty of Education) shall be 30. Separate laboratories shall be provided in each branch of science and each of them shall be suitably and adequately equipped. The admission policy of the state Government shall be applicable from time to time.

16. Provident Fund Rules for Private Colleges Affiliated to the University

The Provident Fund Rules for the benefit of teachers and other staff of an affiliated non-government college shall be as follows:

1. The private affiliated colleges shall constitute a Provident Fund for the benefit of its teachers, clerical staff and servants in such manner and subject to such conditions as may be prescribed by the rules.
2. There shall be a Provident Fund for the benefit of the permanent officers, teachers, clerical staff and servants employed by the institution. The Management of the Provident Fund shall vest in the Board of Trustees, which may, from time to time, make Regulations or issue such general or special directions as may be consistent with the Rules as to (a) the conduct of the business of the Fund and (b) any matter relating to the Fund or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any Regulations made or directions given.

Note: Constitution of the Board of Trustees to be as follows:

- (1) The Trustees of the Fund shall be:
 - (i) One Trustee nominated by the Management Committee.
 - (ii) Principal and
 - (iii) One member of the teaching staff other than the Principal who has put in longest service in the college.
- (2) The Management Trustee and the Principal of the college shall be jointly entitled to:
 - (i) draw and endorse Cheques, Bills of Exchange and otherwise operate on any Banking Account.
 - (ii) endorse and negotiate the Securities.
 - (iii) enter into any agreement to agreements or execute any writing or writings or any instrument or instruments that may be necessary to be executed for the management of the Trust's fund and properties.

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- (3) The accounts of the fund shall be made up yearly as at 31st March and audited statement shall be submitted in a meeting of the Trustees to be held not later than 31st July in every year and a copy of such statement shall be circulated to each member.
- (4) Every employee of the college receiving a salary of Rs. 2050/- or upwards shall be eligible for membership.
- (5) Every employee who shall be or become a member, shall be subject to these rules or any other rules which may be in force for the time being and shall sign an agreement in the form annexed to these rules.
3. (i) Every servant of the institution holding a permanent substantive appointment, or appointed for a fixed period of not less than five years, and receiving a salary of thirty rupees per mensem or more shall be entitled and required to subscribe to the Provident Fund. Part-time or Officiating employees shall not be so entitled.
- (i) Persons appointed on probation to substantive appointments shall be required to subscribe to the Provident Fund but if their services terminate before their confirmation they shall not be entitled to receive any portion of the contribution made by the institution or the interest accruing thereon.
4. Every employee of the institution entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the rules and agrees to abide by it, and shall hand over it for registration in the office of the Head of the Institution the names of the person or persons to whom he wishes the balance at his credit to be paid in the event of his death.
- The subscriber may, from time to time, add or change his nominee by written application to the Principal.
- A register of such nominees shall be kept in the office of the college.
5. The rate of subscription shall be nine percent of the monthly salary and the amount calculated on this basis shall be deducted from the monthly salary of each employee.
- Provided that a subscriber may, at his opinion, subscribe at a rate higher than nine percent of his monthly salary and the amount calculated on this basis will be deducted from the monthly salary of the subscriber.
6. The institution shall in the case of each subscriber make a monthly contribution at the rate of eleven percent of his salary; in the case of employees drawing a salary of not more than Rs. 10,000/- per month, the institution's contribution shall be at the rate of 9%.
- Note:
- (i) No subscription or contribution shall be made to the Provident Fund by or for the benefit of an employee who is on leave without pay.
- (ii) Provided that in the case of a teacher who is on study leave and subscribe the full amount to his Provident Fund at the prescribed rate, the institution shall also make full contribution at the prescribed rate,

irrespective of the amount of salary actually drawn by the teacher during the period of study leave.

7. (i) The amount of subscription deducted from the monthly salary of each employee together with the contribution by the institution shall be deposited in the Post-office Saving Bank or Scheduled Banks to the credit of an account opened in the name of each subscriber, within two days of the receipt of money, so far as possible.

The investment of the amount to the credit of subscriber shall also be permissible in Government Securities or Postal Cash Certificates or National Saving Certificates through the Post-office on the conditions that:-

- (a) The securities shall be kept in the custody of the Accountant General, Posts and Telegraph, and the receipts thereof in the custody of the Principal.
- (b) The Postal Cash Certificates and the National Saving Certificates shall be kept in the custody of the Principal.
- (ii) The subscription paid by a subscriber and the contribution paid by the institution shall be entered monthly in a separate account for each subscriber.
- (iii) A statement of the total amount at the credit of each subscriber shall be furnished to him once in the beginning of each year.
- (iv) The Board of Trustees, may under such conditions as laid down permit the payment of premium on Life Insurance Policy or policies on the life of a subscriber out of his personal subscription to the Provident Fund Account.

