



**Pravara Rural Education Society's**  
**Arts, Science and Commerce College,**  
**Kolhar Tal: Rahata, Dist: - Ahmednagar: - 413710**  
Affiliated to Savitribai Phule Pune University, Pune

**Self Study Report: 2023 (2<sup>nd</sup> Cycle)**



**Criteria -6**

**Governance, Leadership and  
Management**

**Key Indicator: 6.2 Strategy Development  
and Deployment**

**Metric: 6.2.1 (QIM)**

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc.

**6.2.1** The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic / perspective / development plan etc.

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ARTS. SCIENCE AND COMMERCE COLLEGE. KOLHAR

COLLEGE DEVELOPMENT COMMITTEE / LOCAL MANAGEMENT COMMITTEE / INTERNAL QUALITY ASSURANCE CELL

PRINCIPAL

VICE-PRINCIPALS

ADMINISTRATIVE

OFFICE SUPRINTENDENT

DEPARTMENTS

LIBRARY

ACADEMIC

LIBRARIAN

HEAD

LIBRARY ATTEN.

PEON

TEACHING STAFF

NON-TEACHING STAFF

PROFESSOR

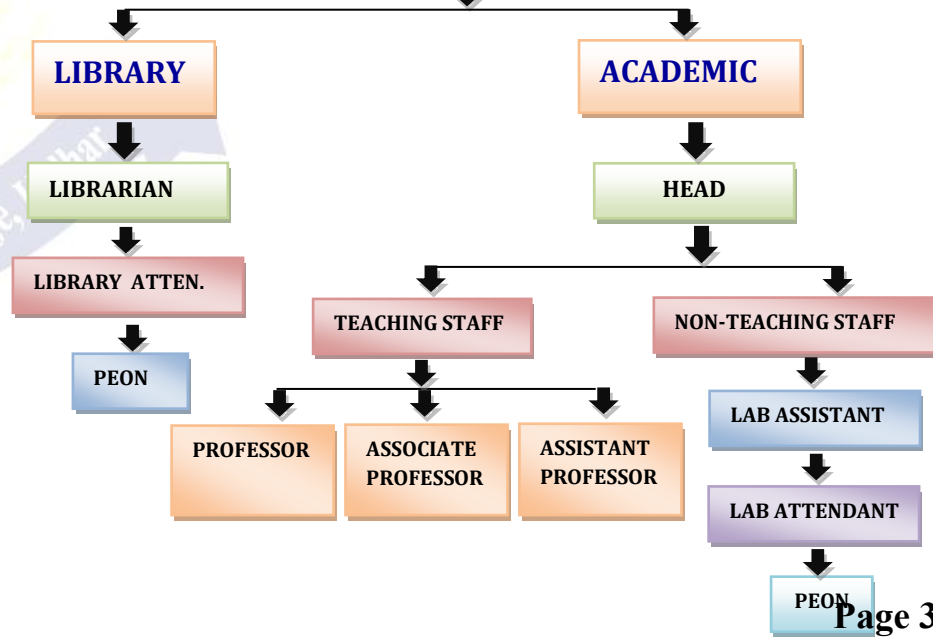
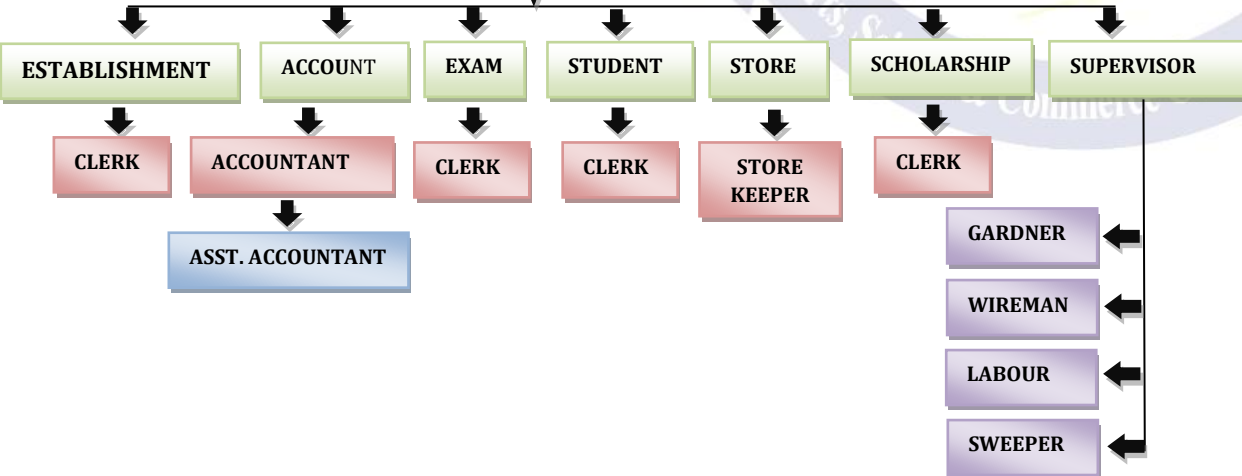
ASSOCIATE  
PROFESSOR

ASSISTANT  
PROFESSOR

LAB ASSISTANT

LAB ATTENDANT

PEON





## COLLEGE DEVELOPMENT COMMITTEE: 2021-22

Sr. No.	Designation	Name	Position Held in the Institution
1.	Chairperson of the Management	<b>Hon'ble Shri. Radhakrishna E. Vikhe Patil</b> Ex. Minister, Maharashtra State	President, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Pravaranagar.
2.	Secretary of the Management	<b>Shri. Bharat Vasantrao Ghogare Patil</b>	Joint Secretary, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee) PRES, Pravaranagar.
3.	Head of the Department Nominated by Principal	<b>Dr. Prakash Dagadu Pulate</b>	Vice Principal & HOD Zoology
4.	Teacher Representative	<b>Dr. Pravin Tulshiram Tupe</b>	Faculty from Department of Hindi
5.	Teacher Representative	<b>Mr. Amol Karbhari Kharde</b>	Faculty from Department of Chemistry
6.	Women Teacher Representative	<b>Dr. Pratibha Vijay Kanawade</b>	Faculty from Department of Commerce
7.	Non-Teaching Representative	<b>Shri. Yunus Jamadar Shaikh</b>	Head Clerk
8.	Local Member Nominated by the Management (Education)	<b>Hon'ble Dr. Bhaskarrao Nivrutti Kharde Patil</b>	Director, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Pravaranagar.
9.	Local Member Nominated by the Management (Social service)	<b>Shri. Dhananjay Babasaheb Dale Patil</b>	Social Worker
10.	Local Member Nominated by the Management (Industry)	<b>Shri. Ajeetsheth Kunkulol</b>	Ex-Member, IQAC
11.	Local Member Nominated by the Management (Alumnus)	<b>Shri. Swapnil Suresh Nibe Patil</b>	Member, Pd. Dr. Vitthalrao Vikhe Patil S.S.K. Ltd. Pravaranagar.
12.	Coordinator, IQAC	<b>Mr. Parmeshwar Bhausahab Vikhe</b>	IQAC Coordinator
13.	President of the College Students' Council	<b>Miss. Aakanksha Ramesh Kharde</b>	President, Student Council
14.	Secretary of the College Students' Council	<b>Miss. Aarti Ajinath Navgire</b>	Secretary, Student Council
15.	Member Secretary	<b>Dr. Sopan Narayan Shingote</b>	Principal, Arts, Science & Commerce College, Kolhar.







LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR**

Tal. Rahata, Dist. Ahmednagar, Pin - 413 710  
NAAC Accredited at 'A' Grade with CGPA 3.10

**COLLEGE DEVELOPMENT COMMITTEE: 2020-21**

Sr. No.	Designation	Name	Position Held in the Institution
1.	Chairperson of the Management	<b>Hon'ble Shri. Radhakrishna E. Vikhe Patil</b> Ex. Minister, Maharashtra State	President, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Pravaranagar.
2.	Secretary of the Management	<b>Shri. Bharat Vasantrao Ghogare Patil</b>	Joint Secretary, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee) PRES, Pravaranagar.
3.	Head of the Department Nominated by Principal	<b>Dr. Bhausaheb Navnath Navale</b>	Vice Principal & HOD Hindi
4.	Teacher Representative	<b>Dr. Vijay Abasaheb Kharde</b>	Faculty from Department of Commerce
5.	Teacher Representative	<b>Dr. Prakash Dagdu Pulate</b>	Faculty from Department of Zoology
6.	Women Teacher Representative	<b>Dr. Archana Anil Vikhe</b>	Faculty from Department of Commerce
7.	Non-Teaching Representative	<b>Shri. Shaikh Yunus Jamadar</b>	Head Clerk
8.	Local Member Nominated by the Management (Education)	<b>Dr. Bhaskarrao Nivrutti Kharde Patil</b>	Director, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Pravaranagar.
9.	Local Member Nominated by the Management (Social service)	<b>Shri. Babasaheb Birdu Dale Patil</b>	Social Worker
10.	Local Member Nominated by the Management (Industry)	<b>Shri. Sambhajirao Raghunath Deokar Patil</b>	Industrial Representative
11.	Local Member Nominated by the Management (Alumnus)	<b>Shri. Sarjerao Sonyabapu Kharde Patil</b>	Member, Pd. Dr. Vitthalrao Vikhe Patil S.S.K. Ltd. Pravaranagar.
12.	Coordinator, IQAC	<b>Mr. Parameshwar Bhausaheb Vikhe</b>	IQAC Coordinator
13.	President of the College Students' Council	<b>Miss. Rutuja M. Kurkute</b>	President, Student Council
14.	Secretary of the College Students' Council	<b>Miss. Vrushali Subhash Anap</b>	Secretary, Student Council
15.	Member Secretary	<b>Dr. Sopan Narayan Shingote</b>	Principal, Arts, Science & Commerce College, Kolhar.



*[Signature]*  
I/c PRINCIPAL



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**ARTS, SCIENCE & COMMERCE COLLEGE**

**KOLHAR**

Tal. Rahata, Dist. Ahmednagar, Pin - 413 710  
NAAC Accredited at 'A' Grade with CGPA 3.10

## COLLEGE DEVELOPMENT COMMITTEE: 2019-20

Sr. No.	Designation	Name	Position Held in the Institution
1.	Chairperson of the Management	Hon'ble Shri. Radhakrishna E. Vikhe Patil Ex. Minister, Maharashtra State	President, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Pravaranagar.
2.	Secretary of the Management	Shri. Bharat Vasantrao Ghogare Patil	Joint Secretary, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee) PRES, Pravaranagar.
3.	Head of the Department Nominated by Principal	Dr. Bhausahab Navanath Navale	Vice Principal & HOD Hindi
4.	Teacher Representative	Dr. Prakash Dagadu Pulate	Faculty from Department of Zoology
5.	Teacher Representative	Dr. Kadu Vinod Raosaheb	Faculty from Department of Chemistry
6.	Teacher Representative	Dr. Vijay Abasaheb Kharde	Faculty from Department of Commerce
7.	Non-Teaching Representative	Shri. Yunus Jamadar Shaikh	Head Clerk
8.	Local Member Nominated by the Management (Education)	Hon'ble Dr. Bhaskarrao Nivrutti Kharde Patil	Director, Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardees) PRES, Loni.
9.	Local Member Nominated by the Management (Social service)	Shri. Babasaheb Birdu Dale Patil	Social Worker
10.	Local Member Nominated by the Management (Industry)	Shri. Sambhajirao Raghunath Deokar Patil	Industry Representative
11.	Local Member Nominated by the Management (Alumnus)	Shri. Swapnil Suresh Nibe Patil	Alumni Representative
12.	Coordinator, IQAC	Mr. Parmeshwar Bhausahab Vikhe	IQAC Coordinator
13.	President of the College Students' Council	Mr. Musmade Krishna Dagadu	President, Student Council
14.	Secretary of the College Students' Council	Miss. Ambekar Shaila Shankar	Secretary, Student Council
15.	Member Secretary	Dr. Archana Anil Vikhe	Principal, Arts, Science & Commerce College, Kolhar.





Principal  
**PRINCIPAL**

ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR





Pravara Rural Education Society's  
**Arts, Science and Commerce College, Kolhar**  
 Tal.- Rahata, Dist.- Ahmednagar-413 710  
 (Permanently Affiliated to University of Pune IDNPU/AN/ASC/059/1999  
 Included under 2(f) and 12 (B) of the UGC Act, 1956)  
 NAAC Accredited 'A' Grade College  
 Website: [www.pravaraasck.org.in](http://www.pravaraasck.org.in) E-mail Id: [presasck@gmail.com](mailto:presasck@gmail.com)



## COLLEGE DEVELOPMENT COMMITTEE: 2018-19

Sr.No.	Designation	Name	Position Held in the Institution
1.	Chairperson of the Management	<b>Hon'ble Shri. Radhakrishna Eknathrao Vikhe Patil</b> Ex. Minister, Maharashtra State	President, Pravara Rural Education Society, Pravaranagar.
2.	Secretary of the Management	<b>Shri. Bharat Vasantrao Ghogare Patil</b>	Joint Secretary, Pravara Rural Education Society, Pravaranagar.
3.	Head of the Department Nominated by Principal	<b>Mr. Anil Ashok Landge</b>	Vice Principal & HOD Geography
4.	Teacher Representative	<b>Dr. Bhausaheb Navanath Navale</b>	Faculty from Department of Hindi
5.	Teacher Representative	<b>Dr. Prakash Dagadu Pulate</b>	Faculty from Department of Zoology
6.	Teacher Representative	<b>Dr. Vijay Abasaheb Kharde</b>	Faculty from Department of Commerce
7.	Non-Teaching Representative	<b>Shri. Yunus Jamadar Shaikh</b>	Head Clerk
8.	Local Member Nominated by the Management (Education)	<b>Hon'ble Dr. Bhaskarrao Nivrutti Kharde Patil</b>	Director, Pravara Rural Education Society, Pravaranagar.
9.	Local Member Nominated by the Management (Social service)	<b>Shri. Babasaheb Birdu Dale Patil</b>	Social Worker
10.	Local Member Nominated by the Management (Industry)	<b>Shri. Sambhajirao Raghunath Deokar Patil</b>	Industry Representative
11.	Local Member Nominated by the Management (Alumnus)	<b>Shri. Swapnil Suresh Nibe Patil</b>	Alumni Representative
12.	Coordinator, IQAC	<b>Mr. Parmeshwar Bhausaheb Vikhe</b>	IQAC Coordinator
13.	President of the College Students' Council	<b>Miss. Jadhav Dipali Sanjay</b>	President, Student Council
14.	Secretary of the College Students' Council	<b>Miss. Anap Rupali Subhash</b>	Secretary, Student Council
15.	Member Secretary	<b>Dr. Sampat Ramkrushna Walunj</b>	Principal, Arts, Science & Commerce College, Kolhar.



*[Signature]*

PRINCIPAL  
 ARTS, SCIENCE & COMMERCE COLLEGE  
 KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR





Pravara Rural Education Society's  
**Arts, Science and Commerce College, Kolhar**  
 Tal.- Rahata, Dist.- Ahmednagar-413 710  
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 Website: [www.pravaraascck.org.in](http://www.pravaraascck.org.in) E-mail Id: [presascck@gmail.com](mailto:presascck@gmail.com)



## COLLEGE DEVELOPMENT COMMITTEE: 2017-18

Sr.No.	Designation	Name	Position Held in the Institution
1.	Chairperson of the Management	<b>Hon'ble Shri. Radhakrishna E. Vikhe Patil</b> Ex. Minister, Maharashtra State	President, Pravara Rural Education Society, Pravaranagar.
2.	Secretary of the Management	<b>Shri. Bharat Vasantrao Ghogare Patil</b>	Joint Secretary, Pravara Rural Education Society, Pravaranagar.
3.	Head of the Department Nominated by Principal	<b>Mr. Anil Ashok Landge</b>	Vice Principal & HOD Geography
4.	Teacher Representative	<b>Dr. Bhausaheb Navanath Navale</b>	Faculty from Department of Hindi
5.	Teacher Representative	<b>Dr. Prakash Dagadu Pulate</b>	Faculty from Department of Zoology
6.	Teacher Representative	<b>Dr. Vijay Abasaheb Kharde</b>	Faculty from Department of Commerce
7.	Non-Teaching Representative	<b>Shri. Yunus Jamadar Shaikh</b>	Head Clerk
8.	Local Member Nominated by the Management (Education)	<b>Hon'ble Dr. Bhaskarrao Nivrutti Kharde Patil</b>	Director, Pravara Rural Education Society, Pravaranagar.
9.	Local Member Nominated by the Management (Social service)	<b>Shri. Babasaheb Birdu Dale Patil</b>	Social Worker
10.	Local Member Nominated by the Management (Industry)	<b>Shri. Sambhajirao Raghunath Deokar Patil</b>	Industry Representative
11.	Local Member Nominated by the Management (Alumnus)	<b>Shri. Swapnil Suresh Nibe Patil</b>	Alumni Representative
12.	Coordinator, IQAC	<b>Mr. Parmeshwar Bhausaheb Vikhe</b>	IQAC Coordinator
13.	President of the College Students' Council	<b>Miss. Kurkute Rutuja Shashikant</b>	President, Student Council
14.	Secretary of the College Students' Council	<b>Miss. Sonawane Shital Vitthal</b>	Secretary, Student Council
15.	Member Secretary	<b>Dr. Sampat Ramkrushna Walunj</b>	Principal, Arts, Science & Commerce College, Kolhar.



*(Signature)*



**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**  
**A/P : Loni Kd., Tal. Rahata, Dist. Ahmednagar (Pin : 413 713)**  
**Ph.No. : (02422) – 273700 / 273527.**

# **SERVICE RULES**

No.DYCL/NSK/S.O.-5 2015/2016 / ११२४  
Office of the Dy.Commissioner of  
Labour,Nashik Division,Nashik,Udyog  
Bhavan,Near ITI Signal,Nashik-422 007.  
Date- २५ /02/2016.

From:

R.S.Jadhav,  
Dy.Commissioner of Labour,  
Nashik Division,Nashik.

1. The Chief Executive Officer,  
Pravara Rural Education Society,  
Pravaranagar,,At Post Loni, Tal.Rahata,  
Dist-Ahmednagar.
2. Shri Sonwane D.A.,&  
Four Other Committee Members,  
C/o. Pravara Rural Education Society,  
Pravaranagar,,At Post Loni, Tal.Rahata,  
Dist-Ahmednagar.

Subject- Pravara Rural Education Society, Pravaranagar,,At Post Loni,  
Tal.Rahata, Dist-Ahmednagar.

-----  
Certification of Standing Orders for the workmen /employees  
employed therein.

Sir,

As required by sub-section (3) of Section 5 of the Industrial  
Employment (Standing Orders) Act,1946, a copy of Certified Standing  
Orders for the employees/workmen employed in Pravara Rural Education  
Society, Pravaranagar,,At Post Loni, Tal.Rahata, Dist-Ahmednagar.  
in english & Marathi is enclosed herewith after the due certification by the  
undersigned on 25 /02/2016.

Kindly acknowledge the receipt of the same.

Yours faithfully,

(R.S.Jadhav)

Dy.Commissioner of Labour &  
Certifying Officer under

Industrial Employment (Standing Orders ) Act,1946,  
Nashik Division,Nashik.



Encl. As stated.



**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**  
**TAL. RAHATA, DIST. AHMEDNAGAR.**  
**PIN 413 713 (PH. 02422-273527/273700/273703)**  
**Fax. No. 02422 – 273704.**

**SERVICE RULES**

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**PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR,  
TAL. RAHATA, DIST. AHMEDNAGAR.**

**SERVICE RULES**

**1.00 TITLE AND APPLICATION AND COMMENCEMENT:**

The Rules, shall apply to Non Teaching Employees employed in Educational Institutes of Pravara Rural Education Society, Pravaranagar, A/p.Loni Kd, Tal. Rahata, Dist. Ahmednagar.

This service rules shall come in to force from the date of approval by the Competent Authority.

These rules shall superseded all the existing service rules of the P.R.E.S. Loni.

**2.00 DEFINATION:**

In these Service Rules unless there is any thing repugnant in the subject or context.



The ESTABLISHMENT / SOCIETY means the "PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR" in short P.R.E.S., Loni & its Institutes.

- ii) "BYE-LAWS": Means the bye laws of the P.R.E.S., Loni.
- iii) "MANAGEMENT" : Management means the body having ultimate control over the affairs of Pravara Rural Education Society, Pravaranagar Viz the Board of Trustees of the Pravara Rural Education Society and its authorized committees and Officers.

- iv) "APPOINTING AUTHORITY" : Means Chief Executive Officer / Secretary or any other Officer to whom powers are delegated.
- v) "EMPLOYEE" : Employee means the Non Teaching male or female person employed in the employment of the 'Pravara Rural Education Society, Pravaranagar & its Institutes".
- vi) "MANAGING COMMITTEE" : Means Board of Trustees of the Society.
- vii) "CHAIRMAN" : Means the Chairman of the Managing Committee.
- viii) "UNINTERRUPTED SERVICE" : includes service interrupted on account of any of the following reasons namely,
- a) Sickness – as certified by a Doctors of Medical Board appointed by Pravara Rural Education Society, Pravaranagar or Civil Surgeon.
  - b) Accident
  - c) Authorised leave
  - d) Cessation of work which is not due to any fault of the employee concerned.

### 3.01 CLASSIFICATION OF EMPLOYEES :

Employees shall be classified as :-

- i) Permanent Employees
- ii) Probationers

- iii) Badilis or substitutes
- iv) Temporary Employees
- v) Casual Employees
- vi) Apprentices / Trainees
- vii) Contractual Employees
- viii) Part-Time Employees

i) "Permanent Employees" means an employee who has been appointed on a permanent post, has been confirmed in writing by the appointing authority and includes an employee who having been completed probationary period and or who having been employed on a temporary basis, has subsequently been made permanent by an order in writing by the appointing authority.


ii) "Probationer" means an employee who is provisionally employed to fill a permanent vacancy or post and who has not completed 2 years uninterrupted service.



- a) Permanent absorption in the employment of a probationer shall be considered only on his satisfactory completion his/her probationary period with return order by Joint Secretary/CEO.
- b) Unless a probationer is confirmed in service his probationary employment shall come to an automatic end on the expiry of the probationary period extended or otherwise. Such extended probtation period shall not be more than one year.
- c) That however, in case the probationer is allowed to continue in work after the expiry of his initial period of probation the same shall be deemed to be automatically extended.



- d) If a permanent employee is employed as probationer in new post, he may, at any time during the probationary period be reverted to his old permanent post by an order in writing signed by the Joint Secretary CEO.
- iii) A “Badli” or “Substitute” employee means who is provisionally employed for the specific period of leave vacancy of a particular permanent employee. Such an employee has no claim lean over any sort of future employment.
- iv) “Temporary Employee” means an employee who has been appointed for a limited period of time for a work which is of an essentially temporary nature.
- v) “Casual Employee” means an employee who has been appointed for any work which is essentially of a casual nature.
- vi) “Apprentice” means a person who is learner and is paid an allowance or stipend during the period of his training without any obligation on the part of an establishment to employ him in the service on the conclusion of his period of apprenticeship.



Provided that no employee shall be classified as apprentice unless he had training for a continuous period of 2 years.

Trainee means any person taken up as a Trainee in writing by the Secretary and who is a learner learning skill of some job and who is paid stipend or allowance during the period of his training without any obligation on the part of establishment on the successful or otherwise completion of his period of training.



Provided that no employee shall be classified as a Trainee if he had a training for a continuous period of 2 years.

- vii) "Contractual employee" means an employee who is employed on a stipulated period of time on the contract basis by an order and whose service will come to an automatic end without notice or compensation on conclusion of which the contract may be renewed with mutual consent either on the same or different terms and conditions.
- viii) "Part Time" employee means who is employed to do work for less than the normal period of working hours, i.e. less than 5 hours per day.

### 3.02 CATEGARISATION OF EMPLOYEE :

Employee shall categorized as Class I, II, III & IV. Categorisation shall be fixed from time to time by the Management according to the designations and scales.



#### i) MANAGERIAL STAFF – Class I

Means a staff doing the work of managerial nature and includes head of the department and Principals, Professor and Associate Professors

#### ii) SUPERVISORY STAFF – Class II

Means and includes a staff appointed to supervise the working of staff subordinate to them and the Teaching staff below the rank of Asstt. Professor (Secondary, Higher Secondary Teachers etc,)

iii) **CLERICAL STAFF / TECHNICAL STAFF – Class III**

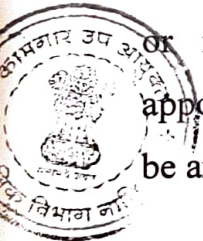
Means a person appointed to perform clerical duties and includes Cashier, Store Keeper, Telephone Operator, Wireman, Electrical, Plumber, Driver, Warden, Matron etc. and who are not included in Class I, II.

iv) **MANUAL STAFF (Non-ministerial)**

Means and includes Attendant, Office Boy, Aya, Peon, Sweeper, Watchman and other staff classified as Class IV Staff, who are not included in Class I, II & III.

**4.01 APPOINTMENT ORDER:**

Every employee at the time of his appointment, confirmation, promotion or reclassification shall be given a written order specifying his appointment, confirmation, promotion or reclassification as the case may be and signed by the Secretary.



**4.02 PROMOTION POLICY :**

- i) If an opportunity for promotion is available, the PRES employee has a right to apply.
- ii) Promotion shall not be considered on seniority only the other factors such as basic qualification, professional qualification, experience, work performance, loyalty etc. shall be considered.
- iii) Promotion shall not be employee's right. It is a prerogative of the Management.
- iv) The promoted employee shall be appointed on probation.

- v) The promotion shall be given by method of interview i.e written test, psychometric test & oral interview only at the discretion of the Society.
- vi) The management of PRES reserves the right to demote such promoted employee to his / her previous post without giving any reason / notice.

#### **5.00 CARD / IDENTIFY CARD AND TICKET:**

- i) For each class / category of employee specified in Clause No.3 (a) & (b) distinctive ticket (c) computerized attendance / Identity card shall be provided.
- ii) Every employee shall be given a ticket / attendance card / "I" Card / computerized Attendance Card bearing –
  - (a) His/her number (b) His/her Designation (c) The name of the department in which he is working.
- iii) Every employee shall when entering the place of work, deliver his attendance card at the place provided.
- iv) Every employee shall surrender his attendance card / ticket / "I" Card on -
  - (a) A change in his classification or department.
  - (b) Leaving the service of the establishment.
  - (c) The termination of his service.
- v) Every employee shall put his Identity Card while on duty.



- vi) If identity card is lost due to fault of an employee a duplicate Identity Card shall be issued on payment.

## **6.00 WORKING HOURS:**

Notice showing the period and hours of work for every class and group of employees in the establishment shall be displayed on Notice Boards maintained for the purpose in the concerned department and at the Time Keepers Office.

All employees shall have to attend to any emergency or other urgent work outside their regular hours of work including on Sundays and Holidays if required.

## **7.00 SHIFT WORKING:**

- 7.01 i) More than one shift may be worked in a department or Section of a department.



- ii) Employee engaged in a shift duty, shall not leave his duty, duty place unless with the express permission of his superior.
- iii) Any employee required to work for a different period shall be notified with that effect at least on the day previous to that on which he is required to work for such different period.

- 7.02 If more than one shift is worked, employees shall be liable to be transferred from one shift to another shift.



**7.03** Whenever an additional shift is started or shifts are altered or

Discontinued a 7 days notice shall be given to the employees.

## **8.00 ATTENDANCE AND LATE ATTENDANCE:**

- i) Attendance shall be marked daily according to the method prescribed by the Management from time to time. All employees shall be at work in the establishment at the time fixed and notified. Employees attending late more than 15 minutes shall be treated as absent and liable to the deduction of wages. If an employee is late four times during the month the employee shall liable to deduct one day leave.



- ii) Any employee after delivering his ticket / attendance card if found absent from his proper place of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of his absence.

- iii) If 10 or more employees acting in concert absent themselves without the Notice and without reasonable cause, they will at the discretion of the Society, be liable for deduction from their earned salary of an amount not exceeding 8 days earning in each case.

## **9.00 ANNUAL INCREMENT POLICY:**

The employee, having his pay on the time-scale of pay and who has completed one year continuous service. (Minimum 240 days in a year) shall draw an increment in the month of April & October every year as the case may be. Unless it is with held by an order in writing of a competent authority.




## **10.00 UNCLAIMED WAGES:**

An unclaimed wages shall be paid on written request by the concerned employee.

## **11.00 ENTRY AND EXIT:**

No employee shall enter or leave the premises of the establishment except by the gate or gates or points of the entry and exit (as the case may be) appointed for the purpose.

## **12.00 SEARCH:**

- 
- i) The PRES management may take the search of an employee through Security Personnel.
  - ii) Any male employee, student or any other person may be searched at the main gate by the Watchman on Duty, when leaving the premises of the establishment, if the security personnel suspects that he/she is in wrongful possession of the property belonging to the establishment, co-employee OR any other person and his relatives.
  - ii) Any female employee may be detained by the Gateman for search by a female searcher, if acting without malice, if he suspects that she is in wrongful possession of property belonging to the establishment or co-employee, student or any other person.
  - iii) If a gateman has reason to believe or suspect that the employee or a person is in wrongful possession of the property belonging to the establishment, co-employee or student.

- iv) A through search shall be conducted in the presence of not less than two witnesses provided that a female employee in such case shall not be searched in the presence of any male persons as a witnesses.

### **13.00 TRANSFER:**

The service of the employee shall be transferable from one department to another, from one place to other, any where as per the exigencies of the work of the establishment for the smooth administration. Refusal to accept a transfer, the employee shall be considered absent from work without leave or permission and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action.

### **14.00 WEEKLY OFF / PAID HOLIDAY:**

- i) Weekly Off means a Sunday or any other day declared by the PRES,Loni.



- ii) \* "Paid Holiday" means Paid Holiday declared by the PRES, Loni.

- iii) Notice specifying weekly off, paid holiday shall be displayed on the Notice Board.

- iv) Any employee required to work on weekly holiday / paid holiday depending on the exigencies of the work, shall be allowed avail a Compensatory Off as soon as circumstances permit and at the discretion of the incharge. The compensatory holidays should not be accumulated for more than three days and should be availed in same month or in ensuing month.

## 15.01 DISCHARGE:


- i) The employment of a permanent employee may be terminated by one months notice or employee has been paid in lieu of such notice one month's salary including all admissible allowances for the period of notice, or notice of such duration as is provided in the contract of his employment.
- ii) An employee whose employment is terminated, an order of termination of employment shall be made in writing and signed by the competent authority and copy there-of shall be supplied to the employee at the time of discharge. The reason for the termination of employment shall be recorded in writing and shall, if he so desires be communicated to him at the time of discharge. Unless such communication in the opinion of Jt.Secretary/ CEO open to criminal, civil proceedings at the instance of the discharged employee.



- iii) Any permanent employee who desirous to leave the service of the establishment shall give in writing one Month's Notice of resignation to the Secretary / CEO. The management of the society reserve the right to discharge an employee by waiving off the notice period in certain circumstances.
- iv) If a permanent employee leaves the service of the establishment without giving such notice, deduction on that account shall be made from his salary.
- v) An employee other than permanent employee may leave or be discharged without notice or notice pay in lieu of notice.



- vi) In all cases of discharge or resignation or dismissal, the employee shall have to get his clearance slip testifying that no article belonging to the establishment is due to be returned by him. Employee failing to return any of the property which can clearly be proved to the satisfaction of the authority. In-charge to have been issued to him in connection with his employment, the cost of such articles shall be deducted from his wages. The said clearance slip shall be produced to the account office.
- vii) When the employment of any employee is terminated the wages earned by him shall be paid to him on any working day after the termination of his employment.
- viii) In case of the employee leaving the service the payment of wage earned by him shall be made to him after he leaves the service.
- ix) Employees, those are performing the confidential nature of duties and leaves the service of PRES should obtain NOC from PRES before joining the duty in any other establishment who is running the same business like PRES.



No employee can misuse the confidential information of the PRES directly or indirectly for himself or for any other, All employee admits that, in case they misuse such confidential information of PRES then they will be held personally responsible for the action as per Criminal / Civil Laws.

## **15.02 GRATUITY:**

Pravara Rural Education Society has entered into an agreement for Group Gratuity Scheme with Life Insurance Corporation. An employee who has completed minimum 5 years uninterrupted service in PRES or any of its

allied institute will be eligible for the payment of Gratuity on termination of his services due to superannuation / retirement / death / discharge etc.

The employee who has applied for the payment of gratuity shall have to submit clearance certificate obtained from all departments & vacate the housing accommodation (if provided) immediately on termination of his employment. If he/she does not do so he/she will not be eligible for the payment of gratuity.

**15.03 APPEAL:** An employee can file his application of appeal to the appealant officer within 30 days of implementation of ther Serivce Rules.

**16.01 LEAVE :**

- i) This leave rules is subject to the law applicable to the PRES or any agreement settlement or award for the time being in force or the contract of the service.



The leave cannot be claimed as a matter of right, Grant of leave to a permanent employee shall depend on the exigencies of the work of the PRES and shall be at the discretion of the leave sanctioning authority.

- ii) The permanent employee who desires to obtain leave of absence shall apply in writing to the leave sanctioning authority.
- iii) Except in urgent cases or unforeseen circumstances when it is not possible to do so an application for the leave other than casual or sick leave shall be made, atleast 24 hours a day previous to the time from which leave is required when the leave is asked for is for 4 days or less, and 7 days in advance when the leave is asked for is more than 4 days. If the employee is required to proceed suddenly on any leave and for reasons beyond the control, the leave sanctioning authority may on satisfying himself sanction such leave on his request application, which is submitted latter.

- iv) The Officer empowered to sanction the leave shall issue orders on such leave applications within 3 days on the presentation of leave application when it is more than 4 days. In case of urgent nature without any delay if the leave is asked for is granted a leave pass shall be issued to the employee.
- v) No employee shall start on leave before obtaining the leave pass except in urgent cases or unforeseen circumstances when it is not possible for him to do so.
- vi) If the leave is refused or postponed the fact of such refusal or postponement shall be communicated to the employee immediately.
- vii) If a permanent employee after proceeding on leave desires an extension of leave, shall make an application in writing before the period of his originally sanctioned leave expires. A written reply of the grant or refusal of the extension of leave shall be communicated to the employee at his known address. If such reply is likely to reach him before the expiry of the originally granted leave to him. If an employee overstays the originally sanctioned leave without prior sanction, he/she will not be eligible for the payment during such overstayed leave also it will be treated as misconduct.
- viii) During the period of long leave the employee should give his address to the PRES before going on leave.
- ix) The PRES has every right to call the employee who is on sanctioned leave if his services are essentially required and the





remaining sanctioned leave shall automatically cancelled and the same shall be credited to his leave account.

- x) Leave without pay may be granted in special circumstances to an employee when no any other leave of any kind is due to him or balance in his leave account. It is at the discretion of the Management.
- xi) Study leave with pay / without pay may be granted by the Management depending on the duration of the course and it is sole discretion of the Management.
- xii) If an employee proceeding on sanctioned leave, but afterwards desires to cancel the sanctioned leave can apply to the authority regarding the cancellation of the sanctioned leave. The sanctioning authority shall consider such application.



xiii) The leave year shall be recognized as from January to December every year.

- ✓ xiv) Holidays declared by the PRES and weekly holidays shall be prefixed or suffixed to Casual leave and earned leave.

And if above Holidays falls during the period of earned leave, the leave will be calculated including holidays.

- xv) The Board of Trustees / CEO shall not sanction more than one year leave without pay at a time.
- xvi) A leave record shall be maintained by the PRES in a Register of all leave of absence which is sanctioned, refused postponed or cancelled and orders passed and reasons for refusal or

postponement, cancellation shall in every case to be entered in the register.

xvii) Every employee shall be provided his leave record showing up to date leave balance on his credit. The leave record shall be open to inspection by the employee during the office hours.

xviii) No leave can be adjusted against the notice period of resignation.

#### 16.02 CASUAL LEAVE :

- i) Every permanent employee including probationer shall be entitled 15 days casual leave every year.
- ii) Casual leave shall be non cumulative and no leave of any kind shall be combined with casual leave.



iii) Casual leave shall not be availed more than 3 days at a time. Casual leave is intended to meet special or unforeseen circumstances. It can be extended for a further period of 3 days in certain circumstances.

- iv) Ordinarily the previous permission of the leave sanctioning authority shall be obtained before taking the casual leave. When this is not possible, the management of the PRES, be informed in writing.
- v) The casual leave for half day can be granted. Absence on Saturday where it is observed as a half working day shall be treated as a Casual leave for full day.
- vi) Casual leave cannot be encashed at any circumstances.

### 16.03 SICK LEAVE :

- i) Every permanent employee including probationer shall be entitled to 10 days full or 20 days half pay sick leave during the leave year.
- ii) If such leave is taken for a period less than 3 days, with intimation medical certificate is not essential.
- iii) Sick leave more than 3 days shall be sanctioned only on the submission of Medical Certificate obtained from the Medical Board appointed by the PRES, every Medical Certificate should be signed by any two Dorctors of the board.
- iv) The employee has to produce the unfit certificate obtained from the Medical Board appointed by the PRES, along with the sick leave application with 3 days. A fitness certificate shall also be required to be produced by such employee on the day on which he resume his duty if leave is required more than 3 days.
- v) An employee can accumulate sick leave upto 30 days. Sick leave more than 30 days shall automatically lapse in that year if not availed. No compensatory benefit in the form of Cash or Leave shall be paid in lieu of such lapsed sick leave.
- vi) Holidays including weekly holidays falling within the period of sick leave shall be treated as sick leave.
- vii) Sick leave without pay shall be granted to an employee in certain circumstances, on medical ground for the period of one year.





viii) Sick leave cannot be encased in any circumstances.

#### **16.04 MATERNITY LEAVE:**

- i) A permanent female employee who has completed 2 years service in the PRES / any of its allied institute shall be entitled for 120 days Maternity Leave.
- ii) Sick leave if due shall be granted in continuation of maternity leave to a female employee.
- iii) Maternity Leave shall be granted only for two issues.

#### **16.05 EARNED LEAVE :**

- i) A permanent non-vacational employee who has completed one year service in PRES in time scale shall be granted 30 days Earned Leave.



ii) Earned leave can be accumulated upto 60 days. No compensatory benefit in the form of cash / leave shall be paid in lieu of lapsed / unavailed Earned Leave.

- iii) Earned leave shall be availed minimum 4 days at a time.
- iv) An employee who has not served for 240 days in PRES shall not be entitled for Earned Leave in respective calendar year.
- v) An employee who is eligible for vacation, if asked to work during the vacation by an written order of CEO / Executive Chairman / Joint Secretary shall be entitled for leave in 3:1 ratio.

## 17.00 CONTRACTUAL EMPLOYMENT:

The management may appoint any person fulfilling the requisite qualification and experience on contract basis for certain period depending on the agreement with the employee. The said agreement, contract can be revised with mutual consent. The services of such contractual employee shall automatically come to an end on expiry of said contract.

## 18.00 AGE OF THE EMPLOYEE:

- i) No employee shall be eligible to be employed in the PRES who has not completed 18 year of his age.
- ii) The employee will have to produce his exact proof of date of birth to the PRES, at the time of entering in the service of the PRES. No application for alteration in birth date shall be entertained thereafter.
- iii) The age of every employee will be recorded in the register and the entry of such age shall not be questioned thereafter. It will be binding on him/her for all the purposes.
- vi) The employee will have to produce one of the following documents in proof of his age, at the time of commencement of his employment.
  - a. Birth Certificate
  - b. School Leaving Certificate
- v) If an employee is unable to produce the above proof of age, he/she shall be sent to three Doctors panel appointed for the purpose by

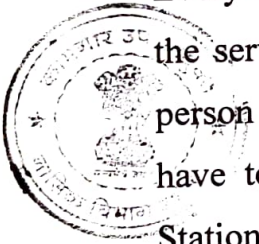
the PRES, whose decision shall be final and binding on both the parties.

#### **19.00 SUPERANNUATION:**

Every employee shall automatically be superannuated from service on completing the age of 58 years. The employer may however, in his discretion retain the service of such superannuated employee subject to his physically & mentally fitness not exceeding 60 years of Age.

The date of superannuation shall be at the end of that month in which the birth date comes in between the month.

#### **20.00 CHARACTER CERTIFICATE:**



Every employee has to produce character certificate at the time of entry in the service of the PRES, obtained from two distinguished persons. The person to be employed as Driver or Security Guard / Superviosr will have to produce the Character Certificate issued by the Local Police Station.

#### **21.00 CASTE CERTIFICATE:**

An employee who is employed in the PRES on reserved category / post he has to produce the caste certificate at the time of commencement of his service obtained from competent authority.

#### **22.00 FITNESS CERTIFICATE:**

- i) Every employee has to produce the fitness certificate at the time of the commencement of the service in the PRES. The PRES may direct for a medical examination of an employee during the course of employment.



- ii) If an employee found unfit during the course of employment due to his continued ill health shall be sent to obtain the fitness certificate from the expert doctors nominated by the PRES Management.
- iii) The Doctor's opinion shall be final and binding on both.
- iv) If an employee found incapacitated, he shall be directed to take the treatment to become fit again to perform the same duty if possible, otherwise he shall be liable to be discharge on the ground of continued ill health.

### **23.00 SECURITY:**

Every employee shall be required to give one month's salary as a security deposit at the time of entering the service or the same shall be deducted from the salary in equal installments. It will be refunded to him if he gives applicable notice priod at the time of resignation or at the time of termination, discharge or retirement.

### **24.00 MISCONDUCT:**

Any of the following acts or omissions on the part of employee shall amount to misconduct.

- i) Willful insubordination or disobedience of any lawful & reasonable order of the superior.
- ii) Willful slowing down in performance of work, or butment or instigation thereof.
- iii) Theft, fraud, or dishonesty in connection with the PRES'S business or property or the theft of property of co-employee / students and his relatives within the premises of the PRES.

- iv) Taking or giving bribes or any illegal gratification from any person.
- v) Habitful absence without leave or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- vi) Late attendance on not less than four occasions within a month.
- vii) Collection without the permission by the Secretary of any money within the premises of the establishment except sanctioned by any law for the time being in force.
- viii) Engaging in trade within the premises of the establishment.



- ix) Drunkenness, riotous, disorderly or indecent behavior on the premises of the establishment.
- x) Commission of any act subversive of discipline or good behavior on the premises of the establishment.
- xi) Habitual neglect of work, or gross or habitual negligence.
- xii) Habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of establishment.
- xiii) Canvassing for union membership of the collection of union dues within the premises of the establishment, except in accordance with any law or with the permission of the Jt. Secretary/ CEO
- xiv) Willful damage to work in process or to any property of the establishment, property of the patient and his relatives.

- xv) Holding meeting inside the premises of the establishment, without the previous permission of the Secretary or except in accordance with the provisions of any law of the time being in force.
- xvi) Disclosing to any unauthorized person any information in regard to the work of the establishment which may come into the possession of the workman in the course of his work.

Taking away the copies of the confidential paper or document or communication whatsoever such information.

Destroying the copies of the confidential papers or documents or communication or orders without the permission of the Management.



xvii) Gambling within the premises of the establishment (As Defined by the Indian Penal Code Act).

xviii) Smoking or spitting on the premises of the establishment where it is prohibited by the employer.

xix) Failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the establishment.

xx) Distributing or exhibiting within the premises of the establishment hand-bills, pamphlets and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Joint Secretary/ Chief Executive Officer.

xxi) Refusal to accept a charge sheet, order or other communication served in accordance with these rules.



- xxii) Unauthorized possession of any lethal weapon or anything dangerous to the life, like knife, poison etc. within the PRES premises.
- xxiii) Sleeping while on duty.
- xxiv) Loss of confidence, due to negligent working, cheating, forgery, financial irregularities, losses or any other act of such confidential nature.
- xxv) Loitering during duty hours or malingering or doing private work, personal work during duty hours.
- xxvi) Conviction, unbecoming conduct of an employee inside or outside PRES premises.
- xxvii) Gherao, by way of confinement, restraining, violence etc.
- xxviii) An act or conduct of employee which is prejudicial or is likely to be prejudicial to the interest of the employer or to the reputation of the Management.
- xxix) Any act / or conduct of the employee which disturbs peaceful functioning in the PRES.
- xxx) Leaving work without permission or sufficient reason.
- xxxi) Money lending within the PRES premises.
- xxxii) Preaching of or inciting to violence.



xxxiii) Failure or refusal to wear uniform / I-Card provided by the PRES.

xxxiv) Pen down strike, or instigating for such strike.

xxxv) Unauthorized disclosure or divulgence or attempt thereto, of information regarding the affairs of the PRES or any of its students or any person connected with the duties performed in the PRES which may come into the possession of the employee in the course of his employment.

xxxvi) Failing to show proper courtesy or attention towards students of the PRES.

xxxvii) Misappropriation or misapplication of the funds / property of the PRES, property of the students.

xxxviii) Threatening, abusing, intimidating or assaulting any employee of the PRES, students inside or outside the premises of the PRES, if such treat, abuse, instigation or assault is in connection with the employment in the PRES.

xxxix) A male or female employee includes such activities as teasing and cutting the indecent jokes or making indecent remarks towards other male or female employee.

xxxxi) Sexual harassment which includes such unwelcome sexual determined behavior (whether directly or by implications) as –

i) physical contact and advances; or

ii) a demand or request for sexual favours; or



- iii) sexually coloured remarks: or
- iv) showing pornography or
- v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Explanation : No act of misconduct which is committed not less than three occasions within a space of one year shall be treated as habitual.

## 25.00 PUNISHMENT :


- i) A employee guilty of misconduct may be
  - a) Warned or censured, or
  - b) Suspended by an order in writing signed by the Joint Secretary or Office empowered for the purpose of this rules for a period not exceeding ten days or
  - c) With holding of an increment, including stoppage of increment at an efficiency bar.
  - d) With holding promotion.
  - e) Demoted to the lower rank.
  - f) Discharged with notice.
  - g) Dismissed without notice OR any appropriate action decided by the PRES.
- ii) No order under sub clause "b" & "c" of caluse (i) shall be made unless the employee concerned has been informed in writing of the





alleged misconduct or given an opportunity to explain the circumstances alleged against him.

- iii) No order under clause (d), (e), (f), (g), of clause (i) shall be made except after holding an inquiry against the employee concerned in respect of the alleged misconduct in the manner set forth in clause (iv).
- iv) An employee against whom an inquiry is proposed to be held shall be given a charge sheet, clearly setting forth the circumstances appearing against him and requiring his explanation. He shall be permitted to appear personally for defending himself or shall be permitted to be defended on his behalf by an employee working in the same department.



Except for the reason to be recorded in writing by the officer holding the inquiry, the employee shall be permitted to produce witness in his defense and cross-examine any witness on whose evidence the charges rest. A concise summary of the evidence led on either side or the employee's plea shall be recorded.

All proceeding of the inquiry shall be conducted in Marathi, Hindi or English according to the choice of employee concerned and person defending him.

The inquiry shall be completed within period of three months as far as possible.

Provided that period of three months, may for the reasons to be recorded in writing, be extended to such further period as may be deemed necessary by the inquiry officer.

v) An employee against whom any action is proposed to be taken under sub clause (b), (c), (d), (e), (f), & (g) of clause (i) of this service rules may be suspended pending the holding and completion of the inquiry or for the period, if any, allowed to him for giving his explanation. The order of suspension may take effect immediately on its communication to the employee.

v)a) An employee who is placed under suspension under sub clause (v) shall during the period of such suspension, be paid a subsistence allowance at the following rates namely.


i) For the first ninety days of the suspension period, subsistence allowance to be paid per month, shall be equal to one half of basic wages, dearness allowance and other compensatory allowance to which the employee would have been entitled if he were on leave with wages.

ii) If the inquiry gets prolonged and employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period ninety days shall be equal to three fourths of such basic wages dearness allowance and other compensatory allowances.

iii) If the inquiry is not completed within a period of 180 days the employee shall be paid wages, dearness allowance and other compensatory allowance in full as subsistence allowance to be paid per month until such time as the inquiry is finally concluded.




Provided that, where the findings of the inquiry officer, show that such inquiry is prolonged beyond a period of ninety days or as the case may be 180 days, for reasons directly attributable to the employee, the subsistence allowance to be paid per month shall for the period exceeding 90 days, or as the case may be 180 days, be reduced to one half of such basic wages, dearness allowance and other compensatory allowances.

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- iv) If as a result of the inquiry held or explanation tendered it is decided not to take any action against the employee under clause (1) the employee shall be deemed to have been on duty and shall be entitled to full wages minus such subsistence allowance as he may have already drawn and to all other privileges for the full period of suspension.
  - v) (b) The payment of subsistence allowance under sub clause (V.A.) shall be subject to the employee concerned not taking up any employment during the period of suspension.
  - vi) In awarding punishment under this service rules the Joint Secretary /CEO shall take into account the gravity of the misconduct the previous record if any of employee and any other extenuating or aggravating circumstances that may exist.
  - vii) If an employee refuses to accept a charge sheet order or other communication served in accordance with these service rules and provided that he has been asked to accept the charge sheet in the presence of at least two witnesses, the employee shall be informed verbally the time and the place



at which the enquiry into his alleged misconduct is to be held and if the employee refuses or fails to attend at that time, the enquiry shall be concluded ex-parte and the punishment awarded shall take account of misconduct under the service rules No. 24 thus committed.

### **INQUIRY COMMITTEE:**



(1) If an employee is allegedly found to be guilty on <sup>2</sup>[any o the grounds specified in sub-rule (5) o rule 28] and the Management decides to hold an inquiry, it shall do so through a properly constituted Inquiry Committee. Such a committee shall conduct an inquiry only in such case where major penalties are to be inflicted. The Chief Executive Officer authorized by the Management in this behalf (and in the case of an inquiry against the Head who is also the Chief Executive Officer, the President of Management) shall communicate to the employee or the Head concerned by registered post acknowledgement due the allegations and demand from him a written explanation within seven days from the date of receipt of the statement of allegations.

(2) If the Chief Executive Officer or the President, as the case may be, finds that the explanation submitted by the employee or the Head referred to in sub-rule (1) is not satisfactory, he shall place it before he Management within fifteen days from the date of receipt of the explanation. The Management shall in turn decide within fifteen days whether an inquiry be conducted against he employee and if it decides to conduct the inquiry, the inquiry shall be conducted by an Inquiry Committee constituted in the following manner, that it so say, -

(a) in the case of an employee -

- (i) one member from amongst the members of the Management to be nominated by the Management, or by the President of the Management if so authorized by the Management, whose name shall be communicated to the Chief Executive Officer within 15 days from the date of the decision of the Management;
- (ii) one member to be nominated by the employee from amongst the employee of any private schools;
- (iii) one member chosen by the Chief Executive Officer from the panel of teachers on whom State/National Award has been conferred;

(b) in the case of the Head referred to in sub-rule (1) –

- (i) one member who shall be the President of the Management.
- (ii) one member to be nominated by the Head from amongst the employees of any private school;
- (iii) one member chosen by the President from the panel of Head Masters on whom State/National Award has been conferred.

(3) The Chief Executive Officer, as the case may be, the President shall communicate the names of the members nominated under sub-rule (2) by registered post acknowledgement due to the employee or the Head referred to in sub-rule (1), as the case may be, directing him to nominate a person on his behalf on the proposed Inquiry Committee and to forward the name alongwith the written consent of the person so nominated to the Chief Executive Officer or to the President, as the case may be, within fifteen days of the receipt of the communication to that effect.

(4) If the employee or the Head, as the case may be, communicates the name of the person nominated by him the Inquiry Committee of three members shall be deemed to have been constituted on the date of receipt of such communication by the Chief Executive Officer or the President, as the case may be. If the employee or such Head fails to communicate the name of his nominee within the stipulated period, the Inquiry Committee shall be deemed to have been constituted on expiry of the stipulated period consisting of only two members as, provided in sub-rule (2).

(5) The Convener of the respective Inquiry Committee shall be the nominee of the President, or as the case may be, the President who shall initiate action pertaining to the conduct of the Inquiry Committee and shall maintain all the relevant record of the inquiry.]



(6) The meetings of the Inquiry Committee shall be held in the school premises during normal school hours or immediately thereafter, if the employee agrees and even during vacation.