Note:- In this rule "Subscription" means the amount paid by the subscriber and "Contribution" the amount contributed by the institution.

8. Subject to Rule No. 3(ii) a subscriber at the termination of his service shall be entitled to receive the amount which accumulates to his credit :
Provided that the institution shall be entitled to recover as the first charge from the amount for the time being at the credit of any subscriber a sum equivalent to an amount of any loss or damage at any time sustained by the institution by reason of the subscribers' dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the institution and of any interest which accrued to such contributions.
9. On a subscribers' death the amount at his credit shall be paid to the person or persons duly nominated by him, or when no such nomination is made, to his legal heir or heirs.
10. (i) No final withdrawal shall be allowed until the termination of the subscribers' service or his death. But in case of necessity, of

which the Board of Trustees shall be the sole judge, may allow a subscriber to make a temporary withdrawal of a sum not exceeding the total amount subscribed by him.

- (ii) Recoveries towards the amount advanced shall be made in monthly instalments not exceeding thirty as may be decided by the Board of Trustees, commencing at the first payment of a full month's salary after the advance is granted, but no recovery shall be made from a subscriber when he is on leave otherwise than on full salary.
- (i) When a subscriber has already taken an advance, he shall not be eligible for a fresh advance until the amount already advanced has been fully paid up.
- (ii) The Board of Trustees may also allow a subscriber to make temporary withdrawal of a sum not exceeding 75% of the total amount contributed by the Institution in his/her Provident Fund Account for Registration in Rajasthan Housing Board/U.I.T., for paying seed money to Rajasthan Housing Board for paying cost of house to Rajasthan Housing Board and for reimbursement of the conversion charges of land to be deposited with the Government, only when the carry home salary is not less $\frac{1}{4}$ th of the gross emoluments. The employee should also mention the date of his retirement on the withdrawal form. The amount will be recovered in sixty equal instalments along with interest at a rate half percent above the rate allowed to be subscribed in the preceding year.
- (iii) The Board of Trustees may allow a subscriber after he has completed twenty years of service (including broken period of service, if any, or within ten years' before the date of his retirement on superannuation, whichever is earlier, to make a non-recoverable withdrawal a sum of not exceeding 50% amount of his own subscription for any one or more of the following purposes on such conditions as may be laid down by the Board of Management from time to time :-
 - (a) For meeting the cost of his own or any of his children's education outside India for any academic, technical, professional or vocational course beyond the secondary stage and/or in India for any medical, engineering, technical or specialized course beyond the secondary stage, including travelling expenses, where necessary.
 - (b) For meeting the expenses of his own betrothal/marriage or of any of his children or of any other female relation actually dependent on him.
 - (c) For meeting the expenses in connection with his own illness or death of any member of his family or of any other person actually dependent on him, including travelling expenses, where necessary.
 - (d) For building or acquiring a suitable house or a ready-built flat including the cost of land, for his residence.

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- (e) For re-paying an outstanding loan expressly taken for building or acquiring a suitable house or a ready-built flat for his residence.
 - (f) For purchasing and for building a house thereon for his residence or for repaying an outstanding loan expressly taken for this purpose.
 - (g) For re-constructing or making additions and/or alterations to a house or a flat already owned or acquired by him.
 - (h) For renovating or making additions and/or alterations to or for upkeep of an ancestral house or a house built with a loan taken from the Government at a place other than the place of his duty.
 - (i) For constructing a house on a land purchased under clause (f) above.
11. For purpose of payments of premiums towards an insurance policy of a subscriber, withdrawals, at his option from Provident Fund Account in the Post Office shall be allowed to the extent of 75% only from out of the subscription of a member of the staff.
Provided that no amount shall be allowed to be withdrawn before the details of the proposed policy including existing policy have been submitted and they are accepted as suitable.
12. A subscriber shall be liable to refund any amount withdrawn towards the payment of insurance premium if the Board of Trustees later on has any reasons therefore, with interest thereon at the rate allowed by the Post Office Saving Bank, and the amount so recovered from the emoluments of the subscriber shall be placed to the credit of the subscriber in the fund.
13. (a) The institution will not to make any payments on behalf of the subscribes to insurance companies, or take steps to keep a policy alive.
(b) It is immaterial what form the policy takes; provided that it shall be one effected by the subscriber himself on his own life and shall (unless it is a policy expressed on the face of it to be for the benefit of his wife, or of his wife and children or any of them) be such as may be legally assigned by the subscriber himself to the institution.