#### **26.00 MINOR PUNISHMENT:**

An employee may be warned or censured / fined for any of the following acts and omissions:

- i) Absence without leave without sufficient causes
- ii) Late attendance
- iii) Negligence in performing duties.
- iv) Neglect of work
- v) Absence without leave or without sufficient cause from the appointed place of work.



- vi) Entering or leaving or attempting to enter or leave the premises of the PRES except by an entrance appointed.
- vii) Committing nuisance on the premises of the PRES.
- viii) Breach of any rule or instruction for maintenance or running of any department of the PRES.

## 27.00 CODE OF CONDUCTS OR ORDERS:

- i) No employee shall take any papers, drawings, photographs, instruments, apparatus, documents or any other property of the PRES out of the work premises except with the written permission of his immediate superior.
- ii) No employee shall except when generally or specially empowered or permitted in this behalf by the management, communicate directly or indirectly any document or information which has come into his possession in the course of official duties, or has been prepared, or collect by him in the course of such duties, whether from official source or otherwise to any other person, institution or to the press.
- iii) The employee shall be personally responsible for or liable to make good any financial loss which the PRES may sustain on account of his negligence etc.
- iv) For any such loss sustained by PRES the employee by himself his heirs, legal representatives executors and administrators in so far as his properties with them are concerned and his assets with the PRES by way of Security Deposit etc. shall be liable.



- v) The employee shall be required to carry out all work and duties related to the PRES and shall be ordered and / or assigned to the employee by the Management of the PRES from time to time.
- vi) No employee shall have pecuniary transactions with student or his relatives, individual or institutions coming in contact with him in the course of his official duties or accept directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family to accept any gift, gratuitous payment or reward from any person with whom he is concerned in the performance of his work.
- vii) No employee shall engage himself in any similar trade or business outside the scope of his duties either in his name or in the name of his family members or relatives.
- viii) Any employee who contravenes the provisions of this service rules shall be liable for such a punishment as an authority competent to award it may decide.
- ix) No employee shall do such acts outside the premises of the PRES if such act are likely to affect the discipline and working of the PRES.
- x) Copy of these service rule shall be given to each employee and undertaking shall be taken from him that he would abide by these service rules as existing and amended from time to time.
- xi) In the interest of the working of the PRES and also on the Administrative grounds the employees can be transferred from one place to another.



- xii) As a staff development measure any employee of the PRES may be deputed for training on conditions as specified by the Management Committee.
- xiii) An employees of the PRES shall be deemed to be working under and directly responsible to the Joint Secretary /CEO, who in turn shall work under the control of Management.
- xiv) An employee shall serve the PRES faithfully and honestly diligently and pledge themselves to maintain the secrecy regarding the PRES's affairs.
- xv) Joint Secretary/CEO may impose such other conditions as are deemed necessary for maintaining discipline and ensure proper conduct of the employees.
- xvi) The employee shall submit the passport size photograph alongwith other certificate, testimonials at the time of joining duties.



## **28.00 REDRESS OF GRIEVANCES:**

- i) Any employee desirous of the redress of grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall submit a complaint to the Joint Secretary/ CEO
- ii) The Joint Secretary or any such officer shall personally investigate the complaint at such times and places as he may fix. The employee and his representative of the union shall have the right to present at such investigation and such representative shall be entitled to represent him therein.



The order made by the Joint Secretary on the decision of the investigation officer and the action if any taken there on by the Joint Secretary shall be intimated to the complainant.

Provided that complaint relating to assault, or abuse by any persons holding the supervisory position or refusal of an application for urgent leave shall be enquired in to immediately by the Management or by such officer or officers as he may appoint in this behalf.

### **29.00 SERVICE RECORD:**

The PRES shall keep the service record of every employee who is in service.



The respective office keep the register specifying basic starting salary, grades / scales of pay if any for each class of employees. And also an account of leave earned and availed by the employee. All changes affecting the employee and his emoluments, transfers and other allied matter shall be noted in the register kept for the purpose.

### **30.00 SERVICE CERTIFICATE:**

Every employee other than casuals who leaves services, or retires or dismissed or discharged, shall without avoidable delay be given a service certificate if he asks for.

### **31.00 SEXUAL HARASSMENT.**

The redressal of the complaint of Sexual Harassment of women at work place shall be done through the committee appointed as per the provisions of the clause No. 4 of Sexual Harassment of women at work place (Prohibition, Prevention & Redressal) Act 2013.

### 32.00 NOTICES:

All the notices required to give under these service rules shall be displayed on notice board maintained for the purpose. Where a notice pertains to a particular department or departments only, it shall be displayed in the department concerned.

### 33.00 LANGUAGE OF COMMUNICATION:

- i) Notices to be exhibited or given under these service rules shall be in Marathi or English.
- ii) a) Any notice, order, charge sheet, communication or intimation which is personal i.e. is meant for an individual employee and is given in writing under these rules shall be in Marathi.
- b) If such a notice, order, charge sheet, communication or intimation is handed over to an individual employee concerned, it shall, if he so desired, at the time of such handing over, be read out and explained to him.
- c) In case of change of address, the employee shall inform the change of address if any, failing which any correspondence of communication sent to last known address, recorded in the official record, shall be deemed to have been received by the employee concerned. In absence of any such address communication on a notice board, or published in the local news papers shall amount to avoid service of said communication.



### 34.00 STAFF DEVELOPMENT:

- i) The PRES shall encourage its employee to acquire higher professional qualification and provide the necessary facilities to acquire such qualifications.
- ii) Whenever new staff is recruited the PRES may arrange for their training during their period of apprenticeship either in the PRES itself or by deputing them for suitable training organized by other training institutions. They should also be provided with an opportunity for on the job training during this period.
- iii) Those employees who acquire professional qualification while in service may given special incentive such as cash prize or special increments depending on management's consideration.
- iv) Employees sent for training may be paid their normal salary and financial assistance for purchase of books and stationary as may be required by the training institutions. The books purchased shall be deposited in the library of the PRES after training.
- v) Refusal to undergo traing on reasonable grounds may affect promotion chances of that employee to the higher post.

### 35.00 OTHER:

- i) Employees working in Government aided/ unaided Schools, Technical Non-Technical Institutions of PRES will be governed by the provisions of Maharastra Civil Services Code , University, UGC, AICTE, DTE and other Councils as applicable to them.
- ii) The amendments / changes made by the Governemnt from time to time will be applicable for the above employees.






- iii) The rules of Maharashtra Civil Services Code regarding approval, salary, transfer, promotion, leave etc will be applicable to the above employees. But in absence of provision if any in the above rules, then the Service Rules of PRES shall be applicable to them. Besides this, the Acts like Payment of Gratuity Act, Provident Fund and Miscellaneous Provisions Act etc shall be applicable to them.

**36.00** The management of PRES reserves the right of amendment or changes in the Service Rules, and the subject change will come into effect from the date of its approval by the management of PRES.



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These Standing Orders for the  
workmen/employees of Pravara Rural  
Education Society Pravaranagar A.P. Pos  
bearing serial No. 5 of 1992016 Tal -  
in the register have been certified. Rahat  
A. Na  
this 25 day of Feb 1992016  
under Section 1 of the Industrial  
Employment (Standing Orders)  
Act 1946

  
Dy. Commissioner of Labour  
Nashik Division, Nashik  
Certifying Officer,  
Nashik Division, Nashik

## UNDERTAKING

To,  
The Joint Secretary/Chief Executive Officer,  
Pravara Rural Education Society, Pravaranagar,  
Tal.Rahata, Dist.Ahmednagar.

### Sub : Acceptance of Service Rules

Respected Sir,

I received a copy of Service Rules, I have thoroughly read them and I hereby undertake that, I shall be abide by the subject service rules, also I agree that, in event of violation of these service rules, I shall be liable for disciplinary action as decided by the Management.



Date : \_\_\_\_\_

Signature of the Employee \_\_\_\_\_

Name of the Employee \_\_\_\_\_



# महाराष्ट्र शासन राजपत्र

## असाधारण भाग आठ

वर्ष ३, अंक ७ (३)]

बुधवार, जानेवारी ११, २०१७/पौष २१, शके १९३८

[ पृष्ठे ११९, किंमत : रुपये २७.००

असाधारण क्रमांक ११

प्राधिकृत प्रकाशन

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम आणि विधि व न्याय विभागाकडून आलेली विधेयके (इंग्रजी अनुवाद).

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRAKASH H. MALI,  
Principal Secretary to Government,  
Law and Judiciary Department.

### MAHARASHTRA ACT No. VI OF 2017

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017).

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.

**WHEREAS** it is expedient to provide for academic autonomy to non-agricultural and non-medical universities in the State of Maharashtra and to make better provisions therefor;

**AND WHEREAS** the Government of Maharashtra had appointed committees under the Chairmanships of Dr. Arun Nigvekar, Dr. Anil Kakodkar, Dr. Ram Takwale and Late Mrs. Kumud Bansal with a view to consider and recommend on different aspects of higher education and learning and to suggest various measures to ensure such autonomy;



**AND WHEREAS** after considering the recommendations of the said committees the Government of Maharashtra considers it expedient to make a law to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and to regulate the non-agricultural and non-medical universities in the State of Maharashtra in more effective manner, to provide for participation of universities in social and educational spheres, to establish Maharashtra State Commission for Higher Education and Development, to constitute various Boards, and to repeal the Maharashtra Universities Act, 1994; it is hereby enacted in the Sixty-Seventh Year of the Republic of India as follows:—

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of  
1994.

## CHAPTER I PRELIMINARY

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| Short title<br>and<br>Commence-<br>ment. | <p><b>1.</b> (1) This Act may be called the Maharashtra Public Universities Act, 2016.</p> <p>(2) It shall come into force on such date as the State Government may, by notification in the <i>Official Gazette</i>, appoint.</p>   |
| Definitions.                             | <p><b>2.</b> In this Act, unless the context otherwise requires,—</p> <p>(1) "academic services unit" means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialized services for the promotion of any of the objectives of the university ;</p> <p>(2) "adjunct professor", "adjunct associate professor" or "adjunct assistant professor" means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university ;</p> <p>(3) "affiliated college" means a college which has been granted affiliation by the university ;</p> <p>(4) "authorities" means the authorities of the university as specified by or under this Act;</p> <p>(5) "autonomy" means a privilege of the university conferred by the Statutes to permit a college, institution or a university department to conduct academic programmes and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations ;</p> <p>(6) "autonomous college", "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by the Statutes ;</p> <p>(7) "bodies" means the bodies of the university formed by the respective authorities ;</p> <p>(8) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the university ;</p> <p>(9) "choice based credit system" means the curricular system that offers multiple interdisciplinary choices for students to select from the courses (core, elective or minor or soft skill courses) to accumulate credits as prescribed in Statutes;</p> <p>(10) "cluster university " means the cluster university established under sub-section (6) of section 3 of the Act ;</p> |

(11) "collaboration" means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organizations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other field ;

(12) "college" means a college affiliated to the university, situated in the university area or jurisdiction ;

(13) "College Development Committee" means the College Development Committee constituted under section 97 of this Act ;

(14) "Collegium of Heads of Department of Affiliated Colleges and recognized institutions" means an electoral college consisting of heads of departments from affiliated colleges and recognized institutions who shall elect from amongst themselves as members to the concerned authorities;

(15) "Collegium of Graduates of the University" means an electoral college consisting of registered graduates of the university, who shall elect from amongst themselves as members to the different authorities ;

(16) "Collegium of Management Representatives" means an electoral college consisting of representatives of management committees of affiliated or autonomous colleges or institutions who shall elect from amongst themselves as members to the different authorities ;

(17) "Collegium of Principals" means an electoral college consisting of fulltime approved Principals and Directors of recognized institutions who shall elect from amongst themselves as members to the different authorities ;

(18) "Collegium of Teachers" means an electoral college consisting of fulltime approved teachers from affiliated and autonomous colleges and recognized institutions, who shall elect from amongst themselves as members to the different authorities ;

(19) "Collegium of University Teachers" means an electoral college consisting of fulltime teachers from University Departments, University Institutions, and Conducted Colleges appointed by university who shall elect from amongst themselves as members to the different authorities ;

(20) "Commission" means the Maharashtra State Commission for Higher Education and Development constituted under section 76 of this Act;

(21) "community college" means an institution providing skill-based academic programs as prescribed in the Statutes ;

(22) "conducted college" means a college maintained and managed by the university ;

(23) "De-notified Tribes (Vimukta Jatis)" means tribes declared as such by the State Government, from time to time;

(24) "department" means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;

(25) "Director" means a head of an institution including a centre or a school of the university as designated by the Management Council or a head of a recognized institution;

(26) "Director of Higher Education" and "Director of Technical Education" means respectively, Director of Higher Education, Maharashtra State and Director of Technical Education, Maharashtra State;

(27) "Empowered Autonomous College " means an autonomous college that is identified by the university Grants Commission as College with potential for Excellence or College Excellence, which has high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous College by the Authority under the Statutes, with a power to grant degree of such College jointly with the affiliating University;

(28) "Empowered Autonomous Cluster Institutions " means a group of autonomous Colleges or institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission as College with potential for excellence or College of excellence, which have high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous Cluster Institution by the Authority under the Statutes, and is empowered to grant a joint degree with the affiliating University;

(29) "Empowered Autonomous Skills Development College " means a college which has been recognized by the university for conducting the skills development programmes as prescribed by the university as per the National, State Level policy regarding Skills Qualification and Education Framework and which is given the status of Empowered Autonomous Skills Development College by the university to which it is affiliated and is empowered to grant a joint degree, certificate, diploma and advanced diploma with the affiliating university;

(30) "fee" means tuition fees, other fees and charges, including developmental charges;

(31) "Head of the University Department", "Head of the Institution" and "Head of the College Department" means respectively, a Head of the University Department, a head of the recognized institution and a head of the college department, as prescribed in the Statutes;

(32) "higher education" means the pursuit of knowledge beyond learning at the stage of higher secondary school education;

(33) "Hostel" means a place of residence for the students of the university or a college or an institution, provided, established, maintained by the university or college or institution, as the case may be;

(34) "institution" means an academic institution of higher learning, not being a college, associated with and admitted to the privileges of the university;

(35) "inter-disciplinary studies" means the combined academic studies and research in different disciplines as prescribed by statutes;

(36) "Knowledge Resource Centre" means a library established by the university on the campus or sub-campuses of the university to hold in print, electronic and audio-video format material, monographs, reference volumes, text and review books, all types of journals and any other material in various format useful for education, research, extension services or for similar purposes;

(37) "management" means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, or any society registered under the Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university;

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18 of  
2013.

Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Zilla Parishad, Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or Zilla Parishad or the Municipal Council or the Municipal Corporation, as the case may be;



(38) "multi-disciplinary studies" means the combined academic studies and research in different streams of a particular discipline as prescribed by Statutes;

(39) "Nomadic Tribes" means tribes wandering from place to place in search of their livelihood, as declared by the State Government, from time to time;

(40) "non-vacational academic staff" means such staff as the State Government may classify to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions ;

(41) "Other Backward Classes" means any socially and educationally backward classes of citizens as declared by the State Government and includes Other Backward Classes declared by the Government of India in relation to the State of Maharashtra;

(42) "post-graduate department" means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the university and imparting post-graduate instruction or guidance for research;

(43) "prescribed" means prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act;

(44) "Principal" means a teacher who is duly approved as a Principal by the university;

(45) "Pro-Vice-Chancellor" means the academic and executive officer, next to the Vice-Chancellor having purview of the entire university;

(46) "recognized institution" means an institution of higher learning, research or specialized studies, other than a college, and recognized to be so by the university;

(47) "registered graduate" means a graduate of a university registered or deemed to be registered by or under this Act with one of the universities;

(48) "satellite centre" means an integral part of an affiliated or conducted college or recognized institution imparting academic programmes, co-curricular, research and extension activities in rural or tribal region, neighbouring the location of such college or institution, established with the object of reaching the unreached, on the terms and conditions specified by the State Government by an Order in the *Official Gazette*;

(49) "Schedule" means the Schedule to this Act;

(50) "Scheduled Castes" means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as are deemed to be Scheduled Castes, in relation to the State of Maharashtra under article 341 of the Constitution of India;

(51) "Scheduled Tribes" means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Maharashtra under article 342 of the Constitution of India residing in any part of the State of Maharashtra;

(52) "school" means a school of studies maintained by or recognized as such by the university or autonomous college, Empowered Autonomous College, Empowered Autonomous Cluster Institution;

(53) "Skills Knowledge Provider" means an institution which has been recognized by the university for conducting such courses as prescribed by the university as per the National, State Level policy regarding Skills Qualification Framework;

(54) "Special Backward Category" means socially and educationally backward classes of citizens declared as a Special Backward Category by the State Government;

(55) "State" means the State of Maharashtra;

(56) "State Government" or "Government" means the Government of Maharashtra;

(57) "Statutes", "Ordinances" and "Regulations" means, respectively, the Statutes, Ordinances and Regulations of the university, made by or under this Act;

(58) "Student" means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognized institutions of the University ;

(59) "Students' Council" means the Students' Council established under section 99 of the Act ;

(60) "Sub-Campus" means a comprehensive inherent independent unit of the university for a predetermined geographical jurisdiction for decentralization of academic, administrative, research and extension activities of that jurisdiction, with the objective of improving efficiency and effectiveness ;

(61) "teacher" means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university ;

(62) "Tribunal" means the tribunal established under section 80 of the Act;

(63) "university" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3;

(64) "university area" means the area specified against the name of the university in the Schedule;

(65) "university department" means a department established and maintained by the university as prescribed by the Statutes;

(66) "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956; 3 of 1956.

(67) "university institution" means a centre, a school, or an institute established and maintained by the university as prescribed by the Statutes;

(68) "university teacher" means a full time teacher appointed by the university.

## CHAPTER II

### PUBLIC UNIVERSITIES

3. (1) Each of the existing public universities specified in column (1) of Part I of the Schedule, with effect from the date of commencement of this Act, shall be deemed to be constituted under this Act for the same area specified in column (2) of the said part, for which it was constituted immediately before the date of commencement of this Act. Incorporation of universities.

(2) The State Government may, from time to time, by notification in the *Official Gazette*, constitute any new university under this Act by such name, for such area and with effect from such date, as may be specified by it, and insert necessary entries in Part II of the Schedule; and may for that purpose or any other purposes specified in that behalf diminish, increase or alter the area of any existing or new university, by suitably amending the Schedule, by the said notification, and thereupon the entries in column (2) of Part I, or in column (2) of Part II, as the case may be, of the Schedule, shall stand amended accordingly, and all educational institutions, whether colleges, institutions, autonomous or empowered autonomous colleges, empowered autonomous cluster institutions, post-graduate departments, schools on the sub-campuses, by whatever name called, within the area of the new university, which are affiliated to or recognized by the existing university shall, from the date aforesaid, stand affiliated to or recognized by the new university:

Provided that, no such notification shall be issued except on a resolution passed by both Houses of the State Legislature.

(3) Notwithstanding anything contained in sub-section (2), if, in the exigency of circumstances the new university considers it expedient that certain privileges of the existing university to which such educational institutions as referred to in sub-section (2), were entitled immediately before the date specified under the said sub-section, should be continued for a certain period, not exceeding a period of five years in the aggregate, after the date aforesaid, the new university may accordingly forward its recommendations to the State Government and on receipt of such recommendations the State Government may, if it is satisfied that such privileges should be so continued, by notification in the *Official Gazette*, provide that for such period, as may be specified in the notification, such privileges shall continue.

(4) The Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, members of the Senate, Management Council and Academic Council for the time being holding office as such in each university are hereby constituted and declared to be a body corporate by the name specified therefor in the Schedule and shall have perpetual succession and a common seal and may by that name sue and be sued.

(5) Each university shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in or be acquired by it for the purposes of the university, and to contract and do all other things necessary for the purposes of this Act:

Provided that, no such lease, sale or transfer of such property shall be made without the valuation made thereof by the approved valuer appointed by the university and without the prior consent of the State Government.

(6) Notwithstanding anything contained in this Act, the State Government may, by notification in *Official Gazette*, constitute a cluster university comprising of a cluster of affiliated or autonomous colleges or institutions of a university. Such cluster university shall comprise of such university authorities and shall exercise such powers and perform such functions of university as may be specified in such notification:

Provided that, every such notification shall be laid as soon as may be, after it is issued, before each House of the State Legislature.



Object of  
University.

4. The objects of the university, in general, shall be to disseminate, create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to,—

(1) carry out its responsibility of creation, preservation and dissemination of knowledge;

(2) promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;

(3) encourage individuality and diversity within a climate of tolerance and mutual understanding ;

(4) promote freedom, secularism, equality, social justice as enshrined in the Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development;

(5) promote the conducive environment for ensuring social harmony, co-existence, integral humanism and upliftment of the poorest of the poor;

(6) extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local, regional and national problems of development;

(7) carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values;

(8) promote equitable distribution of teaching, learning, training and other support services facilities of higher education;

(9) provide for efficient and responsive administration, scientific and technology management and develop organization of teaching, learning, training, research and extension ;

(10) devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured;

(11) promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society ;

(12) promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures;

(13) develop work culture and promote dignity of labour through applied components in the syllabi;

(14) build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner;

(15) promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education;

(16) generate and promote a sense of self-respect and dignity amongst the weaker sections of the society;

(17) to promote gender equality and sensitivity in society;

(18) strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

**5. The university shall have the following powers and duties, namely:—**

Powers and duties of university.

(1) to provide for instructions, extension, teaching, learning and training in such branches or subjects or disciplines and courses of study including a choice based credit system and any other system that may emerge in future, as the university may, from time to time, determine;

(2) to make provision for research and for the advancement and dissemination of knowledge, and generally to cultivate and promote the arts (including fine arts and performing arts), humanities, social sciences, accounts and commerce, pure and applied sciences, technologies, managements, different forms of medicine, engineering, law, physical education and other branches of learning and culture and their multi-disciplinary and inter-disciplinary areas;

(3) to make provision to enable conducted and affiliated colleges and recognized institutions to undertake specialized studies;

(4) to make provisions for creation of autonomous, empowered autonomous and empowered autonomous cluster of institutions;

(5) to develop procedures and processes for recognition of private skills education providers and empowered autonomous skills development colleges;

(6) to organize, maintain and manage university departments, schools, institutions, laboratories, knowledge resource centers, learning resource centers, libraries, museums and equipment for teaching, learning, training, research and development or extension;

(7) to establish, maintain and manage departments, institutions of research, institutions of specialized studies or academic services unit;

(8) to establish, maintain and manage constituent, community and conducted colleges, institutions, hostels, health centers, auditoria and gymnasiums;

(9) to provide for establishment, on the university campus and Sub-Campuses, of autonomous institutions like multi-university and inter-university centers, research laboratories, modern instrumentation centers and like centers of learning, set up by the University Grants Commission, Central Government or the State Government, teaching or learning or training colleges or institutions at local, regional, national and global level, which may be used by a university or college or group of universities or colleges:

Provided that, in the case of any industry or any non-Government organization availing themselves of such facility of a university or such organizations providing the facility to a university, prior approval of the State Government shall be obtained by the university concerned;

(10) to provide for establishment of sub-campus for serving a group of colleges, and also to provide for and maintain common resource centers in such sub-campus in the form of post-graduate departments, multi-disciplinary or inter-disciplinary schools, knowledge resource centers, libraries, laboratories, computer centers, and the like centers of learning and skills training, as per the guidelines laid down by the State Government or the University Grants Commission;

(11) to create posts of directors, principals, university teachers, non-vacation academic staff, non-teaching skilled, administrative, ministerial staff and other posts required by the university, from its funds and from the funds received from other funding agencies, prescribe their qualifications, experience and pay-scales, and make appointments thereto;

(12) to make appointments to the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching skilled, administrative, ministerial staff and other posts sanctioned by the State Government as per the qualifications and experience specified by the State Government and the University Grants Commission;

(13) to appoint or recognize persons working in any other university or organization as adjunct professors, adjunct associate professors, adjunct assistant professors, visiting professors of the university for specified periods;

(14) to facilitate mobility of teachers within the university and to other universities with the consent of the teacher concerned;

(15) to prescribe the courses of instruction and studies for the various examinations leading to specific degrees and diplomas or certificates;

(16) to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities;

(17) to make provision, wherever feasible, in the university departments, colleges, institutions, recognized institutions and schools, for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans, evaluation of the developmental schemes with the participation of the students as a part of their curricular activities;

(18) to supervise, control and regulate admission of students for various courses of study in university departments, schools, multi-disciplinary and interdisciplinary schools, community, conducted and affiliated colleges, institutions and recognized institutions;

(19) to guide teaching in colleges by deputation of teachers from a pool of teachers of the university and supplement teaching in colleges for improving their standards;

(20) to institute degrees and post-graduate diplomas and post-higher secondary diplomas, certificates and other academic distinctions on the basis of examinations or by other tests or otherwise;

(21) to hold examinations or evaluations and confer degrees and post-graduate diplomas and award post-higher secondary diplomas and certificates and other academic distinctions on persons who,—

(a) unless exempted therefrom in the manner prescribed, have pursued approved courses of study in the university, or in a college or in an institution or a recognized institution or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the university; or

(b) have pursued approved courses of study in the university, or in a college or in an institution or a recognized institution or in an autonomous college or an autonomous recognized institution or in empowered autonomous college or empowered autonomous cluster institutions or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the university; or

(c) have engaged in research under conditions provided by Ordinances and Regulations;

(22) to confer and award such degrees, diplomas and certificates to, and provide for such lectures, instructions and training for external students, and the students under correspondence and distance education, online and continuing education courses;

(23) to confer honorary degrees or other academic distinctions as prescribed by the Statutes;

(24) to lay down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down, from time to time, and satisfy itself by periodical assessment or otherwise, that those conditions are fulfilled;

(25) to admit to the privileges of the university, affiliated colleges and institutions not maintained by the university and withdraw all or any of those privileges, temporarily or permanently;

(26) to designate a university department, conducted college, an affiliated college, institution or school as an autonomous university department, conducted college, affiliated college or institution or school, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(27) to designate a conducted college, an affiliated college, institution or school as an empowered conducted college, affiliated college or institution or school, in a stand-alone or cluster form, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(28) to monitor and evaluate the academic performance of university departments, university institutions, conducted colleges and of affiliated colleges, autonomous or empowered colleges in a stand-alone or cluster form and recognized institutions for affiliation or recognition, as the case may be, and for periodical accreditations;

(29) to inspect, where necessary, all types of colleges or institutions and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching, learning, training and research, and extension are maintained by them and adequate library, class rooms, laboratory, hostel, workshop and other academic facilities are provided for;

(30) to hold and to manage trusts and endowments and institute and to award fellowship, travelling fellowship, scholarship, studentship, medals and prizes for teachers and students of the university and colleges;

(31) to fix, demand and receive or recover such fees and other charges, as may be regulated by the Ordinances, from time to time;

(32) to constitute a fee fixation committee;

(33) to supervise, control and regulate the conduct and discipline of the students of the university, colleges, institutions, recognized institutions, schools and hostels;

(34) to provide for mobility of students from formal to non-formal stream and vice-versa, and also among the other universities in the State and outside the State;

(35) to provide facilities for revision or in-service courses for teachers of the university, colleges, schools and institutions;

(36) to make arrangements for promoting the healthy atmosphere, corporate life and welfare of the students of the university, colleges, schools and institutions;

(37) to make arrangements for promoting welfare of the employees of the university;

(38) to co-ordinate and regulate teaching, learning, training and research and extension in the colleges and recognized institutions;

(39) to provide for the training and education in the domain of quality, intensive workshops or learning exercises on enhancing quality, and also mechanism for setting up of internal quality assurance for quality improvement of teachers and non-teaching employees;



(40) to provide for periodical assessment of the performance of teachers and non-teaching employees in the colleges, institutions and university in accordance with the norms prescribed by the University Grants Commission or the State Government;

(41) to regulate and provide for attendance of the teachers on the premises of the university or colleges or institutions during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuitions or private coaching classes;

(42) to regulate and provide for attendance of the non-teaching employees on the premises of the university or colleges or institutions during working hours and beyond working hours, as prescribed;

(43) to enforce conduct and discipline rules for teachers and non-teaching employees prescribed by the State Government;

(44) to prescribe code of conduct for managements;

(45) to prescribe and enforce students charter;

(46) to establish, maintain and manage, whenever necessary,—

(a) Knowledge Resource Centre;

(b) university extension boards;

(c) information bureaus;

(d) employment guidance bureaus;

(e) Autonomous Evaluation Boards; and

(f) such other activities as may be necessary and possible to fulfill the objects of the university;

(47) to make provision for participation of students in,—

(a) the national service scheme;

(b) the national cadet corps;

(c) home guards and civil defense;

(d) the national sports organization;

(e) physical and military training;

(f) extra-mural teaching and research;

(g) programmes related to Lifelong Learning and Extension;

(h) any other programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible, to fulfill the objects of the university;

(48) to provide for special training or coaching for competitive examinations, for recruitment to the public services, public sector undertakings and other competitive employment opportunities;

(49) to co-operate or collaborate with any other university, institution, authority or organization for research and advisory services and for such purposes to enter into appropriate arrangement with other universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand;

(50) to rescind or suspend affiliation or recognition or empowered status granted to colleges or institutions or cluster of institutions;

(51) to borrow funds for the purposes of the university on the security of the property of the university, with the prior permission of the State Government;

(52) to explore the possibilities of augmenting the resources of the university by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organizations;

(53) to transfer the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institution are prima facie evident, to any other management;

(54) to undertake academic collaboration programmes, research and advisory services with universities and institutions abroad, with prior approval of the State Government;

(55) to receive funds for collaboration programmes from foreign agencies, subject to rules and regulations of the Central Government and State Government in that behalf;

(56) to create development corpus out of surplus that the university may generate through its teaching, learning, training, research and development, consultancy, and any other academic and support activities and to invest it in a professional manner and use the interest generated through it for the growth and development of academic, research and development, academic and physical infrastructure development and any other infrastructure;

(57) to lay down for teachers and university teachers, such instructions or directions as, in the opinion of the university, may be necessary in academic matters;

(58) to undertake development programmes in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;

(59) to make special provisions for the benefit of university education to be made available to classes and communities which are socially and educationally backward;

(60) to make special provisions for such benefits of university education to be made available for women students and differently-abled students as the university may think necessary;

(61) to make special provision for higher education in rural and tribal areas;

(62) to take appropriate measures in order to increase the gross enrolment ratio;

(63) to implement the national literacy and adult education program through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;

(64) to promote by itself, or in co-operation with other universities, the study of Marathi and the use of Marathi as a medium of instruction, study, research and examination, in adherence to the policies of the State Government;

(65) to promote by itself, or in co-operation with other universities or organizations, the study of foreign languages in general and Asian languages in particular;

(66) to evolve an operational scheme for ensuring accountability of teachers, non-vacation academic and non-teaching staff of the university, institutions and colleges;

(67) to provide for joint appointments in single grade of pay in more than one department or administrative section in the university, as also between university departments and between the university-public or university-private or university public- private partnership research laboratories or university-industry or university- other bodies;

(68) to create knowledge and disseminate it and foster high quality research which is contemporary, globally competitive and locally as well as regionally and nationally relevant;

(69) to have a learner-centric approach and perform the role of being a knowledge creator;

(70) to strengthen education at under-graduate, post-graduate level, enhance research and development culture and relevant degree programmes and cultivate desire for entrepreneurship;

(71) to create a comprehensive digital university framework for both, e-learning and e-administrative services;

(72) to exploit the power of 'learning by collaboration' and 'participation' with use of information and communication technology;

(73) to cultivate research parks, technology incubators and other engagement entities to translate university research to commercial domain and coordinated projects involving multiple faculty groups from several disciplines that address some important issues before the State;

(74) to identify skills to which students need to be exposed to, by taking into account the local needs, training facilities available, emerging needs and new employment opportunities;

(75) to provide an environment for the all-round development of youth by exposing them to the rich cultural heritage of the country and creating opportunities for development of skills in sports;

(76) to ensure introduction of choice based credit system with transferable credit points from four streams, namely, the academic stream, the technology stream, the professional and social stream and the personality and cultural development stream;

(77) to facilitate mobility of teachers to collaborating institutions such as industries, research and development laboratories, non-Government organizations, engaged in societal development, to enable translation of knowledge to viable real life applications and in turn enrich university programmes;

(78) to establish centers or institutions in foreign countries with the permission of the Central and the State Government;

(79) to establish vocational or skills based community colleges in partnership with industry;

(80) to implement recommendations report of the Commission within the time-frame given by it;

(81) to comply with and carry out any directives issued by the State Government, from time to time, with reference to above powers, duties and responsibilities of the university;

(82) to conduct academic audit of university departments, conducted colleges, affiliated colleges, institutions or schools, at regular intervals;

(83) to do all such other acts and things as may be necessary for, or incidental or conducive to, the attainment of all or any of its objects.

**6. (1)** The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the whole of the university area as specified against the name of such university in the Schedule:

Jurisdiction and admission to privileges of university.

Provided that, the benefit of distance-education courses, correspondence courses, open university courses or external degree courses of any university may, with the prior permission of the State Government, extend and cover the entire area of the State outside the university area:

Provided further that, if a university desires to establish sub-campus or centre or institution in any foreign country, on its own or in collaboration with any other Indian or foreign university or institution, it may do so with the prior sanction of the Central and the State Government.

(2) Subject to the provisions of sub-section (3) of section 3, no educational institution situated within the university area shall, except with the consent of the university and the sanction of the State Government, be associated in any way with, or seek admission to any privilege of, any other university established by law with the exception of the state open university and Research or Project collaborations of university, colleges with any other university or colleges:

Provided that, if an educational institution, public or private, Indian or foreign, seeks to be associated with or be admitted to the privileges of a university, jurisdiction of which is not restricted to any State or area, such association or admission may be permitted by the State Government:

Provided further that, if a university, the jurisdiction of which is not restricted to any State or area, wishes to establish a centre or other unit of research in the university area on its own or in collaboration with any public or private Indian or foreign university or institution, it may do so with the sanction of the State Government and also with the sanction of the Central Government, if the collaboration is with the foreign university or institution.

(3) If an educational institution, public or private, Indian or foreign, associated with or admitted to the privileges of any other university established by law, seeks to be associated with, or be admitted to the privileges of a university, such association or admission may be permitted with the sanction of the State Government and consent of the university concerned.

(4) Save as otherwise provided by or under this Act, any privilege enjoyed by any educational institution within the area of another university before the date on which this Act comes into force, shall not be withdrawn, without the sanction of the State Government.

(5) If a new district is created by the State Government, the area of such district shall be under the jurisdiction of such university, as may be declared by the State Government, by notification in the *Official Gazette*, for the purpose of admission to the privileges of such university.

**7. (1)** No citizen of India shall be excluded from any office of the university or from membership of any of its authorities, bodies or committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course of study on the ground only of sex, race, creed, class, caste, place of birth, religious belief or profession or political or other opinion:

University open to all irrespective of sex, race, creed, class, caste, place of birth, religion, or opinion.

Provided that, the university may maintain, accredit or recognize any college or institution exclusively for women, or reserved for women.

(2) The university shall adopt government policy and orders issued, from time to time, in regard to the reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes and Other Backward Classes for appointment to different posts of teachers and non-teaching employees and for the purpose of admission of students in the affiliated or conducted or community colleges, university departments, university institutions or recognized institutions.

(3) The university shall adopt with the general policy of the State Government in regard to the welfare of various categories of weaker sections of the society, minorities, women and persons with disability as directed by the State Government, from time to time.



Control of  
State  
Government  
on universi-  
ties.

8. (1) Without prior approval of the State Government, the university shall not,—

(a) create new posts of teachers, officers or other employees;

(b) revise the pay, allowances, post-retirement benefits and other benefits of its teachers, officers and other employees;

(c) grant any special pay, allowance or other extra remuneration of any description whatsoever, including ex-gratia payment or other benefits having financial implications, to any of its teachers, officers or other employees;

(d) divert any earmarked funds received for any purpose other than that for which it was received;

(e) transfer by sale or lease of immovable property ;

(f) incur expenditure on any development work from the funds received from the State Government or University Grants Commission or any person or body for the purposes other than the purposes for which the funds are received;

(g) take any decision regarding affiliated colleges resulting in increased financial liability, direct or indirect, for the State Government.

(2) The university shall be competent to incur expenditure, in consonance with the policies and directives of the State Government issued from time to time, from the funds received from,—

(a) various funding agencies without any share or contribution from the State Government;

(b) contributions received from individuals, industries, institutions, organizations or any person whosoever, to further the objectives of the university;

(c) contributions or fees for academic or other services offered by the university for aided and self-supporting academic programmes;

(d) development fund, or any other fund established by the university; for the purposes of,—

(i) creation of posts in various cadres;

(ii) granting pay, allowances and other benefits to the posts created through its own funds provided those posts are not held by such persons, who are holding the posts for which government contribution is received;

(iii) starting any academic programmes on self-supporting basis;

(iv) granting remunerations or incentives to its employees for performing any task assigned to them other than their regular duties and responsibilities;

(v) incurring expenditure on any development work and on welfare activities of its students and employees:

Provided that, there is no financial liability, direct or indirect, immediate or in future, on the State Government.

(3) The State Government may, in accordance with the provisions contained in this Act, for the purpose of securing and maintaining uniform standards in all universities in the State, by notification in the *Official Gazette*, prescribe a Standard Code providing for the classification, manner and mode of selection, appointment, induction and advance training, field exposure, deputation and reservation of post in favour of members of the Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, and Other Backward Classes, duties, workload, pay, allowances, post-retirement benefits, other benefits, conduct and disciplinary matters and other conditions of service of the officers, teachers and other employees of the universities and the teachers and other employees in the affiliated colleges and recognized institutions (other than those managed and maintained by the State Government, Central Government and the local authorities) and the provisions for absorption of teachers and employees in the university departments, affiliated or conducted colleges and institutions who are aided and rendered surplus. However, the unaided teachers and employees who are rendered surplus in university departments, affiliated or conducted colleges and institutions shall not be eligible, for absorption at the aided vacancies in university

departments, affiliated or conducted colleges and institutions. Where such Code is prescribed, the provisions made in the Code shall prevail, and the provisions made in the Statutes, Ordinances and Regulations made under this Act, for matters included in the Code shall, to the extent to which they are inconsistent with the provisions of the Code, be invalid.

(4) Qualifications and experience for the purpose of appointment of non-teaching employees in the universities, affiliated colleges and recognized institutions (other than those managed and maintained by the State Government, Central Government and the local authorities) shall be as may be specified by the Government, by an order published in the *Official Gazette*.

(5) Notwithstanding anything contained in this Act, if the circumstances so require and the State Government considers it necessary to do so, it may appoint, on deputation, a suitable person possessing the requisite qualifications to perform the duties of the Registrar, Finance and Accounts Officer or the Director of the Board of Examinations and Evaluation, for a period of not more than one year at a time and not more than three years in the aggregate.

(6) The State Government through any officer not below the rank of Joint Director, Higher Education or Technical Education shall have right to cause inspection of any affiliated, conducted, or autonomous college, recognized institution or university department.

(7) In case of failure of the university to exercise powers or perform duties specified in section 5, or where the university has not exercised such powers or performed such duties adequately, or where there has been a failure to comply with any order issued by the State Government, or under any other circumstances as the State Government may deem fit, the State Government may issue a directive to the university for proper exercise of such powers or performance of such duties or comply with the order; and it shall be the duty of the university to comply with such direction. In case the university fails to comply with the directives, the State Government shall call upon the University to give reasons in writing as to why the directives were not complied with. If the State Government is not satisfied with the explanation, it may refer the matter to the Chancellor for taking necessary action under sub-section (3) of section 9.

(8) The State Government shall carry out test audit or full audit of the accounts of a university, college, school or institution, a regularly at such intervals as it may deem fit.

## CHAPTER III

## OFFICERS OF THE UNIVERSITY

Chancellor  
and his  
Powers.

**9.** (1) The Governor of Maharashtra shall be the Chancellor of every university and the Chancellor, by virtue of his office, shall be the Head of the university.

(2) The Chancellor, when present, shall preside over the Convocation of the university and may issue directions to the Vice-Chancellor to convene the meeting of any authority of the university for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for his perusal.

(3) The Chancellor,—

(a) shall, on receiving a reference from the State Government under the proviso to sub-section (7) of section 8 in such matter; or

(b) may, in any matter *suo motu* or otherwise,

call for a report or an explanation or such information and record relating to such matter or any matter or affairs of the university, and shall, after considering such report or explanation, or information or record, issue such directions thereupon as may be deemed fit in the interest of the university or student or larger interest of the public, and his directions shall be final and shall be complied with by the university forthwith.

(4) The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceeding of any authority, body, committee or officer which, in his opinion, is not in conformity with this Act, Statutes, Ordinances or Regulations made thereunder, or is not in the interest of the university and the university, authority, body, committee and officer, shall comply with the same:

Provided that, before making any such order, the Chancellor shall call upon the university, authority, body, committee or, as the case may be, officer to show cause why such an order should not be made, and if any cause is shown, within the time fixed by the Chancellor, he shall consider the same and wherever he deems it necessary, after consulting the State Government, decide the action to be taken in the matter, and his decision shall be final.

(5) Where, in the opinion of the Chancellor, the conduct of any elected or nominated or appointed or co-opted member is detrimental to the smooth functioning of university or any authority or body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfying himself that it is necessary so to do, disqualify such member or suspend him for such period, as he may deem fit.

(6) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in him by or under this Act.

Other  
officers of  
university.

**10.** The following shall be the other officers of the university, namely:—

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor;
- (3) the Registrar;
- (4) the Deans of Faculties;
- (5) the Director of Board of Examinations and Evaluation;
- (6) the Finance and Accounts Officer;
- (7) the Director of Sub-campus of the University;
- (8) the Director of Innovation, Incubation and Linkages;
- (9) the Director Knowledge Resource Center;
- (10) the Director of Lifelong Learning and Extension;

- (11) the Director of Students' Development;
- (12) the Director of Sports and Physical Education;
- (13) the Director of National Service Scheme;
- (14) such other officers in the service of the university as may be prescribed by Statutes.

**11.** (1) There shall be a Vice-Chancellor who shall be the principal academic and executive officer of the university and *ex-officio* Chairperson of the Management Council, Academic Council, Board of Examinations and Evaluation, Board of Lifelong Learning and Extension, Finance and Accounts Committee, Board of National and International Linkages and the Board for Innovation, Incubation and Enterprise, Board of Information Technology, Board of Students' Development, Board of Sports and Physical Education and Board of Research and shall preside in the absence of the Chancellor at any convocation for conferring degrees and also at any meeting of Senate. His powers and duties shall be as provided in section 12.

Appoint-  
ment of  
Vice-  
Chancel-  
lor.

(2) Save as otherwise provided, pay and allowances, terms and conditions of service of the Vice-Chancellor shall be such as may be determined by the State Government, from time to time.

(3) The Vice-Chancellor shall be appointed by the Chancellor in the manner stated hereunder :—

(a) There shall be a committee consisting of the following members to recommend suitable names to the Chancellor for appointment of Vice-Chancellor, namely:—

(i) a member nominated by the Chancellor, who shall be the retired Judge of the Supreme Court or retired Chief Justice of a High Court or an eminent scholar of national repute or a recipient of Padma Award in the field of education;

(ii) the Principal Secretary of Higher and Technical Education Department or any officer not below the rank of Principal Secretary to Government nominated by the State Government;

(iii) the Director or Head of an institute or organization of national repute established by an Act of Parliament, nominated by the Management Council and the Academic Council, jointly, in the manner specified by the State Government by an order published in the *Official Gazette*.

(b) The member nominated by the Chancellor shall be the Chairman of the committee.

(c) The members nominated on the committee shall be persons who are not connected with the university or any college or any recognized institution of the university.

(d) No meeting of the committee shall be held unless all the three members of the committee are present.

(e) The committee shall recommend a panel of not less than 5 suitable persons for the consideration of the Chancellor for being appointed as the Vice-Chancellor. The names of the persons so recommended shall be in alphabetical order without any preference being indicated. The report shall be accompanied by a detailed write-up on suitability of each person included in the panel.

(f) A person recommended by the committee for appointment as Vice-Chancellor shall,—

(i) be an eminent academician and an administrator of high caliber;

(ii) be able to provide leadership by his own example;

(iii) be able to provide vision; and have ability to translate the same into reality in the interest of students and society; and

(iv) possess such educational qualifications and experience as may be specified by the State Government, by an Order published in the *Official Gazette*, in consultation with the Chancellor.



(g) The eligibility conditions and the process for recommendation of names for appointment as Vice-Chancellor shall be given wide publicity to ensure the recommendation of most suitable candidates.

(4) The Chancellor may appoint one of the persons included in the panel to be the Vice-Chancellor:

Provided, that, if the Chancellor does not approve any of the persons so recommended, he may call for a fresh panel either from the same committee or after constitution of a new committee for the purpose, from such new committee.

(5) The process of preparing the panel of the suitable persons for being appointed as the Vice-Chancellor, shall begin at least six months before the probable date of occurrence of the vacancy of the Vice-Chancellor, and the process of appointment of the Vice-Chancellor shall be completed at least one month before the probable date of occurrence of the vacancy of the Vice-Chancellor.

(6) The person appointed as the Vice-Chancellor shall, subject to the terms and conditions of contract of service, hold office for a period of five years from the date on which he takes charge of his office or till he attains the age of sixty-five years, whichever is earlier and he shall not be eligible for re-appointment.

(7) The person appointed as the Vice-Chancellor shall hold a lien, if any, on the substantive post held by him prior to the appointment.

(8) In any of the following circumstances, the exigency whereof shall solely be judged by the Chancellor, namely :-

(i) where the committee appointed under clause (a) of sub-section (3) is unable to recommend any name within the time limit specified by the Chancellor;

(ii) where the vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, and it cannot be conveniently and expeditiously filled in, in accordance with the provisions of sub-sections (3) and (4);

(iii) where the vacancy in the office of the Vice-Chancellor occurs temporarily because of leave, illness or other causes; or

(iv) where there is any other emergency;

the Chancellor may appoint any suitable person, to act as the Vice-Chancellor for a term not exceeding twelve months, in the aggregate as may be specified in his order :

Provided that, the person so appointed shall cease to hold such office on the date on which the person appointed as the Vice-Chancellor in accordance with the provisions of sub-sections (3) and (4) assumes office or the Vice-Chancellor resumes office.

(9) The Vice-Chancellor shall be a whole-time salaried officer of the university and shall receive pay and allowances, and other facilities as determined by the State Government. In addition, he shall be entitled to free furnished residence, a motor car including its maintenance, repairs and fuel required therefor, with the service of a chauffeur, free of charge.

(10) Such sumptuary allowance shall be placed at the disposal of the Vice-Chancellor, as the State Government may approve.

(11) If a person receiving an honorarium from the consolidated fund of the State, or if a principal of an affiliated college or a recognized institution or a university teacher is appointed as Vice-Chancellor, his terms and conditions of service shall not be altered to his disadvantage during his tenure as Vice-Chancellor.

(12) Notwithstanding anything contained in the foregoing sub-sections, the person referred to in sub-section (7) shall stand retired from his original post in accordance with the terms and conditions of service of that post.

(13) The Vice-Chancellor may, by writing under his signature addressed to the Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(14) The Vice-Chancellor may be removed from his office if the Chancellor is satisfied that the incumbent,—

- (a) has become insane and stands so declared by a competent court; or
- (b) has been convicted by a court for any offence involving moral turpitude; or
- (c) has become an undischarged insolvent and stands so declared by a competent court; or
- (d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or
- (e) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service or any other conditions, prescribed by the State Government under sub-section (2), or has abused the powers vested in him or if the continuance of the Vice-Chancellor in the office is detrimental to the interests of the university ; or
- (f) is a member of, or is otherwise associated with, any political party any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

*Explanation.-* For the purposes of this sub-clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this sub-clause, the decision of the Chancellor thereon shall be final :

Provided that, the Vice-Chancellor shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal under sub-clauses (d), (e) and (f).

**12.** (1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.

Powers and duties of Vice-Chancellor.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body or committee of the university, but shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.

(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.

(4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.

(5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government, if any, and the provisions of this Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with this Act, Statutes, Ordinances and Regulations are properly implemented.

(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the directives of the State Government or with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take action as directed by the Chancellor and inform the authority, body or committee concerned, accordingly.

(7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, or if any action is required to be taken in the interest of the university, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as shall, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken where such action does not affect any person in the service of the University, or on both, the matter shall be referred to the Chancellor whose decision shall be final :

Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Management Council.

*Explanation.-* For purposes of this sub-section, action taken by the Vice-Chancellor shall not include disciplinary action taken against any employee of the university.

(8) Where any matter is required to be regulated by the Statutes, Ordinances or Regulations, but no Statutes, Ordinances or Regulations are made in that behalf or where there is an exigency to amend Statutes, Ordinances or Regulations, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He shall, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances or Regulations, as the case may be, required to be made in that behalf:

Provided that, such direction shall have to be converted into Statute, Ordinance or Regulations as the case may be, within six months of issuing of such direction failing which such direction shall automatically lapse.

(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers.

(10) The Vice-Chancellor shall be the appointing and disciplinary authority for officers of the university of the rank of Assistant Registrar and of the rank equivalent thereto and above.

(11) As the Chairperson of the authorities or bodies or committees of the university, the Vice-Chancellor shall be empowered to suspend member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall have the power to,-

(a) accord recognition to institutions of higher learning, research specialized studies in accordance with the provisions of this Act;

(b) accord recognition to autonomous colleges, empowered autonomous colleges or cluster of institutions and empowered skills development colleges in accordance with the provisions of this Act;

(c) accord recognition to private skills education providers in accordance with the provisions of this Act;

(d) accord recognition as qualified teachers to the experts from the field of application oriented industries or companies and domain specific experts in various professional skills, working as training experts in private skills education providers and empowered skills development colleges.

(e) approve the recommended panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees.

(14) (a) The Vice-Chancellor shall have right to cause inspection to be made by the Pro-Vice-Chancellor or such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipment and of affiliated, conducted or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated, conducted or community or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider:

Provided that, the Vice-Chancellor shall, in the case of affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider, give notice to the management of such affiliated or autonomous college, empowered autonomous colleges or cluster of institutions, recognized or autonomous institutions, empowered skills development colleges or private skills education provider of his intention to cause an inspection or an inquiry to be so made:

Provided further that, the management shall have the right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

(b) after considering such representation, if any, the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;

(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall be competent to impose a fine upon the management and direct the management to stop the fresh admissions to the colleges or institutions or to decide any other action to be taken in this behalf and the same shall be communicated to the management concerned for compliance.

(15) The Vice-Chancellor shall forward to the State Government report on the recommendation of the Management Council, regarding the temporary alternative arrangements, in the interest of students, to run the day to day academic and administrative activities, of the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case of dispute regarding the management of the affiliated college and where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institutions are, *prima facie*, evident to committee of inquiry appointed by the university and to make the necessary arrangements to run the day to day academic and administrative activities of such college till the dispute is statutorily resolved. The decision of the State Government in this behalf shall be final and binding.



Pro-Vice-  
Chancellor.

(16) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under this Act.

**13.** (1) The Pro-Vice-Chancellor shall be the academic and executive officer next to the Vice-Chancellor having purview of the entire university.

(2) The Pro-Vice-Chancellor shall be a person who has held the post of professor, or principal of a college or an institution with not less than fifteen years teaching or research experience.

(3) The Pro-Vice-Chancellor shall be the Chairperson of the Board of Deans, Board of Sub-campuses, Board of University Departments and Inter-Disciplinary Studies, Board of Post-Graduate Education in Colleges; and an ex-officio Chairperson of the Research and Recognition Committee.

(4) The Pro-Vice-Chancellor shall be a full time salaried officer of the university and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(5) Save as otherwise provided, pay and allowances admissible to him as well as the terms and conditions of his service shall be such as may be determined by the State Government, from time to time.

(6) The Chancellor shall, in consultation with the Vice-Chancellor, appoint a Pro-Vice-Chancellor for the university.

(7) The term of Pro-Vice-Chancellor shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of sixty-five years, whichever is earlier.

(8) The provisions of sub-section (11) of section 11 shall, in regard to the conditions of service of Pro-Vice-Chancellor, mutadis-mutandis, apply.

(9) The Pro-Vice-Chancellor shall act as the chairperson of the authorities, bodies and committees, in the absence of the Vice-Chancellor.