Explanations:-

- 1. A policy on the joint lives of the subscriber and his wife shall be a policy on the life of the subscriber himself for the purpose of this sub-rule.
 - 2. A policy which has been assigned to the subscriber's wife shall not be accepted, unless either the policy is first re-assigned to the subscriber or both the subscriber and his wife join an appropriate assignment.
14. (1) The policy within three months after the first withdrawal from the fund in respect of the policy or in the case of an insurance company whose headquarter is outside India, within such further period as the

Principal, if he is satisfied by the production of the completion certificate (interim receipt), may fix shall :-

- (a) Unless it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children or any of them, be assigned by an endorsement on the policy in Form 1 set forth in the Schedule to the Institution as security for the payment of any sum which may become payable to the fund by the subscriber under rules and delivered to the Principal of the college.
 - (b) If it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber or of his wife and children, or any of them, be delivered to the Principal of the college.
 - (2) The principal shall satisfy himself by reference to the Insurance Company, where possible, that no prior assignment of the policy exists.
 - (3) Once a policy has been accepted for the purpose of being financed from the fund the terms of the policy shall not be altered.
 - (4) If the policy is not assigned and delivered within the said period of three or such further period as the Principal may under clause (1) have fixed any amount withdrawn from the fund in respect of the policy, shall with interest thereon at the rate allowed by the Post Office Saving Bank forthwith be paid by the subscriber to the fund, or in default be ordered by the Principal to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as the Board of Trustees may direct.
 - (5) Notice of assignment of the policy shall be given by the subscriber to the Insurance Company, and the acknowledgement of the notice by the Insurance Company shall be sent to the Principal within three months of the date of the assignment.
15. The subscriber shall not, during the currency of the policy, draw any bonus, the drawl of which during such currency is optional under the terms of the policy and the amount of any bonus which under the terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forthwith into the fund by the subscriber or in default recovered by deduction from his emoluments by installments or otherwise as the Board of Trustees may direct.
16. (1) Save as provided by clause (2) of rule Rule 18. when the subscriber:-
- (a) quits the service; Or
 - (b) proceeds on leave preparatory to requirement and applied to the Principal for re-assignment or return of the policy; Or

- (c) while on leave, has been permitted to retire or declared by a medical authority to be unfit for further service and applies to the Principal for re-assignment or return of the policy. Or
- (d) pay to the fund the whole or any amount from the fund for the purpose of payment of premium the Principal shall:
- (i) if the policy has been assigned to the institution under Rule 16, re-assign the policy in Form II set forth in the Schedule to the subscriber and make it over to the subscriber.
- (ii) if the policy has been delivered to him under clause (1)(b) of Rule 14, make over the policy to the subscriber:
Provided that if the subscriber, after proceeding on leave preparatory to retirement or after being, while on leave permitted to retire or declared by a medical authority to be unfit for further service returns to duty, any policy so re-assigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the institution and delivered to the Principal, as the case may be, in the manner provided in Rule 14 and thereupon the provisions of these rules shall so far as may be again apply in respect of the policy:
Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of clause 3 of Rule 14 applicable to a failure to assign and deliver a policy shall apply.
- (2) Save as provided clause (2) of Rule 18, when the subscriber dies before quitting the service, the Principal shall:-
- (i) if the policy has been assigned to the institution under Rule 14, assign the policy in form III set forth in the Schedule to such person as may be legally entitled to receive it and shall make over the policy to such person together with a signed notice of re-assignment addressed to the Insurance Company.
- (ii) if the policy has been delivered to him under Rule 14 make over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it.
17. (1) Save as provided by clause (2) of the Rule 18, if a policy assigned to the institution under Rule 14, before the subscriber quits the service and before his death the Principal realize the amount assured and shall deduct there from the whole or any amount withdrawn from the fund in respect of the policy with interest thereon at the rate allowed by the Post Office Savings Bank, and shall place the amount so deducted to

the credit of the subscriber in the fund. The balance, if any, shall at the option of the subscriber, be paid to the subscriber or placed to the credit of the subscriber in the fund.

- (2) Save as provided by clause (2) of Rule 18, if a policy delivered to the Principal under clause 1(b) of Rule 14 matures before the subscriber quits the service and before his death, the Principal shall make over the policy to the subscriber, who shall pay to the fund the whole or any amount withdrawn from the fund in respect of the policy with interest thereon at the rate allowed by the post office Saving Bank and in default, the provisions of clause (3) of Rule 14 applicable to failure to assign and deliver a policy shall apply.
- 18.(1) If the policy lapses or becomes assigned, otherwise than to the institution under Rule 14 charged or encumbered, the provisions of clause (3) of Rule 14 applicable to a failure to assign and deliver a policy shall apply.
- (2) If the Principal receive notice:-
- (a) an assignment (other than an assignment to the institution under Rule 14), or
 - (b) a charge or encumbrance on, or
 - (c) an order of a court restraining dealings with the policy or any amount realized thereon, the Principal shall not:-
 - (i) assign or re-assign or make over the policy as provided in Rule 16, or
 - (ii) realize the amount assured by the policy or dispose of any part of any amount so realized, or make over the policy as provided in Rule 17 but shall forthwith refer the matter to the Board of Trustees.