(10) When the office of the Pro-Vice-Chancellor falls vacant or when the Pro-Vice-Chancellor is, by reason of illness or absence or any other cause, unable to perform the duties of his office, the Vice-Chancellor, may appoint a suitable person qualified to be appointed as Pro-Vice-Chancellor to officiate as Pro-Vice-Chancellor, till the Pro-Vice-Chancellor resumes office, or a new Pro-Vice-Chancellor assumes duty, as the case may be.

(11) The Pro-Vice-Chancellor may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(12) The Pro-Vice-Chancellor may be removed from his office by the Chancellor on the recommendation of the Vice-Chancellor, if he is satisfied that the incumbent,—

(a) has become insane and stands so declared by a competent court; or

(b) has been convicted by a court for any offence involving moral turpitude; or

(c) has become an undischarged insolvent and stands so declared by a competent court; or

(d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or

(e) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of service or any other conditions, prescribed by the State Government under sub-section (5) or has abused the powers vested in him or if, the continuance of the Pro-Vice-Chancellor in the office is detrimental to the interests of the university; or

(f) is a member of, or is otherwise associated with, any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

*Explanation.*- For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor thereon shall be final :

Provided that, the Pro-Vice-Chancellor shall be given a reasonable opportunity to show cause by the Vice-Chancellor before taking recourse for his removal under clauses (d), (e) and (f).

(13) The Pro-Vice-Chancellor shall,—

(a) be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;

(b) ensure that quality in education and central academic services is maintained by the university;

(c) be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;

(d) ensure that the long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;

(e) monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;

(f) accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;

(g) accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the State Government;

(h) recommend proposals to the Management Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories and museums in the university;

(i) consider and recommend proposals to the Management Council for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;

(j) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;

(k) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction under section 107;

(l) be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;

(m) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice- Chancellor who shall place the same before the Management Council;

(n) exercise such other powers and perform such other duties as prescribed under this Act or assigned to him, from time to time, by the Vice-Chancellor.

Registrar.

**14.** (1) The Registrar shall, be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

(3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act.

(4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving;

(5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

(6) The Registrar shall,—

(a) act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;

(b) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

(c) be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;

(d) conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;

(e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;

(f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;

(g) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;

(h) organise training and orientation of non-teaching employees in the university and affiliated colleges;

(i) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;

(j) place before the Management Council a report of the development activities of the university every six months;

(k) have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;

(l) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**15.** (1) There shall be a Dean for each faculty, who shall be a full time salaried officer. Dean of Faculty.

(2) The Dean shall be appointed by the Vice-Chancellor on the recommendations of the selection committee for the purpose under this Act.

(3) The term of Dean shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of superannuation, whichever is earlier:

Provided that, the new Vice-Chancellor may continue his services as a Dean till the new Dean is duly appointed:

Provided further that, in case vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, the dean shall continue to hold the post till the end of that academic year.

(4) The qualification and experience for the purpose of selection of the Dean shall be the qualification and experience of the Professor or principal having aggregate minimum teaching or research experience of not less than fifteen years.

(5) The Vice-Chancellor may nominate Associate Dean for the particular group of related board of studies, as may be required, for assistance, support and coordination and the minimum qualifications and experience for such nomination shall be at par with the post of Dean :

Provided that, the salary, allowances and other pecuniary benefits payable to the Associate Dean shall be met by the University out of its own resources and there shall not be any liability, direct or indirect, on the State Government for the said purpose.

**16.** The Dean shall,—

Power and duties of Dean.

(a) be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his faculty. He shall work directly under the superintendence, direction and control of the Vice-Chancellor;

(b) be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;

(c) facilitate the creation of a learner-centric environment conducive for quality education;

(d) arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;

(e) ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;

(f) ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;



(g) be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;

(h) organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;

(i) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;

(j) be responsible for development of quality culture in higher education;

(k) prepare Annual Quality Assurance Report of programmes within his faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;

(l) be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;

(m) interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours;

(n) recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;

(o) recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

(p) control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

(q) recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

(r) recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(s) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in under-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(t) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

(u) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

(v) be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his faculty;

(w) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

(x) enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

(y) render necessary assistance for redressal of grievances of the students in the faculty;

(z) prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;

(za) prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;

(zb) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor or Pro-Vice-Chancellor from time to time.

**17. (1)** The Director, Board of Examinations and Evaluation shall be a full time salaried officer and shall work directly under the directions and control of the Vice-Chancellor. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations and Evaluation, and shall be concerned with the implementation of the policies and directives given by the Board of Examinations and Evaluation.

Director of Board of Examinations and Evaluation.

(2) The qualifications and experience for the purpose of selection of the Director, Board of Examinations and Evaluation shall be as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director, Board of Examinations and Evaluation shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act:

Provided that, in appointing the Director, Board of Examinations and Evaluation preference shall be given to the persons with proven capacity of use of technology in delivery of education.

(4) Appointment of the Director, Board of Examinations and Evaluation shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director, Board of Examinations and Evaluation shall,—

(a) be the principal officer-in-charge of the conduct of university examinations, tests and evaluation, and declaration of their results;

(b) be the Member-Secretary of the Board of Examinations and Evaluation and of the committees appointed by the Board except the committees constituted for appointment of paper-setters, examiners and moderators;

- (c) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
- (d) evolve and implement in consultation with the Board of Examinations and Evaluation, processes for proper and smooth conduct of examinations and evaluation;
- (e) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations and Evaluation;
- (f) arrange for printing of question papers;
- (g) postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;
- (h) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
- (i) review, from time to time, the results of university examinations and evaluation, and forward reports thereon to the Board of Examinations and Evaluation;
- (j) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days as provided in section 89 and in case of delay, prepare a detailed report outlining the reasons;
- (k) take all steps for implementation of all academic and administrative decisions taken by the Board of Examinations and Evaluation;
- (l) implement decisions taken by the various university authorities, connected with the examination and evaluation process;
- (m) implement all policy and operative decisions with reference to the choice based credit system, both at the under-graduate, post-graduate levels and in other teaching programmes;
- (n) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation ;
- (o) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
- (p) arrange for proper assessment of performance of candidates at the examinations and process the results;
- (q) ensure that answer books for all degree examinations are assessed through the central assessment system;
- (r) ensure that every teacher and non-teaching employee in the university, affiliated or conducted college or recognized institution renders necessary assistance and service in respect of examinations of the university and in evaluation process;
- (s) carry out all other duties and functions assigned to him by the Board of Examinations and Evaluation;
- (t) undertake any other task assigned to him by the university authorities to carry out the objectives of the Board of Examinations and Evaluation, and to ensure that the objects of the university are accomplished;

(u) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**18.** (1) The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor. Finance and Accounts Officer.

(2) The Finance and Accounts Officer shall be a person who is a chartered accountant or a cost accountant, with professional experience of not less than five years.

(3) In case the person possessing the qualifications and experience as specified in sub-section (2) cannot be appointed, the Finance and Accounts Officer may be appointed from amongst the Government Officers of the State Finance and Accounts Service, holding the post not below the rank of Deputy Director.

(4) The Finance and Accounts Officer shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose under this Act.

(5) The appointment of the Finance and Accounts Officer shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall not be eligible for re-appointment in that university.

(6) The Finance and Accounts Officer shall,—

(a) exercise general supervision over the funds of the university and advise the Vice-Chancellor as regards the finances of the university;

(b) hold and manage the funds, property and investments, including trust and endowed property, for furthering the objects of the university, with the approval of the Vice-Chancellor;

(c) ensure that the limits fixed by the university for recurring and nonrecurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;

(d) keep watch on the state of the cash and bank balances and investments;

(e) ensure effective revenue management by keeping watch on the process and progress of collection of revenue, and advise the Vice-Chancellor on the methods to be employed in this regard;

(f) perform the duties under clauses (a) to (e) as per the Maharashtra Universities Account Code;

(g) get the accounts of the university audited, regularly;

(h) ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical verification and reconciliation of these assets and other consumable material in all offices, conducted colleges, workshops and stores of the university are conducted regularly;

(i) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any academic member or non-vacation academic staff or an officer of the university of the rank of Assistant Registrar or equivalent and above;

(j) propose to the Registrar that explanation be called from any non-academic member of the university, other than the teacher, non-vacation academic staff and an officer of the university of the rank of Assistant Registrar or equivalent and above, for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons in default;

(k) call for, from any office, centre, laboratory, conducted college, department of the university or university institution, any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;



(l) maintain the minutes of the meetings of the Finance and Accounts Committee;

(m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;

(n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;

(o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro-Vice-Chancellor, from time to time.

Director of  
Sub-  
Campus  
university.

**19.** (1) The Director of Sub-campus shall be a full time officer who shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Sub-campus shall be a person who is holding the post of professor or principal or equivalent position in any university or institute of national repute engaged in teaching, research and development activities, with not less than fifteen years teaching or research or administrative experience.

(3) The appointment of the Director of Sub-Campus shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Sub-Campus shall be for a term of five years or till the age of super-annuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sub-Campus shall,—

(a) be the chief academic and administrative officer of the Sub-Campus;

(b) oversee and monitor the administration of the academic programmes of the colleges and recognized institutions in the district;

(c) oversee and monitor general administration of the Sub-Campus of the university and ensure efficiency and good order of the university departments or schools or institutions on the Sub-Campus;

(d) act as a link between the university, colleges and recognized institutions in the district, as well as departments, schools or institutions on the Sub-Campus of the university;

(e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Cell and the university authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to university authorities;

(f) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the district and on the Sub-campus;

(g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions in the district;

(h) ensure that the decisions of the colleges or university departments, schools, institutions on the Sub-Campus and their functioning is not inconsistent with this Act, Statutes and Regulations;

(i) organize workshops and training programmes for the benefit of the teaching and support staff in the district and on the Sub-Campus;

(j) ensure that financial discipline is maintained and expenditures of the campus are within the budgetary provisions recommended by the Sub-Campus committee and sanctioned by the Finance and Accounts Committee of the university;

(k) ensure that the annual audited accounts related to the Sub-Campus are prepared and sent to the university at the end of each financial year;

(l) undertake any other task that may be assigned to him by the university authorities to ensure that the objectives of the university are accomplished;

(m) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**20. (1)** The Director of Innovation, Incubation and Linkages shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of  
Innovation,  
Incubation  
and  
Linkages.

(2) The qualifications and experience for the purpose of selection of the Director of the Innovation, Incubation and Linkages shall be as may be specified by the State Government, by an Order published in the *Official Gazette*.

(3) The Appointment of Director of Innovation, Incubation and Linkages shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Innovation, Incubation and Linkages shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Innovation, Incubation and Linkages shall,—

(a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;

(b) spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;

(c) organize training programmes for creating awareness on the importance of entrepreneurship;

(d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;

(e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;

(f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;

(g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;

(h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions,

as envisaged by the Board of National and International Linkages and the university authorities;

(i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;

(j) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students;

(k) process the applications received from foreign students for their visits to other parts of India;

(l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;

(m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise and Board of National and International Linkages are accomplished;

(n) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

Director  
Knowledge  
Resource  
Center.

**21.** (1) Director Knowledge Resource Center shall be a full time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government.

(3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.

(4) The Director Knowledge Resource Center shall,—

(a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;

(b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;

(c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;

(d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;

(e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;

(f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;

(g) render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;

(h) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;

(i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;

(j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;

(k) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**22.** (1) The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of Lifelong Learning and Extension.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government.

(3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in sub-section (3) for only one more term of five years in the university in which he is serving.

(5) The Director of Lifelong Learning and Extension shall be the *ex-officio* head of the Department of Lifelong Learning and Extension.

(6) The Director of Lifelong Learning and Extension shall,—

(a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;

(b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;

(c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;

(d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;

(e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;

(f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

(g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**23.** (a) (1) The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extra-curricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.

Director of Students' Development and Director of National Service Scheme.

(2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of Students' Development shall,—

(a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;

(b) conduct leadership training programmes for students;

(c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;

(d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;

(e) look into the grievances and general welfare of the students;

(f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;

(g) organize cultural and recreational activities jointly with regional, national and international bodies;

(h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;

(i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;

(j) train the students for state, national and international level competitions in various cultural activities;

(k) conduct elections to the University Students' Council;

(l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;

(m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;

(n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

(b) (1) the Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.

(2) The emoluments tenure and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of National Service Scheme shall,—

(i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;

(ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;

(iii) train the students for State, National and International competition;

(iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;

(v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro Vice-Chancellor, from time to time.



**24.** (1) The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.

Director of Sports and Physical Education.

(2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sports and Physical Education shall,—

(a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;

(b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;

(c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;

(d) organize university level competitions, sports skill development camps in various sports on the university campus;

(e) train students for regional, national and international competitions in various sports;

(f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;

(g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**25.** All salaried officers, members of the authorities, committees or bodies, teachers of the university and other employees of the university, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

Officers, members of authorities, bodies and employees of university to be public servants.

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## CHAPTER IV

## AUTHORITIES OF THE UNIVERSITY

Authority of  
university.

**26.** The following shall be the authorities of the university, namely:

- (1) the Senate;
- (2) the Management Council;
- (3) the Academic Council;
- (4) the Faculty;
- (5) the Board of Deans;
- (6) the Board of Sub-campuses of the university;
- (7) the Board of Studies;
- (8) the Board of University Departments and Inter-disciplinary studies;
- (9) the Board of Post-Graduate Education in Colleges;
- (10) the Board of Lifelong Learning and Extension;
- (11) the Board of Examinations and Evaluation;
- (12) the Board of Information Technology;
- (13) the Board of National and International Linkages;
- (14) the Board for Innovation, Incubation and Enterprise;
- (15) the Board of Students' Development;
- (16) the Board of Sports and Physical Education;
- (17) the Board of Research;
- (18) such other bodies of the university as are designated by the Statutes, to be the authorities of the university.

Power of  
State  
Government  
to specify  
eligibility  
conditions  
for being  
member of  
any author-  
ity of  
university.

**27.** Notwithstanding anything contained in any other provisions of this Act, in consultation with the Chancellor, the State Government shall, by an order published in the *Official Gazette*, specify the eligibility conditions for being elected, nominated or co-opted as a member of any authority of the university.

Senate.

**28.** (1) The Senate shall be the principal authority for all financial estimates and budgetary appropriations and for providing social feedback to the university on current and future academic programmes.

(2) The Senate shall consist of the following members, namely:—

- (a) the Chancellor - Chairperson;
- (b) the Vice-Chancellor;
- (c) the Pro-Vice-Chancellor;
- (d) the Deans of Faculties;
- (e) the Director of Board of Examinations and Evaluation;
- (f) the Finance and Accounts Officer;
- (g) the Directors of Sub-campuses of the university;
- (h) the Director, Innovation, Incubation and Linkages;
- (i) the Director of Higher Education or his nominee not below the rank of Joint Director;

(j) the Director of Technical Education or his nominee not below the rank of Joint Director;

(k) the Director Knowledge Resource Center of the university;

(l) the Director of Board of Students' Development;

(m) the Director of Sports and Physical Education;

(n) the Director of Board of Lifelong Learning and Extension;

(o) ten Principals of affiliated, conducted, autonomous colleges which are accredited by National Assessment and Accreditation Council (NAAC) or National Board of Accreditation, (NBA), as the case may be, to be elected by the collegium of principals from amongst themselves; of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman;

(p) six representatives of Management - to be elected from among the collegium of management representatives of the affiliated colleges or institutions out of whom one shall be from Scheduled Castes or Scheduled Tribes or Denotified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes category, by rotation, and one shall be woman :

Provided that, such representatives of management to be elected shall be the representatives of management of colleges which are accredited by National Assessment and Accreditation Council or National Board of Accreditation as the case may be :

Provided further that, where a management conducts one or more Colleges or institutions, only one representative of such management shall be eligible for being included in collegium of Management Representatives;

(q) the president and the secretary of the University Students' Council;

(r) ten teachers other than principals and directors of recognised institutions to be elected by the collegium of teachers from amongst themselves of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman;

(s) three teachers to be elected by the collegium of University teachers from amongst themselves, of whom one shall be a person belonging to the Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes, by rotation, and one shall be a woman;

(t) ten registered graduates having graduated at least five years prior to the date of nomination, to be elected from amongst the collegium of registered graduates, of whom one each shall be a person belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes, Other Backward Classes, and one shall be a woman :

Provided that, the registered graduates shall not include the graduates falling in or covered by the category of teachers (regular or on contract basis, irrespective of their teaching experience), principals, heads of the departments, management or any other categories mentioned in this sub-section;

(u) ten persons nominated by the Chancellor, of whom four shall be from the field of agriculture, social work, co-operative movement, legal, financial, banking and cultural activities and of the remaining six persons, one is from the industry, one is an educationist, one is a scientist, one is a person from performing and fine arts or literature or sports, one is from an organization involved in Environment or Preservation of Nature related tasks, and one is from an organization involved in women's development or senior citizens welfare or communications and media;

(v) two persons, nominated by the Vice-Chancellor one shall be a non-teaching employee of the university and one shall be from amongst the non-teaching employees of the affiliated colleges or recognized institutions;

(w) two Members of Legislative Assembly nominated by Speaker of Legislative Assembly for a tenure of two and half years;

(x) one Member of Legislative Council nominated by Chairman of Legislative Council for a tenure of two and half years;

(y) one Member of Municipal Council or Municipal Corporation to be nominated by Vice-Chancellor by rotation for a tenure of one year;

(z) one representative of the Education Committees of Zilla Parishads within the university area, nominated by the Education Committee for the term of one year, by rotation;

(za) the Registrar - Member-Secretary.

(3) The Chancellor shall normally preside over the senate and in his absence the Vice-Chancellor shall preside.

(4) The Senate shall meet at least twice a year on the date to be fixed by the Chancellor. One of the meetings shall be the annual meeting.

Functions  
and duties  
of Senate.

**29.** The Senate shall transact the following business at its meeting, namely:—

(a) to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance;

(b) to review current academic programmes and collaborative programmes;

(c) to suggest new academic programmes consistent with the societal requirements in higher education;

(d) to suggest measures for improvement and development of the university;

(e) to confer, on the recommendation of the Management Council, honorary degrees or other academic distinctions;

(f) to review broad policies and programmes of the university and suggest measures for its improvement and development;

(g) to receive, discuss and approve the annual financial estimate (budget), the annual report, accounts, audit reports and their satisfactory compliances along with its certification by the auditor and the disciplinary or otherwise action taken report in this regard by the University;

(h) to approve comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as recommended by the Academic Council;

(i) to review and adopt the report of students' grievance redressal report to be presented by Registrar of the University;

(j) to review and adopt the reports of the Board of Students' Development and Board of Sports to be presented by the concerned directors;

(k) to give suggestions to the University authorities on improvements that can be made in the area and domains of student welfare, sports, cultural activities of the University;

(l) to make, amend or repeal statutes.

Management  
Council.

**30.** (1) The Management Council shall be the principal executive and policy making authority of the university and shall be responsible for administering the affairs of the university and carrying out such duties, which are not specifically assigned to any other authority.

(2) There shall be not less than four meetings of the Management Council in a year.

(3) The procedure for conduct of business to be followed at a meeting including the quorum at the meeting and such other matters in relation to meetings as may be necessary, shall be such as may be prescribed by the Statutes.

(4) The Management Council shall consist of following members, namely:—

(a) the Vice-Chancellor-Chairperson;

(b) the Pro-Vice-Chancellor;

(c) one eminent person from the field of education, industry, agriculture, commerce, banking, finance, social, cultural and other allied fields to be nominated by the Chancellor;

(d) two Deans to be nominated by the Vice-Chancellor for tenure of two and half year.

(e) One head or Director, nominated by the Vice-Chancellor from amongst the heads or Directors of University Departments or University institutions for a tenure of one year, by rotation:

Provided that, in rotating the heads or Directors amongst Departments or University institutions, the earlier Departments or University institutions, which were given an opportunity of representation shall be ignored;

(f) two principals to be elected by the Senate from amongst the principals who are the members of the Senate, out of whom one shall be elected from amongst the principals who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(g) two teachers who are not principals or directors of recognised institutions to be elected by the Senate from amongst the teachers and university teachers who are the members of the Senate, out of whom one shall be elected from amongst the teachers and university teachers who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation ;

(h) two representatives of managements to be elected by Senate from amongst the representatives of management who are members of Senate, and further provided that same managements shall not have second consecutive institutional representation:

Provided that, out of the two representatives under this clause, one member shall be elected, by rotation, from amongst the Scheduled Castes or Scheduled Tribes, or De-notified Tribes (*Vimukata Jatis*) or Other Backward Class;

(i) two registered graduates elected by Senate from amongst elected registered graduate members of Senate, out of whom one shall be elected from amongst the registered graduates who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(j) two members elected by the Academic Council from amongst its members, one of whom shall be from amongst the elected teachers who are members of the Council and another shall be a woman;

(k) one eminent-expert from the institute or organization of National repute to be nominated by the Vice-Chancellor in consultation with the Chancellor ;



(l) the Secretary, Higher Education or his nominee not below the rank of Deputy Secretary or Joint Director of Higher Education;

(m) the Director of Higher Education or his nominee, not below the rank of Joint Director of Higher Education;

(n) the Director of Technical Education or his nominee not below the rank of Joint Director of Technical Education;

(o) the Registrar - Member-Secretary.

(5) The Finance and Accounts Officer and the Director, Board of Examinations and Evaluation shall be invitees of the Management Council, but they shall have no right to vote.

(6) President of the university students council shall be invitee, who shall attend the meeting as and when invited:

Provided that, such President shall be invited at least in every three months to discuss the issues related to the students' development, welfare and grievances.

Powers and  
duties of  
Management  
Council.

**31.** The Management Council shall have the following powers and duties, namely:—

(a) to review and deliberate on short and long term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level with a view to allow them to percolate into the university;

(b) to study and decide upon the operative mechanism for the reforms that would be recommended by the Commission in all the domains of the university;

(c) to make such provisions, as may enable colleges and institutions to undertake specialized studies and courses, and where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;

(d) to establish departments, colleges, schools, centres, institutions of higher learning, research and specialized studies, on the recommendation of the Academic Council;

(e) to recommend to the senate, the draft of statutes or amendment or repealment of statutes for approval;

(f) to make, amend or repeal ordinances and regulations;

(g) to control and arrange for administration of assets and properties of the university;

(h) to discuss and approve with modifications, if any, the annual financial estimates or budget, that is to say the fund which may be received from State Government, university funds and other funding agencies separately, as received from the Finance and Accounts Committee;

(i) to consider proposals to enter into, amend, carry out and cancel contracts on behalf of the university;

(j) to determine the form of common seal for the university and provide for its use;

(k) to accept, on behalf of the university the transfer of any trusts, bequests, donations and transfer of any movable, immovable and intellectual property to the university;

(l) to transfer by sale or otherwise, any movable or intellectual property rights on behalf of the university;

(m) to transfer by sale or lease or contract any immovable property to other organization with the prior permission of the State Government:

Provided that, any immovable property may be permitted to be used for the specific period, for the purpose of providing essential physical facilities for accomplishment of objects of the university, such as bank, canteen, post office, mobile towers, etc., without prior approval of the State Government;

(n) to create immovable assets in the form of land, building and other infrastructure out of reserve funds, for its campus and sub-campus;

(o) to borrow, lend or invest funds on behalf of the university as recommended by the Finance and Accounts Committee;

(p) to lay down policy for administering funds at the disposal of the university for specific purposes;

(q) to provide buildings, premises, furniture, equipment and other resources needed for the conduct of the work of the university;

(r) to recommend the conferment of honorary degrees and academic distinctions;

(s) to institute and confer such degrees, diplomas, certificates and other academic distinctions as recommended by the Academic Council and arrange for convocation for conferment of the same, as provided by the Ordinances;

(t) to institute fellowship, travelling fellowship, scholarship, studentship, exhibitions, awards, medals and prizes, and prescribe Regulations for their award;

(u) to make Regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programmes recommended by the Board of Deans;

(v) to create posts of university teachers and non-vacation academic staff from the funds of the university and from the funds received from other funding agencies, on the recommendation of the Academic Council, as and when required, and prescribe their qualifications, experience and pay-scales;

(w) to create posts of officers, non-teaching skilled, administrative, ministerial staff and other posts from the funds of the university and from the funds received from other funding agencies, as and when required, and prescribe their qualifications, experience and pay-scales;

(x) to prescribe honoraria, remunerations, fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and fees or charges for any other services rendered to the university;

(y) to recommend to the Academic Council the comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans;

(z) to consider and approve proposals for change or transfer of management and shifting of locations of colleges and institutions, as prescribed in the Statutes;

(za) to receive and consider report of the development activities of the university received from the Registrar every six months;

(zb) to confer autonomous status on university departments, university institutions, affiliated colleges and recognized institutions on the recommendation of the Academic Council, as per the Statutes;

(zc) to assess and approve proposals for academic programmes received from the Academic Council;

(zd) to consider and adopt the annual report, annual accounts and audit report in respect of State Government funds, university funds and funds received from other agencies separately;

(ze) to cause an inquiry to be made in respect of any matter concerning the proper conduct, working and finances of colleges, institutions or departments of the university ;

(zf) to delegate, any of its powers, except the power to make, amend or repeal Statutes and Ordinances, to the Vice-Chancellor or such officer or authority of the university or a committee appointed by it, as it thinks fit ;

(zg) to define the functions, duties, powers and responsibilities of non-teaching employees in the university, in respect of the posts created from the funds of the university and from the funds received from other funding agencies ;

(zh) to deal with the cases related to the violation of prescribed fees according to the provisions of the Maharashtra Educational Institutions (Prohibition of Mah. VI of 1988. Capitation Fee) Act, 1987 and other relevant Acts;

(zi) to accept donations, gifts and other forms of financial support from alumni, philanthropists, industries and other stakeholders and prescribe the procedure to be followed by the university for accepting such donations, gifts, etc ;

(zj) to impose penalties upon the erring colleges or recognized institutions after following the procedure laid down by the Statutes;

(zk) to recommend to the State Government through the Vice Chancellor to appoint an Administrative Board for the affiliated college to run the management of such college in case of disputes regarding the management of such colleges, till the dispute is statutorily resolved. The constitution of this board and the process of its appointment shall be as prescribe by the Statutes. The decision of the State Government in this regard shall be final and binding ;

(zl) to develop and adopt students' charter.

Academic  
Council.

**32. (1)** The Academic Council shall be the principal academic authority of the university and shall be responsible for regulating and maintaining the standards of teaching, research and evaluation in the university. It shall also be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension, collaboration programmes in academic matters and evaluation of workload of the teachers.

(2) The Academic Council shall meet not less than four times in a year.

(3) The Academic Council shall consist of the following members, namely:—

(a) the Vice-Chancellor, Chairperson;

(b) the Pro-Vice-Chancellor;

(c) Deans of Faculties and Associate Deans (if any);

(d) Directors of Sub-campuses;

(e) Director Innovation, Incubation and Linkages;

(f) the Vice-Chancellor shall nominate the following members, as per the recommendations of the search committee appointed by him for this purpose, in consultation with the Chancellor, namely:—

(i) eight Principals of conducted, autonomous or affiliated colleges which are accredited by the National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA), as the case may be of whom one shall be woman and one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation;

(ii) two professors out of whom one shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class, by rotation;

(iii) one head of a recognized institution;

(g) two teachers, representing each faculty, with not less than fifteen years of teaching experience to be elected by the collegiums of teachers from amongst themselves out of whom one each shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jaties)/ Nomadic Tribes or Other Backward Class provided that the reservation per faculty shall be decided by drawing lots:

Provided that, out of the teachers representing each faculties, under this clause, one shall be a woman, to be decided by drawing lots.

(h) one representative of management nominated by the Senate, from amongst the representatives of managements, who are the members of Senate;

(i) Eight eminent experts from the institutes or organizations of national repute, such as Indian Institute of Technology, Indian Institute of Science Education and Research, Indian Institute of Management, Indian Space Research Organization, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Council for Social Research, Industrial Associations, Indian Olympic Association and allied fields and as much as possible representing all the faculties, nominated by the Chancellor;

(j) the Director of Higher Education or his nominee, not below the rank of the Joint Director, Higher Education;

(k) the Director of Technical Education or his nominee, not below the rank of the Joint Director, Technical Education;

(l) Director, Board of Examinations and Evaluation;

(m) Chairpersons of Board of Studies;

(n) Registrar-Member Secretary.

**33.** (1) The Academic Council shall have the following powers and duties, namely:— Powers and duties of Academic Council.

(a) to ensure that the university becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;

(b) to consider and approve with modifications, if any, the matters referred to it by the Board of Studies through the faculty;

(c) to ensure that there are choice based credit systems for all certificates diplomas, degrees, post-graduate programmes and other academic distinctions;

(d) to ensure that the spirit of research and entrepreneurship percolates to all colleges and recognized institutions of the university;

(e) to approve fees, other fees and charges as recommended by the Board of Deans through the fee fixation committee;

(f) to recommend to the Management Council, the institution of degrees, diplomas, certificates and other academic distinctions;

(g) to propose draft of Ordinances relating to the academic matter to the Management Council;

(h) to make amend or repeal Ordinances and Regulations relating to academic matters;

(i) to allocate subjects to the faculties;

(j) to prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others, concerned with the conduct of examinations and evaluation;

(k) to consider and make recommendations to the Management Council for creation of posts of university teachers and non-vacation academic staff, required by the university from the funds of the university and from the funds received from other funding agencies and prescribe their qualifications, experience and pay-scales;

(l) to prescribe norms for recognition of any member of the staff of an affiliated college or recognized institution as a teacher of the university, in consonance with the norms of the University Grants Commission and the State Government;

(m) to prescribe norms for granting affiliation, continuation of affiliation, extension of affiliation to colleges, and recognition, continuation of recognition, extension of recognition to institutions of higher learning and research or specialized studies;

(n) To grant affiliation to colleges or institutions in accordance with the provisions of this Act, the Statutes, Ordinances and Regulations;

(o) to accord recognition to various certificate, diploma, advanced diploma and degrees programmes run by private skills education providers and empowered autonomous skills development colleges, in consonance with the norms of the University Grants Commission and the State Government;

(p) to recommend to the senate the comprehensive perspective plan as prepared by the Board of Deans and recommended by the Management Council;

(q) to approve annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans and recommended by the Management Council;

(r) to recommend to the Management Council conferment of autonomous status on institutions, departments, affiliated or conducted colleges and recognized institutions in accordance with the provisions of the Statutes;

(s) to approve new courses, inter-disciplinary courses and short-term training programmes referred to it by the Board of Deans;

(t) to approve the course syllabi, paper-setters, examiners and moderators paper-setters, and evaluation schemes of various courses recommended by the faculty concerned;

(u) to advise the university on all academic matters and submit to the Management Council feasibility reports on academic programmes recommended by the Senate at its previous annual meeting;

(v) to create policy, procedure and practice for choice based credit system for all academic programmes;

(w) to create policy for mobility of students among various universities of the State and also lay down the policy for giving flexibility to choose and learn different course modules among different faculties in a university or other universities in the State;



(x) to work out the procedures, policies and practices to introduce more flexible approach to education and of 'adaptive pace of learning' with minimum and maximum duration for completion of a degree and other academic programmes;

(y) to ensure that the research projects are an integral part of choice based modules for post-graduate programmes;

(z) to prepare academic calendar of the university for the subsequent academic year as per the guidelines from the University Grants Commission and the State Government, three months before the expiry of the current academic year;

(za) to recommend to the Management Council establishment of departments, colleges, schools, centres, institutions of higher learning, research and specialized studies;

(zb) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act, the Statutes, Ordinances and Regulations.

(2) The Academic Council shall refer all matters or decisions involving financial implications to the Management Council for approval.

**34.** (1) The faculty shall be the principal academic coordinating authority of the university in respect of studies and research in relation to the subjects included in the respective faculty and also in respect of studies and research in multi-faculties. Faculty.

(2) The university shall have the following faculties, namely:—

(i) Faculty of Science and Technology;

(ii) Faculty of Commerce and Management;

(iii) Faculty of Humanities;

(iv) Faculty of Inter-disciplinary Studies.

(3) Each faculty shall comprise of such subjects as prescribed by the Statutes.

(4) A faculty shall consist of the following members, namely :—

(a) the Dean of the faculty - ex-officio Chairperson;

(b) the Associate Dean, if nominated under sub-section (5) of section 15;

(c) Chairpersons of each Board of Studies for the subjects comprised in the faculty;

(d) one person, nominated by each Board of Studies, who is an approved teacher and is otherwise eligible to be nominated as a member of the Board of Studies;

(e) five special invitees, who are eminent scholars with proven academic achievements and industrial or professional exposure in the subjects within the faculty, to be nominated by the Pro-Vice-Chancellor in consultation with the Dean of the faculty.

**35.** The faculty shall have the following powers and duties, namely:—

Powers  
and duties  
of Faculty.

(a) to consider the report on any matter referred to it by the Management Council, Academic Council or Board of Deans;

(b) to create time bound operative mechanism for implementation of the academic policy decisions;

(c) to consider and recommend with modifications, if any, to the Academic Council, the matters referred to it by the Board of Studies;

(d) to recommend to the Academic Council the course syllabi, course structures and evaluation schemes of various courses, as forwarded by the Board of Studies;

(e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;

(f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in university departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement;

(g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the Board of University Departments and Inter-disciplinary Studies;

(h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;

(i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-disciplinary Studies;

(j) to recommend to the Academic Staff College and the Academic Council, conduct of refresher and orientation programmes for teachers of affiliated colleges and university departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation;

(k) to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;

(l) to undertake any other task in respect of studies and research in relation to the subjects included in the faculty and also in multi-faculties, as may be assigned to it by the university authorities.

Board of  
Deans.

**36.** (1) There shall be a Board of Deans to co-ordinate, oversee, implement and to supervise the academic activities of the university. It shall be responsible to plan the development of the university in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning. It shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.

(2) The Board of Deans shall consist of the following members, namely:—

(a) the Pro-Vice-Chancellor, Chairperson;

(b) the Deans of faculties;

(c) the Director of Innovation, Incubation and Linkages.

Powers  
and Duties  
of Board of  
Deans.

**37.** (1) The Board of Deans shall have the following powers and duties, namely:—

(a) to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;

(b) to consider and recommend to the Academic Council, new courses, inter-disciplinary courses and short-term training programmes referred to it by the faculty;

(c) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;

(d) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(e) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;

(f) to recommend to the Vice-Chancellor recognition of private skills education providers and empowered autonomous skills education colleges by following the procedure as prescribed under this Act;

(g) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programmes and designing the curricula thereof;

(h) to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;

(i) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(j) to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(k) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

(l) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;

(m) to consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vacational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(n) to make proposal to the Management Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(o) to recommend to the Management Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc.;

(p) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;

(q) to draft Ordinances and place them before the Management ;

(r) to draft regulations and place them before the Management Council and the Academic Council, as the case may be, for its approval.

(2) The Board of Deans shall appoint a Research and Recognition Committee for each Board of Studies, -

(a) The Research and Recognition Committee shall consist of the following members, namely :-

(i) the Pro-Vice-Chancellor, Ex-officio Chairman;

(ii) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(iii) the Chairperson, Board of Studies;

(iv) two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (Ph.D.) students and have published research work in recognized or reputed national or international journals, anthologies, etc., one of whom shall be from outside the university;

(b) the Research and Recognition Committee shall have the following powers and duties, namely:—

(i) to approve the topic of thesis or dissertation in the subject;

(ii) to recommend to the Vice-Chancellor a panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees, based on the criteria as approved by the Academic Council;

(iii) to recommend to the Board of Deans, by following appropriate process, names of post-graduate teachers, research scientists in the recognized research and other institutions, active research and development experts having of not less than ten years' experience in research and development laboratories or centres in variety of industries, for recognition as approved research guides;

(iv) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.

Board of  
Sub-  
campuses  
of  
university.

**38.** (1) There shall be a Board of sub-campus of the university to organize the task and activities of the sub-campus. It shall consist of the following members, namely:—

(a) the Pro-Vice-Chancellor, Chairperson;

(b) the Deans of faculties;

(c) the Finance and Accounts Officer;

(d) the Directors of all Sub-Campuses;

(e) the Director, Innovation, Incubation and Linkages;

(f) two members of the Management Council, to be nominated by the Vice-Chancellor, one of whom shall be a principal and the other shall be a representative of the management;

(g) the Director, Board of Examinations and Evaluation;

(h) the Director, Board of Students' Development;

(i) the Director, Sports and Physical Education;

(j) one Principal, one Teacher, one management representative from the affiliated, autonomous colleges within the jurisdiction of each sub-campus to be nominated by the Management Council;

(k) the Registrar - Member-Secretary.

(2) The Board of Sub-Campuses of the university shall meet at least three times in a year.

Powers  
and Duties  
of Board of  
Sub-  
Campuses  
of the  
university.

**39.** The Board of Sub-Campuses of the university shall have the following powers and duties, namely:—

(a) to co-ordinate the under-graduate and post-graduate educational activities in the district;

(b) to ensure implementation of various academic, administrative and governance mechanisms of the parent university;

(c) to co-ordinate the intra-institutional and inter-institutional information and communication technology linkages among the institutions of higher education in the district;

(d) to carry out in association with colleges workshops and training programmes for the benefit of teachers and non-teaching employees;

(e) to co-ordinate the examination and evaluation related activities in the district;

(f) to co-ordinate creation of research plans, development plans and other fund raising activities for the colleges and institutions in the district and establish links with the central office of the parent university;

(g) to co-ordinate teaching and learning activities at post-graduate level amongst the colleges and institutions, and render necessary assistance in this regard;

(h) to work as a district level gateway of the university for all academic and administrative tasks of students, research students, teachers, supporting staff and other members of the society;

(i) to prepare financial needs and annual financial estimates (budget) for the financial year and submit it to the central office of the parent university;

(j) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the university.

**40.** (1) There shall be a Board of Studies for every subject or group of subjects prescribed by the Statutes. The Board of Studies shall be the primary academic body of the university. Board of Studies.

(2) The Board of Studies shall consist of the following members, namely:—

(a) head of the university department or institution in the relevant subject :

Provided that, where there is no university department in the subject, the Board shall, at its first meeting co-opt the head of the department who is recognized for imparting teaching to post graduate students in an affiliated college or a recognized institution having post graduate teaching in that subject;

(b) six teachers having minimum ten years teaching experience, nominated by the Vice-Chancellor in consultation with the Dean of the respective faculty, from the following categories, namely :—

(i) one teacher from amongst the full time teachers of the university departments in the relevant subject;

(ii) two teachers from amongst recognized post-graduate teachers in affiliated colleges, or recognized institutions or post-graduate centers offering post-graduate programme in the concerned subject;

(iii) three teachers from affiliated colleges and recognized institutions other than heads of departments;

(c) three heads of departments from affiliated colleges and recognized institutions to be elected from amongst the collegiums of heads of departments of affiliated colleges and recognized institutions.

(d) the Board of Studies, at its first meeting, shall,-

(i) Subject to the provisions of section 65, elect one of the members as a chairperson of the board of the studies from amongst its members :



Provided that the member to be elected as a chairperson of Board of Studies shall be a post graduate recognized teacher imparting teaching to post graduate students; and thereafter co-opt -

(ii) one professor from other universities; and

(iii) four experts as under :-

(A) a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry or experts in the related field having published at least one reference book in the subject; or at least three research papers in recognized national or international journals;

(B) an eminent scholar in the subject;

(C) an eminent person from the subject-related industries or association or professional body;

(D) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.

(e) top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

Powers  
and duties  
of Board of  
studies.

**41.** The Board of Studies shall have the following powers and duties, namely:—

(a) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees;

(b) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant;

(c) to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses;

(d) to recommended to the reference books or supplementary reading books and such other material useful for study of the course;

(e) to recommend to the faculty, modifications in respect of addition or deletion or updating of courses;

(f) to prepare the panels of paper-setters, examiners and moderators for the university examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation ;

(g) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;

(h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;

(i) to suggest extension programmes with respect to the courses introduced;

(j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;

(k) to encourage learning by collaboration and participation by using information and communication technology tools;

(l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected;

(m) to ratify curricula, all processes and practices developed by the autonomous colleges, university departments or institutions, autonomous recognized institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges, and recommendations in respect of recognition of teachers or experts.

**42.** (1) There shall be a Board of University Departments and Interdisciplinary Studies to promote interdisciplinary education and research on campus and also network with national and international institutions and create an academic and research and development environment that allows free flow of ideas amongst several disciplines.

Board of University Departments and Interdisciplinary studies.

(2) The Board of University Departments and Interdisciplinary Studies shall consist of the following members, namely:-

(a) the Pro-Vice-Chancellor, Chairperson;

(b) the Deans of faculties and Associate Deans, if any ;

(c) four experts, to be nominated by the Vice-Chancellor from other universities or national level research and development laboratories, one each having minimum experience of five years as a professor or equivalent position in research and development laboratories, in each of the disciplines of science, technology, humanities, commerce and management and interdisciplinary studies;

(d) four heads of departments or senior professors representing various subjects or disciplines in an equitable manner, to be nominated by the Vice- Chancellor.

(3) The Dean of Faculty of Interdisciplinary Studies shall act as a Member-Secretary.

(4) The Board shall meet at least three times a year.

**43.** The Board of University Departments and Interdisciplinary Studies shall have the following powers and duties, namely:—

Powers and duties of Board of University Departments and Interdisciplinary studies.

(a) to devise long term policy and strategy for promotion of quality postgraduate education on university campus;

(b) to prepare a comprehensive development plan for post-graduate education in university departments;

(c) to work on annual financial estimates (budget) for university departments;

(d) to co-ordinate the research and development activities with the Board of Research;

(e) to establish linkages with foreign and Indian premier teaching and research and development institutions or universities for strengthening of teaching and research and development activities on the campus of the university;

(f) to work in tandem with the Board of National and International Linkages to collaborate with national and international agencies, universities (including deemed or self-financed universities) and institutions for sharing of academic resources, running joint teaching programmes, running joint degree programmes with national and international universities or institutions;

(g) to promote interdisciplinary teaching programmes on the campus by coordinating amongst teachers and also to make policy for sharing of academic and research and development infrastructure;

(h) to promote the choice based credit system in the university departments, the affiliated colleges and recognized institutions;

(i) to work out and initiate use of technology in delivery of education;

(j) to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of post-graduate learning;

(k) to initiate new approaches and methodology for assessing learning by students as a continuous online process;

(l) to recommend to the Vice-Chancellor,—

(i) the posts of university teachers (including aided posts and the posts for the purposes of sub-section (2) of section 8) to be filled by selection, who possess the prescribed minimum and additional qualification ;

(ii) emoluments and the number of posts to be filled ; and

(iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.

(m) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.

Board of  
Post-  
Graduate  
Education  
in Colleges.

**44.** (1) There shall be a Board of Post-Graduate Education in Colleges with broad objectives of initiating and strengthening of quality post-graduate programmes in various disciplines of learning in colleges.

(2) The Board of Post-Graduate Education in Colleges shall meet not less than four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year.

(3) The Board of Post-Graduate Education in Colleges shall consist of the following members, namely:—

(a) the Pro-Vice-Chancellor - Chairperson;

(b) the Deans of faculties and Associate Deans, if any;

(c) one faculty-wise expert from other universities, nominated by the Vice-Chancellor, each having minimum experience of five years as a professor;

(d) three faculty-wise heads of departments in colleges, with minimum experience of five years as a recognized post-graduate teacher, from post-graduate centres in colleges, preferably from different districts to be nominated by the Vice-Chancellor ;

(e) Directors of all sub-campus;

(f) Deputy Registrar of the administrative section concerned, shall act as the Secretary of the Board.

(4) The Board of Post-Graduate Education in Colleges shall have the following powers and duties, namely :—

(a) to recommend creation of a new post-graduate centre in a particular

discipline or a new course in the existing post-graduate centre in an affiliated college ;

(b) to create synergy for the growth of the post-graduate centers at district level through district sub-campus ;

(c) to initiate and encourage the use of technology in a blended form of education in the post-graduate centers;

(d) to propagate and keep track of quality enhancement in post-graduate centers by initiating teachers capacity enhancement activities;

(e) to initiate research and development activities in post-graduate centers;

(f) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Post-Graduate Education in Colleges.

**45.** (1) There shall be a Board for Lifelong Learning and Extension to create skilled and learned human power through its various degree level programmes and skills development programmes.

Board of Lifelong Learning and Extension.

(2) The Board for Lifelong Learning and Extension shall meet at least twice in a year.

(3) The Board for Lifelong Learning and Extension shall consist of the following members, namely:—

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties;

(d) three eminent experts, nominated by the Vice-Chancellor, working in the domain of lifelong learning skills, value education and in field of longevity;

(e) two teachers from university departments, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development;

(f) two teachers from the colleges, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development and extension;

(g) the Director, Centre of Lifelong Learning and Extension- Member-Secretary.

**46.** (1) The Board of Lifelong Learning and Extension shall have the following powers and duties, namely:-

Powers and duties of Board of Lifelong Learning and Extension.

(a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various teaching, research and development institutions and various regional and national bodies and governmental agencies in the domain of lifelong learning, value education and life skills for senior citizens;

(b) to supervise and monitor the activities of an independent Centre for Lifelong Learning and Extension that shall be set up by the university to carry out the objectives of the Board;

(c) to look into budgets and financial needs of the Centre for Lifelong Learning and Extension;

(d) to prepare an annual programme of activities of the Centre for Lifelong Learning and Extension and to review the same periodically;

(e) to submit an annual report to the Management Council;

(f) to undertake any other task that may be assigned by the university authorities to carry out the objectives of the Board of Lifelong Learning and Extension.

(2) There shall be a Department of Lifelong Learning and Extension headed by the Director, to carry out the objectives of the Board of Lifelong Learning and Extension.

**47.** (1) The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the autonomous colleges, institutions, university departments and university institutions.

Board of Examinations and Evaluation.

(2) The Board of Examinations and Evaluation shall meet at least twice in an academic year.

(3) The Board of Examinations and Evaluation shall consist of the following members, namely:—

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of Faculties and Associate Deans, if any ;

(d) two Principals other than Dean, nominated by the Management Council;

(e) one professor of the university departments, to be nominated by the Management Council;

(f) one teacher from affiliated Colleges other than heads of Departments or Principals with the minimum teaching experience of fifteen years to be nominated by Management Council;

(g) one expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor;

(h) one expert not below the rank of Deputy Registrar of other Statutory University from the State of Maharashtra who has experience related to examination work in computerized environment as an invitee to be nominated by Vice-Chancellor;

(i) Director of Higher Education or his nominee not below the rank of Joint Director;

(j) Director, Board of Examinations and Evaluation - Member- Secretary.

Powers  
and duties  
of Board of  
Examina-  
tion.

**48.** (1) The Board of Examinations and Evaluation shall have the following powers and duties, namely:—

(a) to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;

(b) to ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results:

Provided that, the Board of Examination and Evaluation shall, for the purposes of this clause, give effect to the recommendations of the Board of Students' Development and the Board of Sports and Physical Education, regarding alternative arrangements.

(c) to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;

(d) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;

(e) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;

(f) to ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;

(g) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;

(h) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (5), remove them or debar them;



(i) to approve detailed programme of examinations and evaluation as prepared by the Director, Board of Examinations and Evaluation;

(j) to consider the reports of review of results of university examinations forwarded by the Director, Board of Examinations and Evaluation;

(k) to hear and decide the complaints relating to conduct of examinations and evaluation;

(l) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Act.

(2) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.

(3) (a) In order to appoint paper-setters, examiners and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -

(i) the Dean of the concerned faculty - Chairperson;

(ii) Associate Dean, if any ;

(iii) the Chairperson of the Board of Studies concerned;

(iv) two members of the Board of Studies, nominated by it from amongst its members of whom at least one shall be a post-graduate teacher;

(v) the Director of Board of Examinations and Evaluation shall act as a Secretary of such committee.

(b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Pro- Vice- Chancellor, who shall submit the same with his recommendations, if any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees.

(c) No member of the Board of Examinations and Evaluation or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee:

Provided that, the Pro-Vice-Chancellor shall have power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available.

(4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.

(5) (a) In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;

(b) Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Director, Board of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Vice-Chancellor.

Board of  
Information  
Technology.

**49.** (1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose.

(2) The Board of Information Technology shall meet at least three times in a year.

(3) The Board of Information Technology shall consist of the following members, namely:—

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any;

(d) the Director of Board of Examinations and Evaluation;

(e) the Finance and Accounts Officer;

(f) one professor from university departments having knowledge and expertise in the domain of software and hardware, nominated by the Vice-Chancellor;

(g) two experts in the field of information and communication technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;

(h) the Registrar;

(i) the Dean of Faculty of Science and Technology shall act as a Member-Secretary.

Powers and  
duties of  
Board of  
Information  
Technology.

**50.** The Board of Information Technology shall have the following powers and duties, namely: —

(a) to plan information technology services through information technology infrastructure;

(b) to decide the annual budget of the university for creating technology related infrastructure;

(c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;

(d) to lay down the policy for networking in the various campuses of the university;

(e) to lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programmes;

(f) to advise and assist the university to create inter-university and intra-university networks for connecting university administration, departments and colleges;

(g) to assist the university to be part of the national knowledge grid;

(h) to assist the university network, for connecting it with other universities in the State;

(i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;

(j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;

(k) to monitor use of technology in administration, finances and evaluation activities of the university;

(l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;

(m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;

(n) to advise on purchase of software, hardware and networking for university departments and university system as a whole;

(o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;

(p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;

(q) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.

**51.** (1) There shall be a Board of National and International Linkages to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions.

Board of  
National and  
International  
Linkages.

(2) The Board shall meet at least three times in a year.

(3) The Board of National and International Linkages shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) one member of the Management Council, from amongst its elected members, nominated by the Vice- Chancellor;

(e) one senior professor, nominated by the Vice-Chancellor from the university post-graduate Department;

(f) two principals, of whom one shall be from autonomous or empowered autonomous colleges or empowered autonomous institutions and one shall be from affiliated colleges to be nominated by the Vice-Chancellor;

(g) one expert from industries having proven expertise about National and International linkages to be nominated by Commission;

(h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

Powers and  
Duties of  
Board of  
National and  
International  
Linkage.

**52.** The Board of National and International Linkages shall have the following powers and duties, namely:—

(a) to work on long term policy and strategy for promotion of inter-linkages with premier national and international universities and institutions;

(b) to evolve a process to collaborate with national and international agencies, universities, colleges and institutions for sharing of academic resources, running joint research and development and teaching programmes, running joint degree programmes with national and international universities, colleges and institutions;

(c) to evolve mechanism for visits of teachers or research and development scientists or experts from industry and other entities, to the university departments, colleges and institutions and vice-versa, and also to work out the details on logistic support for such visitors;

(d) to evolve mechanism for visits of teachers and students from [university departments to national and international universities or institutions] university departments, colleges and institutions to national and international universities, colleges or institutions and vice-versa, and also to work out details on budgetary provisions and logistic support for such visits;

(e) to evolve a mechanism to assist foreign students and migrant Indian students, their admissions and completion of other statutory formalities;

(f) to organize cultural and other activities such as visits of foreign students and migrant Indian students to other parts of India;

(g) to make arrangements for other logistic infrastructure, if any, created by the university for foreign students and migrant Indian students;

(h) to work out budgetary provision for activities of the Board and for providing various services to foreign students and migrant Indian students;

(i) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of National and International Linkages.

**53.** (1) There shall be a Board of Innovation, Incubation and Enterprise for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.

Board of  
Innovation,  
Incubation  
and  
Enterprise.

(2) The university shall establish an independent Centre for Innovation, Incubation and Enterprise to carry out the objectives of the Board for Innovation, Incubation and Enterprise. The Centre shall exercise the powers and perform the duties as may be assigned by the Board, from time to time.

(3) The Board for Innovation, Incubation and Enterprise shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) five prominent industrialists, nominated by Commission from manufacturing, information and communication technology, bio-sciences and technology, agro - industries and service industries;

(e) one senior manager from the lead bank of the District in which head quarter of the University is located to be nominated by Vice-Chancellor;

(f) two teachers from university departments or university institutions, who are active in innovation, research and development nominated by the Vice-Chancellor;

(g) two teachers, nominated by the Vice-Chancellor, from colleges who are active in innovation, research and development;

(h) the representative of Department of Information and Technology, not below the rank of the Deputy Secretary;

(i) the Director, Innovation, Incubation and Linkages - Member-Secretary.

(4) There shall be minimum three meetings of the Board to be conducted in the year.