17. Withdrawal of affiliation

- i. The withdrawal of affiliation shall be application as per provision under section 25 of the University Act.
- ii. The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner detrimental to the academic and administrative standards and interests of the University.
- iii. If an affiliated college ceases to function without the prior approval of the University, the affiliation granted to the college shall lapse automatically on

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the credit of the subscriber in the fund. The balance, if any, shall at the option of the subscriber, be paid to the subscriber or placed to the credit of the subscriber in the fund.

- (2) Save as provided by clause (2) of Rule 18, if a policy delivered to the Principal under clause 1(b) of Rule 14 matures before the subscriber quits the service and before his death, the Principal shall make over the policy to the subscriber, who shall pay to the fund the whole or any amount withdrawn from the fund in respect of the policy with interest thereon at the rate allowed by the post office Saving Bank and in default, the provisions of clause (3) of Rule 14 applicable to failure to assign and deliver a policy shall apply.
- 18.(1) If the policy lapses or becomes assigned, otherwise than to the institution under Rule 14 charged or encumbered, the provisions of clause (3) of Rule 14 applicable to a failure to assign and deliver a policy shall apply.
- (2) If the Principal receive notice:-
- (a) an assignment (other than an assignment to the institution under Rule 14), or
 - (b) a charge or encumbrance on, or
 - (c) an order of a court restraining dealings with the policy or any amount realized thereon, the Principal shall not:-
 - (i) assign or re-assign or make over the policy as provided in Rule 16, or
 - (ii) realize the amount assured by the policy or dispose of any part of any amount so realized, or make over the policy as provided in Rule 17 but shall forthwith refer the matter to the Board of Trustees.

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- iii. If an affiliated college ceases to function without the prior approval of the University, the affiliation granted to the college shall lapse automatically on

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- such cease. The University shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- iv. If an affiliated college is shifted to a different location without the prior approval of the University, the affiliation granted to the college shall lapse automatically on shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
 - v. Without prejudice to the Rules, the University Grants Commission *suomoto*, or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an order under Section (12-A) (4) of the UGC Act prohibiting such college from presenting any student undergoing such specified course/programme of study therein to an university for the award of the qualification concerned and the affiliation of the college shall stand terminated as per Section (12-A) (5) of the UGC Act.
 - vi. If the University decides to withdraw the affiliation of the college, or the affiliation stands terminated by the order of the University, temporary or permanent, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

18. Discontinuation the study of any Subject/Faculty and closure of Colleges:

- i. If at any time the governing body of a College be unable to run the College, it shall inform the University prior to the due date of application for affiliation for the next year and shall give a notice of a similar duration, viz., one full academic year to the employees of the institution for termination of their services; provided that the closure of an Institution shall be in gradual stages in respect by the Rules/Ordinances of the University and furnish such statistical and other information as the University may from time to time specify. The information in writing to be made to the University by the Management Committee or the Principal.

19. Miscellaneous/Penalties on the sub-standard colleges or failure of colleges to comply with these Ordinances:

- i. In case of breach of any condition as stated above or violation of any Ordinance/s, the University may impose a penalty for each breach/violation as decided by the University from time to time. However, minimum penalty will be Rupees fifty thousands.

- ii. If any college included under Section 2(f) and receiving UGC grant under Section 12(B) is found guilty of violation of the Regulations, the University may take such action as it may deem fit, including that of withholding the grant to the college and/or delisting the said college from the list of colleges maintained by the University.
- iii. The college/Institute shall pay Travelling Allowance (TA), Dearness Allowance (DA) and Honorarium to the Inspectors of the Inspection Team on behalf of the University as per University Norms applicable from time to time, which the college can reimburse from the University. The college/Institute will pay the fare of own car/AC taxi/Taxi to the inspectors if they travel by these mode for which the permission of Vice-Chancellor is not required. The University will pay the said reimbursement amount within a period of one month from the date of receiving the bills. The Honorarium for inspection team member shall be Rs. 2000/- per member per visit. This will be subject to the rate applicable from time to time.
- iv. The college shall pay honorarium (sitting charges), TA and DA to the representative/representatives of University selection committee, governing council (management committee), etc. as determined by the University from time to time.
- v. The college shall pay all fee for the purpose of temporary affiliation, permanent affiliation, extension of affiliation, annual inspection, inspection for granting permission to start new course or to open new section or to increase seats in permitted section etc. as decided by the University from time to time
- vi. The Vice-Chancellor may establish an Affiliated Colleges Coordination Committee (ACCC) consisting of three members to monitor and to look into all matters relating to affiliation of colleges and the procedure followed by the inspector during inspection. The committee will also redress the problem(s) of the affiliated colleges as per the ordinances, regulations, Statutes and Act of the University.
- vii. If an affiliated colleges/Institution does not deposit the dues of the University, the University will give three reminders to pay the University dues and if the Affiliated colleges do not comply the same. The college shall not be allowed to take admission in any course and the recovery shall be made on the basis of Land Revenue Act/PDR Act in force at that time from the College or Trust or Society.