**54.** The Board of Innovation, Incubation and Enterprise shall have the following powers and duties, namely:-

Powers and  
duties of  
Board of  
Innovation,  
Incubation  
and  
Enterprise.

(a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various research and development activities in university departments, colleges and various industries in the State and in other States;

(b) to create synergy through operative policy mechanism and support system for incubation of good ideas such as product, process, service and innovation, into a scalable mode so as to establish small, medium and large industries;

(c) to establish a system to support protection of intellectual property rights at national and global level;

(d) to establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;

(e) to project and plan the activities to be carried out by the Centre for Innovation, Incubation and Enterprise;

(f) to prepare annual programmes of activities of the Centre for Innovation, Incubation and Enterprise and review the same periodically;

(g) to prepare the annual budget of the Centre for Innovation, Incubation and Enterprise;

(h) to oversee and monitor the activities of the Centre for Innovation, Incubation and Enterprise;

(i) to submit an annual report of working of Centre for Innovation, Incubation and Enterprise to the Management Council;

(j) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board for Innovation, Incubation and Enterprise.

Board of  
Students'  
Develop-  
ment.

**55.** (1) There shall be a Board of Students' Development to plan and oversee the various cultural and welfare activities of the students in colleges, institutions and university departments. The activities of the Board of Student's Development shall be carried out by the Director of Students' Development.

(2) The Board of Students' Development shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) one professional, nominated by the Vice-Chancellor, in the field of Performing Arts;

(d) one professional, nominated by the Vice-Chancellor in the field of Art and Fine Arts;

(e) Two teachers, nominated by the Vice-Chancellor involved in cultural or welfare activities out of whom one shall be woman ;

(f) office bearers of University Students Council;

(g) District Co-ordinators of Culture and Student Welfare for each district to be nominated by Management Council;

(h) Director of National Service Scheme (NSS) of the University;

(i) the Director, Board of Students' Development, Member- Secretary.

Powers  
and  
Duties of  
Board of  
Student's  
Develop-  
ment.

**56.** (1) The Board of Students' Development shall have the following powers and duties, namely :-

(a) to take necessary steps for promotion of culture and students' development activities in colleges and university departments;

(b) to establish links with regional and national bodies in the various cultural activities and to promote various activities jointly with them;

(c) to take up activities in colleges and university departments to promote interest and skills for appreciation in the field of performing arts, pure art and painting skills;

(d) to hold university level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and university;

(e) to establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board of Students' Development;

(f) to devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellors Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.



(g) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Senate for approval.

(h) to devise a mechanism to implement recommendations of the Commission as regards students' development and culture.

(i) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.

(j) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students.

(k) to co-ordinate activities of National Service Scheme(NSS)and National Cadet Corps (NCC) in university and affiliated Colleges.

(l) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.

(m) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

(2) There shall be a Students' Development Cell and Students Grievance Redressal Cell in the university and in the colleges and recognized institutes to devise an operational level mechanism to assist the Students and provide for prompt redressal of students grievances. These Cells shall be as under,-

(a) Students' Development Cell,-

to assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world, personality development and healthy campus life. Such cell in the university shall be headed by Director, Students' Development. The Cell shall consist of other seven members nominated by Vice-Chancellor from amongst the Teachers on the Campus and President and Secretary of the Students Council to be the ex-officio members. There shall be Students' Development Cell in each college and recognized Institution which shall be headed by Vice-Principal or Senior Teacher Nominated by the Principal and other four members shall be nominated by the Principal to include Teachers, Female Teacher, Social Worker, Counselor and office bearers of College Students Council to be the ex-officio members.

(b) Students Grievance Redressal Cell,-

There shall be Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authorities different ways and means to minimize and prevent such grievances. The functional mechanism of working of Students Grievance Redressal Cell shall be as prescribed by Statutes, prepared in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force.

**57.** (1) There shall be a Board of Sports and Physical Education in the university to promote the culture of sports and look after sports related activities. The activities of the Board shall be carried out by the Director of Sports and Physical Education.

Board of Sports and Physical Education.

(2) The Board of Sports and Physical Education shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) three professionals, nominated by the Vice-Chancellor with established credibility in different fields of sports;

(d) District Sports Officer of the district where the University Head Quarter is located.

(e) one teacher from the university department of Physical Education, nominated by the Management Council;

(f) two sports teachers, from affiliated, conducted or autonomous colleges, nominated by the Management Council;

(g) Zonal or Divisional president (principal of the host college) and secretary (director physical education of the host college) with the tenure of one year;

(h) the President, Secretary of the University Student Council;

(i) one student member from sports of University Student Council nominated by the President of University Students Council under sub-sub clause (v) of sub-clause (b) of sub-section (4) of section 99;

(j) the Director, Sports and Physical Education - Member-Secretary.

Powers  
and  
duties of  
Board of  
Sports and  
Physical  
Education.

**58.** The Board of Sports and Physical Education shall have the following powers and duties, namely:-

(a) to take necessary steps for promotion of sports culture and activities in the field of sports in colleges and university departments;

(b) to establish links with regional and national bodies in the various sports and to promote various activities jointly with them;

(c) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Board of Sports and Physical Education;

(d) to take up activities in colleges, recognized institutions and university departments to promote interest and also skills in various sports as per the policy of the university and also national policies in the field of sports;

(e) to hold university level competitions, sports skills development camps, interactive activities and also training workshops in various sports in order to bring the society closer to the colleges, institutions and university;

(f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;

(g) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-university or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;

(h) to undertake any other task as may be assigned by the university authorities so as to carry out the objectives of the Board of Sports and Physical Education.

Board of  
Research.

**59.** (1) There shall be a Board of Research to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in university departments, colleges and recognized institutions.

(2) The Board of Research shall consist of the following members, namely :

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

- (c) the Deans of faculties and Associate Deans, if any ;
- (d) four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience; one each from pure and applied sciences and technology, humanities, commerce, accounts and finances, and interdisciplinary studies;
- (e) two teachers, nominated by the Vice-Chancellor from university departments;
- (f) two teachers, nominated by the Vice-Chancellor, from colleges or recognized institutions having a strong base in research culture;
- (g) eight eminent persons from different areas of Science, Commerce, Agriculture, Banking , Finance, Industry, Intellectual Property Rights, etc., who are conversant with the global trends as well as regional issues to be nominated by Chancellor ;
- (h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

(3) The Board of Research shall meet at least three times in a year.

**60.** The Board of Research shall have the following powers and duties, namely:- Powers and duties of Board of Research.

- (a) to work on long term policy and strategy for promotion of research culture in the university, colleges and recognized institutions;
- (b) to advise and encourage the teachers to take up research in emerging areas at individual and group level;
- (c) to promote inter-disciplinary research programmes by co-ordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure;
- (d) to encourage the university departments, colleges and recognized institutions to hold research seminars in all disciplines for the research students;
- (e) to publish research journals, monographs for different disciplines;
- (f) to decide upon policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;
- (g) to work on creation of research and development data base for work done in university departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;
- (h) to work out and initiate research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students, open distance learning and conventional education;
- (i) to make efforts and also assist the teachers, university departments, colleges and recognized institutions to raise the funds for research activities;
- (j) to work out the budget for research activities of the university;
- (k) to mobilize money from the industry for enhancing research activities;
- (l) to identify problems and issues related to the region within the jurisdiction of the university and to take special initiative to address such issues through systematic research;
- (m) to work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research;
- (n) to encourage industries to promote, adopt and participate in the basic and applied research projects;

(o) to establish central research laboratories with the help of participation of national and international industries;

(p) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Research.

Powers,  
functions  
and  
duties of  
Authori-  
ties.

**61.** The constitution, powers, functions and duties of the authorities of the university, not laid down under any of the provisions of this Act shall be as prescribed by the Statutes.

Term of  
office of  
members of  
authority.

**62.** (1) The term of every authority constituted under this Act shall commence on 1st September and shall be of five years from the said date and the term of the members of every authority shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

(2) The process of election, nomination and co-option shall be commenced at least three months before expiry of the term of the authority and shall be completed not later than 30th November in that year.

Cessation  
of  
member-  
ship.

**63.** Notwithstanding anything contained in this Act or the Statutes made thereunder, where a person, elected, nominated, appointed or co-opted, as the case may be, as an officer of university or a member of any of the authority or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of officers or members specified by or under the relevant provisions of this Act in relation to such office, authority or body, he shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.

Disqualifi-  
cation  
for mem-  
bership  
of author-  
ity.

**64.** A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an undischarged insolvent; or

(c) has been convicted of any offence involving moral turpitude; or

(d) is conducting or engaging himself in private tuitions or private coaching classes; or

(e) has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or

(f) has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or

(g) has been punished in any form, by the competent authority for committing a misconduct; or

(h) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position:

Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses.

**65.** No person shall be a member of Management Council or Chairman of Board of Studies, for a second consecutive term whether, as an elected, nominated or co-opted member, as the case may be:

Ineligibility for second consecutive term.

Provided that, any person who was the member of the Management Council of the university or Chairman of the Board of Studies, for the first time whether as elected, nominated or co-opted member, as the case may be, on the date of commencement of this Act, shall not be deemed to have enjoyed the consecutive term if he is nominated or elected or co-opted for the first time after the commencement of this Act.

**66.** Save as otherwise provided by or under the provisions of this Act, each authority of the university while acting and exercising its powers and discharging functions or duties assigned to it by or under the provisions of this Act, shall have the exclusive jurisdiction to deal with and decide the matters assigned to it and discharging functions or duties assigned to it by or under the provisions of this Act.

Conclusiveness of decision of authority.

**67.** (1) Every election to any authority or body of the university under this Act, except the elections to the post referred in clauses (a) to (e) of sub-section (2) and clauses (a) to (e) of sub-section (3) of section 99, shall be held by ballot in accordance with the system of proportional representation by means of the single transferable vote and as prescribed by the Statutes.

Election to be by proportional representation.

(2) The other details relating to elections not specified in the Act shall be as prescribed by the Statutes.

**68.** (1) A member, other than an ex-officio member, may resign by writing under his signature. A nominee of the Chancellor may resign by addressing to the Chancellor, and any other member may resign by addressing to the Vice-Chancellor. The person shall cease to be a member upon his resignation being accepted by the Chancellor or the Vice-Chancellor, as the case may be, or upon expiry of thirty days from the date of resignation, whichever is earlier.

Resignation of membership.

(2) If a person nominated, elected, appointed or co-opted to any authority or body remains absent without prior permission of the authority or body for three consecutive meetings, he shall be deemed to have vacated his membership and he shall cease to be a member from the date of the third such meeting in which he has remained absent:

Provided that, such member should have attended at least one meeting in the previous year.

**69.** (1) Save as otherwise provided by this Act, all matters with regard to the conduct of meetings of the authorities, bodies or committees, if any, constituted by the university, shall be such as may be prescribed by the Statutes.

Meeting of authorities.

(2) A meeting of an authority or body shall be convened on the date determined by the Chairperson by a notice issued by its Secretary.

(3) Except as otherwise provided, the quorum for a meeting shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(4) Where no provision is made by or under the Statutes for a President or Chairperson to preside over a meeting of any authority or body of the university or when the President or the Chairperson so provided for is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.

(5) Save as otherwise provided, all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The secretary, if not a member, shall have the right to participate in the deliberations but shall not have the right to vote.

Casual  
vacancy  
and  
Standing  
Committee  
to fill  
vacancies.

**70.** (1) When any vacancy occurs in the office of a member, other than an *ex-officio* member or, a member nominated by the Chancellor, of any authority or other body of the university except Management Council before the expiry of his normal term, the vacancy shall be filled by nomination of a person by the Standing Committee constituted under sub-section (3) who is otherwise eligible to be elected on the said authority or body from the same category.

(2) In case, any vacancy occurs in the office of a member, other than an *ex-officio* member of Management Council of the university, it shall be filled as soon as possible, by nomination or election or co-option, as the case may be, of a person by the authority, body or the officer concerned. The person so nominated, elected or co-opted shall be a person who is otherwise eligible to be nominated, elected or co-opted on the said authority or body from the same category. The person so nominated, elected or co-opted shall hold office only so long as the member in whose place he has been nominated, elected or co-opted shall have held it, if the vacancy had not occurred.

(3) The constitution of the Standing Committee for filling in the vacancies mentioned in sub-section (1) shall be as follows, namely :-

- (a) Pro-Vice-Chancellor - Chairman;
- (b) Chancellor's nominee on Management Council;
- (c) one dean nominated by Management Council;
- (d) one elected member of the Management Council nominated by that Council;
- (e) one principal nominated by Senate from amongst its members;
- (f) one teacher nominated by Senate from amongst its members;
- (g) one graduate nominated by Senate from amongst its members;
- (h) Registrar - Member-Secretary.

(4) The term of the Standing Committee shall commence on 1st September and shall be of five years from the said date. The term of the members shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

## CHAPTER V

### THE STATUTES, ORDINANCES AND REGULATIONS

Statutes  
and  
their  
subject  
matters.

**71.** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (1) conferment of honorary degrees and academic distinctions;
- (2) establishment and maintenance of the sub-campus university departments, institutions, conducted colleges, institutions of higher learning, research or specialized studies and hostels;
- (3) constitution, powers, duties and functions of authorities of the university not laid down under any of the provisions of this Act;
- (4) abolition of university departments or institutions and conducted colleges;
- (5) rules of procedure for conduct of business at the meetings of authorities of the university;



(6) appropriation of funds of the university for furtherance of the objects of the university;

(7) norms for grant of autonomy to university departments or institutions, affiliated colleges and recognized institutions, subject to the approval of the State Government;

(8) acceptance and management of trusts, bequests, donations, endowments and grants from individuals or organizations;

(9) disciplinary action against defaulting teachers, officers and other employees of the university, affiliated colleges and recognized institutions other than the colleges or institutions managed and maintained by the State Government or Central Government or local authorities;

(10) conditions of residence, conduct and discipline of the students of the university, colleges and recognized institutions, and the action to be taken against them for breach of discipline or misconduct, including the following :-

(a) use of unfair means in an examination, or abetment thereof ;

(b) refusal to appear or give evidence in any authorized inquiry by an officer in charge of an evaluation and examination, or by any officer or authority of the university ; or

(c) disorderly or otherwise objectionable conduct, whether within or outside the university ;

(11) mechanism and procedure for redressal of grievances of the students;

(12) functions and duties of Students' Council in university, colleges and recognized institutions ;

(13) procedure for conduct of elections to various authorities and bodies;

(14) conditions and procedure for grant of approval to the appointments of the teachers in the colleges and recognized institutions and suspension or withdrawal thereof ;

(15) inspection of colleges, recognized institutions, halls and hostels;

(16) procedure to be followed while granting permission for transfer of management ;

(17) Norms and Procedure to be followed while nominating members on authorities, boards and committees by the Vice-Chancellor under this Act ;

(18) norms of grant and withdrawal of affiliations to colleges and institutions ;

(19) transferring, in public interest, of the management of a college or institution by the university and the conditions for such transferring, subject to the approval of the State Government;

(20) qualifications, recruitment, code of conduct, terms of office, duties and conditions of service including periodic training and advance training, field exposure, deputation, assessment of teachers, officers and other employees of the university and affiliated colleges except those colleges or institutions which are

maintained by the State or Central Government or local authority, retirement benefits and the manner of termination of their services as approved by the State Government, provided that these shall not be in contravention of State Government policies in this regard ;

(21) procedure to be followed for purchases under sub-section (7) of section 98;

(22) any matter which is to be prescribed by Statutes or which is necessary to give effect to the provisions of this Act.

Statutes  
how  
made.

**72.** (1) The Statutes may be made, amended or repealed by the Senate in the manner hereinafter provided.

(2) The Statute Committee shall be constituted by Management Council as under :-

(a) One member of Management Council from amongst the elected members of that Council - as Chairman,

(b) One Dean,

(c) One Professor of university department or affiliated colleges,

(d) One Principal of affiliated college,

(e) Registrar of the university,

(f) Law Officer of the university as Member-Secretary.

Such Statute Committee shall prepare and propose draft Statutes concerning the matters referred to in the last preceding section and shall present to the Management Council for its recommendations to senate.

(3) The Management Council, if it thinks necessary, may obtain the opinion of any officer, authority or body of the university with regard to any draft Statute which is before it for consideration.

(4) Every Statute passed by the Senate shall be submitted to the Chancellor who may give or withhold his assent thereto or send it back to the Management Council for reconsideration. The Chancellor may send the draft Statutes to the State Government for its views, if there are implications, financial or otherwise, on the part of the State Government in the implementation of such Statutes.

(5) No Statute passed by the Senate shall be valid or shall come into force until assented to by the Chancellor.

(6) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suomotu or on the advice of the State Government, may, direct the university to make provisions in the Statutes in respect of any matter specified by him and if the Senate fails to initiate adopt the direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Senate for its inability to comply with such direction, make or amend the Statutes in that respect, suitably.

(7) The Senate may take into consideration the draft of a statute either of its own motion or on a proposal by the management council. In the case of a draft which is not proposed by the management council, the senate, before considering the same, shall obtain the opinion of the management council :

Provided that, if the management council fails to submit its opinion within three months from the date it receives the draft, the senate may proceed to take the draft into consideration.

(8) The Senate if it thinks necessary may also obtain the opinion of any officer, authority or body of the university in regard to any draft statute which is before it for consideration :

Provided that, any such draft statute pertains to academic matters, the senate shall obtain the opinion of the academic council before considering the same.

(9) The Management Council shall recommend the draft statutes to senate for approval and every statute passed by the senate shall be submitted to the Chancellor.

(10) Notwithstanding anything contained in the foregoing sub-sections, the State Government shall have power to prescribe uniform Statutes on the subjects through publication in the Official Gazette, which shall be binding on the universities.

**73.** Subject to the provisions of this Act, the Ordinances may provide for all or any of the following matters, namely :-

Ordinances and their subject matters.

(1) conditions under which students shall be admitted to courses of study for degrees, diplomas, certificates and other academic distinctions ;

(2) Norms and process of fixation of fees, other fees and charges for courses and programs to be adopted by fee fixation committee under this Act ;

(3) fees for affiliation and recognition to colleges and institutions ;

(4) conditions governing the appointment and duties of examiners ;

(5) conduct of examinations, other tests and evaluation, and the manner in which the candidates may be assessed or examined by the examiners ;

(6) recognition of teachers of the university and the conditions subject to which persons may be recognized as qualified to give instruction in the university departments, colleges and recognized institutions ;

(7) norms to be observed and enforced by colleges and recognized institutions regarding transfer of students ;

(8) The constitution, powers, duties and functions of the Equal Opportunity Cell including provisions for establishing a Cell in accordance with the provision of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995 and the guidelines and directives of the University Grants Commission issued from time to time ;

1 of 1996.

(9) Mechanism for prevention of ragging of students of university and affiliated colleges ;

(10) Mechanism for prevention of sexual harassment of teachers, employees, students of university and affiliated colleges and redressal of grievances relating to sexual harassment, incidences and penalty for those who indulge in sexual harassment, in accordance with the provisions of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013;

14 of 2013.

(11) any academic matter which, by or under this Act or the Statutes is to be prescribed by the Ordinance or which is necessary to give effect to the provisions of this Act.

Ordinances  
and  
their  
making.

**74.** (1) The Management Council may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) The Board of Deans shall prepare and propose draft Ordinances concerning the matters referred to in section 73.

(3) No Ordinance concerning academic matters shall be made, amended or repealed by the Management Council unless a draft thereof has been proposed by the Academic Council.

(4) All Ordinances made by the Management Council shall have effect from the date of the meeting or from such date as it may direct, but every Ordinance so made shall be submitted to the Chancellor within two weeks from the date of the meeting. The Chancellor shall have the power to direct the Management Council, within four weeks of the receipt of the Ordinance, to suspend its operation, and he shall, as soon as possible, inform the Management Council of his objection to it. He may, after receiving the comments of the Management Council, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

Regulations.

**75.** (1) Subject to the provisions prescribed by or under this Act, Management Council may make Regulations consistent with this Act, Statutes and Ordinances, for,-

(a) institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and for their award;

(b) collaborations with other universities, institutions and organizations for mutually beneficial academic programmes;

(c) the conditions under which students shall be admitted to courses of study for degrees, diplomas, certificates and other academic distinctions;

(d) preservation of record of the university;

(e) providing for all or any of the matters which, by or under this Act, Statutes or Ordinances, are to be or may be provided by Regulations ;

(f) all non- academic matters for which provision is, in the opinion of the Management Council, necessary for the purposes of this Act, Statutes or Ordinances.

(2) Subject to the provisions prescribed by or under this Act, the Academic Council may make Regulations relating to the academic matters, consistent with this Act, Statutes and Ordinances.

(3) The Board of Deans shall draft and place for approval of the Management Council or the Academic Council, as the case may be, the Regulations, providing for the matters referred to in sub-sections (1) and (2) and for all or any of the matters which, by or under this Act, Statutes or Ordinances, are to be or may be provided by Regulations.

**CHAPTER VI**

**MAHARASHTRA STATE COMMISSION FOR HIGHER  
EDUCATION AND DEVELOPMENT**

- 76.** (1) There shall be established the Maharashtra State Commission for Higher Education and Development. Maharashtra  
State  
Commis-  
sion for  
Higher  
Education  
and  
Develop-  
ment.
- (2) The composition of the Commission shall be as follows, namely:-
- |   |                    |
|---|--------------------|
| (a) the Chief Minister  | Chairperson ;      |
| (b) the Minister for Higher and Technical Education   | Vice-Chairperson ; |
| (c) the Minister for Finance  | Member ;           |
| (d) the Minister for Medical Education  | Member ;           |
| (e) the Minister for Industries   | Member ;           |
| (f) the Minister for Skill Development and Entrepreneurship   | Member ;           |
| (g) the Minister of State for Higher and Technical Education  | Member ;           |
| (h) the Leaders of Opposition in the State Legislative Council and Assembly   | Members;           |
| (i) three members of the Maharashtra Legislative Assembly, nominated by the Speaker of the Maharashtra Legislative Assembly   | Members            |
| (j) two members of the Maharashtra Legislative Council, nominated by the Chairman of the Maharashtra Legislative Council  | Members;           |
| (k) two eminent industrialists to be nominated by Chancellor  | Members ;          |
| (l) one eminent professional from the domain of finance or commerce or education or law and judiciary, having experience of creation of education linkages with real life situations, nominated by the Chancellor | Member ;           |
| (m) two Scientists or Technocrats or Social Leaders for their eminence in Techno-social-Development work nominated by the Chancellor  | Members;           |
| (n) one educationist having experience in reforms in the nature, role and delivery of education, nominated by the Chancellor  | Member;            |
| (o) two Vice-Chancellors of the Public and Private Universities in the State nominated by the Chancellor  | Members ;          |
| (p) two Principals nominated by the Chancellor for their contributions in linking of education with social development,   | Members ;          |
| (q) two senior eminent teachers from universities or colleges with the minimum Teaching and Research experience of fifteen years nominated by the Chancellor.   | Members ;          |

(r) the Secretary, Higher and Technical Education Department	Member ;
(s) the Secretary, Medical Education and Drugs Department	Member ;
(t) the Secretary, Planning Department	Member ;
(u) the Secretary, Finance Department	Member ;
(v) the Secretary, School Education Department	Member;
(w) the Secretary, Industries Department	Member;
(x) the Secretary, Skill Development and Entrepreneurship Development Department	Member;
(y) the Director of Technical Education	Member ;
(z) the Director of Higher Education	Member ;
(za) the Director of Medical Education and Research	Member;
(zb) the Joint Secretary, Western Regional Office of University Grants Commission	Member;
(zc) the Chief Executive Officer of the Commission	Member-Secretary :

Provided that, if the Chief Minister holds the portfolio of Higher and Technical Education, Industries, Medical Education, Skill Development and Entrepreneurship or Finance he may appoint any other Minister as a member.

(3) Term of office of the appointed members of the Commission shall be of five years and shall be co-terminus with the term of the Legislative Assembly.

(4) The Commission shall meet at least twice in a year.

(5) The Commission shall be the authority of the State Government in charge of, and responsible for, the higher education in the State. The Commission shall be the planning, monitoring, co-ordinating and evaluating authority and shall act as a think-tank for higher education, including technical, medical, management, professional education and emerging fields in the education such as Bio-Sciences and Technology and those which would emerge on the horizon of knowledge in future. The Commission shall create synergy between various stakeholders namely, the State Government, public and private universities, private skills education providers and industries.

Functions and duties of the Commission.

**77.** (1) The functions and duties of the Commission shall be as follows, namely:-

(a) to prepare guidelines for perspective plan of five years for each university for the location of colleges and institutions of higher learning in a manner ensuring equitable distribution of facilities for higher education, in consultation with the respective university ;

(b) to approve comprehensive perspective plan submitted by the university ;

(c) to advise the State Government on exploring new ways and means for raising of additional resources and allocation of funds for public and private universities, and for education information and communication technology network ;

(d) to create synergy at policy and operative level mechanism for co-existence and co-operation between different types of educational institutions in the domain of pure, technical and professional education at core and domain specific skills level in the State ;



(e) to understand and keep track of developments that are taking place at national and global level in delivery of education, use of technology in education, administration and governance of education and evolve an appropriate policy and strategy for the educational systems in the State to be in phase with these changes ;

(f) to create synergy through operative policy for research culture in pure and applied domains in all subjects in various disciplines and across different disciplines in educational institutions and also research culture needs and demands of industries ;

(g) to create a policy and strategy for sharing of academic and knowledge resources infrastructure amongst various educational institutions and the State, Central and industry research and development laboratories ;

(h) to establish and maintain educational information communication network in tandem with the national grid and also enhance the geographical reach so as to bring each and every educational institution into the educational information communication network and to keep track of technology changes and upgrade the network from time to time ;

(i) to establish linkages with National Knowledge Commission, the Ministry of Information and Communication Technology and Human Resources Development ;

(j) to create a repository of e-learning objects and virtual experiments and support material in digital format for teaching-learning processes in frontline environment ;

(k) to develop a policy and strategy for percolation of use of technology for administration, evaluation and governance of educational institutions and to promote establishment of an e-platform to carry out these tasks by use of information and communication technology ;

(l) to explore the scope for sharing research journals, research and technology reviews and other such material that enhances scope and quality of research by use of Information and Communication Technology through creation of network of various knowledge resource centers in educational and research and development institutions in the State and also at national level ;

(m) to prepare programmes in the various subjects in the sphere of higher education, keeping in view the overall priorities, perspectives and needs of the society and expectations from higher education ;

(n) to advise the State Government in respect of determining and maintaining uniformity of standards of education in the universities ;

(o) to advise on promoting co-operation and co-ordination of the various educational institutions among themselves and explore the scope for interaction between the universities on the one hand, and industry and other organizations on the other hand ;

(p) to suggest ways and means of raising additional resources for higher education from industry and other sources ;

(q) to advise on inter-university programmes for various activities undertaken by the universities ;

(r) to advise on programmes for greater co-operation and interaction and exchange of university teachers, college teachers and the teachers of university departments ;

(s) to initiate inter-university programme for various activities related to teaching, research and extension in the field of higher education ;

(t) to take into consideration various suggestions, advises and specific recommendations for making academic, administrative, governance and financial synergy more conducive for growth and sustenance of quality in colleges, educational institutions and universities, and to devise mechanisms to bring them into practice ;

(u) to devise and implement approaches for enhancing of knowledge and use of technology in teaching-learning processes for teachers ;

(v) to create platform for academicians with experience in education and research that would form a core for reforms and also operating mechanism in academic framework, course work, delivery methodologies, evaluation of students ;

(w) to make recommendations regarding performance based appraisal system using key performance indicators for principals, heads of institutions and departments and academic performance indicators for teachers in the university and institutions of higher education ;

(x) to recommend necessary steps to restructure institutions of higher learning whose performance is consistently poor in the areas of academic, governance and infrastructure ;

(y) to interact with national and global assessment and accreditation agencies and to carry systemic total quality assessment and programme-wise assessment processes in colleges, educational institutions and universities ;

(z) to create a data base of teachers, academic and industry experts, colleges, educational institutions and universities in the State ;

(za) to create a data base of Indian students by making use of the unique identification number when they join a college at entry level ;

(zb) to establish information collection and data creation cell for foreign students ;

(zc) to keep information on annual financial estimates of the universities, their generation of finances through other streams, research and development, consultancy, training-cum-skills development programmes, special programmes for foreign students and any other similar activities and to devise various streams for generation of financial resources so as to strengthen their financial position ;

(zd) to take steps and recommend to the State Government and to the universities the steps that may be taken to remove the regional imbalance, and to make higher education available to backward classes, rural and tribal communities, women and any such specified groups;

(ze) to review co-operation and interaction among all educational institutions in the State for sharing of academic and other support infrastructure and suggest ways and means to make it more efficient and effective;

(zf) to review the approach and methods adopted by the colleges and universities, both public and private, for integrating education with social development and to study the impact of such an approach on social development and suggest ways and means to make it more efficient and effective;

(zg) to consider the report of the Maharashtra State Rashtriya Uchchar Shiksha Abhiyan Council, made under sub-section (4) of section 78 ;

(zh) develop the vision plan with specific annual outcomes keeping in view the goals of academic excellence, administrative reforms and financial improvements.

(2) There shall be Board of Management to carry out the functions and duties of Commission as under

(a) Minister, Higher and Technical Education	- Chairperson ;
(b) Minister of State, Higher and Technical Education	- Vice-Chairperson ;
(c) Secretary, Higher Education and Technical Education Department-	- Member ;

- (d) Eminent Educationist of National and Global Repute nominated by the Chancellor - Member ;
- (e) Advisor, Planning and Coordination - Member ;
- (f) Advisor, Quality and Excellence Assurance - Member ;
- (g) Advisor, Open Education Resources and Teacher Training - Member ;
- (h) Advisor, Networking and Support Services - Member ;
- (i) Advisor, Finances and Resources Generation - Member ;
- (j) Advisor, Examination and Evaluation - Member ;
- (k) one renowned Industrialist nominated by Chancellor - Member ;
- (l) one Vice-Chancellor of Public Universities nominated by Chancellor - Member ;
- (m) one Professional Expert from the field of Finance, Accounting, Legal and other allied area nominated by Chancellor - Member ;
- (n) one Principal of NAAC accredited A graded College with proven excellence nominated by Chancellor - Member ;
- (o) one Professor from University or College nominated by Chancellor - Member ;
- (p) the Director of Higher Education - Member ;
- (q) the Director of Technical Education - Member ;
- (r) the Chief Executive Officer of Commission - Member-Secretary.

(3) There shall be a Secretariat of the Commission which shall be responsible for administration of the Commission and for execution of the policies, plans and recommendations of the Commission. The Secretariat shall consist of the Chief Executive Officer, other officers and staff as may be required.

(4) The Chief Executive Officer of the commission shall be appointed by the Government and work directly under the superintendence, direction and control of the State Government.

(5) The emoluments, terms and conditions of service qualification and mode of appointment of the Chief Executive Officer and the staff of the Secretariat shall be such as may be determined by the State Government.

(6) The Chief Executive Officer shall,-

(i) be the principal executive officer of the Secretariat of the Commission responsible for carrying out all functions and duties of the Commission;

(ii) lead, oversee and monitor the administration and entire activities of the Secretariat and the Commission;

(iii) be responsible for execution of the policies, plans and recommendations of the Commission;

(iv) establish technology driven operational mechanism for execution of policies, plans and recommendations of the Commission;

(v) establish linkages and co-ordination with Vice-Chancellors of public and private universities, principals and management of all educational institutions in the State ;

(vi) convene meeting of the Commission as per the directions of the Chancellor;

(vii) convene seminars, workshops, meetings as may be necessary to fulfill and carry out the function and duties of the Commission;

(viii) prepare annual financial estimates and statement of financial requirements for the Commission for submission to the Department of Higher Education.

(ix) prepare annual report, annual audit reports of the Commission;

(x) get accounts of the Secretariat and the Commission audited regularly;

(xi) be the appointing and disciplinary authority of the officers and other staff of the Secretariat working under him;

(xii) prepare rules of terms and conditions of service for employees of the Secretariat;

(xiii) exercise such other functions, powers and duties as may be conferred upon him by the Chancellor;

(xiv) do all such activities so as to fulfill objectives, functions and duties of the Commission;

(xv) undertake any other task as may be assigned by the Commission and the State.

(7) The selection and appointment of Advisors on the Board of Management shall be as specified by the State Government by an order published in the OfficialGazette.

(8) Nothing in this section shall empower the Commission to carry out any executive functions in the management of the affairs of the university.

Maharashtra  
State  
Rashtriya  
Uchhatar  
Shiksha  
Abhiyan  
Council.

**78.** (1) There shall be a Council to be called as the Maharashtra State RashtriyaUchhatrarShikshaAbhiyan Council (hereinafter referred to as "RUSA").

(2) The Council under sub-section (1) shall be a body corporate, having perpetual succession and a common Seal and may by the name sue or be sued.

(3) The State Government may, by notification in the OfficialGazette specify the composition, functions and responsibilities of the council under sub-section (1), which shall be in conformity with the guidelines of RUSA of the Government of India :

Provided that, every such notification shall be laid as soon as may be, after it is issued, before each House of the State Legislature.

(4) The Council under sub-section (1) shall forward a yearly report of its activities, to the Commission under section 76.

## CHAPTER VII

### GRIEVANCES OF TEACHERS AND EMPLOYEES

**79.** (1) There shall be a Grievances Committee in each university to deal with all types of grievances ; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority ; which are not within the jurisdiction of the University and College Tribunal.

Grievances Committee.

(2) The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

(3) The Grievances Committee shall consist of the following members, namely :-

(a) retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor - Chairperson ;

(b) one Dean, nominated by the Vice-Chancellor;

(c) Chancellor's nominee on the Management Council;

(d) Registrar;

(e) one teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;

(f) Law Officer of the University - Member-Secretary.

(4) The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.

(5) The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.

(6) The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.

(7) It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties.

**80.** (1) There shall be one or more university and college tribunals for one or more universities in the State, governed by this Act as well as the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983, the Maharashtra Animal and Fishery Sciences University Act, 1998 and the Maharashtra University of Health Sciences Act, 1998, for adjudication of disputes between the employees of these universities and their respective university and between the employees of the affiliated or autonomous colleges or recognized institutions of these universities, other than those managed and maintained by the State Government, Central Government or local authority and their respective managements, with regard to the matters specified in sub-section (1) of section 81.

University and College Tribunal.

(2) The Tribunal shall consist of the Presiding Officer, to be appointed by the State Government.

(3) A person shall not be qualified to be appointed as a Presiding Officer of a Tribunal, unless,-

(a) he is or has been a Judge of High Court; or

(b) is qualified to be appointed as a Judge of High Court:

Mah. XLI of 1983  
Mah. XVII of 1998  
Mah. X of 1999.

Provided that, a person to be appointed under clause (b) shall be from amongst the panel of three persons recommended by the Chief Justice of High Court of Judicature at Bombay.

(4) The appointment of a person as a Presiding Officer of the Tribunal shall be on a full time basis and for such period not exceeding three years in aggregate, as the State Government may, from time to time, in each case decide.

(5) The remuneration and other conditions of service of the Presiding Officer shall be as determined by the State Government.

(6) The university shall make available to the Tribunal such ministerial staff as may be necessary for the discharge of its functions under this Act.

(7) All expenditure on account of the remuneration, pension, provident fund contribution, leave allowance and other allowances and facilities which may be admissible to the Presiding Officer and the staff placed at his disposal shall be borne by the university or universities in such proportion as the State Government may by order specify.

(8) The Presiding Officer may, by writing under his signature resign from his office and shall cease to hold his office on the acceptance of his resignation by the State Government or from the date of expiry of thirty days from the date of resignation, whichever is earlier.

(9) If any vacancy other than a temporary vacancy, occurs in the office of Presiding Officer of a Tribunal, the State Government shall, as soon as possible but in any case within three months, appoint another qualified person to fill the vacancy. In case of a temporary vacancy, the State Government may give the charge to the Presiding Officer of the other Tribunal until the Presiding Officer resumes duty. Any proceedings pending before the former Presiding Officer may be continued and disposed of by his successor from the stage at which they were when the vacancy occurred.

Right of  
appeal.

**81.** (1) Notwithstanding anything contained in any law or contract for the time being in force, any teacher or other employee in the university governed by this Act or in affiliated college or recognized institution of any of these universities, other than that managed and maintained by the State Government, Central Government or a local authority, who is-

(a) dismissed or removed or whose services are otherwise terminated or who is compulsorily retired or who is reduced in rank by the university or management and who is aggrieved; or

(b) aggrieved by the decision of the Grievances Committee established under this Act;

shall have a right of appeal and any appeal against any such order or decision shall lie to the Tribunal:

Provided that, no such appeal shall lie to the Tribunal in any case where the matter has already been decided or pending before a court or Tribunal on the date of commencement of this Act or where the order of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, or decision of the Grievances Committee was passed at any time before the date on which this Act comes into force and in which case the period for filing an appeal has expired.

(2) Such appeal shall be made by the employee to the Tribunal, within thirty days from the date of receipt by him of the order of dismissal, removal, otherwise termination of services, compulsory retirement or reduction in rank, or of decision of the Grievances Committee, as the case may be:

Provided that, where such order was made before the date of commencement of this Act, such appeal may be made if the period of thirty days from the date of receipt of such order or decision has not expired.



(3) Notwithstanding anything contained in sub-section (2), the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty days, if it is satisfied that the appellant had sufficient cause for not preferring the appeal within that period.

(4) Every appeal shall be accompanied by a fee as prescribed which shall not be refundable and shall be credited to the university fund:

Provided that, it shall be lawful for the State Government to revise, by notification in the *Official Gazette*, such fees as it may deem fit, from time to time.

**82.** (1) For the purposes of hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in an appellate court under the Code of Civil Procedure, 1908, and shall also have the power to stay the operation of any order against which an appeal is made, on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this Act.

General power and procedure of Tribunal.

(2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.

(3) Every appeal shall be decided as expeditiously as possible. In every case, endeavor shall be made by the Tribunal to decide an appeal within three months from the date on which the Tribunal receives it. If the Tribunal is unable to dispose of any appeal within this period, it shall record the reasons therefor.

**83.** (1) On receipt of an appeal, where the Tribunal after giving reasonable opportunity of being heard to both parties, is satisfied that the appeal does not pertain to any of the matters specified in sub-section (1) of section 81 or is not maintainable, or there is no sufficient ground for interfering with the order of the university or management or decision of the Grievances Committee, it may dismiss the appeal.

Powers of Tribunal to give appropriate relief and directions.

(2) Where the Tribunal, after giving reasonable opportunity to both the parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, or the decision of the Grievances Committee, was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper, the Tribunal may set aside the order of the university or the management, or decision of the Grievances Committee, as the case may be, partially or wholly, and direct the university or the management,-

- (a) to reinstate the employee on the same post or on a lower post as it may specify;
- (b) to restore the employee to the rank which he held before reduction or to any lower rank as it may specify;
- (c) to give arrears of emoluments, dues and other monetary benefits to the employee for such period as it may specify;
- (d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, as the case may be;
- (e) where it is decided not to reinstate the employee or in any other appropriate case, to give such sum to the employee, not exceeding his emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or
- (f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.

(3) It shall be lawful for the Tribunal to recommend to the State Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the university or, as the case may be, the management and be paid to the employee directly.

(4) Any direction issued by the Tribunal under sub-section (2) shall be communicated to both parties in writing and shall be complied with by the university or management within the period specified in the direction, which shall not be less than two months from the date of its receipt by the university or management.

Decision of  
Tribunal to  
be final  
and binding

**84.** Notwithstanding anything contained in any law or contract for the time being in force, the decision of the Tribunal on an appeal entertained and disposed of by it shall be final and binding on the employee and the university or management, as the case may be, and no suit, appeal or other legal proceeding shall lie in any court or before any other Tribunal or authority, in respect of the matters decided by the Tribunal.

Penalty to  
manage-  
ment for  
failure to  
comply  
with  
directions  
of Tribunal.

**85.** (1) If the university or management, as the case may be, fails, without any reasonable cause, to comply with any direction issued by the Tribunal under section 83 within the period specified in the direction, or within such further period as may be allowed by the Tribunal, the university or management, as the case may be, shall on conviction, be punished-

(a) for the first contravention, with fine which may extend to one lakh rupees:

Provided that, in the absence of special and adequate reasons to the contrary to be recorded in the judgment of the Tribunal, the fine shall not be less than ten thousand rupees;

(b) for the second and subsequent contraventions, with fine which may extend to five lakh rupees for each such contravention:

Provided that, in the absence of special and adequate reasons to the contrary to be recorded in the judgment of the Tribunal, the fine shall not be less than five thousand rupees:

Provided further that, when the direction issued by the Tribunal is not complied with, within the period stipulated in the direction or within such further period as allowed by the Tribunal, and when the contravention is a continuing one, the convicted person shall be punished with a further fine of rupees five hundred per day during which such contravention continues after conviction.

(2) (a) Where the university or, as the case may be, management committing the contravention under this section is a society, every person who at the time such contravention has been committed, was in charge of and was responsible to the society, for the conduct of the affairs of the society, as well as the society, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that, nothing contained in this sub-section shall render any person liable to the punishment, if he proves that the contravention was committed without his knowledge or that he had exercised all the diligence to prevent commission of such contravention.

(b) Notwithstanding anything contained in clause (a), where the contravention has been committed by a society and it is proved that the contravention has been committed with the consent or connivance of, or is attributable to any neglect on the part of the Management Council of the university or any president, chairperson, secretary, member, principal or manager or other officer or servant of the society, such Management Council, president, chairperson, secretary, member, principal or manager or other officer or servant concerned, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly.

*Explanation.-* For the purposes of this section, society means a society registered under the Societies Registration Act, 1860 or a public trust registered under the Maharashtra Public Trusts Act, or any other body corporate, and includes an association or body of persons, by whatever name called, under whose management one or more colleges or institutions are conducted and admitted to the privileges of the university.

XXI of  
1860.  
XXIX  
of  
1950.

## CHAPTER VIII

### ADMISSIONS, EXAMINATIONS, EVALUATION AND OTHER MATTERS RELATING TO STUDENTS

**86.** Subject to the reservation policy of the State Government for the weaker sections of the society, admissions to all courses in the university departments, affiliated colleges and recognized institutions shall be made on the basis of competitive merit in accordance with the rules, if any, made by the State Government and published in the *Official Gazette*, or Ordinances made by the university: Admissions.

Provided that, where model rules have been framed by the State Government in the interest of students throughout the State, the university shall adopt the same and such rules shall be published by the university before the commencement of the academic session:

Provided further that, having regard to the maintenance of discipline, the authority concerned shall have the power to refuse admission to a student, except at the entry point of any academic programme.

**87.** All the disputes relating to admissions to University Departments, affiliated colleges or recognized institutions shall be adjudicated by the University Students Grievance Redressal Cell as per sub-clause (b) of sub-section (2) of section 56. Disputes Relating to Admission.

**88.** Before the end of each academic year, the university shall prepare and publish a schedule of examinations for the next academic year and choice based credit system of evaluations for each and every course where ever applicable, conducted by itself or by any affiliated college or recognized institutions within its jurisdiction and shall strictly adhere to the schedule. Failing which the concerned authority or officer of the university shall have to make a reasoned report to Chancellor's Office within thirty days and the directions or decisions of the Chancellor in this regard shall be final and binding. Examinations and evaluation.

*Explanation. I.-* "Schedule of Examinations" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.

*Explanation. II.-* "Choice based credit system" means an evaluation wherein modules taken by students shall be assessed immediately upon completion of required academic work as a part of continuous assessment or at the end of a semester:

Provided that, in case the university is unable to follow the said schedule due to reasons and circumstances beyond its control it shall, as soon as practicable, submit a report to the Chancellor and to the State Government incorporating the detailed reasons for making a deviation from the published schedule.

**89.** The university shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days thereof : Declaration of results

Provided that, if for any reasons whatsoever, the university is unable to finally declare the results of any examination and evaluation within the aforesaid period of forty-five days, Director, Board of Examinations and Evaluation shall prepare a detailed report incorporating the reasons for such delay submit the same through Vice-Chancellor to Chancellor and to the State Government, and the direction of the Chancellor in this regard shall be final and binding.

**90.** No examination or evaluation or the results of an examination or evaluation shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in sections 88 and 89, as the case may be. Examinations and evaluation not invalid for non-compliance with schedule.

**91.** The university shall frame appropriate Statutes, Ordinances and Regulations to ensure that the students selected to represent their classes, colleges or the university, as the case may be, for sports, culture and all other extra-curricular activities are selected entirely on the basis of merit, through open merit competition alone and on no other basis. Sports and extra-curricular activities.

**CHAPTER IX****COMMITTEES AND COUNCILS**

Committees and Councils. **92.** The following shall be the Committees and Councils constituted under this Act, namely:-

- (i) Advisory Council;
- (ii) Finance and Accounts Committee ;
- (iii) Internal Quality Assurance Committee;
- (iv) Knowledge Resource Committee ;
- (v) College Development Committee ;
- (vi) Purchase Committee ;
- (vii) Students' Council ;
- (viii) Buildings and Works Committee ;
- (ix) Fee Fixation Committee; and
- (x) Alumina Committee.

Advisory Council.

**93 . (1)** The Advisory Council shall consist of following members -

(a) to be nominated by the Chancellor,-

(i) An eminent industrialist who has proven wide experience in the changing scenario of opportunities for youth and global trends in academy - industry interaction - Chairman;

(ii) An eminent scientist of repute with experience of working with national and global entities that deal with policy and approaches in research and development - Member;

(iii) An eminent social leader who has experience of working with the masses and understands the linkages between education and social transformations - Member;

(iv) An eminent educationist who is conversant with new trends in the world of higher education - Member;

(v) An Information Communication Technology (ICT) expert who has wide experience at the national and international level in the in higher and professional education - Member;

(b) ex-officio :

(vi) the Vice-Chancellor - Member;

(vii) the Pro Vice-Chancellor -Member- Secretary;

(2) The powers and duties of the Council shall be as follows:-

(i) to advise to the Vice-Chancellor through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as to make a University academically vibrant, administratively efficient and financially a strong system;

(ii) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society;

(iii) to advise the University regarding strategic perspective planning ;

(iv) to take up any other task that the Chairman of the Council shall find of importance for the growth of the University;

(v) to make periodic report on the development, progress, working of University to the Chancellor ;

(vi) to keep track of various reforms and policies thereon as devised by the Commission.

(3) The Advisory Council shall meet at least two times in a year.

**94.** (1) There shall be a Finance and Accounts Committee to plan, coordinate and oversee the financial operations of the university. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

Finance and  
Accounts  
Committee.

(2) The Finance and Accounts Committee shall consist of the following members, namely:-

(a) the Vice-Chancellor-Chairperson ;

(b) the Pro-Vice-Chancellor ;

(c) the Director of Accounts and Treasuries or his representative, not below the rank of Deputy Director of Accounts and Treasuries ;

(d) the Chancellor's nominee from the Management Council ;

(e) one person from the Academic Council, nominated by the Vice-Chancellor ;

(f) two experts nominated by the Management Council, one of whom shall be a Chartered Accountant who is an expert in the field of accounting and auditing and the other shall be an expert in the area of finance ;

(g) the Registrar ;

(h) the Finance and Accounts Officer - Member-Secretary.

(3) The quorum for a meeting of the committee shall be four.

(4) All members of the committee other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

(5) The committee shall meet at least four times in a year

(6) The Finance and Accounts Committee shall,-

(a) examine and consider Annual Statement of Accounts, Audited final statement of accounts and Audit Report and its compliance report, and the annual financial estimates to be presented by the Finance and Accounts Officer and recommend the same to the Management Council and thereafter to the Senate for Approval ;

(b) examine the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available ;

(c) recommend to the Management Council the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the university, including the proceeds of loans for productive work ;

(d) recommend to the Management Council productive investment and management of university assets and resources ;

(e) explore the possibilities of, augmenting further the resources for the development of the university ;

(f) take necessary steps to have the university accounts audited by auditors appointed by the Management Council ;

(g) advise the Management Council on matters related to the administration of the property and the funds of the university ;

(h) ensure proper implementation of the orders issued by the State Government from time to time, in respect of funds, assets, and other resources received from the State Government ;

(i) advise on financial matters referred to it by the Management Council, Academic Council or any other authority, body or committee or any officer of the university ;

(j) report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice so that he may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Management Council ;

(k) ensure that the annual accounts of the university, colleges and institutions are open for audit by the auditors appointed by the State Government ;

(l) study various reforms suggested by the Commission for management of financial resources, maintenance of accounts and use of modern technologies to enhance the efficiency in accounts maintenance and audit procedures ;

(m) carry out any other functions and tasks as may be assigned by the university authorities.

Internal  
Quality  
Assurance  
Committee.

**95.** (1) There shall be an Internal Quality Assurance Committee in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.

(2) The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(3) The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.

(4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.

(6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

Knowledge  
Resource  
Committee.

**96.** (1) There shall be a Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university.

(2) The Knowledge Resource Committee shall consist of the following members, namely :-

(a) the Vice-Chancellor - Chairperson ;

(b) one Dean of faculty, nominated by the Vice-Chancellor ;

(c) one head of the university department or university institution nominated by the Vice-Chancellor ;

(d) two members nominated by the Vice-Chancellor, of whom one shall be from industry and the other shall be librarian from a national level organization ;

(e) the Registrar ;

(f) the Finance and Accounts Officer ;

(g) the Director Knowledge Resource Center - Member - Secretary.

(3) All nominated members of the Knowledge Resource Committee, other than the ex-officio members, shall hold office for a period of three years.

(4) The Knowledge Resource Committee shall meet at least three times in a year.



(5) The Knowledge Resource Committee shall,-

(a) provide for proper organization and support for the functioning of the Knowledge Resource Centre, documentation services and maintenance of records in analogue and digital form ;

(b) provide the approach and operational plan for modernization and improvement of Knowledge Resource Centre and documentation services in both analogue and digital format ;

(c) recommend to the Academic Council fees and other charges for the services and use of the Knowledge Resource Centre by students and others ;

(d) prepare the annual budget and proposal for development of the Knowledge Resource Centre for approval of the Management Council ;

(e) submit the annual report on the functioning of the Knowledge Resource Centre to the Vice-Chancellor ;

(f) establish a network with regional, national and international libraries and information centers ;

(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university ;

(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre.

**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 :- College Development Committee.

(a) Chairperson of the management or his nominee ex-officio Chairperson ;

(b) Secretary of 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 ;

(h) President and Secretary of the College Students' Council;

(i) Principal of the college or head of the institution - Member - Secretary.

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely:-

(a) Principal of the college or head of the institution - Chairman.

(b) Joint Director designated by the Director of Higher Education, ex-officio Member ;

(c) three teachers in the college or recognized institutions, elected by the full-time approved teachers from amongst themselves;

(d) one non-teaching employee, elected by the regular non-teaching staff from amongst themselves ;

(e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;

(f) Co-ordinator, Internal Quality Assurance Committee of the college, ex-officio;

(g) President and Secretary of the College Students' Council ; and

(h) one head of department, nominated by the principal or the head of the institution - Member Secretary .

(3) The College Development Committee shall meet at least four times in a year.

(4) 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.

(5) 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.

**98.** (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time. Purchase Committee.

(2) The committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson ;

(b) the Pro-Vice-Chancellor ;

(c) Chancellor's nominee on Management Council ;

(d) two heads of university departments or university institutions nominated by the Management Council ;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council.

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry ;

(g) the Registrar ; and

(h) the Finance and Accounts Officer - Member - Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than ex-officio members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

**99.** (1) There shall be a University Students' Council as specified in clause (b) of sub-section (4), a university department Students' Council for the departments of the university and a college Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities. Students Council.

(2) The University Department Students' Council shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(e) one student from each department, elected by an electoral college consisting of students who are engaged in full time studies in that department ;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Vice-Chancellor from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) Director, Students' Development shall be an ex-officio member.

(3) The College Students' Council for each institution, conducted college or affiliated college shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in that college ;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral college consisting of students who are engaged in full time studies in that college;

Provided that the University shall decide the category of reservation for each college for the purpose of this clause by drawing lots;

(e) one student from each class, elected by an electoral college consisting of students who are engaged in full time studies in that class;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Principal from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria ;

(g) one senior teacher as coordinator of the Students' Council appointed by the principal of the college and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.