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Annexures

The following form of Agreement is hereby prescribed to be adopted by the non-government affiliated colleges for appointment to the teaching posts (except Principal) if such provision is not there in the

Agreement made this day of 20..... between of the first part and the Management Committee ofthe Principal/ Secretary of the second part:-

Whereas the college has engaged the party of the first part to serve the college as subject to the conditions and upon the term hereinafter contained, this agreement witnessed that the party of the first part and the college hereby contract and agree at follows:

1. That the agreement shall come into effect from the day of 20..... and shall be determinable as hereinafter provided.
2. That the party of the first part is employed, in the first instance, on probation for a period of one year and shall be paid monthly salary of Rs. in the grade of Rs. and will be entitled to the benefits of the Provident Fund, Gratuity and allowances as may be laid down by the University for its non-government affiliated colleges. The salary will be paid by means of cheque not later than tenth day of each month.
3. That the party of the second part may, at its discretion extend that period of probation by another year, so that, the total period of probation shall in no case exceed two years. If within three months of the expiry of the period of probation, no notice of termination of this agreement or of an extension of the period of probation is received by the party of the first part, the party of the first part will be ipso-facto taken as confirmed. Grade increment shall be earned on confirmation.
4. That the party of the first part shall not engage in any trade or business, (including private tuitions etc.) or in any other activity which in the opinion of the Principal may be prejudicial to his work in the college.
5. That the party of the first part shall not apply for any job or appointment whether part-time or in any other form elsewhere without prior permission of the Principal of the college in writing.
6. After confirmation, the services of the party of the first part can be terminated only on the following grounds:
 - a. Willful neglect of duty.
 - b. Misconduct (including persistent dis-obedience) or Moral turpitude.
 - c. Breach of any term of the contract.
 - d. Physical or mental unfitness; or
 - e. Incompetence, provided this plea shall not be used after five years continuous service in the institution. ;

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7. Except when termination of service has taken place under para 6 (a), (b) and (c), neither party shall terminated this agreement save by giving to the other party three months notice in writing or paying a sum equivalent to thrice the monthly salary then being earned by the party of the first part. While terminating the services of the party of the first part, the party of the second part shall follow the procedure laid down in the Rajasthan Service Rules.
8. While the party of the first part is on probation as provided in the para 2, there will be three months notice on either side of termination of the contract, or in lieu of such notice, a payment of thrice the monthly salary then being earned by the party of the first part.
9. The party of the first part shall be entitled to leave as per leave rules of the Govt. of Rajasthan.
10. The age of superannuation will be 60 years.
11. Any difference or dispute of any kind whatsoever arising out of this contract shall be referred to arbitration and determined in accordance with the provisions of the Indian Arbitration Act, 1940. Such Arbitration shall be held by two persons not associated with the college – one to be chosen by each party to this agreement, and in case of their non-agreement, the Vice-Chancellor or his nominee shall act as Umpire. The decision of the arbitration or of the Umpire, as the case may be, shall be final. No party to this agreement shall have a right to sue the other in a Court of Law, except for the purpose of enforcing the award.

N.B. : This clause shall not apply in the case of a dispute arising in connection with termination of the service of any member of the teaching staff who is on probation or on a temporary basis.

Signed this day 20.....

1.

2.

in the presence of :

1.

2.

The following form of agreement is prescribed for being adopted by the Non-govt. affiliated colleges for appointment to the post of Principal, if similar provision is not there in the :

Agreement made this day of 20..... between of the first (hereinafter called the Principal) and the (hereinafter called the Management

any

Committee) of College through the President of the second part:-

Whereas the Committee has engaged the party of the first part to serve the college as Principal subject to the conditions and upon the term hereinafter contained, this agreement witnessed that the party of the first part and Managing Committee hereby contract and agree at follows:

1. That the agreement shall come into effect from the day of 20..... and shall be determinable as hereinafter provided.
2. That the Principal is employed, in the first instance, on probation for a period of one year and shall be paid monthly salary of Rs. in the grade of Rs. and will be entitled to the benefits of the Provident Fund, Gratuity and allowances as may be laid down by the University for its Non-government affiliated colleges. The salary will be paid by means of cheque not later than tenth day of each month.
3. That the party of the second part may, at its discretion extend that period of probation by another year, so that, the total period of probation shall in no case exceed two years. If within three months of the expiry of the period of probation, no notice of termination of this agreement or of an extension of the period of probation is received by the Principal he/she will be taken as ipso-facto confirmed. Grade increment shall be earned on confirmation.
4. The Principal shall perform all such duties as appertain to the Principal of an affiliated college and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal management and discipline of the said college including the arrangement of the college time-table, the allocation of duties to all the members of the college staff, including duties of warden, proctor and other assignment connected with the internal administration of the college, the grant of leave to staff, the appointment, control and removal of the Lower Division Clerks, Laboratory Assistants, Technicians, Gardeners and other class IV staff, the granting of free-ship/half free-ship and other types of financial aid to students within the numbers sanctioned by the Government or the Management, as the case may be, the control of the college hostel or hostels through the warden, the admission, promotion, punishment of students, the organization of games and other activities. He shall administer all students' funds such as Games fund, Magazine fund, Union fund, Reading Room fund, Examination fund etc., with the help of a committee constituted by him and in accordance with any rules laid down by the University and subject to audit and scrutiny of accounts by the Management. He shall have all powers necessary for the purpose including power in an emergency to suspend members of the teaching staff, pending report to and decision by the Managing Committee. In the spheres of his sole responsibility, he shall follow all directions received from the University or Government in connection with the administration of the college. In financial and other matters, for which he is not solely

2014

responsible, the Principal shall follow the directions of the Managing Committee as issued to him through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal.

The Principal shall have necessary powers of control and discipline in regard to clerical and administrative staff, including the power to with-hold increments. All appointments in the office of the Principal shall be made with his concurrence.

5. The Principal shall be an ex-officio member of the Managing Committee and of all appointment committees with power to vote provided he shall not be a member of a Committee appointed to enquire into his own conduct.
6. That the Principal devote his whole time to the duties of his appointment and shall not engage directly or indirectly in any trade or business, including private tuitions etc. or in any other activity which in the opinion of the Management may be prejudicial to his work in the college.
7. That the Principal shall not apply for any job or appointment whether part-time or in any other form elsewhere without prior permission of the Managing Committee in writing.
8. After confirmation, the services of the Principal can be terminated only on the following grounds:
 - a. Willful neglect of duties;
 - b. Misconduct including dis-obedience to the orders of the Managing Committee passed in accordance with the terms of this agreement & Statutes, Ordinances, Rules, Regulations and directions of the University; or moral turpitudes;
 - c. Breach of any term of the contract;
 - d. Physical or mental unfitness; or
 - e. Incompetence; provided this plea shall not be used after three years' service in the institution.
9. Except when termination of service has taken place under para 8 (a), (b) and (c), neither party shall terminated this agreement save by giving to the other party three months notice in writing or paying a sum equivalent to thrice the monthly salary then being earned by the Principal. While terminating the services of the Principal, the Managing Committee shall follow the procedure laid down in the Rajasthan Service Rules.
10. While the Principal is on probation as provided in the para 2, there will be three months notice on either side of termination of the contract, or in lieu of such notice, a payment of thrice the monthly salary then being earned by the Principal, provided that such termination of the contract will not take place between the first day of January and 31st day of March of any year.
11. The Principal shall be entitled to leave as per leave rules of the Govt. of Rajasthan.
12. The age of superannuation shall be 60 years?

13. Any difference or dispute of any kind whatsoever arising out of this contract shall be referred to arbitration and determined in accordance with the provisions of the Indian Arbitration Act, 1940. Such Arbitration shall be held by two persons not associated with the college – one to be chosen by each party to this agreement, and in case of their non-agreement, the Vice-Chancellor or his nominee shall act as Umpire. The decision of the arbitration or of the Umpire, as the case may be, shall be final. No party to this agreement shall have a right to sue the other in a Court of Law, except for the purpose of enforcing the award.

N.B. : This clause shall not apply in the case of a dispute arising in connection with termination of services if the Principal is on probation or on a temporary basis.

Signed this day 20.....

1.

2.

in the presence of :

1.

2.

No.1 FORM OF ASSIGNMENT TO THE INSTITUTION

A.B. ofhereby assign up to the (name of the institution) within policy assurance as security for payment of all sums which, under Rule Nos. 16 & 18 laid down by the Board of Trustees of the (name of the college) under rules relating to the provident fund, may hereafter become liable to the institution provident fund. I hereby certify that no prior assignment of the within policy exists.

Dated20 Signature of subscriber

Station20 one witness signature

No. II FORM OF RE-ASSIGNMENT BY THE INSTITUTION

All sums which have become payable by the above named A.B. under Rule Nos. 16 & 18 laid down by the Board of Trustees of the institution, under rules relating to the provident fund having been paid and all liability for payment by

21/4

him of any such sums in future having ceased, the institution both hereby re-assign within policy of assurance to the said A.B.