(4) (a) There shall be University Students' Association consisting of the following members, namely :-

(i) Presidents of the University Department Students' Council and each College Students' Council ;

(ii) Secretaries of the University Department Students' Council and each College Students' Council ;

(iii) Lady representatives of the University Department Students' Council and each College Students' Council ;

(iv) Student representatives, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes of the University Department Students' Council and each College Students' Council.

(b) The University Students' Council shall consist of the following members, namely :-

(i) President, elected by the members of University Students' Association from amongst themselves ;

(ii) Secretary, elected by the members of University Students' Association from amongst themselves ;

(iii) one Lady Representative, elected by the members of University Students' Association from amongst themselves ;

(iv) one Representative belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, by rotation, elected by the members of University Students' Association from amongst themselves ;

(v) one student each from (a) National Service Scheme, (b) National Cadet Corps (c) Sports and (d) Cultural activities nominated by the President of the University Students' Council in consultation with the Director, Students' Development from amongst the students of the University Departments and affiliated colleges who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities respectively on the basis of prescribed criteria ;

(vi) Director Board of Student Development, Director Sports and Physical Education, Director Board of Lifelong Learning and extension shall be permanent invitees.

(5) The first meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he may deem fit.

(6) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full time student.

(7) During the period of election no person, other than a student on the rolls of college or institutions or University, shall be permitted to take part in the election process in any capacity. Any student or a candidate violating this condition shall be liable for disciplinary action against him in addition to the revocation of his candidature.

(8) The budget, frequency of meeting of the University Department Students' Council, Students' Council for each institution, conducted college or affiliated college and University Students' Council shall be as may be prescribed by the Statutes.

(9) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.

(10) One third of the members of the Students' Council shall constitute the quorum. The procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed by the Statutes. The Council shall meet at least once in every three months.

(11) The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the *Official Gazette*.

(12) The provisions of this sections shall come into effect from such date after issuing the order under sub-section (11), as specified by the State Government in such order.

**100.** (1) There shall be a Buildings and Works Committee to carry out several minor and major infrastructure development activities of the university efficiently and in a time bound manner.

Building and Works Committee.

(2) The Buildings and Works Committee shall consist of the following members namely :-

(a) the Vice-Chancellor - Chairperson ;

- (b) the Pro - Vice - Chancellor ;
  - (c) Chancellor's nominee on the Management Council ;
  - (d) Chief Engineer of the Public Works Department in charge of the region in which the university is situated, or his nominee not below the rank of Executive Engineer from that region ;
  - (e) one eminent engineer, nominated by the Vice-Chancellor from the private sector ;
  - (f) an eminent Architect, nominated by the Vice-Chancellor from the private sector ;
  - (g) the Registrar ;
  - (h) the Finance and Accounts Officer ;
  - (i) the Executive Engineer of the University - Member-Secretary.
- (3) All members of the committee, other than ex- officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.
- (4) If any vacancy occurs in the office of a member, the same shall be filled within one month by the Vice-Chancellor 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.
- (5) The Buildings and Works committee shall,-
- (a) under direction and overall superintendence of the Management Council, be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department ;
  - (b) accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work ;
  - (c) recommend and obtain administrative approval and expenditure sanction of the Management Council in respect of all minor and major works ;
  - (d) recommend to the Management Council through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;
  - (e) prepare a panel of ten to twelve Architects and other specialized consultants of proven experience and merit for the university works and get the same approved by Management Council. Such panel shall be subject to the approval of the Chancellor who may make such modifications in it as he deems fit ;
  - (f) on getting administrative approval and expenditure sanction of the Management Council to minor and major works, to get the plans and estimates of such works prepared from the Executive Engineer of the university or the Architect selected for a project, borne on the panel of approved Architects of the university ;
  - (g) maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works ;
  - (h) be responsible for making technical scrutiny as may be considered necessary by it ;
  - (i) be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works ;
  - (j) exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period ;
  - (k) ensure that the Executive Engineer of the university certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works ;
  - (l) associate and deliberate with the consulting Architects, as and when necessary;



(m) settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works :

Provided that, the rates or claims or disputes shall be settled by the Public Works Department in respect of major works entrusted to that Department, subject to the condition that if the decision in respect of any such claims or disputes is likely to cause excess over the approved estimated cost of the project, prior sanction of the Management Council shall be obtained to such an excess amount ;

(n) exercise such other powers and perform such other duties as may be conferred upon it by the Statutes.

(6) The Chairperson of the committee shall, in respect of maintenance and minor works, have the power to sanction the payment of monthly Running Account Bills of a work, subject to such bill having been examined by the Architect, where appointed, and certified as 'fit for payment' by the Executive Engineer of the university. The bills so paid shall be put up for approval of the committee at its next meeting.

(7) If there are reasonable grounds for the Chairperson of the committee to believe that there is an emergency which requires immediate action to be taken, he may exercise the powers of the committee. Such cases shall be reported by the Chairperson at the next meeting of the committee.

(8) Procedure for the execution of all types of works in the university and procedure for conduct of business at the meetings of the committee shall be as prescribed by the Statutes.

**101.** (1) There shall be a Fee Fixation Committee to work out the real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, colleges and recognized institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities. Fee fixation Committee.

(2) The Fee Fixation Committee shall decide the tuition fees, other fees and charges for various courses or programmes as recommended by the board of Deans, and recommend it to the academic Council for approval.

(3) The Fee Fixation Committee shall consist of the following members, namely :-

(a) a retired Vice-Chancellor or an eminent educationist having wide experience in the field of education, who shall not be connected with the university or any college or institution under its jurisdiction as the Chairperson ;

(b) the Dean of the faculty concerned ;

(c) Chancellor's nominee on the Management Council ;

(d) one finance expert nominated by the Vice-Chancellor, preferably a Chartered Accountant, not connected with the university or college or institutions under its jurisdiction ;

(e) one legal expert nominated by the Vice-Chancellor, not connected with the university or college or institution under its jurisdiction ;

(f) Registrar or his nominee not below the rank of Deputy Registrar - Member Secretary.

(4) The quorum for a meeting of the committee shall be three.

(5) All members of the committee, other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

(6) Notwithstanding anything contained above, the State Government may evolve the Statutory Mechanism of fixation and regulation of fees which shall be binding on different types of colleges and recognized institutions as specified by the State Govt. in this regard.

(7) The tuition fees, other fees, and charges for various courses or programmes as recommended by fee fixation committee and finally approved by the Academic Council

shall be applicable in general. Provided that, any college or recognized institution other than autonomous college and autonomous institution and those managed and maintained by the State Government, Central Government and Local Authorities which intends to charge different fees other than those prescribed and approved by Academic Council may submit the proposal to the fee fixation committee and the fee fixation committee shall decide the tuition fee, other fees and charges for the specific course or programme for such college or institution on the basis of assessment and evaluation of different additional facilities provided by such applicant college or recognized institutions. The decision of fee fixation committee in this regard shall be final and binding on the applicant college or institution.

(8) The committee shall meet at least twice a year to examine and consider the fee fixation proposals on the basis of the norms as prescribed in Ordinance, and shall hold as many meetings as needed. The committee shall decide tuition fees, other fees and charges for various courses or programmes, at least six months before the commencement of academic year.

Selection  
and appoint-  
ment of  
university  
teachers.

**102.** (1) Subject to the provisions of this Act, Statutes and Ordinances, the Vice-Chancellor shall appoint according to the order of merit and recommendations made by the selection committee, a university teacher.

(2) The selection committee for making recommendations for appointment of university teachers shall consist of the following members :-

(a) the Vice-Chancellor or the Pro-Vice-Chancellor upon directions of the Vice-Chancellor-Chairman ;

(b) one person, not below the rank of professor, nominated by the Chancellor ;

(c) the Dean of the Faculty concerned as a Member Secretary ;

(d) the Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor ;

(e) not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected ;

(f) one person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes, nominated by the Chancellor ;

(g) one principal who is a member of Management Council to be nominated by the Management Council;

(h) Director, Higher Education or his nominee not below the rank of Joint Director ;

(i) Director, Technical Education or his nominee not below the rank of Joint Director ;

Provided that, a head referred to in clause (d), who is an Associate Professor shall be a member of the selection committee for the selection to the Assistant Professor.

(3) Every post of a university teacher, to be filled by selection, shall be duly and widely advertised, according to the draft approved by the Vice-Chancellor, together with particulars of the minimum and additional qualifications, as prescribed, the emoluments and number of posts to be filled, the number of posts which are reserved for the members of the Scheduled castes or Scheduled Tribes or De-notified Tribes (VimuktaJatis) or Nomadic Tribes or Other Backward Classes, to be determined by the Vice-Chancellor on the recommendation of the Board of University Department and Inter Disciplinary Studies, and reasonable time, shall be allowed within which the applicants may, in response to the advertisement, submit their applications.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, be in given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting :

Provided that, for the post of professor, the selection committee may in preference to the candidates who have applied and appeared before it, recommend for appointment, with all the requisite details, the name of any other person who may not have applied or appeared before it, but who is duly qualified and has to his credit exceptionally high academic achievements or proficiency in the specialization or has extraordinary academic contribution, to be recorded in writing.

(5) The quorum to constitute a meeting of every selection committee shall be four members, of whom at least two shall be persons nominated under clause (e) of sub-section (2).

(6) If, on petition by any person directly affected, or suomotu, the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the teachers whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such teacher, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

(7) Any order made by the Chancellor, under the last preceding sub-section shall be final and a copy of the order shall be served on the teacher concerned by the Vice-Chancellor within three days from its receipts.

(8) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university.

(9) The Vice Chancellor shall before proceeding to fill in the vacancies of aided University Teachers in accordance with the prescribed procedure shall ascertain from Director of Higher Education whether there is any suitable person available on the list of surplus aided University teachers as maintained by the Director of Higher Education for absorption in other Universities and in the event of such aided teacher being available, the Vice chancellor shall appoint that teacher.

**103.** (1) Where an appointment is to be made on a temporary vacancy of teacher of the university because of resignation, leave or any reason, whatsoever, the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee in accordance with the provisions of section 102. The quorum for the selection committee shall be three:

Filling temporary vacancies of university teachers.

Provided that, if, the vacancy is for a period of less than one year or if, the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill in the vacancy immediately, he may make the appointment of person duly qualified, for a period not exceeding one year on the recommendation of a local selection committee.

(2) Local selection committee shall consist of the following members, namely:-

- (a) the Vice-Chancellor, Chairperson;
- (b) the Dean of the faculty concerned;
- (c) the head of the department concerned;

(d) one expert nominated by the Vice-Chancellor :

Provided that, where the head of the department is also the Dean, the Vice-Chancellor shall nominate two persons instead of one;

(e) one member, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(f) one principal or professor who is a member of Management Council to be nominated by the Management Council ;

(g) the Director, Higher Education or his nominee, not below the rank of Joint Director of Higher Education; and

(h) the Director, Technical Education or his nominee, not below the rank of Joint Director of Technical Education:

Provided that, before the expiry of one year as aforesaid, the Vice-Chancellor shall take steps to fill up the post by appointment in accordance with the provisions of section 102.

Appointment  
and selection  
of principal  
of conducted  
colleges.

**104.** The selection committee for selection of Principals of conducted colleges or directors or heads of university institutions or post-graduate centres or sub-centres maintained by the university, shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) Chancellor's nominee on the Management Council;

(c) two experts, nominated by the Management Council and one expert nominated by the Academic Council, who are not connected with the university, colleges or institutions under its jurisdiction;

(d) one member belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) one principal who is a member of Management Council to be nominated by the Management Council;

(f) the Director, Higher Education or his nominee, not below the rank of Joint Director of Higher Education;

(g) the Director, Technical Education or his nominee, not below the rank of Joint Director of Technical Education.

Selection  
committees  
for officers  
and  
employees of  
university  
principals,  
teachers and  
other  
employees of  
affiliated  
colleges.

**105.** (1) There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts of-

(a) Deans;

(b) Directors of Sub-Campuses of the university;

(c) Registrar;

(d) Director, Board of Examinations and Evaluation;

(e) Finance and Accounts officer;

(f) Director of Sports and Physical Education;

(g) Director of Innovation, Incubation and Linkages;

(h) Director of Lifelong Learning and Extension.

(2) The Selection Committee shall consist of-

(a) the Vice-Chancellor, Chairperson;

(b) the Chancellor's nominee on the Management Council;

(c) two experts having special knowledge in the field related to the post to be filled, who are not connected with the university or affiliated college or recognized institution under its jurisdiction, nominated by the Chancellor;

(d) one person belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes, or Other Backward Classes, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) one elected principal or teacher who is a member of Management Council to be nominated by the Management Council;

(f) the Director of Higher Education or his nominee, not below the rank of the Joint Director of Higher Education;

(g) the Registrar, Member-Secretary :

Provided that, where he himself is a candidate for the post then in such case, the Pro-Vice-Chancellor shall be the Member-Secretary.

(3) All posts, mentioned in sub-section (1) shall be duly and widely advertised.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, being given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting.

(5) In case of appointment to the post referred to in sub-section (1), if, on petition by any person directly affected, or suomotu, the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the person whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such person, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

(6) Any order made by the Chancellor, under the last preceding sub-section shall be final and a copy of the order shall be served on the person concerned by the Vice-Chancellor within three days from its receipts.

(7) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university.

(8) The Selection Committee and mode of appointment of other officers of the university shall be prescribed by the State Government in the *Official Gazette*.

(9) The management of any affiliated college shall before proceeding to fill in vacancies of aided teachers and other aided employees in accordance with the prescribed procedure shall ascertain from the Director of Higher Education whether there is any suitable person available on the list of aided surplus persons maintained by the Director of Higher Education for absorption in other colleges and in the event of such person being available, the management shall appoint that person in accordance with the direction issued by Director of Higher Education:

Provided that, this process of absorption of surplus teachers and other employees shall be applicable to only aided teachers and aided other employees.

(10) The Selection Committee, selection process and mode of appointment of principals and teachers of affiliated colleges and recognized institutions shall be as per the guidelines, directions of the University Grants Commission as may be prescribed by the State Government in the *Official Gazette*.

**106.** In addition to the committees constituted under this Act, the authorities of the university may appoint committee with suitable terms and reference for any specific task, and such committee shall consist of members of the same authority constituting such a committee and also of such other persons as that authority may nominate.

other  
Committees.

## CHAPTER X

## PERMISSION, AFFILIATION AND RECOGNITION

Perspective  
Plan.

**107.** (1) The university shall prepare a comprehensive perspective plan for every five years and get the same approved by Commission. Such plan shall be prepared for the location of colleges and institutions of higher learning in a manner ensuring comprehensive equitable distribution of facilities for higher education having due regard, in particular, to the needs of unserved and under-developed areas within the jurisdiction of the university. Such plan shall be prepared by the Board of Deans and shall be placed before the Academic Council and the Senate through the Management Council.

(2) The perspective plan shall include the new courses and faculties to be permitted which shall be determined by studying the social and economic needs of the region, job opportunities available and requirements of the industry and should be as per policies of and in conformity with the plans of the State Government and the National Policy for Higher Education for achieving National and State objectives of higher access, equity, excellence, research, relevance and quality.

(3) The perspective plan shall make provision for the subjects, number of new divisions and satellite centres to be permitted to the colleges and institutions of higher learning in different regions after factoring in the demand for the same and shall be in conformity with the plans of and after the approval of Commission under section 76.

(4) While preparing the perspective plan preference shall be given to the districts where Gross Enrolment Ratio is less than the national average and also to the tribal, hilly and inaccessible areas besides quality benchmarks, inclusive growth, social relevance and value education.

(5) The university shall initiate a time bound programme to prepare an annual plan every year for the location of colleges and institutions of higher learning, in consonance with the perspective plan and shall publish it before the end of academic year preceding the year in which the proposals for the opening of new colleges or institutions of higher learning are to be invited.

(6) The University shall undertake the systematic field survey within the geographical jurisdiction of the University every five years regarding the requirements of the facilities of Higher Education, types of skills needed for the local industries, trade and commerce, aspirations of youth of the region, needs of socially and economically deprived youth like female students, backward and tribal communities and such other related factors. The university shall use the findings of such field survey and develop the scientific database while preparing the perspective plan of the university.

Conditions  
of affiliation  
and recogni-  
tion.

**108.** (1) The management applying for affiliation or recognition, and the management whose college or institution has been granted affiliation or recognition, shall give the following undertaking and shall comply with the following conditions,-

(a) that the provisions of the Act and Statutes, Ordinances, and Regulations made thereunder and the standing orders and directions of the university and State Government shall be complied with;

(b) that there shall be a separate College Development Committee provided for an affiliated college as provided by section 97 of the Act ;

(c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the university and the State Government, from time to time;

(d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium, etc. as may be prescribed;

(e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;

(f) that the strength and qualifications of teachers and non-teaching employees of the affiliated colleges and recognized institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges and recognized institutions shall be such as may be specified by the university and the State Government and which shall be sufficient to make due provision for courses of study, teaching or training or research, efficiently;

(g) that the services of all teachers and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations and evaluation and for promoting other activities of the university;

(h) that the directions and orders issued by the Chancellor, Vice-Chancellor and other officers of the university in exercise of the powers conferred on them under the provisions of this Act, Statutes, Ordinances and Regulations shall be mandatorily complied with;

(i) that there shall be no change or transfer of the management or shifting of location of college or institution, without prior permission of the university;

(j) that the college or institution shall not be closed without prior permission of the university;

(k) That in the event of disaffiliation or de-recognition or closure of the college or institution under section 121, the management shall abide by and execute the decision of Academic Council regarding the damages or compensation to be recovered from management.

(2) No college or institution of higher learning which is part of another university shall be considered for affiliation or recognition, as the case may be, unless a "no objection certificate" is given by the parent university.

**109.** (1) The proposal for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centers, shall be invited and considered by the university.

Procedure for permission for opening new college or new course, subject, faculty, division.

(2) No application for opening a new college or institution of higher learning, which is not in conformity with the perspective plan prepared under section 107 shall be considered by the university.

(3)(a) The Management seeking a Letter of Intent for opening a new college or institution of higher learning shall apply in a prescribed format to the Registrar of the university before the last day of September of the year preceding the year in which the Letter of Intent is sought;

(b) only those applications complying with the requirements and received within the prescribed time limit, shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Management Council on or before 30th November of the year in which such application is received by the university. The university shall submit alongwith the application, its recommendation, duly supported by relevant reasons, as are deemed appropriate by the Management Council;

(d) out of the applications recommended by the university, the State Government may grant a Letter of Intent on or before 31st January of the immediately following year after the recommendations of the university under clause (c). The Letter of Intent may be granted to such institutions as the State Government may consider fit and proper in its absolute discretion, taking into account the relevant factors, the suitability of the management seeking Letter of Intent, state level priority with regard to location of institutions of higher learning, etc. The Letter of Intent shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided, however, that in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government for grant of a Letter of Intent to college or institutions of higher learning;



(e) such Letter of Intent granted by the State Government shall be valid up to 31st January of the next following year. The management shall have to comply with the necessary conditions mentioned in the Letter of Intent, within such period and submit compliance report to the university with the present status of the academic and infrastructure facilities and readiness to start the institutions with required documents for final approval;

(f) Such compliance report received within aforesaid time-limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Management Council on or before, 1st day of May in which the compliance report has been received. The recommendation of the Board of Deans and approved by the Management Council shall be duly supported by relevant reasons as are deemed appropriate by Management Council:

Provided that, if the management fails to comply with the conditions of Letter of Intent, within the time limit as specified in clause (e), the Letter of Intent shall be deemed to have been lapsed:

Provided however that, in exceptional cases and reasons to be recorded in writing, the State Government may, on application by the management duly processed by the university, extend from time to time, the validity of Letter of Intent for further period which shall not exceed twelve months in the aggregate;

(g) after considering the report of the university under clause (f), the State Government may grant final approval to such management as it may consider fit and proper in its absolute discretion, taking into account the State Government's budgetary resources, and other relevant factors, the suitability of management seeking permission to open new institution, etc. The final approval under this clause may be granted on or before 15th June, of the year in which such new college or institutions are proposed to be started. Such approval from the State Government shall be communicated to the university. Approvals granted thereafter shall be given effect by the university only in the subsequent academic year:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any compliance report on the Letter of Intent, which is not recommended by the university, may be approved by the State Government.

(4)(a) The management seeking permission to start a new course of study, subjects, faculties, additional divisions or satellite centers shall apply in a prescribed format to the Registrar of the University before the last day of the September, of the year preceding the year in which the permission is sought;

(b) only those applications complying with the requirement and received within the prescribed time limit shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of Management Council on or before the 1st day of April of the year, with such recommendation duly supported by relevant reasons as are deemed appropriate by the Management Council;

(d) out of the applications recommended by the university, the State Government may grant permission on or before 15th June of the year to such institutions as it may consider fit and proper in its absolute discretion, taking into account other relevant factors, the budgetary resources of the State Government and other relevant factors, the suitability of the management seeking permission, etc. The permission shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government.

(5) No application shall be entertained directly by the State Government for grant of Letter of Intent, under sub-section (3) or final approval under sub-section (4), as the case may be.

(6) The application for starting new course of study, subject, faculty or additional division or satellite center by existing colleges or institutions of Higher learning, shall not be forwarded to the State Government by the university, if,-

(a) they have not been accredited or re-accredited either from National Assessment and Accreditation Council or National Board of Accreditation even though they are eligible and due for being accredited or re-accredited as per the norms of accreditation agencies; and

(b) they have not complied with the conditions laid down by the State Government.

(7) Notwithstanding anything contained in this Act or any other law for the time being in force,-

(a) no management shall establish or open a new college or an institution of higher learning in the State, except with the prior permission of the State Government;

(b) no management shall start a new course of study or subjects, faculty, additional division or satellite centers except with the prior permission of the State Government.

*Explanation.-* For the purpose of this sub-section, the expressions "establish or open a new college or an institution of higher learning" and "start a new course of study, subject, faculty, additional division or satellite center" shall include establishing or opening of such college or institution of higher learning, and starting of any such course of study, subject, faculty, additional division, or satellite center, on the basis of no grant-in aid from the State Government.

(8) In case of extraordinary situations which warrant starting of new divisions of particular faculties, the State Government, with reasons to be recorded in writing, shall have the authority to declare and adopt the fast track system of grant of permission to start such new divisions and the norms and procedures related thereto:

Provided that, the procedure for grant of permission in such extraordinary situations shall be completed not later than 31st August of the Academic Year in which such new divisions are to be started:

Provided further that, the applications for starting of new divisions under the fast track system shall be duly processed by the university. On the compliance of necessary conditions, if the University recommends to the Government the proposal for starting such new divisions, then such permission shall be deemed to have been accorded by the State Government if no adverse communication of any nature is issued by the State Government up to 31st August of the Academic Year in which such new divisions are to be started.

(9) The State Government, for the purpose of giving effect to the provisions of sub-section (3) or sub-section (4), as the case may be, may by notification in the *Official Gazette*, lay down the procedure to be followed for the purposes under the said sub-sections.

**110.** (1) On receipt of the permission from the State Government, the Academic Council of the university shall consider grant of first time affiliation to the new college or institution of higher learning or to the new courses of study, subjects, faculties, additional divisions, or satellite centers as the case may be: Procedure for affiliation.

(2) The Academic Council shall decide,-

(a) whether affiliation should be granted or rejected;

(b) whether affiliation should be granted in whole or part;

(c) subjects, courses of study, the number of students to be admitted;

(d) conditions, if any, which may be stipulated while granting or for granting the affiliation to be complied within reasonable time :

Provided that, in case of failure to comply with such conditions within such period, the affiliation granted shall be deemed to have been cancelled and no communication in this regard by the university to the management concerned shall be necessary.

(3) The Pro-Vice-Chancellor shall communicate the decision of Academic Council to the management with a copy to the Director of Higher Education, within one month from the date of communication of sanction by the State Government in respect of opening the new college or institution of higher learning or starting a new course of study, subjects, faculties or additional divisions, or satellite centers and if the application for affiliation is granted, along with an intimation regarding,-

(a) the courses of study, subjects, faculties or additional divisions for which affiliation is granted;

(b) the number of students to be admitted ;

(c) the conditions, if any, subject to the fulfillment of which the affiliation is granted and time stipulated for compliance of such conditions.

(4) Where the college or institution is eligible and due for accreditation or re-accreditation, as the case may be, and such college fails to comply with the requirements of accreditation or re-accreditation, then no affiliation shall be granted by the university to such college or institution:

Provided that, nothing in this sub-section shall apply in respect of the affiliation for natural growth of the faculty, additional division, course of study, subject or satellite centre.

(5) No student shall be admitted by the college or institution unless the university has granted the affiliation to the college or institution of higher learning or to a new course of study, subject, faculty or additional division.

Procedure  
of recogni-  
tion of  
institu-  
tions.

**111.** (1) The management of an institution actively engaged in conducting research or specialized studies for a period of not less than five years, and seeking recognition shall apply to the Registrar of the university before the last day of September of the year preceding the year from which the recognition is sought, with full information regarding the following matters, namely:-

(a) the constitution and personnel of the management;

(b) the subjects and courses of study and research Programmes for which recognition is sought;

(c) the accommodation, equipment and the number of students for whom provision has been made;

(d) the permanent, visiting and honorary staff of the institution, recognized for guiding research or recognizable for the purpose by the university; their experience, evidence of research work carried out at the institution, publications, report, monographs, books published by the institution;

(e) the fees levied, or proposed to be levied, and the provisions made for capital expenditure on buildings, equipment and for the continued maintenance and efficient working of the institution.

(2) Only those applications complying with the requirements shall be accepted and considered by the university.

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans may call for any further information, which it thinks necessary and shall ask the management to comply with the requirements.

(4) If the Board of Deans decides to consider the application, it shall cause an inspection by a committee of persons having specialized knowledge in the subject or field concerned, for physical verification of all requirements for grant of recognition.

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(6) After considering the report of such inquiry, and making such further inquiry, as it may think necessary, the Board of Deans shall submit to the Vice- Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it. The decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management with a copy to the Director of Higher Education.

(9) The process laid down in sub-sections (1) to (8) shall be completed within six months.

**112.** (1) The management of private skills education provider seeking recognition from the university to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skill qualification and education framework and to the experts engaged for conducting such courses shall apply to the Registrar in the prescribed format, with full information on the programmes run by the private skills education provider and other data as sought in the format, before the last day of September of the year preceding the year from which the recognition is sought.

Procedure for recognition of private education provider.

(2) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans shall inform the management the discrepancies in the application or documents submitted for seeking recognition, and shall ask the management to comply with the requirements.

(4) The Board of Deans after being satisfied with the authenticity of the private skills education providers shall cause an inspection by the committee of experts in skills education, industry and academia, for the purpose of grant of recognition.

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(6) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which private skills education provider intends to start various degree, diploma, advance diploma and certificate courses.

(10) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (8) shall apply mutatis-mutandis, for continuation of such recognition, from time to time.

(11) The recognized private skills education provider shall conduct assessment, declare results and recommend to the University for Award of certificate, diploma, advanced diploma and degree for different programmes.

(12) The management desirous of closing down the institution providing private skills education shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(13) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the private skills education provider be permitted to effect the closure. The Vice-Chancellor may examine whether the closure should be avoided by transferring it to another management.

(14) If the Vice-Chancellor decides to recommend the closure, the Board of Deans shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management.

(15) The Vice-Chancellor shall, with prior concurrence of the Management Council, decide whether private skills education provider be permitted the closure.

(16) The procedure to give effect to the closure shall be in phases, so as to ensure that the students already admitted to the private skills education provider are not affected, and that the first year shall be closed first and no new admission shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

Recognition to empowered autonomous skills development colleges. **113.** (1) The management of the empowered autonomous skills development college applying for recognition shall give and comply with the following undertakings, namely:-

(a) that the provisions of this Act and Statutes, Ordinances and Regulations made thereunder and the standing orders and directions of the university shall be observed;

(b) that there shall be suitable and adequate physical facilities such as buildings, classrooms with modern delivery facilities, skills development laboratories with necessary equipment, if needed, library and knowledge access facilities, information and communication technology connectivity and other facilities as may be prescribed by the university;

(c) that the financial resources of the college shall be such as to make provision for its continued maintenance and working;

(d) that there shall be core academic and technical staff, as prescribed by the university, and the emoluments and the terms and conditions of services of the staff of the college shall be such as prescribed by the university;

(e) that there shall be linkages with the industries or businesses as may be necessary to give professional experiences and also a panel of experts from industries or businesses which shall work as visiting teachers or trainers as demanded by the various programmes of that college which intends to run;

(f) that the services of all teaching staff, visiting teachers or experts, supporting and technical staff and the facilities of the college shall be made available for conducting examinations, evaluation and for promoting other activities of the university;

(g) that there shall be no change or transfer of the management without previous permission of the university;

(h) that the college shall not be closed without permission of the university;

(i) that in the event of disqualification or de-recognition or closure of the college, the college shall continue to function and discharge its duties till last batch of student's registered for various programmes are trained, assessed or evaluated, their results are declared by the university and they are given appropriate certificate of completion of the programme.

(2) The management of college seeking recognition from the university shall apply to the Registrar of the university in the prescribed format, before the last day of September of the year preceding the year from which the recognition is sought, to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skills qualification and education framework providing information on the programmes proposed to be conducted in college, which shall include relevant data on curriculum, delivery

process, creation of necessary academic and skills training infrastructure, linkages with appropriate industries or business, faculty and experts with their academic qualifications and domain experience and other supporting information on assessment of students and the financial details of the college seeking recognition.

(3) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(4) All such applications shall be scrutinized by the Board of Deans and a report thereof be forwarded to the Vice-Chancellor and the university shall inform the management, of the discrepancies in the application or documents submitted for seeking recognition and shall ask the management to comply with the requirements.

(5) The Board of Deans after being satisfied with the authenticity of the proposal, shall cause an inspection by the committee of experts in skills education, industry and academia for the purpose of grant of recognition.

(6) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(7) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(8) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which empowered autonomous skills development college intends to start various degree, diploma, advance diploma and certificate courses.

(10) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management, on or before the 30th April of the year, in which the management desires to seek recognition.

(11) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (10) shall apply mutatis-mutandis, for continuation of recognition, from time to time.

(12) The recognized empowered autonomous skills development college shall conduct assessment, declare results and recommend to the university award of joint certificate, diploma, advanced diploma and degree for different programmes.

(13) The management desirous of closing down the empowered autonomous skills development college shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and specifying the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(14) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the college be permitted to effect the closure. The Vice-Chancellor may, examine whether the closure should be avoided by making provisions for transferring it to another management.

(15) If the Vice-Chancellor decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management.

(16) The Vice-Chancellor shall, with prior concurrence of the Management Council, decide whether the college be permitted the closure.

(17) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the college are not affected, and that the first year shall be closed first and no new admission shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

Continuation of affiliation or recognition.

**114.** (1) The procedure prescribed in sub-sections (1) to (3) of section 110 shall apply, *mutatis mutandis*, for the consideration of continuation of affiliation, from time to time.

(2) The procedure prescribed in section 111, for grant of recognition shall apply, *mutatis-mutandis*, for the consideration of continuation of recognition.

Extension of affiliation or recognition.

**115.** The affiliated college or recognized institution may apply for affiliation or recognition for additional courses of study. The university shall follow the procedure as prescribed in sections 108, 109, 110 and 111, so far as may be applicable.

Permanent affiliation and recognition.

**116.** The affiliated college or institution or recognized institution with at least five years standing as an affiliated or recognized institution shall apply for permanent affiliation or recognition. The Board of Deans shall consider and scrutinize the applications and make recommendation to the Academic Council. If the Academic Council is satisfied that the affiliated college or institution or recognized institution has fulfilled all the conditions of affiliation or recognition satisfactorily and has attained high academic and administrative standards as prescribed by the university and concerned regulatory bodies, from time to time, the Academic Council shall grant permanent affiliation or recognition to the college or institution, as the case may be.

Inspection of colleges and recognized institutions and report.

**117.** (1) Every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution.

(2) The Pro-Vice-Chancellor shall cause every university department or institution, affiliated college or recognized institution to be inspected, at least once in every three years, by one or more committees appointed by him in that behalf which shall consist of the following members, namely:-

(a) the Dean of the faculty concerned - Chairperson;

(b) one expert, not connected with the university or with any affiliated college or recognized institution under its jurisdiction, nominated by the Academic Council;

(c) one expert, to be nominated by the Management Council;

(d) one expert, to be nominated by the Senate:

Provided that, no member on such committee shall be connected with the management of college or institution concerned.

(3) The committee shall submit its report to the Pro-Vice-Chancellor for his consideration and for further action as may be necessary.

Shifting college location.

**118.** (1) The permission for shifting of location of a college or institution of higher learning only within the same district shall be granted.

(2) The Management Council of the university shall consider the points referred to in sub-section (3) before granting permission for shifting of location of a college.

(3) Permission shall be granted by the university after the concurrence of the State Government:

Provided that,-

(a) such shifting of location does not result in disturbing the educational development of the location from where the college is being shifted;

(b) such shifting to a new location is allowed only if such location is within the periphery of five kilometres of the location for opening a new college or institution of higher learning, as indicated in the annual perspective plan; and



(c) the infrastructure and other facilities in the new location are adequate as per the prescribed norms.

(4) If the college is being shifted from one location to another for reason of natural calamity, emergent permission shall be granted by the university and shall in due course of time be approved by the State Government.

**119.** The Management Council of the university shall consider the proposals for transfer of management of colleges and institutions, as prescribed in the Statutes subject to the permission of the State Government.

Transfer of management.

**120.** (1) If an affiliated college or recognized institution fails to comply with the conditions of affiliation or recognition as provided in section 108 or to allow the College Development Committee as provided in section 97 to function properly or to take action as per directions issued under the Act, or if it is conducting the college or recognized institution in a manner prejudicial to the interest of the university or the standards laid down by it, the Board of Deans may issue a notice to the management to show cause as to why the privileges conferred on the college or recognized institution by affiliation or recognition should not be withdrawn in part or in whole or modified.

withdrawal of affiliation or recognition.

(2) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college, or head of recognized institution. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.

(3) On receipt of such written statement or on expiry of the period specified in the notice issued under sub-section (1), the Board of Deans shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

(4) The Academic Council shall, having regard to the interest of students studying in the colleges or recognized institutions, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.

**121.** (1) No management of an affiliated college or recognized institution shall be allowed to close down the affiliated college or recognized institution without prior permission of the State Government.

Closure of affiliated college or recognized institutions.

(2) The management desirous of closing down the college or recognized institution shall apply to the university on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(3) On receipt of such an application, the Academic Council shall cause to make inquiries as it may deem fit, to assess and determine whether the affiliated college or recognized institution be permitted to effect the closure. The Academic Council may examine whether the closure should be avoided by [providing necessary assistance or taking over the college or institution by the university or] transferring it to another management.

(4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management for the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies.

(5) The Academic Council shall, with prior concurrence of the Management Council and approval of the State Government decide whether the affiliated college or recognized institution be permitted the closure.

(6) The university may transfer the college or a recognized institution to another management with prior approval of the State Government and after following the procedure prescribed in that behalf.

(7) The procedure to effect the closure shall be in phases, to ensure that the students already admitted to the affiliated college or recognized institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

(8) The procedure for closure of affiliated colleges, or recognized institutions, referred to in sub-sections (1) to (7) shall, mutatis-mutandis apply in the case of closure of faculties, courses of studies or satellite centres.

Autonomous university department or institutions, college or recognized institution. **122.** (1) A university department or institution, affiliated college or recognized institution may apply to the university for grant of autonomous status. The Management Council on the recommendation of the Academic Council may confer the autonomous status.

(2) Autonomous university department or institution or affiliated college or recognized institution shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence.

(3) The autonomous university department or institution or affiliated college or recognized institution, may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic and other activities of the university, as may be prescribed by the Statutes.

(4) The autonomous university department or institution or affiliated college or recognized institution may prescribe its own courses of study, evolve its own teaching methods and hold examinations and tests for students receiving instruction in it, and recommend the university for award degrees, diplomas or certificates, after following the procedure as prescribed in the Statutes. The autonomous university department or institution or affiliated college or recognized institution shall have full academic and administrative autonomy subject to the provisions of this Act and Statutes and the guidelines issued by the University Grant Commission, from time to time.

Empowered autonomous colleges. **123.** (1) Affiliated autonomous colleges that are identified by University Grants Commission as College with Potential for Excellence or College of Excellence which have a high level grade to be prescribed by the State Government through Official Gazette may apply to the university for grant of empowered autonomous status. The Management Council on the recommendation of the Academic Council may confer the empowered autonomous status upon such college.

(2) Norms and procedure for grant of the empowered autonomous status and continuation thereof, shall be as may be prescribed by the Statutes.

(3) The empowered autonomous college may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic, financial and other activities of the university, as may be prescribed by the Statutes.

(4) The empowered autonomous college shall enjoy all such privileges in addition to the privileges enjoyed by autonomous college as may be prescribed by the statutes and guidelines of State Government and University Grants Commission.

Empowered autonomous cluster institutions. **124.** (1) A group of affiliated autonomous colleges or recognized institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission as Potential for Excellence or College of Excellence or which have a high level grade to be prescribed by the State Government through Official Gazette may apply to the university for grant of status of empowered autonomous cluster institutions. The Management Council on the recommendation of the Academic Council may confer the status of empowered autonomous cluster institutions upon such group of colleges or institutions.

(2) Norms and procedure for grant status of empowered autonomous cluster institutions and continuation thereof, shall be as may be prescribed by the Statutes.

(3) The empowered autonomous cluster institutions may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic, financial and other activities of the university, as may be prescribed by the Statutes and guidelines of State Government and University Grants Commission.

## CHAPTER XI

### ENROLMENT, DEGREES AND CONVOCATIONS

**125.** All post-graduate instruction, teaching, training, research, research collaborations and partnerships, shall normally be conducted within the university area by the university, affiliated colleges and the recognized institutions in such manner as may be prescribed. Post-graduate teaching and research.

**126.** A person to be enrolled as student of the university shall possess such qualifications and fulfill such conditions as may be prescribed. Enrolment of students.

**127. (1)** All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor. Disciplinary powers and discipline amongst students.

**(2)** The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.

**(3)** The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled:

Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

**(4)** Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.

**(5)** Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct, shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.

**(6)** Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.

**(7)** At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.

**(8)** All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made thereunder, shall mutatis-mutandis apply to such colleges, institutions and students therein.

Degrees,  
diplomas,  
certificates &  
other  
academic  
distinctions.

**128.** (1) The Management Council may institute and confer such degrees, diplomas, certificates and other academic distinctions as may be recommended by the Academic Council.

(2) The Management Council may institute and confer post- doctoral degrees such as D.Sc. and D.Litt. - by Research, as may be recommended by Academic Council.

(3) The Chancellor may, on the recommendation of the Management Council and the Academic Council, supported by a majority of not less than two-third members of each such authority, present at its meeting, such majority comprising not less than one-half of the members of each such authority, withdraw the degree or diploma or certificate or any other academic distinction permanently or for such period as the Chancellor thinks fit, if such a person is convicted by a court of law for any offence involving moral turpitude or has been found to have sought admission to any degree or diploma or certificate course by fraudulent means or has been found to have obtained such degree or diploma or certificate or any other academic distinction by fraudulent means. No such action under this section shall be taken unless the person concerned is given an opportunity to defend himself.

Honorary  
Degree.

**129.** (1) The Management Council may consider and recommend to the Senate the conferment of an honorary degree or other academic distinction on any person, without requiring him to undergo any test or examination or evaluation, on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction, and such recommendation shall be deemed to have been duly passed if supported by a majority of not less than two-thirds of the members present at the meeting of the Senate, being not less than one-half of its total membership:

Provided that, the Management Council shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained the previous approval of the Chancellor.

(2) The Management Council may take a decision on the proposal of the Senate:

Provided that, the Senate shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained prior approval of the Chancellor.

Convocation.

**130.** The convocation of the university shall be held at least once during an academic year in the manner prescribed by the Statutes for conferring degrees, post-graduate diplomas or for any other purpose.

Registered  
graduates.

**131.** (1) Subject to the provisions of sub-section (2), the following persons shall be entitled to have their names entered in the register of registered graduates or deemed to be registered graduates, maintained by the university, namely:-

(a) who are graduates of the university;

(b) who are graduates of the parent university from which corresponding new university is established:

Provided that, the graduates registered in the parent university as registered graduates but residing in the jurisdiction of the new university will have to apply for registration, as registered graduates, to the new university and once registered with the new university, they will automatically cease to be the registered graduates of the parent university.

(2) A person who -

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an un-discharged insolvent; or

(c) is convicted for an offence involving moral turpitude; or

(d) has obtained a degree by fraudulent means; or

(e) is a registered graduate of any other university established by law in the State, shall not be qualified to have his name entered in the register of graduates, or be a registered graduate.

(3) Every person who intends to be a registered graduate shall make an application to the Registrar in such form and make payment of such fees as may be prescribed by the Statutes.

(4) The Vice-Chancellor shall, after making such inquiry as he thinks fit, decide whether the person is entitled to be a registered graduate. If any question arises whether a person is entitled to have his name entered in the register of graduates or be a registered graduate or is not qualified to be a registered graduate, it shall be decided by the Vice-Chancellor after making such inquiry as he thinks fit and his decision shall be final.

(5) From amongst the persons registered as registered graduates, an electoral college shall be constituted for election of members of the Senate under clause (t) of sub-section (2) of section 28, and for that purpose, an electoral roll shall be prepared as prescribed by publishing a public notice, requiring the registered graduates desirous of enrolling themselves in such electoral roll to fill in the prescribed form for such enrolment.

**132.** (1) The Vice-Chancellor may, on the recommendation of the Management Council, supported by a majority of not less than two-third of its members present at its meeting, such majority comprising not less than one-half of its members, remove the name of any person from the register of graduates for such period as the Vice-Chancellor thinks fit, for any of the reasons mentioned in sub-section (2) of section 131.

Removal of name from register of graduates.

(2) No action under this section shall be taken unless the person concerned is, as prescribed by the Statutes, given an opportunity of being heard in his defence.

## CHAPTER XII

### UNIVERSITY FUNDS, ACCOUNTS AND AUDIT

**133.** (1) The annual financial estimates (budget) of the university for ensuing financial year shall be prepared by the Finance and Accounts Officer under the direction of the Finance and Accounts Committee, at least two months before the commencement of the financial year.

Annual financial estimates.

(2) The Finance and Accounts Officer shall thereafter forward copies of annual financial estimates (budget) as approved by the Management Council and the Senate to the Chancellor, the Maharashtra State Commission for Higher Education and Development and the State Government.

(3) The Financial year of the university shall be the same as that of the State Government.

**134.** (1) The university shall establish the following funds, namely :-

University funds.

(a) general fund ;

(b) salary fund,-

(i) for all posts approved by the State Government;

(ii) for all other posts separately;

(c) trust fund;

(d) development and programme fund;

(e) contingency fund;

(f) any other fund which, in the opinion of the university, is deemed necessary to establish.

(2) The following shall form part of, or be paid into, the general fund:

(a) non-salary contribution or grant, received from the State Government or Central Government or University Grants Commission ;

(b) all incomes of the university from any source whatsoever, including income from fees, other fees and charges;

(c) any sums borrowed from the banks or any other agency, with the permission of the State Government;

(d) sums received from any other source or agency.

(3) The salary fund shall consist of all amounts received from the State Government, Central Government or University Grants Commission or any other endowment or contribution received towards full or part payment of the salary and allowances. No amount from this fund shall be utilized for the purpose other than payment of salary and allowances.

(4) All income or moneys from trusts, bequests, donations, endowments, subventions and similar grants shall form part of the trust fund.

(5) (a) The development and programme fund of the university shall consist of all infrastructure development grants received from the State Government, all contributions made by the University Grants Commission for development and research grants received from other funding agencies of the Central Government, United Nations and its affiliates, other international agencies, industry, banks and financial institutions or any person or institution;

(b) no amount from this fund shall be appropriated to any other fund of the university or expended for any other purpose ;

(c) the development and programme fund shall be utilized in the manner consistent with the object of the programme and as per guidelines of the funding agency on expenditure and audit, to be granted and approved by the Management Council.

(6) The university shall have and maintain a contingency fund under a separate head of the university accounts which shall be used only for the purpose of meeting any unforeseen expenditure.

(7) Surplus money at the credit of these funds, including accruals thereto, which cannot immediately or at any early date be applied for the purposes aforesaid shall, from time to time, be deposited in the Nationalized or Scheduled Banks or invested in any other Equity or securities issued by the Corporations having financial participation of the State Government.

Annual  
accounts and  
Audit.

**135.** (1) The accounts of the University shall be maintained on the basis and principles of double entry accounting system, and the method of accounting to be followed shall be the mercantile system by following the Maharashtra Universities Account Code as prescribed by State Government.

(2) The accounts of the university shall be audited at least once every year and in any case within four months of the close of the financial year by the auditors appointed by the Management Council from amongst the firms of Chartered Accountants whose partners have no interest in any of the authorities or affairs of the university. The university shall comply with the remarks and discrepancies as shown in the audit report in any case within one month of the receipt of such audit report, audited accounts shall be published by the university and a copy thereof, together with the copy of the auditor's report shall be submitted to the Chancellor and the State Government within one year of the close of the financial year.

(3) The audited accounts shall be published by the university and a copy thereof, together with the copy of the auditor's report and compliance report shall be submitted to the Chancellor and the State Government and shall be submitted for approval before the senate in any case within six months from the close of the financial year.

(4) The State Government shall cause the audited annual accounts of the university, received by it, to be laid before each House of the State Legislature.

(5) The State Government shall provide for conduct of the test audit or full audit of the accounts of the university at regular intervals by the auditors appointed by the State Government.

**136.** (1) The Board of Deans shall prepare the Annual Report containing the administrative, academic, research and development and other activities of the university, colleges and institutions under its jurisdiction, for each academic year and submit it to the Management Council for consideration. The Senate shall discuss and approve the Annual Report as received from the Management Council. Such report as approved by the Senate shall be submitted to the Chancellor and the State Government, within one year from the conclusion of the academic year. Annual Report.

(2) The State Government shall cause the Annual Report to be laid before each House of the State Legislature.

### CHAPTER XIII

#### SPECIAL PROVISIONS FOR SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

**137.** (1) In addition to the other provisions of this Act and Statutes, the provisions set out in this section shall apply to the Shreemati Nathibai Damodar Thackersey Women's University. Special provisions for Shreemati Nathibai Damodar Thackersey Women's university.

(2) The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the entire State:

Provided that, the university may, subject to such conditions and restrictions as it and the State Government may think fit to impose, admit any women's educational institution in any other territory to the privileges of the university, with the approval of the Government concerned.

(3) Any female student from any part of the State of Maharashtra or any other territory may register as a private student of the university or join correspondence course or any other external degree or diploma course of the university.

(4) Any society, association or body in the State seeking affiliation or recognition by the university to the college or institution started or conducted by it exclusively for women students need not seek the permission of any other university in the area of which the college or the institution, as the case may be, is to be or is located. On an application of any such society or association or body, the university may, notwithstanding anything contained in any other law for the time being in force, grant the affiliation, with the previous sanction of the State Government, or the recognition, as the case may be, without seeking permission of any other university in the area of which the college or institution, as the case may be, is to be or is located.

(5) The university may, in the interest of women's education, start or conduct a college or research institution in any territory outside the State of Maharashtra, with the approval of the Government concerned.

(6) No educational institution affiliated to or recognized by the university shall be associated in any way with, or seek admission to any privileges of, any other university established by law, except, with the permission of the university and the State Government.

(7) The Senate of the university shall have the following additional members, namely:-

(a) two representatives of women's educational associations or bodies in the State of Maharashtra, nominated by the Vice-Chancellor;

(b) two representatives of women's educational associations or bodies from outside the State admitted to the privileges of the Shreemati Nathibai Damodar Thackersey Women's University, nominated by the Vice-Chancellor;

(c) one representative of women's educational associations or bodies in other territories, nominated by the Vice-Chancellor.



(8) The university shall have powers to draw up Statutes or Ordinances or Regulations or to undertake other activities, such as running schools, polytechnics, etc.

(9) No member of the Board of Examinations or the Committees of the University shall be appointed as paper setter, examiner, moderator or referee except with the written approval of the Board under exceptional circumstances to be recorded in writing.

## CHAPTER XIV MISCELLANEOUS

Authorities and officers responsible for damages.

**138.** (1) It shall be the duty of every authority or body and officer of the university to ensure that the interests of the university are duly safeguarded.

(2) If it is found that a damage or loss has been caused to the university by any action on the part of any authority or body or officer of the university, not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith, or any failure so as to act in conformity thereof, by willful neglect or default on its or his part, such damage or loss shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, as the case may be, in accordance with the procedure prescribed by the Statutes.

Membership of State Legislature and of Parliament.

**139.** (1) A teacher or a non-teaching employee shall not be disqualified for continuing as such teacher or a non-teaching employee merely on the ground that he has been elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State or of the Parliament.

(2) A teacher or a non-teaching employee elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State, or of the Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament as on leave without salary and allowances.

(3) A teacher or a non-teaching employee referred to in sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament for the purposes of pension, seniority and increments.

Questions regarding interpretation and disputes regarding constitution of university authority or body, etc.

**140.** If any question arises regarding the interpretation of any provision of this Act, or of any Statutes, Ordinance or Regulation or Rule, or whether a person has been duly elected or appointed or nominated or co-opted as a member or is entitled to be a member of any authority or body of the university, the matter may, be referred, on petition by any person or body directly affected or suomotu by the Vice-Chancellor to the Chancellor, who shall after taking such advice as he thinks necessary, decide the question, and his decision shall be final:

Provided that, such reference shall be made by the Vice-Chancellor upon a requisition signed by not less than one fourth members of the senate.

Protection of Acts and orders.

**141.** All acts and orders done or passed in good faith by the university or any of its officers, authorities or bodies, shall subject to the other provisions of this Act, be final; and accordingly, no suit or other legal proceedings shall be instituted against, or maintained, or damages claimed from the university or its officers, authorities or bodies for anything done or passed, or purporting to have been done or passed in good faith and in pursuance of the provisions of this Act and the Statutes, Ordinances and Regulations.

Delegation of powers.

**142.** Subject to the provisions of this Act and the Statutes, any officer or authority of the university may, by order, delegate his or its powers, except the power to make Statutes, Ordinances and Regulations to any other officer or authority under his or its control, and subject to the condition that the ultimate responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating them.

**143.** No act or proceeding of the Senate or the Management Council or the Academic Council or any other authority or anybody or committee of the university, including a committee appointed by the Chancellor for the appointment of a Vice-Chancellor, shall be deemed to be invalid at any time merely on the ground that -

Acts and proceedings not invalid merely on ground of defect in constitution, vacancies, irregularity in procedure, etc.

(a) any of the members of any such authority, body or committee are not elected, appointed, nominated or co-opted or for any other reason are not available to take office at the time of the constitution or to attend any meeting thereof or any person is a member in more than one capacity or there is any other defect in the constitution thereof or there are one or more vacancies in the offices of members thereof;

(b) there is any irregularity in the procedure of any such authority, body or committee not affecting the merits of the matter under consideration, and the validity of such act or proceeding shall not be questioned in any court or before any authority or officer merely on any such ground.

## CHAPTER XV

### ESTABLISHMENT OF NEW UNIVERSITIES

**144.** When any new university is constituted by a notification in the Official Gazette under sub-section (2) of section 3, or a cluster university under sub-section (6) of that section, the State Government may, notwithstanding anything contained in this Act, by one or more orders published in the *Official Gazette*, provide for all or any of the following matters, namely:-

Issue of order providing for matters when a new university is constituted.

(a) the appointment of the first Vice-Chancellor and other officers of the university and the term for which they shall be appointed;

(b) the constitution of the first Management Council and Academic Council in such manner as it thinks fit and the term for which it shall function;

(c) the continuance or application of such Statutes, Ordinances and Regulations with such modifications as it may specify:

Provided that, the Competent Authority of the new university shall adopt such statutes, ordinances and regulations, either in toto or with such modifications as deemed fit, within a period of two years from its establishment.

(d) the exercise of option by the registered graduates of any of the then existing universities to continue to remain registered graduates of the same universities or to get registered with the new university;

(e) the continuance or discontinuance of membership of the Management Council, the Academic Council and other authorities, bodies and committees of the existing universities constituted under this Act;

(f) the filling in the vacancies caused by discontinuance of the members of authorities or bodies or committees of the existing university;

(g) the continuance of affiliation of the colleges or the recognition of the institutions by the new university to which the area is added and discontinuance of the same by the existing university from which the area is carved out;

(h) the transfer of any of the employees of the existing university to the new university and the terms and conditions of service applicable to such employees or termination of the service of the employees of the existing university by giving such terminal benefits as the State Government deems fit:

Provided that, the terms and conditions of service of any employee so transferred shall not be varied to his disadvantage;

(i) transfer of assets, that is to say, the property, movable or immovable, right, interest of whatsoever kind acquired, and the liabilities and obligations incurred, before the issue of any such order; and

(j) such other supplemental, incidental and consequential provisions as the State Government may deem necessary.

## CHAPTER XVI

### TRANSITORY PROVISIONS

Continuance  
of existing  
officers and  
employees of  
university.

**145.** Save as otherwise provided by or under this Act, every person holding office either as an officer or the employee, whether teaching or other employee, of any university on the date immediately before the commencement of this Act shall continue to hold office on the same terms and conditions as were applicable to him immediately before such date, and shall exercise such powers and perform such duties as are conferred on them by or under this Act.

Provisions  
relating to  
continuance  
and constitu-  
tion of  
authorities.

**146.** (1) Every authority of an existing university shall, as soon as practicable, but within a period of six months or immediately following 31st August, from the date of commencement of this Act, whichever is later, be re-constituted in accordance with the provisions of this Act. Every such authority shall, be deemed to be reconstituted with effect from such date as the Vice- Chancellor may, from time to time, specify by notification.

(2) Every person holding office as a member of any authority immediately before the commencement of this Act shall, on the date of such commencement, continue to hold the said office and the authority with such members shall exercise the powers and perform the duties conferred on it by or under this Act, until the date on which the authority is deemed to be re-constituted or a period of six months from the date of commencement of this Act expires, whichever is later.

(3) On the date on which any authority is deemed to be re-constituted or on which a period of six month expires, whichever is earlier, every member of an authority of an existing university who is continued in office under this section shall be deemed to have vacated his office.

(4) If on the date of commencement of this Act, any authority or body cannot be constituted in accordance with the provisions of this Act, the Vice-Chancellor may, after approval of the Chancellor take such measures for interim constitution of such authority or body.

(5) The term of such authority or body constituted under sub-section (4) shall be for a period of one year from its constitution or till such authority or body is duly constituted under this Act, whichever is earlier.

(6) For the removal of doubt, it is hereby declared that on expiry of a period of one year of the interim constitution of such authority or body, such authority or body shall cease to function.

Repeal and  
savings.

**147.** (1) On and from the date of commencement of this Act, the Maharashtra Universities Act, 1994 shall stand repealed.

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(2) Notwithstanding the repeal of the said Act,-

(a) any person holding office immediately before the commencement of this Act as Vice-Chancellor of the university shall, on such commencement, continue to hold the said office till his term of office as Vice-Chancellor of that university would have expired had he continued to be as such unless he ceases to be the Vice-Chancellor by reason of death, resignation or otherwise before the expiry of his term of office as aforesaid and shall exercise all the powers and perform all the duties conferred and imposed on the Vice-Chancellor of the respective university by or under this Act;

(b) all colleges which stood affiliated to the university immediately before the commencement of this Act, shall be deemed to be affiliated to that university under this Act till their affiliation is withdrawn by that university under this Act;

(c) all other educational institutions which were entitled to any privileges of the university shall be entitled to similar privileges of that university;

(d) all property, movable or immovable, and all rights, interest of whatsoever kind, powers and privileges of the university shall stand transferred to and shall, without further assurance, vest in, that university and be applied to the objects and purposes for which that university is constituted;

(e) all benefactions accepted or received by the university and held by it immediately before the commencement of this Act, shall be deemed to have been accepted or received or held by that university under this Act, and all the conditions on which such benefactions were accepted or received or held shall be deemed to be valid under this Act, notwithstanding that such conditions may be inconsistent with any of the provisions of this Act;

(f) all debts, liabilities and obligations incurred before the commencement of this Act, and lawfully subsisting against the university, shall be discharged and satisfied by that university;

(g) any will, deed or other document made before the commencement of this Act, which contains any bequest, gift, term or trust in favour of the university shall be deemed to have been made thereunder and for the purposes of this Act in favour of that university;

(h) all references in any enactment or other instruments issued under any enactment to the university before the commencement of this Act, shall be deemed to have been construed under and for the purposes of this Act;

(i) the appointment of examiners validly made under the said Act and subsisting immediately before the commencement of this Act, shall be deemed to have been made under and for the purposes of this Act for the respective university, and such examiners shall continue to hold office and to act until fresh appointments are made under this Act;

(j) the teachers, who were recognized teachers of the university under the said Act immediately before the commencement of this Act, shall be deemed to be recognized teachers of that university under and for the purposes of this Act and shall continue to be such recognized teachers until fresh recognitions are granted under this Act;

(k) the registered graduates, whose names were entered in the register of graduates maintained by the university immediately before the commencement of this Act, shall be deemed to be the registered graduates of that university under and for the purposes of this Act and the register so maintained and the registered graduates whose names are so entered therein, shall continue to be the register maintained by that university, and the registered graduates to be the registered graduates of that university;

(l) all Statutes and Ordinances made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act in respect of that university, until they are superseded or modified by the Statutes or Ordinances, as the case may be, made under this Act;

(m) all Regulations made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act by the that university, until they are superseded or modified by the Regulations, made under this Act;

(n) a standard code, if any, prescribed under the said Acts shall be deemed to have been prescribed under this Act and shall, save as otherwise provided by or under this Act, continue to remain in force, until it is superseded in accordance with the provisions of this Act;

(o) all notices and orders made or issued by any authority under the said Act or by the State Government shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made or issued by that authority or by the State Government until they are superseded or modified under this Act;

(p) the Tribunal constituted under the said Act and existing on the date of commencement of this Act shall continue to function as such under this Act and all the disputes or matters or appeals pending before such Tribunal shall be dealt with and disposed of by such Tribunal:

Provided that, no Statutes, Ordinances, Regulations, Notices or orders made or issued under the said Act, repealed by this section and in force immediately before the commencement of this Act, shall be deemed to be inconsistent with the provisions of this Act by reason only that the power to make or issue such Statute, Ordinance, Regulation, Notice or Order under this Act vests in a different authority or body or officer, or that the subject matter thereof is permissible only under a different form of subordinate legislation or instrument to be made, under this Act.

Removal of  
difficulties.

**148.** (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, as occasion arises, by Order published in the Official Gazette, do anything, not inconsistent with the provisions of this Act, which appears to it to be necessary or expedient for the purpose of removing the difficulty:

Provided that, no such Order shall be made after the expiry of the period of two years from the date of commencement of this Act.

(2) Every Order made under sub-section (1) shall be laid, as soon as may be, after it is made, before each House of the State Legislature.

## SCHEDULE

### PART I

[See sections 3 (1) and 6(1)]

Name of the University (1)	University Area (2)
1. The University of Mumbai, Mumbai	Districts of - (1) City of Mumbai (2) Mumbai Suburban (3) Raigad (4) Thane (5) Palghar (6) Ratnagiri (7) Sindhudurg
2. The Savitribai Phule Pune University, Pune	Districts of - (1) Pune (2) Ahmednagar (3) Nashik
3. The Shivaji University, Kolhapur	Districts of - (1) Kolhapur (2) Sangli (3) Satara
4. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	Districts of - (1) Aurangabad (2) Jalna (3) Beed (4) Osmanabad

Name of the University (1)	University Area (2)
5. The Rashtra Sant Tukdoji Maharaj University, Nagpur	Districts of - (1) Nagpur (2) Bhandara (3) Gondia (4) Wardha
6. The Shreemati Nathibai Damodar Thackersey Women's University, Mumbai	The State of Maharashtra
7. The Sant Gadge Baba University, Amravati	Districts of - (1) Amravati (2) Akola (3) Buldhana (4) Yavatmal (5) Washim
8. The North Maharashtra University, Jalgaon	Districts of - (1) Jalgaon (2) Dhule (3) Nandurbar.
9. The Swami Ramananda Teerth Marathwada University, Nanded	Districts of - (1) Nanded (2) Parbhani (3) Latur (4) Hingoli
10. The Solapur University, Solapur	District of Solapur
11. The Gondwana University, Gadchiroli	Districts of - (1) Gadchiroli (2) Chandrapur

## PART II

[See section 3 (2)]

Name of the University (1)	University Area (2)
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**SAVITRIBAI PHULE PUNE UNIVERSITY**  
**(Formerly University of Pune)**



**Circular No. 43 of 2019**

**ORDER**

WHEREAS the Government of Maharashtra, vide its Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8<sup>th</sup> March, 2019 has revised pay scales and other measures to the improvement of standards in higher education applicable to all categories of full-time teachers/librarians/ Directors of Physical Education employed by the Non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism and Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State of Maharashtra and also in Government Institutes and Colleges;

AND WHEREAS terms and conditions of service of the teachers in the Universities, affiliated colleges and recognized institutions are to be laid down by Statutes to be made under Section 71 (20) of the Maharashtra Public Universities Act, 2016;

AND WHEREAS having regard to the provisions of the above said Government Resolution dated 8<sup>th</sup> March, 2019, draft Statutes relating to pay scales and other subject matters mentioned in the said Government Resolution will have to be framed and placed before the statutory authorities as laid down in Section 72 of the Maharashtra Public Universities Act, 2016;



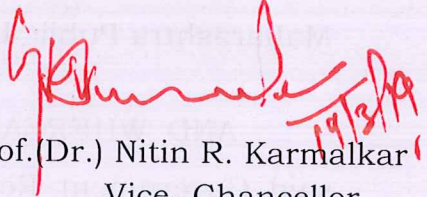
AND WHEREAS it will take some time till the draft Statutes are approved by the University authorities and the Chancellor's assent is received thereto;

THEREFORE, I, Prof. (Dr.) Nitin R. Karmalkar, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives:

- (1) Provisions of the Government Resolution No. Misc-2018/C.R.56/18/UNI-1, dated 8<sup>th</sup> March, 2019 (enclosed as Annexure) shall be applicable to the teachers in the University, affiliated colleges and recognized institutions with effect from 1<sup>st</sup> January, 2016;
- (2) Provisions of the above said Government Resolution dated 8<sup>th</sup> March, 2019 shall be applicable to the teachers in the University working on the State Government sanctioned posts as well as on the posts created from the University fund;
- (3) Provisions of the above said Government Resolution dated 8<sup>th</sup> March, 2019 shall be applicable to the teachers in the aided and unaided affiliated colleges, and aided and unaided recognized institutions.

This Order shall remain in force till the Statutes in this regard come into force.

**Ref.:** AT/367  
**Date:** 19.03.2019

  
Prof. (Dr.) Nitin R. Karmalkar  
Vice- Chancellor

**Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7<sup>th</sup> Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**GOVERNMENT OF MAHARASHTRA**  
**Higher & Technical Education Department**  
**Government Resolution No. Misc-2018/C.R.56/18/UNI-1**  
Mantralaya Annex, Mumbai – 400 032  
Date: 08 March, 2019

**Read:-**

1. Government Resolution, Higher and Technical Education Department No. NGC-2009/(243/09)-Uni.1, dated 12<sup>th</sup> August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2<sup>nd</sup> November, 2017.
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28<sup>th</sup> January, 2019.
5. UGC letter No. F.No.23-4/2017 (PS), dated 31<sup>st</sup> January, 2018.
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18<sup>th</sup> July, 2018.
7. The Maharashtra Public University Act, 2016

**Preamble:-**

University Grants Commission vide its letter dated 31<sup>st</sup> January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2<sup>nd</sup> November 2017 regarding revision of 7<sup>th</sup> Pay of teachers and equivalent orders in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.

The revision of Pay Scales of teachers and equivalent academic staff shall be subject to provisions of the scheme of revision of Pay scales as contained in letter dated 2<sup>nd</sup> November, 2017 and regulation issued by UGC dated 18<sup>th</sup> July, 2018 and amendments thereof from time to time in this behalf.

**Resolution:**

The question of implementing scheme of revisions of pay scales of universities and college teachers as per letter No. 1-7/2015-U.II (1), Government of India, Ministry of Human Resource Development, Department of Higher Education, dated 2.11.2017, and other relevant guidelines and notifications issued by University Grants Commission (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), dated 18.7.2018 (in short “UGC Regulations, 2018”) was under considerations of State Government. After considering all the aspects, the state government has decided to implement and revise pay scales and terms and conditions of services as detailed below:

**1.0. Coverage**

The revised pay scales and other measures to the improvement of standards in Higher Education are applicable to all categories of full-time teachers/librarians/Director of Physical Education employed by the non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State, Government Institutes and Colleges.

However, unaided colleges/unaided institutes/unaided deemed to be Universities/Private Universities/Open Universities will not be entitled for any financial assistance from the State Government and similarly in case of aided institutes the Government assistance will only be limited to the posts approved by the Government from time to time.

The revised scales are not applicable to teachers who retired on or before 31<sup>st</sup> December 2015 and who worked on re-employment on that date, including those whose period of re-employment was extended after that date.

The revised scales are not applicable to the Accompanists, Coaches, Tutors and Demonstrators.

**2.0. Date of Implementation**

The date of implementation of the revised pay shall be 1<sup>st</sup> January, 2016, and the date of implementation of terms and conditions shall be the date of issue of these Rules.

**3.0. Designation**

There shall be only three designations in respect of teachers in colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel.

There shall be only four designations in respect of teachers in Universities, namely, Assistant

Professors, Associate Professors, Professors and Senior Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel up to Deputy Librarian/ Assistant Librarian (Selection Grade) and Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade) respectively. However, University Librarian is re-designated as Director, Knowledge Resource Center and University Director of Physical Education & Sports is re-designated as Director of Sports & Physical Education.

#### **4.0. Recruitment and Qualifications**

- 4.1.** The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.
- 4.2.** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.
- 4.3. I.** The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018.
- Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET /SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.
- Provided* further that the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D.

candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars/sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

- II.** The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

- 4.4.** A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

- I.** A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- 4.5.** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

- 4.6.** A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- 4.7.** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 4.8.** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 4.9.** The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 4.10.** The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 4.11.** The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

**4.12. Qualifications**

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations, 2018.

**5.0. Direct Recruitment**

**5.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**

**I. Assistant Professor in Colleges and Universities**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :

*Provided* the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**OR**

**B.**

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- (i) Quacquarelli Symonds (QS) ;
- (ii) the Times Higher Education (THE) or
- (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai



Jiao Tong University (Shanghai).

*Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

## **II. Associate Professor in Universities**

### **Eligibility:**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

## **III. Professor in Universities**

### **Eligibility (A or B)**

#### **A.**

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

#### **B.**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

**IV. Senior Professor in Universities**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

**Eligibility:**

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.

**V. College Principal**

**A. Eligibility:**

- i. Ph.D. degree;
- ii. Professor/ Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education;
- iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals; and
- iv. A minimum of 110 Research Score as per Appendix II, Table 2

**B. Tenure:**

A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.

**5.2. For the Disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**

**I. Assistant Professor in Universities and Colleges**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided* further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/AICTE/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**OR**

**B.**

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i. Studied under a noted/reputed traditional Master(s)/Artist(s);
- ii. Has been 'A' grade artist of AIR/Doordarshan;
- iii. Has the ability to explain, with logical reasoning the subject concerned; and
- iv. Has adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor in Universities**

**Eligibility (A or B):**

**A.**

- i. Good academic record, with a doctoral degree;
- ii. Performing ability of a high professional standard;
- iii. Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and
- iv. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

**OR**

**B.**

A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i. been 'A'-grade artist of AIR/Doordarshan;
- ii. eight years' experience of outstanding performing achievement in the field of specialization;
- iii. experience in designing of new courses and /or curricula;
- iv. participated in National level Seminars/Conferences/Concerts in reputed institutions; and
- v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

### **III. Professor in Universities**

#### **Eligibility (A or B):**

##### **A.**

- 1) An eminent scholar having a doctoral degree;
- 2) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions;
- 3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals; and
- 4) Has a total research score of 120, as per Appendix II, Table 2.

**OR**

##### **B.**

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

1. Having Master's degree, in the relevant subject;
2. Has been 'A'-grade artist of AIR/Doordarshan;
3. Has Ten years of outstanding performing achievements in the field of specialization;
4. Has made significant contributions in the field of specializations and ability to guide research;
5. Has participated in National/International Seminars/Conferences/Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
6. Has the ability to explain with logical reasoning the subject concerned; and
7. Has adequate knowledge to teach theory with illustrations in the said discipline.

### **5.3. Drama Discipline**

#### **I. Assistant Professor in Universities and Colleges**

##### **Eligibility (A or B):**

##### **A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree

in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided* further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**OR**

**B.**

A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

- i. been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

- iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

## **II. Associate Professor in Universities**

### **Eligibility (A or B):**

#### **A.**

- i. A good academic record, having a Ph.D. degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose;
- ii. Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College; and
- iii. A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

**OR**

#### **B.**

A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- i. Been recognized artist of Stage/ Radio/TV;
- ii. Eight years of outstanding performance in the field of specialization;
- iii. Experience of designing new courses and /or curricula;
- iv. Participated in Seminars/Conferences in reputed institutions; and
- v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

## **III. Professor in Universities**

### **Eligibility (A or B):**

#### **A.**

An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

**OR**



**B.**

A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i. Master's degree, in the relevant subject;:
- ii. Ten years of outstanding performing achievements in the field of specialization;
- iii. Made significant contribution in the field of specialization;
- iv. Guided research;
- v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
- vi. Ability to explain with logical reasoning the subject concerned; and
- vii. Adequate knowledge to teach theory, with illustrations in the said discipline.

**5.4. Yoga Discipline**

**I. Assistant Professor in Universities and Colleges**

**Eligibility (A or B):**

**A.**

- 1) Good academic record with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.
- 2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

**OR**

**B.**

A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. degree in Yoga\* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

**\*Note:** Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Rules.

**II. Associate Professor in Universities**

- i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;
- ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii. A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

**III. Professor in Universities**

**Eligibility (A or B):**

**A.**

- i. An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii. A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

**OR**

**B.**

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

**5.5. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)**

**I. University Assistant Librarian/ College Librarian**

- 1) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 2) A consistently good academic record, with knowledge of computerization of a library.
- 3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided that, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:*

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.

**II. University Deputy Librarian**

- i. A Master's Degree in Library Science/Information Science/Documentation

Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;

- ii. Eight years experience as an Assistant University Librarian/College Librarian;
- iii. Evidence of innovative library services including integration of ICT in library; and
- iv. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.

**III. University Librarian (Director, Knowledge Resource Center)**

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian;
- iii. Evidence of innovative library services, including the integration of ICT in a library; and
- iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.

**5.6. MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

**I. University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 2) Record having represented the University/ College at the inter-university/inter collegiate competitions or the State and /or National championships.
- 3) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in

accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided that,* the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.

**Note:** *The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

- 1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.
- 2) Passed the physical fitness test conducted in accordance with these Rules.

**OR**

**B.**

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

## **II. University Deputy Director of Physical Education and Sports**

### **Eligibility (A or B):**

**A.**

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least

55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;

- ii. Eight years experience as University Assistant DPES/College DPES;
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and
- v. Passed the physical fitness test in accordance with these Rules.

**OR**

**B.**

An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

### **III. University Director of Sports and Physical Education**

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;
- ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;
- iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration; and
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

### **IV. Physical Fitness Test Norms**

- a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>Norms For</b>	<b>Run/ Walk Test</b>	<b>Upto 30 Years</b>	<b>Upto 40 Years</b>	<b>Upto 45 Years</b>	<b>Upto 50 Years</b>
<b>Men</b>	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
<b>Women</b>	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

**6. Constitution of Selection Committees and Guidelines on Selection Procedure**

**6.1. Selection Committee Composition**

**I. Assistant Professor in the University:**

- a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
- ii. One person, not below the rank of professor, nominated by the Chancellor;
- iii. The Dean of the Faculty concerned as a member secretary;
- iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
- v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
- vii. One principal who is a member of management council to be nominated by the Management Council;
- viii. Director, Higher Education or his nominee not below the rank of Joint Director.

Provided that, a head referred to in clause (iv) above, who is an Associate Professor shall be a member of the Selection Committee for the selection to the post of Assistant Professor.

- b) Four members, including two outside subject experts, shall constitute the quorum.

**II. Associate Professor in the University**

- a) The Selection Committee for the post of Associate Professor in the University shall consist of the following persons :



- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
  - ii. One person, not below the rank of professor, nominated by the Chancellor;
  - iii. The Dean of the Faculty concerned as a member secretary;
  - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
  - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
  - vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
  - vii. One principal who is a member of management council to be nominated by the Management Council;
  - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

### **III. Professor in the University**

- a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
  - ii. One person, not below the rank of professor, nominated by the Chancellor;
  - iii. The Dean of the Faculty concerned as a member secretary;
  - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
  - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
  - vii. One principal who is a member of management council to be nominated by the Management Council;
  - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

**IV. Senior Professor in the University**

- a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons :
- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
  - ii. One person, not below the rank of professor, nominated by the Chancellor;
  - iii. The Dean of the Faculty concerned as a member secretary;
  - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
  - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
  - vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
  - vii. One principal who is a member of management council to be nominated by the Management Council;
  - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

**V. Assistant Professor in Colleges, including Private and Constituent Colleges**

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the

College/Institution. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

**VI. College Principal**

There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

- a) The term of appointment of the Principal, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal, the Management shall initiate the process of external peer review at least six months before.
- b) The external peer review committee prescribed in clause (c) above, shall consist of the following members, namely:-

- i. Nominee of the Vice-Chancellor, Chairperson;
- ii. Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/ NAAC A or A+ accredited Colleges/Director or Head of the University Department.

- c) The report of the external peer review committee shall be the main basis for re-appointment of the Principal.
- d) If the external peer review committee recommends for re-appointment of the existing Principal, the Management shall re-appoint such existing Principal for one more term.

**VII. Selection Committees for the posts of Directors of Sports and Physical Education, Deputy Directors, Assistant Directors of Physical Education and Sports, Director, Knowledge Resource Center, Deputy Librarians and Assistant Librarians** shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

**VIII. The “Screening-cum-Evaluation Committee” for CAS promotions of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:**

**A. For University teachers:**

- i. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Head of the Department /Chairperson of the School;
- iv. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**B. For College teachers:**

- i. The Principal of the college shall be the Chairperson of the committee;
- ii. Head /Teacher-In charge of the department concerned from the college;
- iii. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts; and
- iv. Joint Director Higher Education or his /her nominee not below the rank of Associate Professor.

**C. For University Assistant Librarian:**

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Librarian, University Library;
- iv. One expert who is a working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**D. For College Librarian:**

- i. The Principal shall be the Chairperson of the Committee;
- ii. The Librarian, University Library;
- iii. Two expert who are working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

**E. For University Assistant Director, Physical Education and Sports:**

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The University Director, Physical Education and Sports;
- iv. One expert in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**F. For College Director, Physical Education and Sports:**

- i. The Principal shall be the Chairperson of the Committee;
- ii. The University Director, Physical Education and Sports;
- iii. Two experts in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

**Note:** The quorum for these committees in all categories shall be three which will include the Government nominee, one subject expert/university nominee.

**6.2.** The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Rules and as per the minimum requirement specified:

- a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

**6.3.** The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

- 6.4.** For all Selection Committees specified in these Rules, Head of Department / Teacher-In-charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

**7.0. Selection Procedure:**

- I.** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.
- In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed.
- II.** The universities shall adopt these Rules for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges /Conducted colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5.
- III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- IV.** The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology

guidelines set out in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 5.1 (III.B), 5.2 (I.B, II.B, III.B), 5.3 (I.B, II.B, III.B) and 5.4 (III.B) of these Rules, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
- VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Rules which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Rules. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
  - A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
    - i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the college/



university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

#### **B. Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

**Step: 2:** After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

**Step 3:** A CAS Promotion shall be granted as mentioned in Clauses 7.4 of these Rules.

#### **7.1. Assessment Criteria and Methodology:**

- a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities and Colleges;

- b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
  - c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.
- 7.2.** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges under Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018.
- 7.3.** The criteria for promotions under Career Advancement Scheme laid down under these Rules shall be effective from the date of notification of these Rules. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing Rules, a choice may be given to them, for being considered for promotions under the existing Rules. This option can be exercised only within three years from the date of notification of these Rules.
- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Rules, as on and till the date on which these Rules are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
  - II.** The Selection Committee specifications as contained in Clauses 6.1 to 6.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
  - III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid

down in Table1 of Appendix II.

- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - ii. If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - iii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the 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 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
- a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules
- OR**
- b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the 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 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules.

- c) The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules, for the promotion from one Academic Level/Grade Pay to another under CAS as provided in 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 2010 and its amendments, is defined as under :

- i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned 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 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the 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 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned in Appendix III, Table-A to Table-F.

**Note:** There shall be no minimum API score requirement for Category II and Category III individually.

- VIII.** The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31<sup>st</sup> December, 2018.

**7.4. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS**

- A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 7.3 of this resolution.

**B. Career Advancement Scheme (CAS) for College teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)**

**Eligibility:**

- 1) Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.

2)

- i. Attended one Orientation Course of 21 days' duration on teaching methodology; and
- ii. **Any one of the following:**

Completed one Refresher / Research Methodology Course

OR

**Any two of the following:**

Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

- ii. The promotion is recommended by the screening-cum-evaluation committee.

**II. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)**

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale:

Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

**Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject concerned /allied/relevant discipline.

- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher may be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as prescribed in Appendix II, Table 1, and;
- ii. The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Rules.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

- 1) Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject concerned/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Rules.



iii) The date of Promotion shall be the date of selection as Professor by CAS.

**C. Career Advancement Scheme (CAS) for University teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)**

**Eligibility:**

- 1) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:
- 2) Attended one Orientation course of 21 days duration on teaching methodology;
- 3) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- 4) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum evaluation committee.

**II. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)**

**Eligibility:**

- 1) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-

gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

- 4) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

#### **CAS promotion Criteria:**

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

## **II Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor**

### **I. (Academic Level 13A)**

#### **Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs

course/ contribution towards conduct of a MOOCs course during the period of assessment.

- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

**V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three

eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Rules.

**Eligibility:**

- 1) Ten years' experience as a Professor.
- 2) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**D. Career Advancement Scheme (CAS) for Librarians**

**Note:**

- i. **The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii. **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

**I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11)**

**Eligibility:**

- 1) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. Degree, or six years of service for those without a M. Phil or a Ph.D. degree.
- 2) He/she has attended at least one Orientation course of 21 days' duration; and
- 3) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian/College Librarian may be promoted if:

- i. He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii. The promotion is recommended by a screening-cum-evaluation committee.

**II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

**Eligibility:**

- 1) He/she has completed five years of service in Academic Level 11/Senior Scale.
- 2) He / she has done any two of the following in the last five years:
  - i. Training/Seminar/Workshop/Course on automation and digitalization,
  - ii. Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
  - iii. Taken/developed one MOOCs course in the relevant subject (with e-certification), or
  - iv. Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i. He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

**Eligibility:**

- 1) He/she has completed three years of service in Selection Grade/Academic Level 12
- 2) He/she has done any one of the following in the last three years:

- i. Training/Seminar/Workshop/Course on automation and digitalization,
- ii. Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,
- iii. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
- iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and
- v. Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

**IV. From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14)**

**Eligibility:**

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following in the last three years:
  - (i) Training/Seminar/Workshop/Course on automation and digitalization,
  - (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

**CAS Promotion Criteria:**

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

- ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.

**E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports**

**Note:**

- i) **The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

**I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

**Eligibility:**

- 1) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.
- 2) He/she has attended one Orientation course of 21 days' duration; and
- 3) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of



the assessment period as the case may be, as specified in Appendix II, Table 5;  
and

- ii. The promotion is recommended by a screening-cum-evaluation committee.

**II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

**Eligibility:**

- 1) He/she has completed five years of service in Senior Scale/ Academic Level 11.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four out of the last five years’ of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A).**

**Eligibility:**

- 1) He/she has completed three years of service in Selection Grade/ Academic Level 12.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher

Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

**IV. From University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14)**

**Eligibility:**

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS Promotion Criteria:**

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

**8.0. SELECTION OF PRO-VICE-CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:**

The Selection of Pro-Vice Chancellor/ Vice Chancellor shall be as per the procedure prescribed in The Maharashtra Public University Act, 2016.

**9.0. Revised Pay for teachers and equivalent positions:****(i) Pay Fixation Method**

The revised pay structure for different categories of teachers and equivalent positions is based on the following:

- a) The formula followed by the 7<sup>th</sup> CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) The First academic level (corresponding to AGP of Rs.6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, 14 and 15.
- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalization (IOR) is 2.67 for present AGP less than Rs.10, 000 and 2.72 for the AGP of Rs.10, 000 and above.
- e) The entry pay for each level is as follows:

Level	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000
15	--	67,000

- f) The Pay matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at Appendix -I

g) For fixation of pay of an employee in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to employee's Pay Band and Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay, otherwise the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

**(ii) Revised Pay for Teachers in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Professor (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10,000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

**(iii) Revised Pay for Librarians in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Librarian/College Librarian (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian/College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	Director, Knowledge Resource Center (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

**(iv) Revised pay for Directors of Physical Education & Sports in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	University Director of Sports & Physical Education (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

**10.0. Revised pay of Pro-Vice Chancellor and Vice- Chancellor of universities****I. Pro-Vice Chancellor:**

The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.9,000/- per month.

**II. Vice-Chancellor:**

The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/-(fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with the existing special allowance of Rs.11, 250/- per month.

**11.0. Revised Pay of Principals in Colleges**

The Pay of Principals in Under Graduate and Post Graduate Colleges shall be:

**(i) Under Graduate Colleges:**

The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with the existing special allowance of Rs. 4,500/- per month.

**(ii) Post Graduate Colleges:**

The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with the existing special allowance of Rs. 6,750/- per month.

**Note:**

- The existing academic pay scale of a person shall be protected on appointment as principal provided that the person was drawing salary on Government aided post.
- Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principal, they would go back to their academic post and draw

salary due in such respective academic posts and would not continue to have the Principal's pay.

- iii. If a person appointed as Principal joins his earlier position in the parent organization without completing his five year term, he shall draw salary of his respective academic post and would not continue to have Principal's pay.

#### **12.0. Incentives for Ph.D./M.Phil. and other Higher Qualification**

The incentive structure is built-in in the pay structure itself, wherein those having Ph.D/M.Phil/ PG Degree in Professional Courses will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining these degrees.

#### **13.0. Increment**

- i. The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- ii. There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

#### **14.0. Promotion**

When an individual gets a promotion his new pay on promotion would be fixed in the pay Matrix as follows:

On promotion, he would be given a notional increment in his existing Academic Level of Pay by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level then the pay shall be fixed at the first cell of that level.

#### **15.0. Allowances and Benefits**

The rate of allowances to the teachers shall be at par with the state government employees.



**16.0 Leaves**

Study leave, maternity leave, casual leave, medical leave shall be admissible to the teachers at par with the state government employees.

**17.0 Superannuation and Reemployment**

The existing provisions on superannuation and reemployment of teachers shall continue

**18.0 Consultancy Assignments**

The consultancy Rules, terms conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the State Government Rules.

**19.0 Period of Probation and Confirmation**

- a. The minimum period of probation of a teacher shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.
- b. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- c. Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- d. The probation and confirmation Rules shall be applicable only at the initial stage of recruitment, issued from time to time by the State Government.
- e. All other State Government Rules on probation and confirmation shall be applicable *mutatis mutandis*.

**20.0 Creation and Filling-up of Teaching Posts**

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post Professor, of there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

**21.0 Service Agreement and Fixing of Seniority**

- a) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- b) The self-appraisal methodology, as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

**c) Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The Rules and regulations of the State Government shall apply, for all other matters of seniority.

**22.0. Code of Professional Ethics**

**I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation 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 incompatibility between his precepts 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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### **Teachers should:**

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

## **III. Teachers and Colleagues**

### **Teachers should:**

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **IV. Teachers and Authorities**

##### **Teachers should:**

- i. 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 detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. 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**

##### **Teachers should :**

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **VI. Teachers and Guardians**

##### **Teachers should:**

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:**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. 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;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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.

## **VIII. The Vice-Chancellor/Pro-Vice-chancellor/Rector**

### **The Vice-Chancellor/Pro-Vice-chancellor/Rector should:**

- a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**IX. College Principal**

**College Principal should:**

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**X. Director Physical Education and Sports (University/ College)/ Librarian (University/College)**

**Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:**

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;

- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

### **23.0. Maintenance of Standards in Higher Education Institutions**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Rules within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. Scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these Rules.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Rules.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMNMTT) scheme shall also organize such induction programmes as per their mandate.

- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMNMSTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.

#### **24.0. Option for the Revised Scales of Pay**

- 1. Within a period of one month from the date of issue of this Government Resolution, the teachers /Librarians /Physical Education Staff and other personnel will have to opt in the prescribed form for the revised pay scales.
- 2. The teachers opting for the new pay scales will have to enter into an agreement as mentioned with the University/College Managements about their acceptance of terms and conditions mentioned in this Government Resolution. The option once exercised shall be final. Those who do not exercise the option within a period of one month from the date of issue of this Government Resolution shall be deemed to have opted for revised pay scales.
- 3. The teachers /Librarians /Directors of Physical Education/ other personnel who were in service on 1<sup>st</sup> January 2016 and those who were not in service after 1<sup>st</sup> January 2016 on account of termination, death, discharge on the expiry of the sanction posts, resignation, dismissal or discharge on disciplinary ground and could not exercise the option within the time limit will be deemed to have opted for revised scale of pay with effect from 1<sup>st</sup> January 2016 and should be held entitle to the benefit of these Rules.
- 4. An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in Ministry of Finance (Department of Expenditure) OM No. 1-5/2016-IC, dated 29<sup>th</sup> July, 2016. (Appendix IV)



**25.0. Procedure to be adopted by the universities and Director of Higher Education**

- i. As per the provisions of the Maharashtra University Act 2016, Universities are primarily responsible for ensuring equitable and quality education in their jurisdiction by adopting all possible measures especially proper selection and appointment of lecturers etc. In view of above, **Universities shall fix the revised pay of all the teachers and equivalent cadres under their jurisdiction as per this scheme and further certify that.**  
“ All the teachers have been lawfully appointed,  
“ The pay of each teacher has been properly fixed as per this scheme and  
“In case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the Universities and Colleges”.
- ii. The university shall submit these certificates along with the fixation forms etc., to the concerned Regional Joint Director, Higher Education who shall thereafter release the necessary grants after broadly satisfying themselves.
- iii. The Director of Higher Education, Maharashtra State, Pune should send a quarterly statement to the Accountant General, Maharashtra-1, Mumbai, and the Accountant General, Maharashtra II, Nagpur, and claim the grant from the Government of India before the close of every financial year. The Accountant General, Maharashtra –1, Mumbai should be requested to credit the Government of India’s share under receipt head “1601-Grant-in-aid from Central Government –Education.
- iv. The additional expenditure on pay proper, on account of revision of scales of pay of teachers in University, Government and Non Government colleges as on 1<sup>st</sup> January, 2016 shall be shared for the period from 1<sup>st</sup> January, 2016 to 31<sup>st</sup> March, 2019 between the Government of India and the State Government in the ratio of 50:50. Thereafter, the entire liability on account of this additional expenditure will be borne by the State Government. Posts which were not lying vacant from more than six months as on 1<sup>st</sup> January 2016 will be treated as post existing as on 1<sup>st</sup> January 2016 shall be borne entirely by the State Government. The Universities and Non-Government colleges should be informed that any additional expenditure on new posts of teachers created hereafter shall be disallowed. If proper sanction of the Director of Education (Higher Education), Maharashtra State, Pune, has not been obtained by them.

**Budget Heads:**

The expenditure on this account should be debited to the following sub-heads and detailed heads of accounts under the budget head Demand No.W02-2202, General Education as under:

**1) 02 Secondary Education**

**105 Teacher's Training (01) Teacher's Training**

A) (01) (01) Government Colleges of Education (Committed) 01 Salary (2202 0291)

B) (02) Assistance to Non-Government Colleges of Education (02) (01) Ordinary Maintenance Grants (committed) 36, Grant in aid (Salary ) (2202 0306)

**2) 03 University & Higher Education**

**102 Assistance to Universities**

A) (00) (01) Grants to Universities for General Education (Committed) 36 Grant in aid (Salary) (2202 0683)

B) (00) (02) Grants for Improvement of Salary Scales (Committed) 36 Grant in aid (Salary) (2202 0692)

C) (00) (05) Assistance to Tilak Maharashtra Vidyapeeth, Pune (Committed) 36, Grant in aid (Salary) (2202 0727)

D) (00) (12) Development of Amravati University (Committed), 36, Grant in aid (Salary) (2202 3477)

E) (00) (13) Development of North Maharashtra University, Talgaon (Committed), 36, Grant in aid (Salary) (2202 3486)

F) (00) (17) Development of New University at Solapur (Committed), 36, Grant in aid (Salary) (2202 3521)

G) Development of Dr. Babashaeb Ambedkar Marathwada University, Aurangabad (Committed), 36, Grant in aid (Salary) (2202 3539)

H) (00) (21) Development of Law University (Scheme), 36, Grant in aid (Salary) (2202 G959)

I) (00) (22) Establishment of Gondwana University, (Committed), 36, Grant in aid (Salary) (2202 H581)

J) (00) (26) Development of Shivaji University, Kolhapur (Committed), 36, Grant in aid (Salary) (2202 H812)

**103 Government Colleges & Institutes**

A) (01) Government Arts Colleges (01) (01) Government Arts Colleges (Committed), 01 Salaries (2202 0772)

B) (02) Government Science Colleges (02) (01) Government Science Colleges (Committed), 01 Salaries (2202 0792)

C) (02) Government Science Colleges (02) (03) Open of New Colleges of Forensic Science / Institute of Forensic Science in the State (Committed), 01 Salaries (2202 H082)

D) (03) Government Law Colleges (03) (01) Government Law Colleges (Committed), 01 Salaries (2202 0816)

E) ) (03) Government Commerce Colleges (04) (01) Government Commerce Colleges (Committed), 01 Salaries (2202 0834)

**104 Assistance to Non Government Colleges and Institute,**

**1) (01) Assistance To Non Government Colleges**

A) (01) (01) Grants to Non Government Arts, Science, commerce & Law Colleges (Committed) 36 Grant in aid (Salary) (2202 0872)

B) (01) (02) Grants for Introduction of U G C Scales (Committed) 36 Grant in aid (Salary) 2202 0881)

C) (01) (03) Grants for Expansion of Deccan College, Pune (Committed) 36 Grant in aid (Salary) (2202 0899)

C) (01) (05) Assistance to Non Government Colleges of Physical Education (Committed) 36 Grant in aid (Salary) (2202 1011)

**2) (02) Assistance To Non Government Colleges and Institutes**

A) (02) (06) Development of Non Government Aided Colleges for Increasing Gross Enrolment Ratio in District having less Gross Enrolment Ratio (Scheme) 36 Grant in aid (Salary) (2202 H055)

B) (02) (07) Opening of New Science Colleges attached to Sainik Schools in the State (Committed) 36 Grant in aid (Salary) (2202 H055)

**3) 80 General**

**1. 001 Direction & Administration**

(00) (03) Constitution of Committee for Fixation of fees chargeable by unaided and permanent unaided education colleges (Scheme) 01 Salary (2202 I022)

**2. 003 Training (02) Training**

A)(02) (01) State Institute of Administrative Careers (Committed) 01 Salaries (2202 1133)

B) (02) (03) Opening of Pre-Indian Administrative Services Training Centers in Government Colleges (Committed) 01 Salaries (2202 H108)

**26.0.** Government orders in respect of the measures required for enhancing and improving the quality of education shall be issued separately.

**27.0.** This Government Resolution is subject to the decision taken by the state Government on the scheme forwarded by Government of India by its letter dated 31.1.2018. Therefore, anomalies, if

any may be brought to the notice of the Department of Higher and Technical Education, Government of Maharashtra through proper channel.

These order issue with the concurrence of the Finance Department vide their unofficial reference No. 67/19/Seva – 9, dated 01 March, 2019.

This Government resolution of Maharashtra Government is available at the website [www.maharashtra.gov.in](http://www.maharashtra.gov.in). Reference no. for this is 201903081456273308. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

**Vijay Eknath  
Sable**

Digitally signed by Vijay Eknath Sable  
DN: c=IN, o=Government Of Maharashtra, ou=HIGHER  
AND TECHNICAL EDUCATION DEPARTMENT,  
postalCode=400032, st=Maharashtra,  
2.5.4.20=ad74dd20b49c8ab0bc83f54f3d9c91571a6cd47  
aeb9a9f05783d44cafe7a7d8e,  
serialNumber=ad8df0c87ab8ec9f8574ab838dd4c466e  
be81828f49e76bfa02129f8e862cd2, cn=Vijay Eknath  
Sable  
Date: 2019.03.08 19:18:08 +05'30'

**(Vijay E. Sable)**

Under Secretary to Government.

**To,**

The Secretary to the Government Raj Bhavan, Malabar Hill, Mumbai.(By letter

The Principal Secretary to the Chief Minister.

The Secretary to the Government of India, MHRD(Department of Education ,New Delhi.

The Secretary, University Grant Commission, New Delhi.

The Private Secretary to the Minister, Higher & Technical Education.

The Director of Higher Education , Maharashtra State, Pune. .

The Regional Joint Directors of Higher Education Mumbai, Pune, Kolhapur, Nagpur, Aurangabad, Amravati, Nanded, Jalgaun.

The Registrar of all non-Agriculture Universities.

The Account General (accounts), Maharashtra- I and II Mumbai and Nagpur.

The Account General (aaudit), Maharashtra- I and II Mumbai and Nagpur

The Pay and Account Officer, Mumbai

All District Treasury Officer.

The Planning Department.

The Finance Department.

The Personal Assistant to Chief Secretary.

All Desk to Higher & Technical Education Department.

The Director General of Information & Publicity, Mumbai . (with request to issue a suitable press note and send 25 copies to the Department.

Select File UNI-1.

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix I**

**Pay Matrix**

<b>Pay Band (Rs.)</b>	<b>15,600-39,100</b>			<b>37,400-67,000</b>		<b>67,000-79,000</b>
<b>Grade Pay (Rs.)</b>	<b>6,000</b>	<b>7,000</b>	<b>8,000</b>	<b>9,000</b>	<b>10,000</b>	<b>0</b>
<b>Index of Rationalization</b>	<b>2.67</b>	<b>2.67</b>	<b>2.67</b>	<b>2.67</b>	<b>2.72</b>	<b>2.72</b>
<b>Entry Pay (Rs.)</b>	<b>21,600</b>	<b>25,790</b>	<b>29,900</b>	<b>49,200</b>	<b>53,000</b>	<b>67,000</b>
<b>Academic Level</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13A</b>	<b>14</b>	<b>15</b>
<b>Rationalized Entry Pay (Rs.)</b>						
<b>1</b>	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
<b>2</b>	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
<b>3</b>	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
<b>4</b>	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
<b>5</b>	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
<b>6</b>	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
<b>7</b>	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
<b>8</b>	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
<b>9</b>	73,000	87,300	1,01,100	1,66,400	1,82,700	
<b>10</b>	75,200	89,900	1,04,100	1,71,400	1,88,200	
<b>11</b>	77,500	92,600	1,07,200	1,76,500	1,93,800	
<b>12</b>	79,800	95,400	1,10,400	1,81,800	1,99,600	
<b>13</b>	82,200	98,300	1,13,700	1,87,300	2,05,600	
<b>14</b>	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
<b>15</b>	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
<b>16</b>	89,800	1,07,300	1,24,200	2,04,700		
<b>17</b>	92,500	1,10,500	1,27,900	2,10,800		
<b>18</b>	95,300	1,13,800	1,31,700	2,17,100		
<b>19</b>	98,200	1,17,200	1,35,700			
<b>20</b>	1,01,100	1,20,700	1,39,800			

<b>21</b>	1,04,100	1,24,300	1,44,000			
<b>22</b>	1,07,200	1,28,000	1,48,300			
<b>23</b>	1,10,400	1,31,800	1,52,700			
<b>24</b>	1,13,700	1,35,800	1,57,300			
<b>25</b>	1,17,100	1,39,900	1,62,000			
<b>26</b>	1,20,600	1,44,100	1,66,900			
<b>27</b>	1,24,200	1,48,400	1,71,900			
<b>28</b>	1,27,900	1,52,900	1,77,100			
<b>29</b>	1,31,700	1,57,500	1,82,400			
<b>30</b>	1,35,700	1,62,200	1,87,900			
<b>31</b>	1,39,800	1,67,100	1,93,500			
<b>32</b>	1,44,000	1,72,100	1,99,300			
<b>33</b>	1,48,300	1,77,300	2,05,300			
<b>34</b>	1,52,700	1,82,600	2,11,500			
<b>35</b>	1,57,300	1,88,100				
<b>36</b>	1,62,000	1,93,700				
<b>37</b>	1,66,900	1,99,500				
<b>38</b>	1,71,900	2,05,500				
<b>39</b>	1,77,100					
<b>40</b>	1,82,400					

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix II**

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

<b>S. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/ undertaken any of the activities.  <b>Note:</b> Number of activities can be within or across the broad categories of activities

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at S.No.2.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at S.No.2.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.



**Table 2**

**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05

6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
  - a) Two authors: 70% of total value of publication for each author.
  - b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Table: 3 A****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SET	03			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

**#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.**

**Note:**

- A) (i) M.Phil + Ph.D : Maximum - 30 Marks  
(ii) JRF/NET/SET : Maximum - 07 Marks  
(iii) In awards category: Maximum - 03 Marks

B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
<b>TOTAL</b>	<b>-</b>	<b>100</b>

**Table: 3 B**

**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SET	05			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

**#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.**

**Note:**

A) (i) M.Phil + Ph.D	:	Maximum - 25 Marks
(ii) JRF/NET/SET	:	Maximum - 10 Marks
(iii) In awards category:		Maximum - 03 Marks
B) Number of candidates to be called for interview shall be decided by the college.		
C) Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10
<b>TOTAL</b>	<b>-</b>	<b>100</b>

**Table 4**

**Assessment Criteria and Methodology for Librarians**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website.</li> </ul>	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

3.	<p>If library has a computerized database then OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not up to mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>

**Overall Grading:**

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Not satisfactory: If neither good nor satisfactory in overall grading.

**Note:**

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

**Table 5****Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines.  Satisfactory - Intra college competition in 3-5 disciplines.  Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  Or District level competition in at least 5 Disciplines  Unsatisfactory – neither good nor satisfactory



4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.  Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.  ii) Being invited for coaching at state/national level.  iii) Organizing at least three workshops in a year.  iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. . Satisfactory: 1 activity  Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items.  Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.  Not Satisfactory: If neither good nor satisfactory in overall grading.	
<b>Note:</b>  1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.  2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.  3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix III**

**TABLE – A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

<b>S.No.</b>		<b>Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)</b>	<b>Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – B**

**(Minimum API requirement for the promotion of teachers under CAS in colleges UG & PG))**

<b>S.No.</b>		<b>Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)</b>	<b>Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – C****(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

<b>S.No.</b>		<b>Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)</b>	<b>Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – D****(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

<b>S.No.</b>		<b>Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)</b>
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

**TABLE – E**

**(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)**

<b>S.No.</b>		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>	<b>Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – F**

**(Minimum API requirement for the promotion of College Director, Physical Education and Sports)**

<b>S.No.</b>		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix IV**

**Form of Option**

1. I, \_\_\_\_\_ substantive / officiating  
holder of the post \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_,  
AGP \_\_\_\_\_, in the College / Institution \_\_\_\_\_ hereby:

\*(i) elect the revised scale of the post with effect from 1st January, 2016.

\*(ii) elect to continue on the existing scale of pay of my substantive / officiating post mentioned  
below until:

\* the date of my next increment

\*the date of my subsequent increment

\*raising my pay to Rs. \_\_\_\_\_

\*I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date :

Signature :

Place :

Signed before me

Signature

(Principal of College)

(Received the above declaration)

Date :

Signature

( Head of the Institution)

\*To be scored out, if not applicable.

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**UNDERTAKING**

[As per Ministry of Finance (Department of Expenditure) order O.M. No. 1-5/2016-IC dated 29<sup>th</sup> July, 2016]

I hereby undertake that any excess payment that may be found to have been made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made to me shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :-

Signature:

Station:-

Name:

Designation:

College/Institution:

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ two thousand nineteen between Shri/Smt/Kum \_\_\_\_\_ Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director , Physical Education and Sports/ Principal of \_\_\_\_\_ College/University. Established by \_\_\_\_\_ hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and \_\_\_\_\_ College/University hereinafter referred to as “the said College/University” of the other part.

WHEREAS the Employee has been working as a Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/ Principal of the said college/University from the \_\_\_\_\_ day of \_\_\_\_\_.

AND WHEREAS the Government of Maharashtra has by Government Resolution, Higher and Technical Education Department, being No. \_\_\_\_\_ (hereinafter referred to as “the said Resolution: a copy whereof is annexed hereto) sanctioned a scheme for revision of the pay-

scales of the University and College teachers and other measures for improving standards in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the

Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said resolution which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto as follows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;
2. Agree to have these conditions, inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;
3. Agree that in the event of his failure to abide by these conditions he shall ceased to derive benefits of revised pay scales.

In witness whereof Shri/Smt/Kum\_\_\_\_\_the employee above named has hereto set his/her hand and seal of University has been unto affixed.

Members of the Managing Committee/Governing Body of\_\_\_\_\_have set their respective hands the day and year first hereinabove written.

Signed and Delivered by

Shri/Smt/Kum\_\_\_\_\_ the Employee above named in the presence of

1.\_\_\_\_\_ 2.\_\_\_\_\_

OR

Signed and delivered by

1.\_\_\_\_\_ 2.\_\_\_\_\_

5. Elc. the present Members\_\_\_\_\_of the Managing Committee/Governing body of \_\_\_\_\_

In the presence of-----

1.\_\_\_\_\_ 2.\_\_\_\_\_

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**PROFORMA FOR FIXATION OF PAY**

**Name of the College/Institution:** \_\_\_\_\_

**Name of the teacher: Shri/Smt.** \_\_\_\_\_

<b>Sr. No.</b>	<b>Description</b>	<b>Relevant Information</b>
1.	Designation of the post in which pay is to be fixed as on January 1, 2016 or on _____ (latter date)	
2.	Status (Substantive/officiating)	
3.	Pre-revised Pay Band and Academic Grade Pay or Scale	
4.	Existing Emoluments as on 01.01.2016 (as per pre-revised scale)	
	a. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)	
	b. Dearness Allowance	
	c. Existing emoluments (a + b)	
5.	Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016	
6.	Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or Scale shown at Sr. No. 3	
7.	Amount arrived at by multiplying basic pay as at Sr. No. 5 by 2.57	
8.	Applicable Cell in the Level either equal to or just above the Amount at Sr. No. 7	
9.	Revised Basic Pay (as per Sr. No. 8)	
10.	Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly.	
11.	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	
12.	Personal Pay, if any	
13.	Date of next increment and pay after grant of increment	

**Date of Increment**

**Pay after increment in applicable Level of Pay Matrix**

14. Any other relevant information:

Date:

Signature & Designation of Head of Institution

Place:



## Accompaniment to Government Resolution,

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-1, dated 08 March, 2019.

### Appendix VI

#### Fixation of Pay in the Revised Pay Structure: Illustrations

##### Illustration -1

An Assistant Professor drawing a Basic Pay of Rs. 22,250/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 02.10.2014. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 22, 250
2.	$2.57 \times$ Basic Pay	=	Rs. 57,182.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 57,200
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.57,200)	=	Rs. 57,700

He shall be fixed at Basic Pay of Rs. 57,700/- The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 59, 400/-

##### Illustration -2

An Assistant Professor drawing a Basic Pay of Rs. 23,610/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 05.02.2012. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 23,610
2.	$2.57 \times$ Basic Pay	=	Rs. 60,677.70
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 60,700
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.60,700)	=	Rs. 61,200

He shall be fixed at Basic Pay of Rs. 61,200/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	63,000
1.7.2017	64,900

He is eligible for promotion under CAS (AGP Rs. 6,000 to AGP Rs. 7,000/ Level 10 to Level 11) on 05.02.2018. On promotion, he shall be given a notional increment in Level 10 and his basic pay would be Rs. 66,800/-. Locating this figure Rs. 66,800 in Academic level 11, a cell identical to Rs. 66,800 or next higher cell in level 11 is cell no.1 with entry Rs. 68,900/-.