Date.....20 Signature of Principal

No.III FORM OF ASSIGNMENT BY THE INSTITUTION

The above named A.B. having died on the day of20..... the (name of the college) both hereby assign within the policy of assurance to C.D.

Date20 Signature of Principal

19. Teaching and Non-teaching employed by the Institution shall be entitled to a gratuity on the scales as are prescribed by the University for its employees.

No person shall, however, be entitled to a gratuity if he is dismissed from service on account of misconduct or for some offence. If an employee dies or becomes insane while in service of the institution, the gratuity shall be paid to his dependents who in view of the institution are best entitled, and in such installments as the institution may decide. The decision of the institution in both respects shall be final.

Every employee when joining the fund shall subscribe an agreement in the following form (Rule 2(5)).

I hereby declare that I have read the foregoing rules of the Employees Provident Fund and that I hereby subscribe and agree to be bound by the said Rules or any other Rules for the time being in force.

Date..... day of20.....
Name in full
Date of birth
Nature of appointment
Date of joining service
Salary per month
Signature
Witness

Signature

FORM OF DECLARATION (RULE 4)

(For* subscriber).

I declare that I have read the rules relating to the Provident Fund and agree to abide by them. I hereby further declare that in the event of my death the amount at my credit in the Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to a nominee who is minor at the time of my death shall be paid to the person whose name appears in column 5 :

Name & address of the nominee or nominees	Relation-ship with the subscriber	Whether major or minor, if minor state his age	Amount of share of deposit	Name & address of the person to whom payment is to be made on behalf of the minor	Sex & % of person mentioned in column 5
1	2	3	4	5	6

*Here state married or unmarried.

Two witness to signature

Date.....20..... Signature of subscriber

[Handwritten Signature]



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No.F.14(87) BOM/Acad.II/2015/

Date:

CORRIGENDUM

In continuation of the Office Order No.F.14(51)A.C./Acad.II/2015/26162 dated 28.07.2015, in compliance with the decision No. 4 (5) of the Board of Management dated 31st August, 2015, Affiliation Fee for permanent affiliation Rs. 10.00 lac per course to be read as Rs. 10.00 lac.

No.F.14(51)A.C./Acad.II/2015/ 33731-4030

-sd/-
REGISTRAR

Date: 28-8-15

Copy forwarded to the following for information and necessary action:-

1. All the Heads/Incharges, University Teaching Department, MDS University, Ajmer.
2. All the Principals of colleges affiliated to MDS University, Ajmer.
3. Director (Research), MDS University, Ajmer.
4. C.E./C.O.F., MDS University, Ajmer.
5. All Dy.Registrars/Asstt. Registrars/S.Os., MDS University, Ajmer.
6. Dr. Neeraj Bhargava, Web Administrator, MDS University, Ajmer - along with C.D. of the aforesaid Corrigendum with the request to please upload the same on the University Website.
7. P.S. to V.C./P.A. to Registrar.

5719
Dy. Registrar (Acad.II)



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No.F.14()BOM/Acad.II/2017/

Date:

CORRIGENDUM

In continuation of the Office Order No.F.14(51)A.C./Acad.II/2015/26162 dated 28.07.2015 and subsequent Corrigendum circulated vide No. 33731-4030 dated 28-09-2016 in compliance with the decision No. 4 (5) of the Board of Management dated 31st August, 2015, since the provision for permanent affiliation of Additional Subject was not made in the aforesaid Office order and corringendum, hence, as per orders of the Hon'ble Vice-Chancellor under Section 19 (4) of the University Act, the following provision for Permanent Affiliation of Additional Subject is inserted:

"Affiliation Fee for permanent affiliation from the session 2015-2016 of Additional Subject will be equal to four time of the affiliation fee of the Additional Subject prevailing from the academic session 2015-2016."

The aforesaid orders of the Hon'ble Vice-Chancellor will be reported to the next meeting of the Board of Management.

sd
REGISTRAR

No.F.14()BOM/Acad.II/2017/ 19805-20105

Date: 17.8.17

Copy forwarded to the following for information and necessary action:-

1. All the Heads/Incharges, University Teaching Department, MDS University, Ajmer.
2. All the Principals of Colleges affiliated to MDS University, Ajmer.
3. Director (Research), MDS University, Ajmer.
4. C.E./C.O.F., MDS University, Ajmer.
5. All Dy.Registrars/Asstt. Registrars/S.Os., MDS University, Ajmer.
6. P.S. to V.C./P.A. to Registrar.

GA
12/08/17
Dy. Registrar (Acad.II)



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No.F.14(87)BOM/Acad.II/2015/

Date:

NOTIFICATION

In compliance with the decision No. 15 of the Board of Management dated 31st August, fee Rs. 5.00 lacs for each academic session has been decided for conferment of autonomous status to the colleges. These orders shall come into force from 31.08.2015.