His revised basic pay as on 05.02.2018 shall be Rs. 68,900/- and date of increment shall be 1<sup>st</sup> January, 2019, and pay after increment is Rs. 71,000/-

### Illustration -3

An Assistant Professor drawing a Basic Pay of Rs. 28,480/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,10, AGP Rs. 7,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 28,480
2.	$2.57 \times$ Basic Pay	=	Rs. 73,193.60
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 73,200
4.	Level corresponding to AGP Rs. 7,000	:	Level 11
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.73,200)	=	Rs. 75,300

He shall be fixed at Basic Pay of Rs. 75,300/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	77,600
1.7.2017	79,900

He is eligible for promotion under CAS (AGP Rs. 7,000 to AGP Rs. 8,000/ Level 11 to Level 12) on 12.08.2017. On promotion, he shall be given a notional increment in Level 11 and his basic pay would be Rs. 82,300/-. Locating this figure Rs. 82,300 in Academic level 12, a cell identical to Rs. 82,300 or next higher cell in level 12 is cell no.3 with entry Rs. 84,700/-.

His revised basic pay as on 12.08.2017 shall be Rs. 84,700/- and date of increment shall be 1<sup>st</sup> July, 2018, and pay after increment is Rs. 87, 200/-

#### Illustration -4

An Assistant Professor drawing a Basic Pay of Rs. 31,250 as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 8,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 31,250
2.	$2.57 \times$ Basic Pay	=	Rs. 80,312.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 80,300
4.	Level corresponding to AGP Rs. 8,000	:	Level 12
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.80,300)	=	Rs. 82,200

He shall be fixed at Basic Pay of Rs. 82,200/- The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 84,700/-

He is eligible for promotion under CAS (AGP Rs. 8,000/- to AGP Rs. 9,000/- Level 12 to Level 13A) on 12.03.2018. On promotion, he shall be re-designated as Associate Professor, he shall be given a notional increment in Level 12 and his basic pay would be Rs. 92,500/-. Locating this figure Rs. 92,500 in Academic level 13A, a cell identical to Rs. 92,500 or next higher cell in level 13A is cell no.1 with entry Rs. 1,31,400/-.

His revised basic pay as on 12.03.2018 shall be Rs. 1, 31,400/- and date of increment shall be 1<sup>st</sup> January, 2019, and pay after increment is Rs. 1, 35,300/-

#### Illustration -5

An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 53,820/-
2.	$2.57 \times$ Basic Pay	=	Rs. 1,38,317.40
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,38,400
4.	Level corresponding to AGP Rs. 9,000	:	Level 13A
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,38,400)	=	Rs. 1,39,400

He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 43,600/-

He is eligible for promotion under CAS (AGP Rs. 9,000 to AGP Rs. 10,000/ Level 13A to Level 14) on 10.12.2018. On promotion, he shall be re-designated as Professor, he shall be given a notional increment in Level 13A and his basic pay would be Rs. 1,56,900/-. Locating this figure Rs. 1,56,900 in Academic level 14, a cell identical to Rs. 1,56,900 or next higher cell in level 14 is cell no.4 with entry Rs. 1,57,600/-.

His revised basic pay as on 10.12.2018 shall be Rs. 1, 57,600/- and the date of increment shall be 1<sup>st</sup> July, 2019, and pay after increment is Rs. 1, 62,300/-

### **Illustration -6**

College Principal drawing a Basic Pay of Rs. 61,890/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 10,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 61,890/-
2.	$2.57 \times$ Basic Pay	=	Rs. 1,59,057.30
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,59,000
4.	Level corresponding to AGP Rs. 10,000	:	Level 14
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,59,000)	=	Rs. 1,62,300

He shall be fixed at Basic Pay of Rs. 1, 62,300. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 67,200/-.

### Illustration -7

A Senior Professor drawing a Basic Pay of Rs. 75,420/- as on 01.07.2015 in the HAG Scale of Rs.67, 000-79,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay	=	Rs. 75,420
2.	$2.57 \times$ Basic Pay	=	Rs. 1,93,829.40
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,93,900
4.	Level corresponding to AGP Rs. 10,000	:	Level 15
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,93,900)	=	Rs. 1,99,100

He shall be fixed at Basic Pay of Rs. 1, 99,100. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 2, 05,100/-.

### Illustration -8

An Associate Professor drawing a Basic Pay of Rs. 58,660/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 58,660
2.	$2.57 \times$ Basic Pay	=	Rs. 1, 50,756.20
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,50,800
4.	Level corresponding to AGP Rs. 9,000	:	Level 13A
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,50,800)	=	Rs. 1,52,300

He shall be fixed at Basic Pay of Rs. 1, 52, 300/-. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 56, 900/-

He is appointed as under graduate college Principal as on 15.7.2019 when he was drawing a basic pay of Rs. 1, 71,400/- in Academic Level 13A. On appointment, he shall remain in Level 13A with a basic pay of Rs. 1, 71,400/-.



# **PERSPECTIVE PLAN**

**2015 – 2020**



**Pravara Rural Education Society's  
Arts, Science and Commerce College, Kolhar  
Tal. - Rahata, Dist. - Ahmednagar**

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## **COLLEGE AT A GLANCE**

Late Padmashri Dr.Vithalrao Vikhe Patil was a close witness to the socio-economic transformation that had been taking place in rural Maharashtra, during pre and post independence era. Inspired by the philosophy of Mahatma Gandhi and social reformers like Mahatma Jyotiba Phule, and Karmaveer Bhaurao Patil, he was convinced that proper, relevant and quality education was the only alternative to uplift the rural masses in all spheres of life. To realize this dream, Pravara Rural Education Society and various institutes under its umbrella were established. The Chief objective was to provide appropriate education in the rural area. Girls who were deprived of education for centuries together were identified as special interest group. It aimed at providing education to all people irrespective of their social and economic status.

Under the visionary guidance of Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee) Arts, Science and Commerce College, Kolhar, was established in 1999 with a specific objective to empower the youth physically, socially, psychologically, economically and responsible individual through quality education. At present the college with its 9.5 acres of expansive campus premises dotted with buildings with beautiful lush green surroundings, large class rooms, well equipped laboratories, exclusive library and spacious playgrounds and congenial to academic growth and overall development of learner.

The institution is permanently affiliated to Savitribai Phule Pune University, with 2 (f) and 12 (b) status of University Grant Commission (UGC). It has been recently accredited with 'A' grade by NAAC (CAGP-3.10). It runs 07 undergraduate, 01 post-graduate and 06 skill development courses. More than 700 students are pursuing higher education.



## VISION AND MISSION

### Vision:

“Providing quality education in emerging fields to produce knowledgeable and cultured human resource, contributing to the national development”

### Mission:

- Upliftment of rural masses through appropriate education
- To empower socially, economically and educationally marginalized sections of the rural society of the region
- To produce a new generation of students for contributing to the future knowledgeable society

### Our Motto:



### “Vidya Sarvasya Bhushanam”

This motto is taken from ‘*Chanakyashloka*’ which conveys the message that a learned person is respected everywhere. Education is the glowing ornament of human being. It cannot be snatched away from the person. This hidden treasure needs to be transferred to the next generation for continuous growth. This precious and sacred knowledge is human’s greatest ‘*Aabhushanam*’ which is like a ‘*Kalpataru*’ helping to fulfill wishes of human beings for a better and dignified living.

Therefore, the curriculum is planned and executed in such a way, which is true to our motto. We also strive to lay a strong foundation for the growth of students in a holistic manner on which they can build the grand edifice of their life.

## **AIMS AND OBJECTIVES**

- To achieve academic excellence in higher education
- To bring higher educational opportunities within the reach of the under privileged sections of society.
- To inculcate value based education to empower the youth for development of the Nation.
- To achieve horizontal development through additional career oriented courses.
- To develop an overall personality of the students by providing ample opportunities in co-curricular and extra-curricular activities.
- To develop nexus between educational Institution and society for mutual benefits through socio-economic and culture transformation.

## **PROCESS OF PERSPECTIVE PLAN**

The perspective plan of next five years (2015- 2020) of Arts, Science and Commerce College, Kolhar has been prepared by newly formed Internal Quality Assurance Cell (IQAC). The IQAC along with suggestions received from HoDs, College Management and other stakeholders prepared five years plan by incorporating the recommendations received from NAAC Peer Team. The following points has been considered during the preparation of the plan.

1. NAAC Peer Team recommendations during 1<sup>st</sup> Cycle
2. Vision and Mission Statement of the College
3. Suggestions from the stakeholders
4. Need of the local society
5. SWOC analysis of the institute

## **PERSPECTIVE PLANNING COMMITTEE**

Sr. No.	Name of Member	Designation
1.	Dr. S.R. Walunj	Principal/Chairman
2.	Dr. Bhaskarrao Kharde Patil	Management Representative
3.	Prof. A. A. Landge	Teacher Representative
4.	Dr. A.A. Vikhe	Woman Teacher Representative
5.	Dr. B.N. Nawale	Teacher Representative
6.	Dr. G.R. Deshmukh	Teacher Representative
7.	Prof. V.G. Dighe	Teacher Representative
8.	Dr. P.D. Pulate	Teacher Representative
9.	Dr. S.N Dalimbe	Teacher Representative
10.	Mr. Yunnus Shaikh	Administrative Representative
11.	Mr. Swapnil S. Nibe	Alumni Representative
12.	Shri Ajit Kunkulol	Industrialist
13.	Mr. Parameshwar B. Vikhe	IQAC Coordinator

## PERSPECTIVE PLAN -2015-2020

<b>1. Curricular Aspects</b>	<ul style="list-style-type: none"><li>• To begin courses of Maharashtra state skill development society</li><li>• To submit proposal for Computer Science UG Program to SP University of Pune and State Govt.</li><li>• To promote staff and students to undertake research projects.</li><li>• Introduction of Skill Based Certificate Courses</li><li>• To Provide study material to Students</li><li>• To submit proposal to start B. Voc . programs</li><li>• To develop Online Feedback mechanism</li><li>• To promote faculty to participate in curriculum design and review at University Level.</li></ul>
<b>2. Teaching. Learning and Evaluation</b>	<ul style="list-style-type: none"><li>• To introduce new admission policy for improvement of students' admission</li><li>• To develop e-content and study material</li><li>• To adopt innovative and ICT based teaching tools</li><li>• To strengthen the self appraisal system of teaching staff.</li></ul>




<b>3. Research, Consultancy and Extension</b>	<ul style="list-style-type: none"> <li>• To augment Research facilities.</li> <li>• To sign MOUs with neighboring industries, prospective employers, research institutions.</li> <li>• To organize national and international Level Conferences</li> <li>• To promote teaching staff to undertake minor research project and publish research papers in reputed journals.</li> <li>• To depute students to participate in research competitions like “Avishkar”</li> <li>• To promote teaching staff to publish books.</li> <li>• To establish Start-up and innovation Cell</li> <li>• To submit a proposal to start NCC unit to 57 Maharashtra NCC battalion, Aurangabad</li> <li>• To conduct extension and Outreach programs for community</li> <li>• To submit proposal to start research center in Commerce.</li> </ul>
<b>4. Infrastructure and Learning Resources</b>	<ul style="list-style-type: none"> <li>• To construct auditorium</li> <li>• To construct Women's Hostel in campus</li> <li>• To extend library reading hall and its capacity</li> <li>• To purchase “KOHA” on cloud library software for fully automation.</li> <li>• To prepare union catalogue among Pravara Group of Non-Technical Institutions.</li> <li>• To Establish Bank extension Counter in College campus</li> <li>• To augment digital classrooms and Smart Classroom.</li> <li>• To convert traditional language laboratory into digital.</li> </ul>

	<ul style="list-style-type: none"> <li>• To submit proposal to construct Swimming Pool in campus.</li> <li>• To increase bandwidth of WiFi facility in Campus.</li> <li>• To increase the number of CCTV Surveillance system.</li> </ul>
<b>5. Student Support and Progression</b>	<ul style="list-style-type: none"> <li>• To organize inter- collegiate sport competitions</li> <li>• To establish Competitive Exam centre</li> <li>• To strengthen personal, career counseling and Placement Cell</li> <li>• To increase number of Study tours and Industrial visits</li> <li>• To encourage students to actively participate in seminars and conferences.</li> <li>• To start police training academy.</li> <li>• To involve alumni in overall college development activities.</li> <li>• To organize soft skills development programs for outgoing student.</li> <li>• To motivate students to participate in district, University, State and National level Cultural and sport competitions</li> <li>• To strengthen Earn and Learn Scheme</li> </ul>
<b>6. Governance, Leadership and Management</b>	<ul style="list-style-type: none"> <li>• To promote staff to participate in Faculty Development Programs.</li> <li>• To initiate welfare schemes for Teaching and Non-teaching staff.</li> <li>• To organize FDPs, workshops and Soft skills Development programs for teaching and Non-teaching staff</li> <li>• To increase e-governance</li> </ul>

	<ul style="list-style-type: none"> <li>• To conduct Academic and Administrative Audits (AAA) regularly.</li> <li>• To participate in NIRF and AISHE</li> <li>• To submit proposals to generate funding from various funding agencies</li> </ul>
<b>7. Innovations and Best Practices</b>	<ul style="list-style-type: none"> <li>• To conduct Green and Energy Audit regularly</li> <li>• To introduce ICT Facility to community of adopted village.</li> <li>• To submit proposal of Solar Photovoltaic Plant</li> <li>• To install Rain Water Harvesting system.</li> <li>• To promote stakeholders for eco-friendly and green campus.</li> </ul>

  
Coordinator

Internal Quality Assurance Cell (IQAC)  
Arts, science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar-413710



**PRINCIPAL**

ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR







**Pravara Rural Education Society's**  
**Arts, Science and Commerce College,**  
Kolhar Tal. Rahata, Dist.- Ahmednagar- 413710  
Affiliated to Savitribai Phule Pune University, Pune

# **INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT**

**Academic Year: 2019-20**

**Prepared by**  
**Internal Quality Assurance Cell (IQAC)**



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# **Internal Quality Assurance Cell (IQAC)**

## **Internal Academic and Administrative Audit (AAA)**

### **Academic Year: 2019-20**

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## **Introduction**

### **About the Institution**

Pravara Rural Education Society, Pravaranagar, is one of the most reputed education societies in Maharashtra. It was established in 1964 by Late Padmashri Dr. Vitthalrao Vikhe Patil, the founder father of sugar co-operative movement in India, to cater to the higher educational needs of the rural masses. Under the leadership of Late Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee), Arts, Science and Commerce College, Kolhar was established in 1999. Presently, Hon'ble Namdar Radhakrishna Vikhe Patil, Chairman, Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar has shouldered the responsibility of providing the best facilities for the all-round development of students from rural background.

The institute is permanently affiliated to the Savitribai Phule Pune University, Pune and is approved 2(f) and 12 (B) of the UGC act. It is accredited by NAAC at 'A' grade with CGPA-3.10 in May 2015. The college has 9.5 acres lush green campus equipped with infrastructural and physical facilities for teaching, learning and reaches to the educational needs of students. It offers 6 undergraduate programs in B.A. English, Marathi, Hindi, Geography, B. Com. and B.Sc. in Chemistry, 02 post graduate and 07 Certificate courses.

### **Academic and Administrative Audit: An Overview**

Academic and Administrative audits play vital role in ensuring the excellence in higher education. Both are interrelated concepts, to maintain quality oriented academic in HEI, there should be strong administrative support. Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs. Administrative Audit can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments' control of the overall administrative system etc.

Being a quality ensuring functional body, Internal Quality Assurance Cell has conducted internal academic and administrative audit of various academic departments and administrative sections. IQAC has formed the committee to verify the data and documentations.

Internal Quality Assurance Cell (IQAC) of Arts, Science and Commerce College, Kolhar conducted Internal Academic and Administrative audit by constituting following committee under chairman of senior Professor. The audit was conducted during **06<sup>th</sup> and 7<sup>th</sup> April 2020**.



## Constitution of Academic and Administrative Audit Committee

Sr. No.	Name of the Faculty	Designation	Department
1.	Dr. G. R. Deshmukh	Chairman	Head, Dept. of Economics
2.	Dr. B. N. Navale	Member	Dept. of Hindi
3.	Dr. V.A. Kharde	Member	Dept of Commerce
4.	Dr. P. D. Pulate	Member	Head, Dept of Zoology
5.	Mr. P. B. Vikhe	Member	IQAC Coordinator, Head Dept. of English

### Objectives of the Academic and Administrative Audit

The main objective of AAA is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

- To identify the weaknesses & shortcoming in the existing administrative mechanisms
- To identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To evaluate course and program outcomes.
- To assure the implementation of quality education.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

### Method of Academic and Administrative Audit

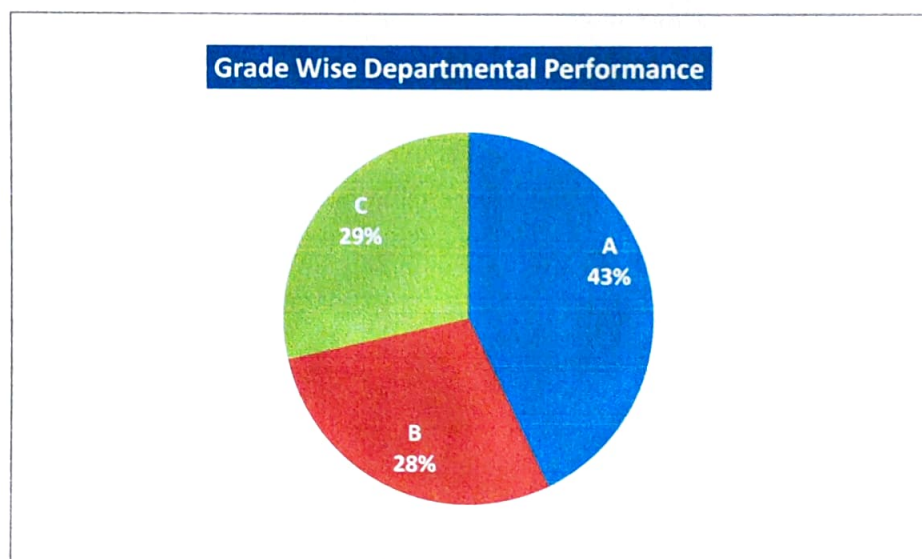
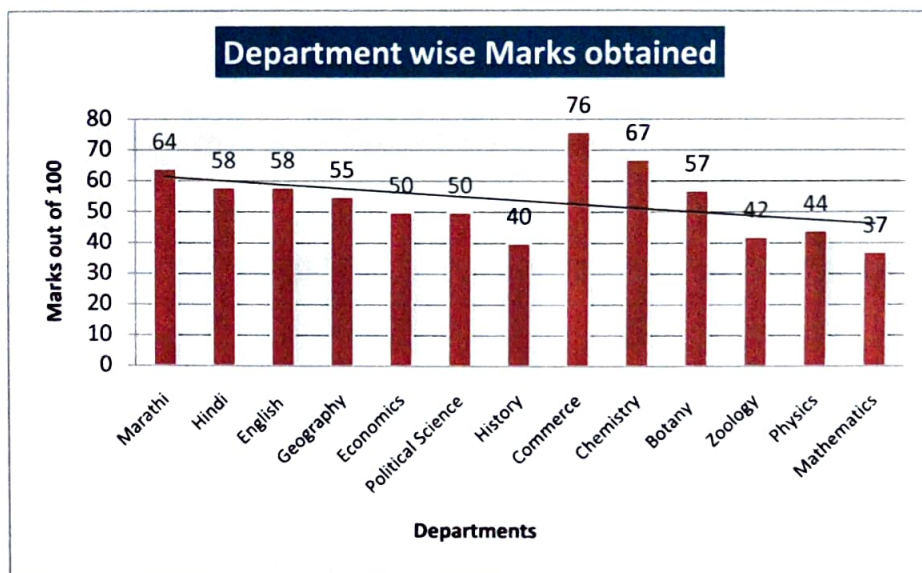
Internal Quality Assurance Cell has prepared self evaluation format for Academic and administrative audit which is circulated to respective departments. IQAC collects data and information from all academic and administrative departments. The chairman of IQAC forms a committee consisting of senior faculty as a chairman and representative from each faculty and IQAC coordinator as members. Internal academic and administrative Audit is conducted once in the academic year. The committee scrutinizes the documents as per data given in prescribed format and evaluates with standard of marking system and grades each department. The audit is scheduled at the end of each academic year. The chairman of audit committee submits cumulative reports to the Principal. The audited report is placed before IQAC and College Development Committee for further action.

## Academic Audit Data Analysis

Sr. No.	Title / Metric	Total Max. Marks (100)	Marathi	Hindi	English	Geography	Economics	Political Science	History	Commerce	Chemistry	Botany	Zoology	Physics	Mathematics
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1	1	1	1	1	1	1	1
2.	Number of qualified staff	02	2	2	2	2	2	2	2	2	1	1	1	0	0
3.	Improvement in Faculty qualification	02	0	0	0	0	0	2	2	0	0	0	0	0	0
4.	Number of Add-on / Certificate Courses (Minimum 01 Course)	02	2	0	2	0	0	0	0	2	0	2	2	0	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79% -01)	02	2	2	2	1	2	2	2	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing - 3	05	0	5	3	0	0	0	0	0	0	0	0	0	0
7.	No. of Research Paper Published in journals (Above 2 – 05, One paper-03)	05	5	5	5	5	5	4	5	5	5	5	0	0	0
8.	No. of books Published (Single author- 03, Co-Author -02, Edited- 01)	06	6	0	0	2	0	0	0	2	1	0	0	0	0
9.	No. of Conference attended (Per conference -01, Maximum Marks- 03)	03	3	1	3	2	3	3	1	3	3	3	2	3	3
10.	No. of papers presented in Seminar/Conferences/Workshop (Per Paper -01, Maximum Marks- 03)	03	3	3	3	2	2	2	2	3	3	3	0	1	0
11.	No. of Conference /seminar / workshop organized by Department	05	0	0	0	5	0	2	0	5	5	0	0	0	0
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	02	2	2	0	0	0	0	2	2	0	0	0	0	0
13.	Amount of external funding received	01	0	0	0	0	0	0	0	0	0	0	0	0	0
14.	No. of Research awards/ recognition & fellowships of faculty	02	0	0	0	0	0	0	0	0	0	0	0	0	0
15.	No. of Research Guides	02	2	1	0	0	2	0	0	1	0	0	0	0	0
16.	No. of students registered/ degrees awarded (M.Phil. / Ph.D.)	02	2	1	0	0	2	0	0	0	0	0	0	0	0
17.	Number of MOU/linkages	02	0	0	0	0	0	0	0	1	2	2	2	0	0
18.	Number of faculty with Google Scholar citation	02	0	0	0	0	0	0	0	0	2	0	0	0	0

19.	Number of Student's awards/Fellowship	02	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20.	Projects undertaken by students	03	0	0	0	0	0	0	0	0	3	0	0	0	0	0
21.	Participation of students in seminar/conference/workshop/training programme	02	0	0	0	0	0	0	0	0	2	2	0	0	0	0
22.	Number of student placed through campus drive	02	0	1	1	0	0	0	0	0	2	2	0	0	0	0
23.	Any other activity carried out for students	02	2	2	2	2	0	2	0	2	2	2	2	2	2	0
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 %- 03, 50 to 59%- 02, 40 to 49%- 01)	05	5	5	5	5	5	5	5	5	5	5	5	3	5	5
25.	No. of excursions/ field visits/ industrial visits organized	02	2	0	0	2	0	0	0	0	2	2	2	2	2	0
26.	Use of ICT Tools in Teaching	03	3	3	3	3	3	3	3	1	3	3	2	3	3	3
27.	Departmental Annual Calendar	02	2	2	2	2	2	2	2	2	2	2	2	2	2	2
28.	Students' Attendance Record	02	2	2	2	2	2	2	2	2	2	2	2	2	2	2
29.	Teaching Plan	03	3	3	3	3	3	3	3	3	3	3	3	3	3	3
30.	Teacher's Dairy	05	5	5	5	5	5	5	5	5	5	5	5	5	5	5
31.	Learning resources of Department (Books/Journals Web-resources CDs, e-Books/e-Journals)	02	2	2	2	2	2	2	2	2	2	2	2	2	2	2
32.	Training programme completed: Orientation/Refresher/Summer/Short term course/ any other	03	0	3	3	3	0	3	0	0	2	3	3	0	3	3
33.	Students' Progression to Higher Education	03	1	3	2	2	0	0	0	0	3	3	0	0	0	0
34.	Students qualifying (Competitive Exams /SET/NET/GATE/ etc.)	02	2	0	0	0	0	0	0	1	0	0	0	0	0	0
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	03	0	1	2	2	3	3	0	3	3	3	2	3	3	3
36.	Best Practices (Minimum one-03 marks)	02	2	0	2	2	0	2	0	2	2	0	2	2	2	0
37.	Attainment of COs, POs	03	3	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>Total Marks obtained</b>		<b>64</b>	<b>58</b>	<b>58</b>	<b>B</b>	<b>B</b>	<b>55</b>	<b>50</b>	<b>B</b>	<b>50</b>	<b>40</b>	<b>76</b>	<b>67</b>	<b>57</b>	<b>42</b>	<b>37</b>
<b>Grade</b>		<b>A</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>B</b>	<b>C</b>	<b>O</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>D</b>	<b>D</b>





**\*Grading**

Marks	Grade
> 75	O
60 to 74	A
50 to 59	B
40 to 49	C
< 39	D

## Administrative Department Audit Data Analysis

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Establishment Section</b>			
1.	Number of Non-teaching staff filled against Government sanctioned posts	05	03
2.	Number of Non-teaching staff filled against Management sanctioned posts	05	3
3.	Staff Profile (Teaching & Non-Teaching)	03	02
4.	Record of Teaching and Non-Teaching Staff (Personal File)	05	2
5.	Record of Service Book maintained	05	2
6.	Leave record	03	02
7.	Inward Outward Registers	02	02
8.	Rules and regulations of UGC/State Government/University/PRES etc.	02	00
9.	Meeting Register (CDC/Management etc.)	05	02
10.	Participation of Non-Teaching Staff in Training Program	03	00
11.	Annual Report submitted to University/PRES	05	04
12.	Notice File	02	02
13.	Use of E-governance	05	01
<b>Total marks obtained</b>			<b>25</b>
<b>Grade</b>			<b>B</b>

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Account Section</b>			
1.	Budget Allocation excluding salary	05	03
2.	Budget Allocation for Infrastructural Augmentation	05	03
3.	Budget Allocation for maintenance of Infrastructural and Academic Facilities	10	05
4.	Record of Internal Audit	05	04
5.	Record of External Audit	05	04
6.	Record of Income – Expenditure (Balance Sheet) maintained	08	06
7.	Record of Donation (Trust/Person)	02	00
8.	Utilization of Funds	05	00
9.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>30</b>
<b>Grade</b>			<b>A</b>

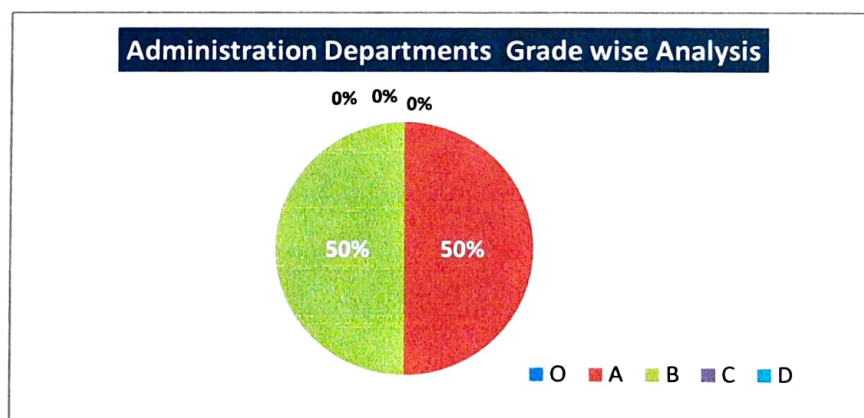
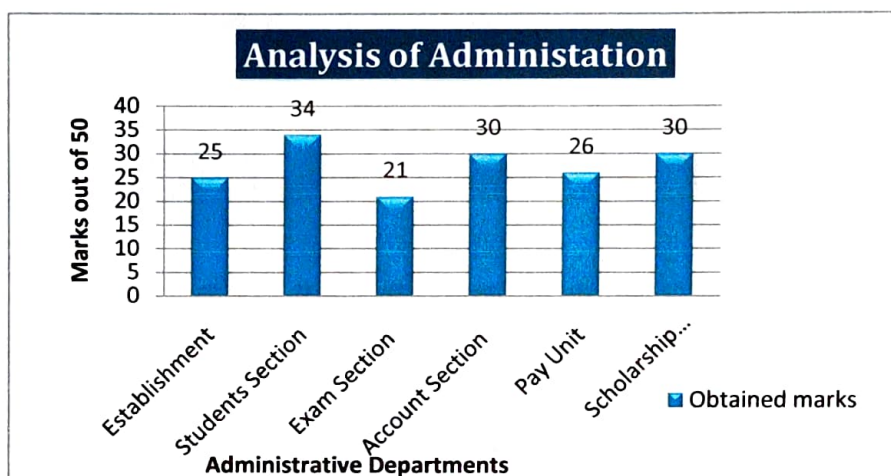
Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Pay Section</b>			
1.	Month wise Salary Pay Bills of Teaching and Non-teaching Staff	10	10
2.	Pay Slip Record	05	02
3.	Pay Fixation record	10	00
4.	Income Tax related record	10	07
5.	GPF/DCPS/NPS/Staff Insurance maintained	10	03
6.	Use of E-governance	05	04
<b>Total marks obtained</b>			<b>26</b>
<b>Grade</b>			<b>B</b>

Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Students Section</b>			
1.	Students' profile (Category Wise & Gender wise list)	10	07
2.	Admission Record	10	07
3.	University Eligibility Record	10	07
4.	Record of Fees	10	08
5.	Notice File	05	02
6.	Use of E-governance	05	03
<b>Total marks obtained</b>			<b>34</b>
<b>Grade</b>			<b>A</b>

Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Exam Section</b>			
1.	Exam ordinance of SPPU	03	0
2.	Record of Examination form	05	5
3.	Result analysis (Class, faculty wise)	05	5
4.	Exam Ledgers	05	4
5.	List of Toppers (Class, faculty wise)	02	2
6.	Record of Internal Examination (appointment orders etc.)	08	0
7.	Record of University Examination (appointment orders etc.)	08	0
8.	Exam related notices	02	0
9.	Exam Remuneration / Bill Record	05	3
10.	Convocation Record	02	0
11.	Use of E-governance	05	2
<b>Total marks obtained</b>			<b>21</b>
<b>Grade</b>			<b>B</b>



Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Scholarship Section</b>			
1.	Record of scholarships and freeships provided by the Government/University	10	07
2.	Record of scholarships and freeships provided by the institute	05	03
3.	Summary of Scholarship with amount	10	05
4.	Scholarship wise list of students benefitted	10	8
5.	Account statement of Scholarship/freeships	05	00
6.	Notice File	05	02
7.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>30</b>
<b>Grade</b>			<b>A</b>



**\*Grading**

Marks	Grade
> 35	O
30 to 34	A
25 to 29	B
20 to 24	C
< 19	D

## Conclusion

### Observation and recommendation by Committee Academic Departments

Department	Observation	Recommendation	Grade
Marathi	<ul style="list-style-type: none"> <li>The faculty of dept are well qualified and experienced</li> <li>remarkable research</li> <li>Organized students activities</li> <li>Research guide</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should organize seminar conference</li> <li>Should arrange study tour</li> </ul>	A
Hindi	<ul style="list-style-type: none"> <li>One faculty is doctorate and one is pursuing</li> </ul>	<ul style="list-style-type: none"> <li>Should arrange study tour</li> <li>Dept. should organize seminar conference</li> </ul>	B
English	<ul style="list-style-type: none"> <li>Qualified staff have been appointed</li> <li>Record of dept is maintained properly</li> <li>Certificate course is offered during the year</li> <li>ICT based teaching learning</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> </ul>	B
Geography	<ul style="list-style-type: none"> <li>Both faculty are doctorate</li> <li>Dept offers degree program at UG level</li> </ul>	<ul style="list-style-type: none"> <li>Dept should offer at least one certificate course</li> <li>Students' research project should be carried out</li> </ul>	B
Economics	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Economics is offered as general subject for B.A. &amp; B.Com.</li> <li>Research guide</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be carried out</li> <li>Use of ICT should be strengthened</li> </ul>	B
Political Science	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Dept offers political science as general subject for B.A.</li> <li>Activities are conducted for students enrichment</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be increased</li> <li>Faculty should complete Ph.D.</li> </ul>	B
History	<ul style="list-style-type: none"> <li>Qualified staff is appointed</li> <li>History is offered as general subject for B.A.</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> <li>Dept. should organize seminar, conference</li> </ul>	C
Commerce	<ul style="list-style-type: none"> <li>Dept. offers certificate course</li> <li>Students projects for PG students</li> <li>Research students registered for Ph.D.</li> <li>MoUs signed</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should arrange field visits</li> <li>Students research should be promoted</li> <li>Placement drive should be arranged</li> </ul>	O
Chemistry	<ul style="list-style-type: none"> <li>Students field visits are arranged</li> <li>MoUs are signed for students activity</li> <li>PG program is offered in Analytical Chemistry</li> <li>Certificate course is offered</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Should organize seminar / conference</li> <li>PG students should be promoted for research project</li> <li>Industry interaction should be arranged</li> <li>Placement drive should be arranged</li> </ul>	A
Botany	<ul style="list-style-type: none"> <li>Dept. offers subsidiary courses at first and second year only</li> <li>Research publication is satisfactory</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Study tours should be arranged</li> </ul>	B

Zoology	<ul style="list-style-type: none"> <li>Well qualified staff</li> <li>Dept has signed MoU</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	C
Physics	<ul style="list-style-type: none"> <li>Dept. record is maintained properly</li> <li>Dept offers Physics as a subsidiary subject at UG level</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	C
Mathematics	<ul style="list-style-type: none"> <li>Dept offers Maths as a subsidiary subject at UG level only</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Faculty should improve qualification</li> </ul>	D

### Observation and recommendation by Committee Administrative Departments

Department	Observation	Recommendation	Grade
Establishment Section	<ul style="list-style-type: none"> <li>Personal files of Staff are maintained</li> <li>Service books are maintained but leave records are not filled</li> <li>Meeting record is maintained</li> <li>Staff record is not maintained in MIS</li> </ul>	<ul style="list-style-type: none"> <li>Staff profile should be prepared</li> <li>MIS should be used for maintaining data</li> <li>Rules regulation of UGC, Govt., University should be kept in a file</li> </ul>	B
Account Section	<ul style="list-style-type: none"> <li>Internal &amp; External audit records are maintained properly</li> <li>Section use Tally for e governance</li> <li>Budget allocation for infrastructural augmentation is not adequate</li> </ul>	<ul style="list-style-type: none"> <li>Record of grant received from funding agencies is not maintained</li> <li>Budget file is not maintained in hard copy with signature of sanctioning authority</li> </ul>	O
Pay Section	<ul style="list-style-type: none"> <li>Well maintained record of pay bills of staff</li> <li>Sevarth Pranali is used for e governance</li> <li>Income tax record is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Deduction record is not maintained properly</li> <li>Pay slips should be provided to all staff soon after salary credited</li> </ul>	B
Students Section	<ul style="list-style-type: none"> <li>All record of students section is maintained properly</li> <li>MIS is use for e governance</li> </ul>	<ul style="list-style-type: none"> <li>Record of students' notices should be preserved.</li> <li>Students Enrollment record needs to be maintained</li> </ul>	O
Exam Section	<ul style="list-style-type: none"> <li>Exam form record is maintained</li> <li>Result analysis and ledgers are maintained</li> <li>Exam related orders &amp; appointments are not maintained by the department</li> <li>Bill Record of exam is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Exam ordinance of affiliating University is not maintained</li> <li>Notice file needs to be maintained</li> <li>Data should be maintained in MIS/E-governance</li> </ul>	B



Scholarship Section	<ul style="list-style-type: none"> <li>Record of scholarship of govt. is maintained.</li> <li>Scholarship record is also maintained on govt. website</li> <li>Excel is used for preserving data</li> </ul>	<ul style="list-style-type: none"> <li>Record of scholarship/freeship provided by institute should be maintained.</li> </ul>	A
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Dr. G. R. Deshmukh

Chairman,

Internal Academic & Administrative Audit



Dr. B. N. Navale

Member



Dr. V. A. Kharde

Member



Dr. P. D. Pulate

Member

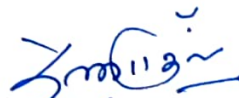


Mr. P. B. Vikhe

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)  
Arts, science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar-413710





Dr. S. N. Shingote

PRINCIPAL

ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR

# **Academic and Administrative Audit Report (AAA)**

**Academic Year: 2019-20**

## **External Peer Team**

Dr. Shivanand Hiremath	Chairman
Smt. Jayashree Singar	Member
Mr. Sagar Shevgaonkar	Coordinator

## **Submitted to**

**The Principal  
Arts, Science and Commerce College, Kolhar  
Tal. Rahata, Dist.- Ahmednagar**

**Report of the Committee**  
**Academic and Administrative Audit Report (AAA)**  
**(2019-20)**

**Name of the Institute: Pravara Rural Education Society's**

**ARTS, SCIENCE AND COMMERCE COLLEGE, KOLHAR**

**Name of the Principal: Dr. S.N. Shingote**

**Date of the Visit: 16<sup>th</sup> June 2020**

Arts, Science and Commerce College, Kolhar conducted Academic and Administrative Audit during the academic year 2019-20. The purpose of the audit is to evaluate performance, appreciate achievements and give suggestions for further development of the college. Analyzing strengths, weaknesses opportunities and threats/challenges of the college is of the major purpose of the audit. Hence, the college could set quality benchmarks accordingly and improve the quality of higher education. The college can improve the quality of teaching-learning, research and administration also. The committee visited the college on 16.6.2020 and interacted with HODs, teaching and non-teaching staff and validated the data. The significant observations, remarks and suggestions of the committee are as follows.

S.N.	Particulars	Remarks/Suggestions
1.	<b>Availability of teaching and non-teaching faculty</b>	Arts and Commerce UG programs are aided and Science UG, M.Com. and M.Sc. are self financed programs. Apart from degree program, college has also introduced few certificate courses. Teaching and non teaching staff is recruited as per the guidelines.
2.	<b>Infrastructural facilities available for carrying out academic and administrative activities</b>	The college has adequate infrastructural facilities. Especially library, laboratories and classrooms are spacious and well equipped. The sports facilities are also up to the mark. The open Gym is available on the campus.
3.	<b>Efforts taken for curricular development</b>	Being an affiliated college, it follows the curriculum designed by University. The faculty members attended syllabus restructuring workshops organized by the University and gave suggestions for the development of curriculum. Apart from this, syllabuses of self funded courses are designed by the college.

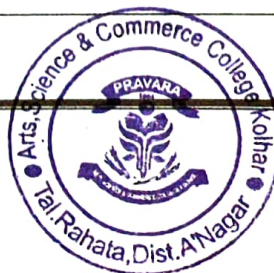


4.	<b>Teacher quality</b>	The quality of the teachers is reflected through well qualified and experienced staff. There are 13-Ph.D, 07-M.Phil, 08 SET/NET qualified staff.
5.	<b>Teaching methods adopted and use of ICT in teaching, learning process</b>	There are 09 classrooms and 08 laboratories. Six classrooms and all labs are ICT enabled. All faculty use ICT tools in teaching and learning. E-learning facility is also available in the library through INFLIBNET.
6.	<b>Feedback mechanism used for assessing the performance of teachers by students and for curricular development</b>	There is structured mechanism for obtaining, analyzing feedback for the assessment of the teacher and curriculum. The action taken report is prepared timely. The concern teachers are made aware about their performance personally.
7.	<b>Faculty development programs implemented by the College</b>	The college has organized 3 faculty programs for teaching, non-teaching and supporting staff during the academic year. 17 teachers participated in various FDPs organized by FDC and MHRDC
8.	<b>Research facilities and research output in the form of publications and patents</b>	Teaching staff is actively involved in research and publication. 38 research papers were published in reputed journals during the year. Research and publication need to be strengthened. The Collaborative and multidisciplinary research should be initiated.
9.	<b>Computer, internet and library facilities available</b>	There is central computer lab having 45 computers with internet facilities. All departments are equipped with computer and internet facility. Wi-Fi facility has been provided to students and staff. The central library is ICT enabled and fully computerized. OPAC facility is available in the library and it is enriched with 17953 books, 3135500 e- books and subscription of various 18 research journals, 6000 e-journals having open access to all. The library should be strengthened with new arrivals, books and titles.
10.	<b>Mentoring system, introduction of Remedial classes, Bridge courses, guidance for competitive examinations</b>	The college has initiated mentor-Mentee system for all classes. Bridge, Remedial and Skill development courses are available for slow and advance learners. The competitive exam center should be more active.





11.	<b>Skill development and personality development program</b>	College has introduced skill based certificate courses like Entrepreneur Development, Seri-Culture etc. during the year. Basic Computer Literacy Course was conducted for newly admitted students. Dept. of English conducted 8 days soft Skills Development Program for final year students. The department Marathi introduced certificate course in rural Journalism recently. More skill oriented courses may be introduced in the next academic year.
12.	<b>Generation of funds and optimum utilization</b>	Dept. of Chemistry was sanctioned an amount of Rs 200000/- for conducting national level seminar. The college also received some grants from SPPU, Pune. It also received Infrastructural Development grants from UGC during the year. The received fund is utilized for the same purpose. The college needs to avail funds from various funding agencies.
13.	<b>Evaluation methods adopted for internal and external examinations</b>	Semester based credit system is introduced at PG, where continuous evaluation process is adopted for the internal examination. CBSC pattern has been introduced for first year of B.A., B.Com. and B.Sc. by affiliating university. The college strictly follows the rules and regulations laid down by the affiliating university. Internal squad has been setup to avoid malpractices in internal and external examination.
14.	<b>Future plans of the department</b>	To sign MoUs with institutions and industries. To increase Placement activities. To submit Proposals to various funding agencies To initiate Collaborative research activities with industry To strengthen competitive examination training centre. To increase student participation in sports and cultural activities at national levels.
15	<b>Strengths, Weaknesses. Opportunities and Challenges of the department</b>	<b>Strengths:</b> <ul style="list-style-type: none"> <li>• Green and clean college campus</li> <li>• Green Audit and Energy Audit conducted.</li> <li>• Faculties with good academic qualification and experience.</li> </ul>





	<ul style="list-style-type: none"> <li>• Publication of research papers in UGC approved, peer reviewed and indexed research journals.</li> <li>• Organization of National level seminars.</li> <li>• Participation of faculty in national and international seminars, conferences, workshops.</li> <li>• Adequate infrastructure and sports facilities.</li> </ul> <p><b>Weaknesses:</b></p> <ul style="list-style-type: none"> <li>• Un-aided Science faculty</li> <li>• Less funds for research purposes</li> <li>• No Research projects funded by NGO's</li> </ul> <p><b>Opportunities:</b></p> <ul style="list-style-type: none"> <li>• New value-added courses</li> <li>• Collaborative research activities</li> <li>• Student participation in sports and cultural activity at national and international levels</li> <li>• Resource mobilization from various Government and NGOs</li> </ul> <p><b>Threats:</b></p> <ul style="list-style-type: none"> <li>• Diversification of students and to change their mindset</li> <li>• Need more space for library</li> <li>• Need to strengthen research in Science faculty</li> <li>• To increase number of admissions due to Covid-19</li> </ul>
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Place: Kolhar

Date: 16/06/2020



Signature and Seal of the Principal  
**PRINCIPAL**  
 ARTS, SCIENCE & COMMERCE COLLEGE  
 KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR

  
**Chairman**

**Dr. Shivanand Hiremath**  
 Principal,  
 Pravara Rural College of  
 Pharmacy, Loni



**Member**  
**Dr. J. R. Singar**  
 I/C Principal,  
 Arts, Commerce and Science  
 College, Satral

  
**Coordinator**

**Mr. Sagar Shevgaonkar**  
 HR Manager  
 Pravara Rural Education  
 Society, Loni



**Pravara Rural Education Society's**  
**Arts, Science and Commerce College,**

**Kolhar Tal. Rahata, Dist.- Ahmednagar- 413710**

Affiliated to Savitribai Phule Pune University, Pune

**INTERNAL ACADEMIC AND  
ADMINISTRATIVE AUDIT (AAA)  
REPORT**

Academic Year. 2020-21

**PREPARED BY**

**Internal Quality Assurance Cell (IQAC)**

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# **Internal Quality Assurance Cell (IQAC)**

## **Internal Academic and Administrative Audit (AAA)**

**Academic Year: 2020-21**

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### **Introduction**

#### **About the Institution**

Pravara Rural Education Society, Pravaranagar, is one of the most reputed education societies in Maharashtra. It was established in 1964 by Late Padmashri Dr. Vitthalrao Vikhe Patil, the founder father of sugar co-operative movement in India, to cater to the higher educational needs of the rural masses. Under the leadership of Late Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee), Arts, Science and Commerce College, Kolhar was established in 1999. Presently, Hon'ble Namdar Radhakrishna Vikhe Patil, Chairman, Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar has shouldered the responsibility of providing the best facilities for the all-round development of students from rural background.

The institute is permanently affiliated to the Savitribai Phule Pune University, Pune and is approved 2(f) and 12 (B) of the UGC act. It is accredited by NAAC at 'A' grade with CGPA-3.10 in May 2015. The college has 9.5 acres lush green campus equipped with infrastructural and physical facilities for teaching, learning and reaches to the educational needs of students. It offers 6 undergraduate programs in B.A. English, Marathi, Hindi, Geography, B. Com. and B.Sc. in Chemistry, 02 post graduate and 05 Certificate courses.

#### **Academic and Administrative Audit: An Overview**

Academic and Administrative audits play vital role in ensuring the excellence in higher education. Both are interrelated concepts, to maintain quality oriented academic in HEI, there should be strong administrative support.

**Academic Audit:** - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

**Administrative Audit:** - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments' control of the overall administrative system etc.

Being a quality ensuring functional body, Internal Quality Assurance Cell has conducted internal academic and administrative audit of various academic departments and administrative sections. IQAC has formed the committee to verify the data and documentations.

Internal Quality Assurance Cell of Arts, Science and Commerce College, Kolhar conducted Internal Academic and Administrative audit by constituting following committee under chairman of senior Professor. The audit was conducted during **29<sup>th</sup> to 31<sup>st</sup> March 2021**.

### **Constitution of Academic and Administrative Audit Committee**

<b>Sr. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>	<b>Department</b>
1.	Dr. S. N. Dalimbe	Chairman	Head, Dept. of Geography
2.	Dr. P. T. Tupe	Member	Dept. of Hindi
3.	Mr. V.R. Kadu	Member	Head, Dept of Chemistry
4.	Dr. A. A. Vikhe	Member	Dept of Commerce
5.	Mr. Parameshwar. B. Vikhe	Member	IQAC Coordinator

### **Objectives of the Academic and Administrative Audit**

The main objective of AAA is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

### **Method of Academic and Administrative Audit**

Internal Quality Assurance Cell has prepared self evaluation format for Academic and administrative audit which is circulated to respective departments. IQAC collects data and information from all academic and administrative departments. The chairman of IQAC forms a committee consisting of senior faculty as a chairman and representative from each faculty and IQAC coordinator as members. Internal academic and administrative Audit is conducted once in the academic year. The committee scrutinizes the documents as per data given in prescribed format and evaluates with standard of marking system and grades each department. The audit is scheduled at the end of each academic year. The chairman of audit committee submits cumulative reports to the Principal. The audited report is placed before IQAC and College Development Committee for further action.