-sd-

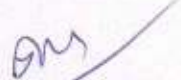
REGISTRAR

No.F.14(51)A.C./Acad.II/2015/ 33129-428

Date: 28-9-15

Copy forwarded to the following for information and necessary action:-

1. All the Heads/Incharges, University Teaching Department, MDS University, Ajmer.
2. Commissioner, College Education, Shiksha Sankul, JLN Marg, Jaipur.
3. All the Principals of colleges affiliated to MDS University, Ajmer – with the request that Demand Draft of the aforesaid fee in favour of the Registrar, M.D.S. University, Ajmer should be sent to the University while applying for conferment of autonomous status.
4. The Joint Secretary, Higher Education (Gr.IV) Department, Government of Rajasthan, Jaipur.
5. Director (Research), MDS University, Ajmer.
6. C.E./C.O.F., MDS University, Ajmer.
7. All Dy.Registrars/Asstt. Registrars/S.Os., MDS University, Ajmer.
8. Dr. Neeraj Bhargava, Web Administrator, MDS University, Ajmer – along with C.D. of the aforesaid Notification with the request to please upload the same on the University Website.
9. P.S. to V.C./P.A. to Registrar.


Dy. Registrar (Acad.II)



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No.F.14(87)BOM/Acad.II/2015/

Date:

CORRIGENDUM

In continuation of the Notification No.F.14(51)A.C./Acad.II/2015/25861 dated 28.07.2015, in compliance with the decision No. 4 (5) of the Board of Management dated 31st August, 2015 Ordinance 70-A-7(i) the provision of Corpus Fund/Endowment Fund of Rs. 5.00 lac per course to be read as Rs. 5.00 lac.

- sdr
REGISTRAR

No.F.14(51)A.C./Acad.II/2015/ 33430-729

Date: 28-9-15

Copy forwarded to the following for information and necessary action:-

1. All the Heads/Incharges, University Teaching Department, MDS University, Ajmer.
2. All the Principals of affiliated colleges to MDS University, Ajmer.
3. Commissioner, College Education, Shiksha Sankul, JLN Marg, Jaipur.
4. Joint Secretary, Higher Education (Gr.IV) Department, Government of Rajasthan, Jaipur.
5. Secretary, Rajasthan Vidhan Sabha, Jaipur.
6. Director (Research), MDS University, Ajmer.
7. C.E./C.O.F., MDS University, Ajmer.
8. All Dy.Registrars/Asstt. Registrars/S.Os., MDS University, Ajmer.
9. Dr. Neeraj Bhargava, Web Administrator, MDS University, Ajmer – along with C.D. of the aforesaid Corrigendum with the request to please upload the same on the University Website.
10. P.S. to V.C./P.A. to Registrar.

Dy. Registrar (Acad.II)



महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांक एफ 14 (85) प्र.बो./शैक्ष-II/मदसविवि/2015/

दिनांक :- .03.15

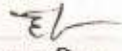
अधिसूचना

विद्या परिषद् की 49वीं बैठक दिनांक 17 दिसम्बर, 2014 की संस्तुति संख्या 05 एवं प्रबन्ध बोर्ड की 85वीं बैठक दिनांक 23 दिसम्बर, 2014 के निर्णय संख्या 29 की अनुपालना में ऑर्डिनेंस 50 को निम्नानुसार संशोधित प्रवृत्त मान्य किया जाता है:-

O. 50

" Every college applying for affiliation for one or more courses of study or in additional subject or for permanent affiliation shall, alongwith it's application remit the requisite fee as decided by the Academic Council for time to time."

उक्त संशोधन सत्र 2015-16 से प्रभावी होंगे ।

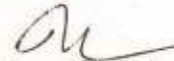

कुलसचिव

क्रमांक एफ 14 (85) प्र.बो./शैक्ष-II/मदसविवि/2015/ 9952-10201

दिनांक :- 09.03.15

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. प्राचार्य, समस्त सम्बद्ध सम्बन्धित महाविद्यालय, म.द.स. विश्वविद्यालय, अजमेर ।
2. समस्त विभागाध्यक्ष/प्रभारी, म.द.स. विश्वविद्यालय, अजमेर ।
3. परीक्षा नियंत्रक, म.द.स. विश्वविद्यालय, अजमेर ।
4. वित्त नियंत्रक/अतिरिक्त कुलसचिव, म.द.स. विश्वविद्यालय, अजमेर ।
5. समस्त उप कुलसचिव/सहायक कुलसचिव, म.द.स. विश्वविद्यालय, अजमेर ।
6. निजी सचिव-कुलपति सचिवालय, म.द.स. विश्वविद्यालय, अजमेर ।
7. निजी सहायक-कुलसचिव, म.द.स. विश्वविद्यालय, अजमेर ।


उप कुलसचिव (शैक्ष-II)