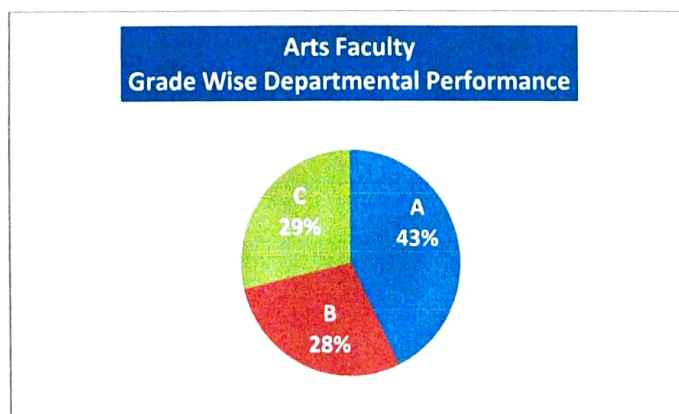
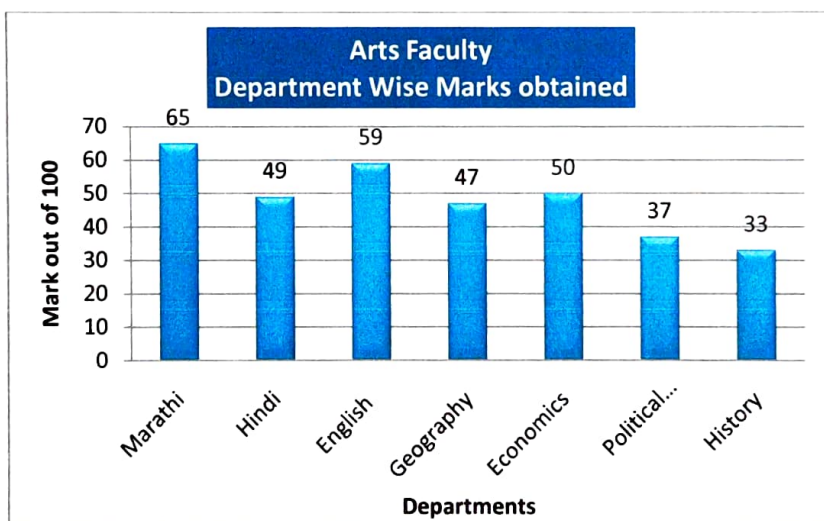
# Academic Audit Data Analysis

## • Arts Faculty

Sr. No.	Title / Metric	Total Max. Marks (100)	Marathi	Hindi	English	Geography	Economics	Political Science	History
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1	1
2.	Number of qualified staff	02	2	2	2	2	2	2	2
3.	Improvement in Faculty qualification	02	0	0	0	0	0	2	0
4.	Number of Add-on / Certificate Courses (Minimum 01 Course)	02	2	0	2	0	0	0	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79% -01)	02	2	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing - 3	05	0	0	3	0	0	0	0
7.	No. of Research Paper Published in journals (Above 2 – 05, One paper-03)	05	5	0	3	5	5	0	0
8.	No. of books Published (Single author- 03, Co-Authored -02, Edited- 01)	06	0	0	0	0	0	0	0
9.	No. of Conference attended (Per conference -01, Maximum Marks- 03)	03	3	3	3	3	3	3	0
10.	No. of papers presented in Seminar/Conferences/Workshop (Per Paper -01, Maximum Marks- 03)	03	3	0	0	3	1	0	0
11.	No. of Conference /seminar / workshop organized by Department	05	5	5	5	0	0	0	0
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	02	0	0	0	0	0	0	0
13.	Amount of external funding received	01	0	0	0	0	0	0	0
14.	No. of Research awards/ recognition & fellowships of faculty	02	0	0	0	0	1	00	0
15.	No. of Research Guides	02	2	2	0	0	2	0	0
16.	No. of students registered/ degrees awarded (M.Phil. / Ph.D.)	02	1	2	0	0	2	0	0
17.	Number of MOU/linkages	02	0	0	0	0	0	0	0
18.	Number of faculty with Google Scholar citation	02	0	0	0	0	0	0	0
19.	Number of Student's awards/Fellowship	02	0	0	0	0	0	0	0
20.	Projects undertaken by students	03	0	0	0	0	0	0	0
21.	Participation of students in seminar/conference/workshop/training programme	02	0	0	2	0	0	0	0
22.	Number of student placed through campus drive	02	1	2	0	0	0	0	0
23.	Any other activity carried out for students	02	2	2	2	0	0	2	0
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 % - 03, 50 to 59%- 02, 40 to 49%- 01)	05	5	5	5	5	5	5	5
25.	No. of excursions/ field visits/ industrial visits organized	02	0	0	0	2	0	0	0
26.	Use of ICT Tools in Teaching	03	3	3	2	2	3	3	3



27.	Departmental Annual Calendar	02	2	2	2	2	2	2	2
28.	Students' Attendance Record	02	2	2	2	2	2	2	2
29.	Teaching Plan	03	3	2	2	2	3	2	3
30.	Teacher's Dairy	05	5	2	5	2	5	2	5
31.	Learning resources of Department (Books/Journals Web-resources CDs, e-Books/e-Journals)	02	2	2	2	2	2	2	2
32.	Training programme completed: Orientation/Refresher/Summer/Short term course/ any other	03	3	0	3	2	3	0	0
33.	Students' Progression to Higher Education	03	3	3	3	3	0	0	3
34.	Students qualifying (Competitive Exams /SET/NET/GATE/ etc.)	02	0	0	0	0	0	0	0
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	03	3	2	3	3	3	3	0
36.	Best Practices (Minimum one-03 marks)	02	2	2	2	2	0	2	0
37.	Attainment of COs, POs	03	3	3	3	2	3	2	3
<b>Total Marks obtained</b>			<b>65</b>	<b>49</b>	<b>59</b>	<b>47</b>	<b>50</b>	<b>37</b>	<b>33</b>
<b>Grade</b>			<b>A</b>	<b>C</b>	<b>B</b>	<b>C</b>	<b>B</b>	<b>D</b>	<b>D</b>

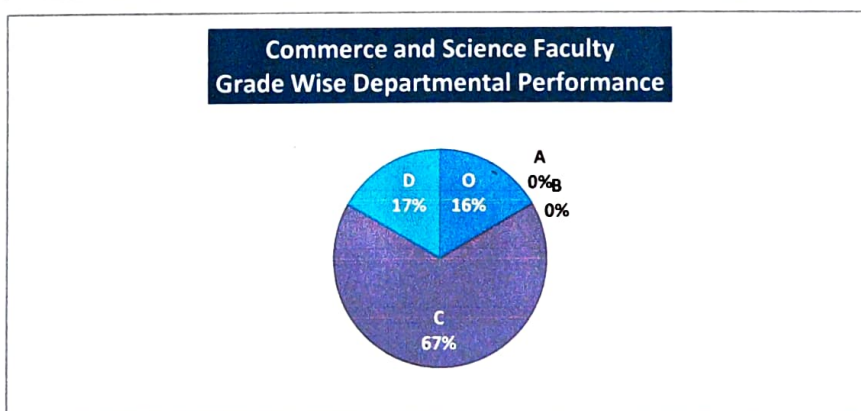
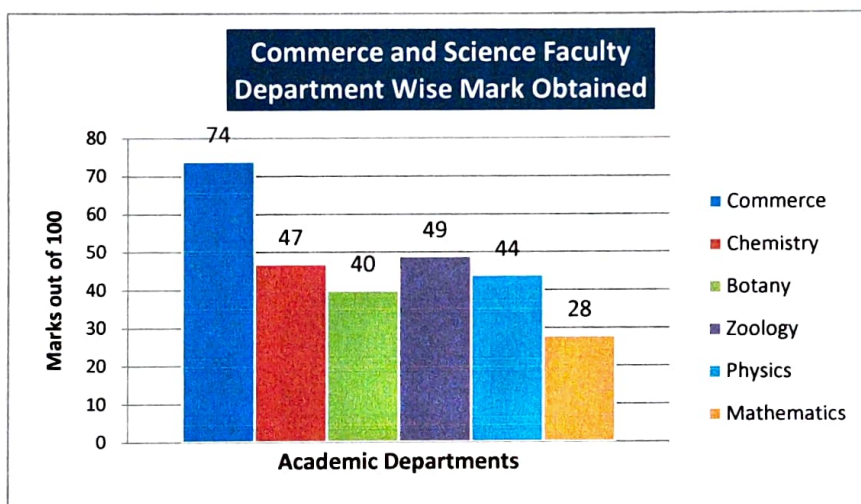


• **Commerce and Science Faculty**

Sr. No.	Title / Metric	Total Max. Marks (100)	Commerce	Chemistry	Botany	Zoology	Physics	Mathematics
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1
2.	Number of qualified staff	02	2	2	2	2	2	0
3.	Improvement in Faculty qualification	02	0	0	0	2	2	0
4.	Number of Add-on / Certificate Courses (Minimum 01 Course)	02	2	0	0	0	0	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79% -01)	02	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing - 3	05	0	0	0	0	0	0
7.	No. of Research Paper Published in journals (Above 2 – 05, One paper-03)	05	5	2	0	5	0	0
8.	No. of books Published (Single author- 03, Co-Authored -02, Edited- 01)	06	0	0	0	0	0	0
9.	No. of Conference attended (Per conference -01, Maximum Marks- 03)	03	3	3	3	3	0	0
10.	No. of papers presented in Seminar/Conferences/Workshop (Per Paper -01, Maximum Marks- 03)	03	3	0	3	0	0	0
11.	No. of Conference /seminar / workshop organized by Department	05	5	0	0	0	0	0
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	02	0	0	0	0	0	0
13.	Amount of external funding received	01	0	0	0	0	1	0
14.	No. of Research awards/ recognition & fellowships of faculty	02	0	0	0	0	0	0
15.	No. of Research Guides	02	2	0	0	0	0	0
16.	No. of students registered/ degrees awarded (M.Phil. / Ph.D.)	02	2	0	0	0	0	0
17.	Number of MOU/linkages	02	2	2	2	2	0	0
18.	Number of faculty with Google Scholar citation	02	0	0	0	2	0	0
19.	Number of Student's awards/Fellowship	02	0	0	0	0	0	0
20.	Projects undertaken by students	03	3	0	3	0	00	0
21.	Participation of students in seminar/conference/workshop/training programme	02	2	0	0	0	0	0
22.	Number of student placed through campus drive	02	2	2	0	0	0	0
23.	Any other activity carried out for students	02	2	0	0	0	0	0
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 %- 03, 50 to 59%- 02, 40 to 49%- 01)	05	5	5	5	5	5	5
25.	No. of excursions/ field visits/ industrial visits organized	02	0	0	3	0	0	0
26.	Use of ICT Tools in Teaching	03	3	3	3	3	3	3
27.	Departmental Annual Calendar	02	2	2	2	2	2	2
28.	Students' Attendance Record	02	2	2	2	2	2	2



29.	Teaching Plan	03	3	2	2	3	3	3
30.	Teacher's Dairy	05	5	5	2	5	5	5
31.	Learning resources of Department ( Books/Journals Web-resources CDs, e-Books/e-Journals)	02	2	2	2	2	2	2
32.	Training programme completed: Orientation/Refresher/Summer/Short term course/ any other	03	3	3	0	0	3	0
33.	Students' Progression to Higher Education	03	3	3	0	3	3	0
34.	Students qualifying (Competitive Exams /SET/NET/GATE/ etc.)	02	0	0	0	0	0	0
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	03	3	3	0	0	3	0
36.	Best Practices (Minimum one-03 marks)	02	2	0	0	2	2	0
37.	Attainment of COs, POs	03	3	3	3	3	3	3
<b>Total Marks obtained</b>			<b>74</b>	<b>47</b>	<b>40</b>	<b>49</b>	<b>44</b>	<b>28</b>
<b>Grade</b>			<b>O</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>D</b>



**\*Grading**

Marks	Grade
> 75	O
60 to 74	A
50 to 59	B
40 to 49	C
< 39	D

## Administrative Department Audit Data Analysis

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Establishment Section</b>			
1.	Number of Non-teaching staff filled against Government sanctioned posts	05	03
2.	Number of Non-teaching staff filled against Management sanctioned posts	05	04
3.	Staff Profile (Teaching & Non-Teaching)	03	01
4.	Record of Teaching and Non-Teaching Staff (Personal File)	05	03
5.	Record of Service Book maintained	05	03
6.	Leave record	03	02
7.	Inward Outward Registers	02	02
8.	Rules and regulations of UGC/State Government/University/PRES etc.	02	00
9.	Meeting Register (CDC/Management etc.)	05	02
10.	Participation of Non-Teaching Staff in Training Program	03	00
11.	Annual Report submitted to University/PRES	05	05
12.	Notice File	02	02
13.	Use of E-governance	05	01
<b>Total marks obtained</b>			<b>28</b>
<b>Grade</b>			<b>B</b>

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Account Section</b>			
1.	Budget Allocation excluding salary	05	03
2.	Budget Allocation for Infrastructural Augmentation	05	02
3.	Budget Allocation for maintenance of Infrastructural and Academic Facilities	10	08
4.	Record of Internal Audit	05	05
5.	Record of External Audit	05	05
6.	Record of Income – Expenditure (Balance Sheet) maintained	08	07
7.	Record of Donation (Trust/Person)	02	00
8.	Utilization of Funds	05	00
9.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>35</b>
<b>Grade</b>			<b>O</b>

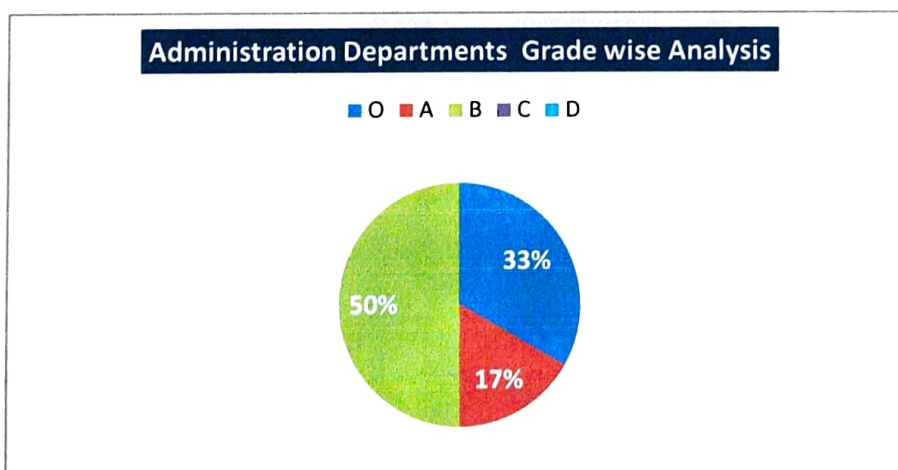
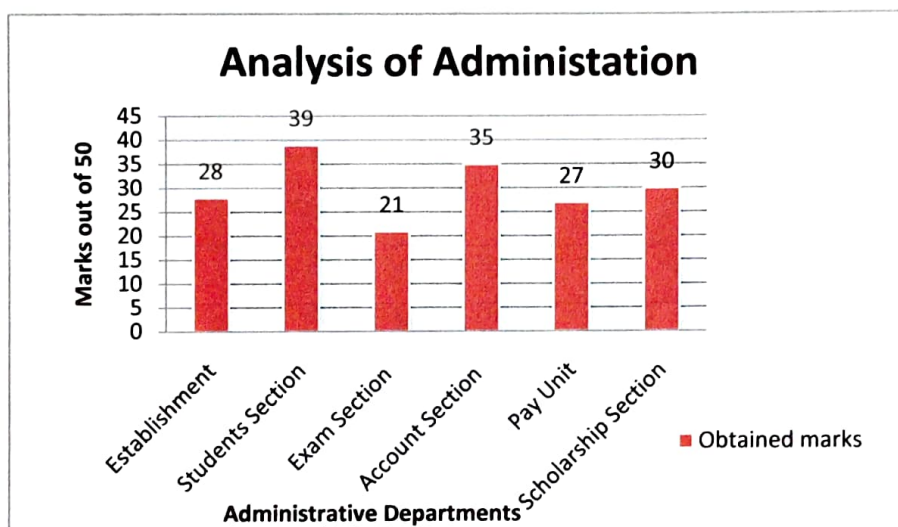
Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Pay Section</b>			
1.	Month wise Salary Pay Bills of Teaching and Non-teaching Staff	10	10
2.	Pay Slip Record	05	02
3.	Pay Fixation record	10	00
4.	Income Tax related record	10	08
5.	GPF/DCPS/NPS/Staff Insurance maintained	10	03
6.	Use of E-governance	05	04
<b>Total marks obtained</b>			<b>27</b>
<b>Grade</b>			<b>B</b>

Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Students Section</b>			
1.	Students' profile (Category Wise & Gender wise list)	10	07
2.	Admission Record	10	08
3.	University Eligibility Record	10	09
4.	Record of Fees	10	09
5.	Notice File	05	02
6.	Use of E-governance	05	04
<b>Total marks obtained</b>			<b>39</b>
<b>Grade</b>			<b>O</b>

Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Exam Section</b>			
1.	Exam ordinance of SPPU	03	0
2.	Record of Examination form	05	5
3.	Result analysis (Class, faculty wise)	05	5
4.	Exam Ledgers	05	4
5.	List of Toppers (Class, faculty wise)	02	2
6.	Record of Internal Examination (appointment orders etc.)	08	0
7.	Record of University Examination (appointment orders etc.)	08	0
8.	Exam related notices	02	0
9.	Exam Remuneration / Bill Record	05	3
10.	Convocation Record	02	0
11.	Use of E-governance	05	2
<b>Total marks obtained</b>			<b>21</b>
<b>Grade</b>			<b>B</b>



Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Scholarship Section</b>			
1.	Record of scholarships and freeships provided by the Government/University	10	08
2.	Record of scholarships and freeships provided by the institute	05	02
3.	Summary of Scholarship with amount	10	05
4.	Scholarship wise list of students benefitted	10	9
5.	Account statement of Scholarship/freeships	05	00
6.	Notice File	05	01
7.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>30</b>
<b>Grade</b>			<b>A</b>



**\*Grading**

Marks	Grade
> 35	O
30 to 34	A
25 to 29	B
20 to 24	C
< 19	D

## Conclusion

### Observation and recommendation by Committee Academic Departments

Department	Observation	Recommendation	Grade
Marathi	<ul style="list-style-type: none"> <li>The faculty of dept are well qualified and experienced</li> <li>remarkable research</li> <li>Organized students activities</li> <li>Dept. conducts certificate course in Journalism</li> <li>Research guide</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should organize seminar conference</li> <li>Should arrange study tour</li> <li>MoU should be signed for Modi Lipi Training</li> </ul>	A
Hindi	<ul style="list-style-type: none"> <li>One faculty is doctorate and one is pursuing</li> <li>Conducted online Conference</li> </ul>	<ul style="list-style-type: none"> <li>Should arrange study tour</li> <li>Dept. should organize seminar conference</li> </ul>	C
English	<ul style="list-style-type: none"> <li>Qualified staff have been appointed</li> <li>Record of dept is maintained properly</li> <li>Certificate course is offered during the year</li> <li>ICT based teaching learning</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> <li>Dept. should organize seminar conference</li> </ul>	B
Geography	<ul style="list-style-type: none"> <li>Both faculty are doctorate</li> <li>Dept offers degree program at UG level</li> </ul>	<ul style="list-style-type: none"> <li>Dept should offer at least one certificate course</li> <li>Students' research project should be carried out</li> <li>Dept should sign MoU for students related activities</li> </ul>	C
Economics	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Economics is offered as general subject for B.A. &amp; B.Com.</li> <li>Research guide</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be carried out</li> <li>Use of ICT should be strengthened</li> </ul>	B
Political Science	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Dept offers political science as general subject for B.A.</li> <li>Activities are conducted for students enrichment</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be increased</li> <li>Faculty should complete Ph.D.</li> </ul>	D
History	<ul style="list-style-type: none"> <li>Qualified staff is appointed</li> <li>History is offered as general subject for B.A.</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> <li>Dept. should organize seminar, conference</li> <li>Study tours should be arranged</li> </ul>	D
Commerce	<ul style="list-style-type: none"> <li>Dept. offers certificate course in Share Market</li> <li>Research publication is satisfactory</li> <li>Students projects for PG students</li> <li>Research students registered for Ph.D.</li> <li>MoUs signed</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should arrange field visits</li> <li>Students research should be promoted</li> <li>Internship for students should be arranged</li> <li>Placement drive should be arranged</li> </ul>	O
Chemistry	<ul style="list-style-type: none"> <li>Students field visits are arranged</li> <li>MoUs are signed for students</li> </ul>	<ul style="list-style-type: none"> <li>PG Faculty should improve qualification</li> </ul>	C

	<ul style="list-style-type: none"> <li>activity</li> <li>PG program is offered in Analytical Chemistry</li> <li>Certificate course is offered</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Should organize seminar / conference</li> <li>PG students should be promoted for research project</li> <li>Industry interaction should be arranged</li> <li>Placement drive should be arranged</li> </ul>	
Botany	<ul style="list-style-type: none"> <li>Well qualified staff have been appointed</li> <li>Dept. offers subsidiary courses at first and second year only</li> <li>Research publication is satisfactory</li> <li>Dept has signed MoU</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Study tours should be arranged</li> <li>Co-curricular activities should be conducted</li> </ul>	C
Zoology	<ul style="list-style-type: none"> <li>Well qualified staff</li> <li>Dept has signed MoU</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	C
Physics	<ul style="list-style-type: none"> <li>Dept. record is maintained properly</li> <li>Dept offers Physics as a subsidiary subject at UG level</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	C
Mathematics	<ul style="list-style-type: none"> <li>Dept offers Maths as a subsidiary subject at UG level only</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Faculty should improve qualification</li> </ul>	D

### Observation and recommendation by Committee Administrative Departments

Department	Observation	Recommendation	Grade
Establishment Section	<ul style="list-style-type: none"> <li>Personal files of Staff are maintained</li> <li>Service books are maintained but leave records are not filled</li> <li>Meeting record is maintained</li> <li>Staff record is not maintained in MIS</li> </ul>	<ul style="list-style-type: none"> <li>Staff profile should be prepared</li> <li>MIS should be used for maintaining data</li> <li>Rules regulation of UGC, Govt., University should be kept in a file</li> </ul>	B
Account Section	<ul style="list-style-type: none"> <li>Internal &amp; External audit records are maintained properly</li> <li>Section use Tally for e governance</li> <li>Budget allocation for infrastructural augmentation is not adequate</li> </ul>	<ul style="list-style-type: none"> <li>Record of grant received from funding agencies is not maintained</li> <li>Budget file is not maintained in hard copy with signature of sanctioning authority</li> </ul>	O



Pay Section	<ul style="list-style-type: none"> <li>Well maintained record of pay bills of staff</li> <li>Sevarth Pranali is used for e governance</li> <li>Income tax record is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Deduction record is not maintained properly</li> <li>Pay slips should be provided to all staff soon after salary credited</li> </ul>	<b>B</b>
Students Section	<ul style="list-style-type: none"> <li>All record of students section is maintained properly</li> <li>MIS is use for e governance</li> </ul>	<ul style="list-style-type: none"> <li>Record of students' notices should be preserved.</li> <li>Students Enrollment record needs to be maintained</li> </ul>	<b>O</b>
Exam Section	<ul style="list-style-type: none"> <li>Exam form record is maintained</li> <li>Result analysis and ledgers are maintained</li> <li>Exam related orders &amp; appointments are not maintained by the department</li> <li>Bill Record of exam is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Exam ordinance of affiliating University is not maintained</li> <li>Notice file needs to be maintained</li> <li>Convocation record should maintained</li> <li>Data should be maintained in MIS/E-governance</li> </ul>	<b>B</b>
Scholarship Section	<ul style="list-style-type: none"> <li>Record of scholarship of govt. is maintained.</li> <li>Scholarship record is also maintained on govt. website</li> <li>Excel is used for preserving data</li> </ul>	<ul style="list-style-type: none"> <li>Record of scholarship/freeship provided by institute should be maintained.</li> <li>Summary of data for each year should be maintained</li> </ul>	<b>A</b>

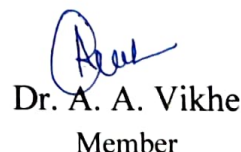


**Dr. S. N. Dalimbe**  
Chairman,  
Internal Academic & Administrative Audit



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Member


**Dr. V. R. Kadu**  
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Arts, science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar-413710



**Dr. S. N. Shingote**  
**PRINCIPAL**  
ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR





**Pravara Rural Education Society's**  
**Arts, Science and Commerce College,**

**Kolhar Tal. Rahata, Dist.- Ahmednagar- 413710**

Affiliated to Savitribai Phule Pune University, Pune



**INTERNAL ACADEMIC AND  
ADMINISTRATIVE AUDIT (AAA)  
REPORT**

**Academic Year: 2021-22**

**Prepared by**

**Internal Quality Assurance Cell (IQAC)**

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**Arts, Science and Commerce College, Kolhar**  
**Internal Quality Assurance Cell (IQAC)**  
**Internal Academic and Administrative Audit (AAA)**  
**Academic Year: 2021-22**

## **Introduction**

### **About the Institution**

Pravara Rural Education Society, Pravaranagar, is one of the most reputed education societies in Maharashtra. It was established in 1964 by Late Padmashri Dr. Vitthalrao Vikhe Patil, the founder father of sugar co-operative movement in India, to cater to the higher educational needs of the rural masses. Under the leadership of Late Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee), Arts, Science and Commerce College, Kolhar was established in 1999. Presently, Hon'ble Namdar Radhakrishna Vikhe Patil, Former Minister Government of Maharashtra and Chairman, Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar has shouldered the responsibility of providing the best facilities for the all-round development of students from rural background.

The institute is permanently affiliated to the Savitribai Phule Pune University, Pune and is approved 2(f) and 12 (B) of the UGC act. It is accredited by NAAC at 'A' grade with CGPA-3.10 in May 2015. The college has 9.5 acres lush green campus equipped with infrastructural and physical facilities for teaching, learning and reaches to the educational needs of students. It offers 6 undergraduate programs in B.A. English, Marathi, Hindi, Geography, B. Com. and B.Sc. in Chemistry, 02 post graduate and 07 Certificate courses.

### **Academic and Administrative Audit: An Overview**

Academic and Administrative audits play vital role in ensuring the excellence in higher education. Both are interrelated concepts, to maintain quality oriented academic in HEI, there should be strong administrative support.

**Academic Audit:** - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

**Administrative Audit:** - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies &

functions of the various administrative departments' control of the overall administrative system etc.

Being a quality ensuring functional body, Internal Quality Assurance Cell has conducted internal academic and administrative audit of various academic departments and administrative sections. IQAC has formed the committee to verify the data and documentations.

Internal Quality Assurance Cell of Arts, Science and Commerce College, Kolhar conducted Internal Academic and Administrative audit by constituting committee under chairman of senior Professor. The audit was conducted during **25<sup>th</sup> to 28<sup>th</sup> July 2022**.

### **Constitution of Academic and Administrative Audit Committee**

<b>Sr. No.</b>	<b>Name of the Faculty</b>	<b>Designation</b>	<b>Department</b>
1.	Dr. Rajendra L. Wadmare	Chairman	Professor & Head, Dept. of Marathi
2.	Mr. Pandurang S. Auti	Member	Head, Dept. of Political Science
3.	Dr. Prakash D. Pulate	Member	Vice Principal & Head, Dept of Zoology
4.	Dr. Pratibha V. Kanawade	Member	Vice Principal & Head, Dept of Commerce
5.	Mr. Parameshwar. B. Vikhe	Member	IQAC Coordinator

### **Objectives of the Academic and Administrative Audit**

The main objective of AAA is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.



## Method of Academic and Administrative Audit

Internal Quality Assurance Cell has prepared self evaluation format for Academic and administrative audit which is circulated to respective departments. IQAC collects data and information from all academic and administrative departments. The chairman of IQAC forms a committee consisting of senior faculty as a chairman and representative from each faculty and IQAC coordinator as members. Internal academic and administrative Audit is conducted once in the academic year. The committee scrutinizes the documents as per data given in prescribed format and evaluates with standard of marking system and grades each department. The audit is scheduled at the end of each academic year. The chairman of audit committee submits cumulative reports to the Principal. The audited report is placed before IQAC and College Development Committee for further action.

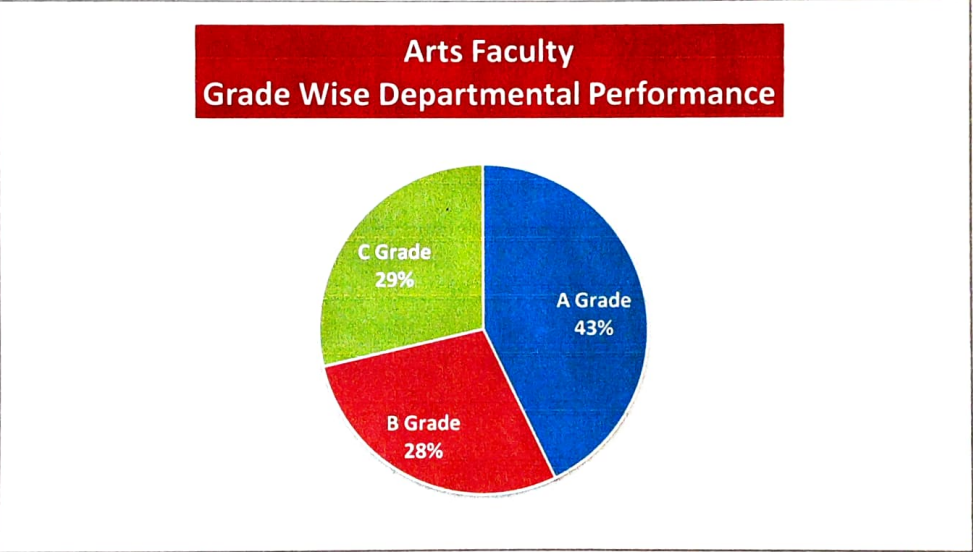
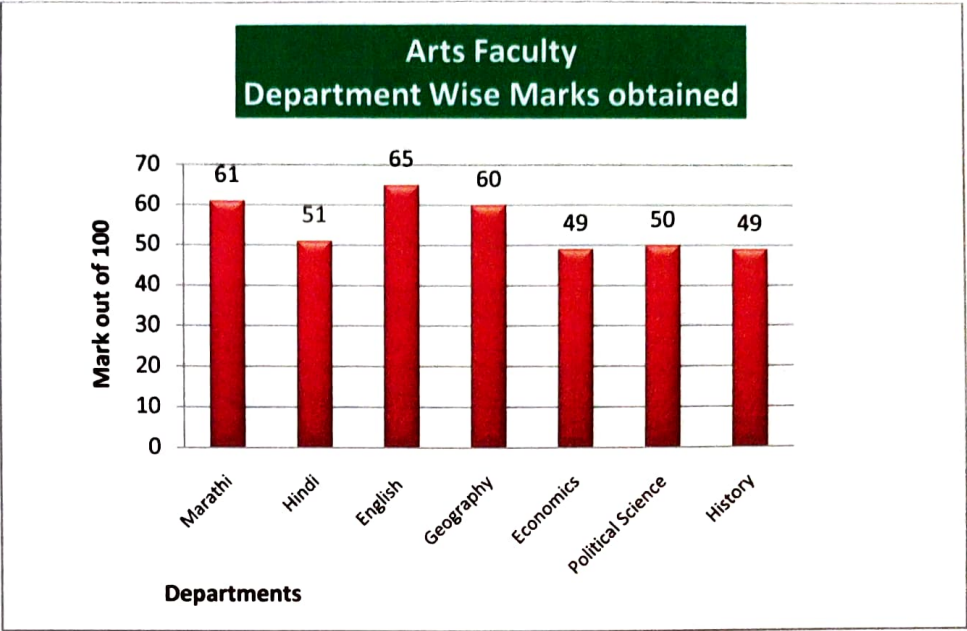
## Academic Audit Data Analysis

### • Arts Faculty

Sr. No.	Title / Metric	Total Max. Marks (100)	Marathi	Hindi	English	Geography	Economics	Political Science	History
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1	1
2.	Number of qualified staff	02	2	1	2	2	2	2	0
3.	Improvement in Faculty qualification	02	0	0	0	0	2	2	0
4.	Number of Add-on / Certificate Courses (Minimum 01 Course)	02	2	0	2	0	0	0	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79% -01)	02	2	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing - 3	05	0	0	0	0	0	0	0
7.	No. of Research Paper Published in journals (Above 2 – 05, One paper-03)	05	05	5	5	5	5	3	0
8.	No. of books Published (Single author- 03, Co-Authored -02, Edited- 01)	06	0	0	0	0	0	0	0
9.	No. of Conference attended (Per conference -01, Maximum Marks- 03)	03	3	2	3	3	3	2	3
10.	No. of papers presented in Seminar/Conferences/Workshop (Per Paper -01, Maximum Marks- 03)	03	0	2	2	3	3	1	0
11.	No. of Conference /seminar / workshop organized by Department	05	0	0	3	5	0	0	5
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	02	2	1	1	0	0	0	0
13.	Amount of external funding received	01	0	0	0	0	0	0	0
14.	No. of Research awards/ recognition & fellowships of faculty	02	2	2	0	2	0	0	0
15.	No. of Research Guides	02	2	1	0	1	0	0	0

16.	No. of students registered/ degrees awarded (M.Phil. / Ph.D.)	02	2	2	0	0	0	0	0
17.	Number of MOU/linkages	02	2	0	0	2	0	0	2
18.	Number of faculty with Google Scholar citation	02	0	0	0	0	0	0	0
19.	Number of Student's awards/Fellowship	02	0	0	0	0	0	0	0
20.	Projects undertaken by students	03	0	0	0	0	0	0	0
21.	Participation of students in seminar/conference/workshop/training programme	02	2	1	2	2	0	0	2
22.	Number of student placed through campus drive	02	0	0	2	1	0	0	0
23.	Any other activity carried out for students	02	2	1	2	2	0	2	2
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 %- 03, 50 to 59%- 02, 40 to 49%- 01)	05	5	5	5	5	5	5	5
25.	No. of excursions/ field visits/ industrial visits organized	02	0	1	2	2	0	2	0
26.	Use of ICT Tools in Teaching	03	3	3	3	3	3	3	3
27.	Departmental Annual Calendar	02	2	2	2	3	2	2	3
28.	Students' Attendance Record	02	2	2	2	2	2	2	2
29.	Teaching Plan	03	2	3	3	3	3	3	3
30.	Teacher's Dairy	05	5	5	5	5	5	5	5
31.	Learning resources of Department (Books/Journals Web-resources CDs, e-Books/e-Journals)	02	2	2	2	0	2	2	2
32.	Training programme completed: Orientation/Refresher/Summer/Short term course/ any other	03	3	2	3	3	3	3	3
33.	Students' Progression to Higher Education	03	1	1	3	0	0	0	0
34.	Students qualifying (Competitive Exams /SET/NET/GATE/ etc.)	02	0	0	0	0	0	0	1
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	03	2	1	3	0	3	3	0
36.	Best Practices (Minimum one-03 marks)	02	2	0	2	0	0	2	2
37.	Attainment of COs, POs	03	3	3	3	3	3	3	3
<b>Total Marks obtained</b>			<b>61</b>	<b>51</b>	<b>65</b>	<b>60</b>	<b>49</b>	<b>50</b>	<b>49</b>
<b>Grade</b>			<b>A</b>	<b>B</b>	<b>A</b>	<b>A</b>	<b>C</b>	<b>B</b>	<b>C</b>



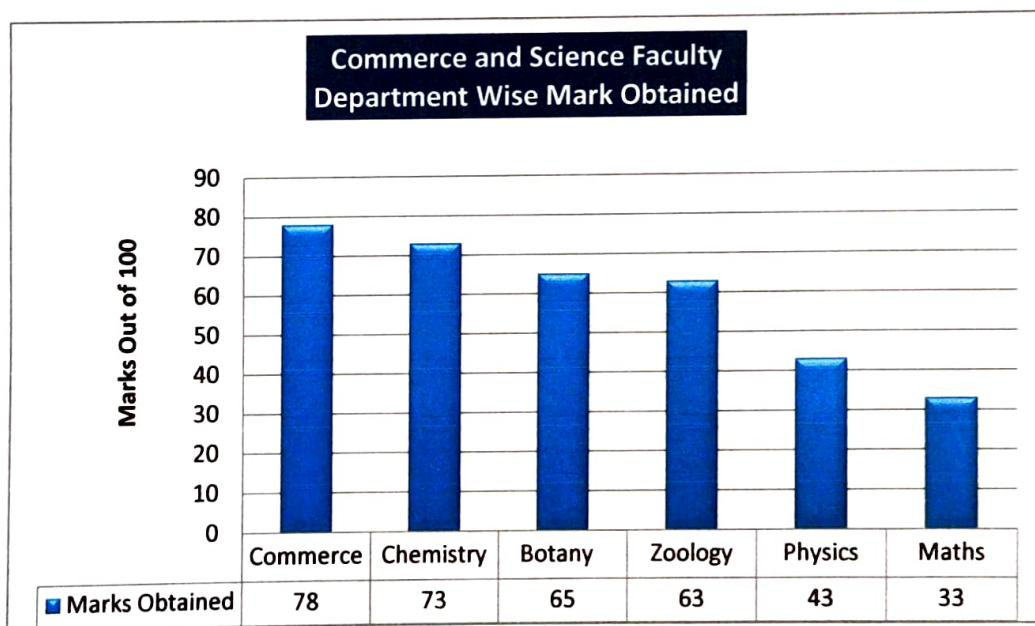




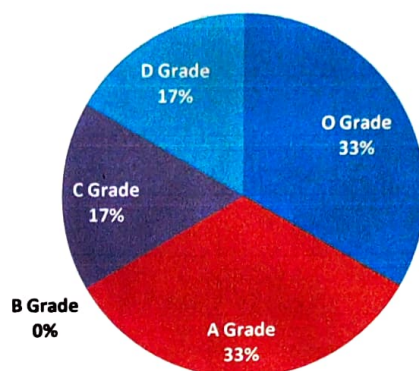
## ● Commerce and Science Faculty

Sr. No.	Title / Metric	Total Max. Marks (100)	Commerce	Chemistry	Botany	Zoology	Physics	Mathematics
1.	Number of Faculty filled against sanctioned posts	01	1	1	1	1	1	1
2.	Number of qualified staff	02	2	1	2	1	2	0
3.	Improvement in Faculty qualification	02	0	2	2	0	0	0
4.	Number of Add-on / Certificate Courses (Minimum 01 Course)	02	2	2	0	2	0	0
5.	Average Percentage of Students Attendance (More than 80%-02, 60 to 79% -01)	02	2	2	2	2	2	2
6.	Faculty Research Projects (Major/Minor) Completed- 05, Ongoing - 3	05	0	0	0	2	0	0
7.	No. of Research Paper Published in journals (Above 2 – 05, One paper-03)	05	5	5	5	5	3	0
8.	No. of books Published (Single author- 03, Co-Authored -02, Edited- 01)	06	2	0	0	0	0	0
9.	No. of Conference attended (Per conference -01, Maximum Marks- 03)	03	3	3	3	3	2	3
10.	No. of papers presented in Seminar/Conferences/Workshop (Per Paper -01, Maximum Marks- 03)	03	3	3	3	2	1	0
11.	No. of Conference /seminar / workshop organized by Department	05	5	5	5	5	2	0
12.	No. of faculty acted as Resource Person/ Keynote Speakers/ Expert/Chairpersons/ Session organizers	02	0	0	0	0	0	0
13.	Amount of external funding received	01	0	0	0	0	0	0
14.	No. of Research awards/ recognition & fellowships of faculty	02	0	0	2	0	0	0
15.	No. of Research Guides	02	2	0	0	0	0	0
16.	No. of students registered/ degrees awarded (M.Phil. / Ph.D.)	02	2	0	0	0	0	0
17.	Number of MOU/linkages	02	2	2	2	2	0	0
18.	Number of faculty with Google Scholar citation	02	0	2	0	0	0	0
19.	Number of Student's awards/Fellowship	02	0	0	0	0	0	0
20.	Projects undertaken by students	03	3	3	3	0	0	0
21.	Participation of students in seminar/conference/workshop/training programme	02	2	2	0	2	0	0
22.	Number of student placed through campus drive	02	2	2	0	0	0	0
23.	Any other activity carried out for students	02	2	2	2	2	2	0
24.	Average Percentage of Result (Above 80%- 05, 60 to 79 %- 03, 50 to 59%- 02, 40 to 49%- 01)	05	5	5	5	5	3	5
25.	No. of excursions/ field visits/ industrial visits organized	02	2	2	2	2	0	0
26.	Use of ICT Tools in Teaching	03	3	3	3	3	3	2

27.	Departmental Annual Calendar	02	2	2	3	2	2	2
28.	Students' Attendance Record	02	2	2	2	2	2	2
29.	Teaching Plan	03	3	3	3	3	3	3
30.	Teacher's Dairy	05	5	5	5	5	5	5
31.	Learning resources of Department ( Books/Journals Web-resources CDs, e-Books/e-Journals)	02	2	2	2	2	2	2
32.	Training programme completed: Orientation/Refresher/Summer/Short term course/ any other	03	3	3	3	3	3	3
33.	Students' Progression to Higher Education	03	3	3	0	0	0	0
34.	Students qualifying (Competitive Exams /SET/NET/GATE/ etc.)	02	0	0	0	0	0	0
35.	Quality initiatives adopted by department for improvement of teaching, learning & research	03	3	3	0	2	2	0
36.	Best Practices (Minimum one-03 marks)	02	2	0	2	2	0	0
37.	Attainment of COs, POs	03	3	3	3	3	3	3
<b>Total Marks obtained</b>			<b>78</b>	<b>73</b>	<b>65</b>	<b>63</b>	<b>43</b>	<b>33</b>
<b>Grade</b>			<b>O</b>	<b>O</b>	<b>A</b>	<b>A</b>	<b>C</b>	<b>D</b>



## Commerce and Science Faculty Grade Wise Departmental Performance



### \*Grading

Marks	Grade
> 75	O
60 to 74	A
50 to 59	B
40 to 49	C
< 39	D



## Administrative Department Audit Data Analysis

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Establishment Section</b>			
1.	Number of Non-teaching staff filled against Government sanctioned posts	05	03
2.	Number of Non-teaching staff filled against Management sanctioned posts	05	05
3.	Staff Profile (Teaching & Non-Teaching)	03	02
4.	Record of Teaching and Non-Teaching Staff (Personal File)	05	04
5.	Record of Service Book maintained	05	04
6.	Leave record	03	03
7.	Inward Outward Registers	02	02
8.	Rules and regulations of UGC/State Government/University/PRES etc.	02	00
9.	Meeting Register (CDC/Management etc.)	05	03
10.	Participation of Non-Teaching Staff in Training Program	03	00
11.	Annual Report submitted to University/PRES	05	05
12.	Notice File	02	02
13.	Use of E-governance	05	00
<b>Total marks obtained</b>			<b>33</b>
<b>Grade</b>			<b>A</b>

Sr. No.	Title / Metric	Marks Allotted (50)	Marks Obtained
<b>Account Section</b>			
1.	Budget Allocation excluding salary	05	03
2.	Budget Allocation for Infrastructural Augmentation	05	03
3.	Budget Allocation for maintenance of Infrastructural and Academic Facilities	10	08
4.	Record of Internal Audit	05	05
5.	Record of External Audit	05	05
6.	Record of Income – Expenditure (Balance Sheet) maintained	08	07
7.	Record of Donation (Trust/Person)	02	01
8.	Utilization of Funds	05	00
9.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>37</b>



Sr. No.	Title / Metric	Grade Marks Allotted (50)	O Marks Obtained
<b>Pay Section</b>			
1.	Month wise Salary Pay Bills of Teaching and Non-teaching Staff	10	10
2.	Pay Slip Record	05	03
3.	Pay Fixation record	10	00
4.	Income Tax related record	10	08
5.	GPF/DCPS/NPS/Staff Insurance maintained	10	04
6.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>30</b>
<b>Grade</b>			<b>A</b>

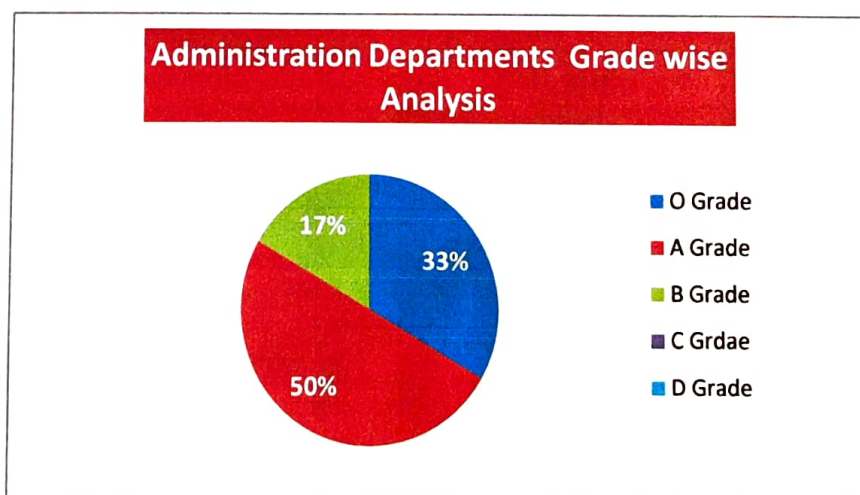
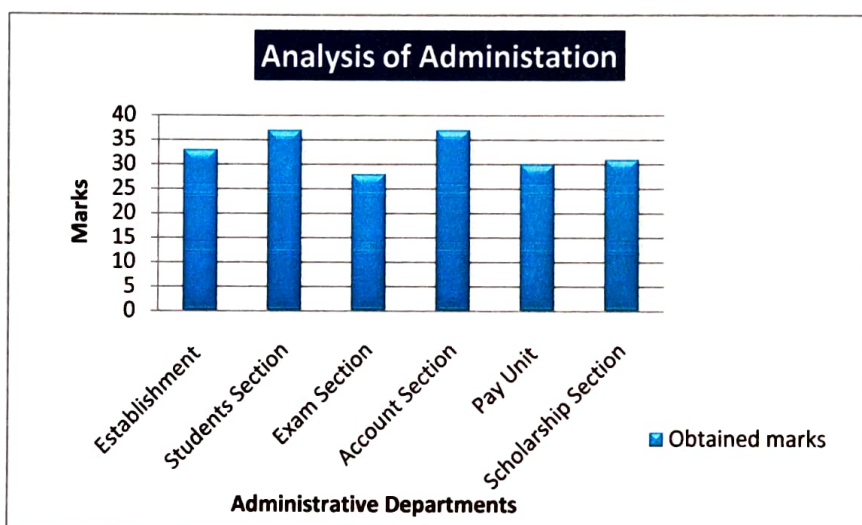
Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Students Section</b>			
1.	Students' profile (Category Wise & Gender wise list)	10	08
2.	Admission Record	10	09
3.	University Eligibility Record	10	09
4.	Record of Fees	10	09
5.	Notice File	05	02
6.	Use of E-governance	05	04
<b>Total marks obtained</b>			<b>41</b>
<b>Grade</b>			<b>O</b>

Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Exam Section</b>			
1.	Exam ordinance of SPPU	03	0
2.	Record of Examination form	05	4
3.	Result analysis (Class, faculty wise)	05	5
4.	Exam Ledgers	05	4
5.	List of Toppers (Class, faculty wise)	02	2
6.	Record of Internal Examination (appointment orders etc.)	08	4
7.	Record of University Examination (appointment orders etc.)	08	4
8.	Exam related notices	02	0
9.	Exam Remuneration / Bill Record	05	3
10.	Convocation Record	02	0
11.	Use of E-governance	05	2
<b>Total marks obtained</b>			<b>28</b>
<b>Grade</b>			<b>B</b>





Sr. No.	Title / Metric	Marks Allotted	Marks Obtained
<b>Scholarship Section</b>			
1.	Record of scholarships and freeships provided by the Government/University	10	08
2.	Record of scholarships and freeships provided by the institute	05	02
3.	Summary of Scholarship with amount	10	07
4.	Scholarship wise list of students benefitted	10	9
5.	Account statement of Scholarship/freeships	05	00
6.	Notice File	05	00
7.	Use of E-governance	05	05
<b>Total marks obtained</b>			<b>31</b>
<b>Grade</b>			<b>A</b>



\*Grading

Marks	Grade
> 35	O
30 to 34	A
25 to 29	B
20 to 24	C
< 19	D



## Conclusion

### Observation and recommendation by Committee Academic Departments

Department	Observation	Recommendation	Grade
Marathi	<ul style="list-style-type: none"> <li>the faculty are professor and well qualified and experienced</li> <li>remarkable research,</li> <li>Dept. conducts certificate course in Journalism</li> <li>Research guide</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should organize seminar conference</li> <li>Should arrange study tour</li> </ul>	A
Hindi	<ul style="list-style-type: none"> <li>One faculty is doctorate and one is pursuing</li> <li>Research Students are registered for Ph.D.</li> </ul>	<ul style="list-style-type: none"> <li>Should arrange study tour</li> <li>Dept. should organize seminar conference</li> </ul>	B
English	<ul style="list-style-type: none"> <li>Qualified staff have been appointed</li> <li>Record of dept is maintained properly</li> <li>Activities for students are organized</li> <li>Certificate course is offered during the year</li> <li>ICT based teaching learning</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> <li>Dept. should organize seminar conference</li> </ul>	A
Geography	<ul style="list-style-type: none"> <li>Both faculty are doctorate and research guide</li> <li>Dept has signed MoUs and carried out activities</li> </ul>	<ul style="list-style-type: none"> <li>Dept should offer at least one certificate course</li> <li>Students' research project should be carried out</li> </ul>	A
Economics	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Economics is offered as general subject for B.A. &amp; B.Com.</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be carried out</li> <li>Faculty should apply for research guide ship</li> </ul>	C
Political Science	<ul style="list-style-type: none"> <li>Qualified staff has been appointed</li> <li>Dept offers political science as general subject for B.A.</li> <li>Activities are conducted for students enrichment</li> </ul>	<ul style="list-style-type: none"> <li>Students' activities should be increased</li> <li>Faculty should complete Ph.D.</li> </ul>	B
History	<ul style="list-style-type: none"> <li>History is offered as general subject for B.A. &amp; B.Com.</li> </ul>	<ul style="list-style-type: none"> <li>Research should be increased</li> <li>Dept. should organize seminar, conference</li> <li>Study tours should be arranged</li> </ul>	C
Commerce	<ul style="list-style-type: none"> <li>Dept. offers certificate course in Share Market</li> <li>Research publication is satisfactory</li> </ul>	<ul style="list-style-type: none"> <li>Dept. should arrange field visits</li> <li>Students research should be promoted</li> </ul>	O



	<ul style="list-style-type: none"> <li>Students projects for PG students</li> <li>Internship for students</li> <li>Research students registered for Ph.D.</li> <li>MoUs signed</li> </ul>	<ul style="list-style-type: none"> <li>PG Faculty should improve qualification</li> <li>Placement drive should be arranged</li> </ul>	
Chemistry	<ul style="list-style-type: none"> <li>Students field visits are arranged</li> <li>MoUs are signed for students activity</li> <li>PG course is offered in Analytical Chemistry</li> <li>Certificate course is offered</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>PG Faculty should improve qualification</li> <li>Experience staff should be appointed for PG</li> <li>Should organize seminar / conference</li> <li>PG students should be promoted for research project</li> <li>Industry interaction should be arranged</li> <li>Placement drive should be arranged</li> <li>Funds should be generated from funding agency for faculty and students research</li> </ul>	O
Botany	<ul style="list-style-type: none"> <li>Well qualified staff have been appointed</li> <li>Dept. offers subsidiary courses at first and second year only</li> <li>Research publication is satisfactory</li> <li>Dept has signed MoU</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> <li>Co-curricular activities should be conducted</li> </ul>	A
Zoology	<ul style="list-style-type: none"> <li>Well qualified staff</li> <li>Dept has signed MoU</li> <li>Dept. record is maintained properly</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	A
Physics	<ul style="list-style-type: none"> <li>Well qualified staff</li> <li>Dept. record is maintained properly</li> <li>Dept offers Physics as a subsidiary subject at UG level</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Study tours should be arranged</li> </ul>	C
Mathematics	<ul style="list-style-type: none"> <li>Dept offers Maths as a subsidiary subject at UG level only</li> </ul>	<ul style="list-style-type: none"> <li>Extension activities should be strengthen</li> <li>Dept should conducts seminar / conference</li> <li>Faculty should improve qualification</li> </ul>	D



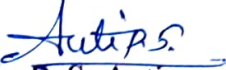
## Observation and recommendation by Committee Administrative Departments

Department	Observation	Recommendation	Grade
Establishment Section	<ul style="list-style-type: none"> <li>Personal files of Staff are maintained</li> <li>Service books are maintained but leave records are not filled</li> <li>Meeting record is maintained</li> <li>Staff record is not maintained in MIS</li> </ul>	<ul style="list-style-type: none"> <li>Staff profile should be prepared</li> <li>MIS should be used for maintaining data</li> <li>Rules regulation of UGC, Govt., University should be kept in a file</li> </ul>	A
Account Section	<ul style="list-style-type: none"> <li>Internal &amp; External audit records are maintained properly</li> <li>Section use Tally for e governance</li> <li>Budget allocation for infrastructural augmentation is not adequate</li> </ul>	<ul style="list-style-type: none"> <li>Record of grant received from funding agencies is not maintained</li> <li>Budget file is not maintained in hard copy with signature of sanctioning authority</li> </ul>	O
Pay Section	<ul style="list-style-type: none"> <li>Well maintained record of pay bills of staff</li> <li>Sevarth Pranali is used for e governance</li> <li>Income tax record is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Deduction record is not maintained properly</li> <li>Pay slips should be provided to all staff soon after salary credited</li> </ul>	A
Students Section	<ul style="list-style-type: none"> <li>All record of students section is maintained properly</li> <li>MIS is use for e governance</li> </ul>	<ul style="list-style-type: none"> <li>Record of students' notices should be preserved.</li> </ul>	O
Exam Section	<ul style="list-style-type: none"> <li>All Exam form record is maintained</li> <li>Result analysis and ledgers are maintained</li> <li>Exam relates orders &amp; appointments are not maintained by the department</li> <li>Bill Record of exam is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Exam ordinance of affiliating University is not maintained</li> <li>Notice file needs to be maintained</li> <li>Convocation record should maintained</li> <li>Data should be maintained in MIS/E-governance</li> </ul>	B
Scholarship Section	<ul style="list-style-type: none"> <li>Record of scholarship of govt. is maintained.</li> <li>Scholarship record is also maintained on govt. website</li> <li>Excel is used for preserving data</li> </ul>	<ul style="list-style-type: none"> <li>Record of scholarship/freeship provided by institute should be maintained.</li> </ul>	A





Dr. R. L. Wadmare  
Chairman,  
Internal Academic & Administrative Audit



Mr. P. S. Auti  
Member



Dr. P. D. Pulate  
Member

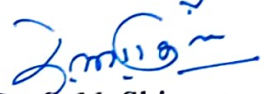


Dr. P. V. Kanawade  
Member



Mr. P. B. Vikhe  
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)  
Arts, science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar-413710



Dr. S. N. Shingote

**PRINCIPAL**

ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR





# **Academic and Administrative Audit Report**

## **External Peer Team**

**Dr. Somnath S. Gholap**

**Chairman**

**Dr. Babasaheb S. Deshmukh**

**Member**

**Dr. Dinanath D. Patil**

**Member**

**Year of A & A Audit: 2021-22**

**Submitted to**

**Principal**

**Arts, Science and Commerce College, Kolhar**

**Tal. Rahata, Dist. - Ahmednagar**

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# FORMAT FOR ACADEMIC AUDIT FOR COLLEGE

## Marking System for Evaluation of Academic Activities and Infrastructural Facilities

<b>Total Assessment Points</b>	<b>400</b>	<b>Percentage</b>	<b>Performance</b>
Points Secured :	<b>356</b>	<b>89%</b>	<b>Excellent</b>
Grade Secured :	<b>A</b>		

<b>Criteria</b>	<b>Minimum Score Required</b>
a. Established with less than 5 years	50% points out of total points
b. Established between 5 to 10 years	55% points out of total points
c. Established more than 10 years	60% points out of total points

### Grading System

<b>Letter Grade</b>	<b>Score</b>	<b>Performance Descriptor</b>
<b>A</b>	Above 76 to 100 %	Excellent
<b>B</b>	Between 61 to 75 %	Good
<b>C</b>	Between 51 to 60 %	Satisfactory
<b>D</b>	Up to 50%	Need improvement

### Note:

1. The Principal of the college is required to submit all details to justify the remarks mentioned under **Sections A, B, C, D.**
  2. All information in format and detail documents should be submitted for last three years in year wise manner.
  3. A duly completed format should be made available both in hard copy and electronic copy to the committee.
- If any particulars in the tables below are not applicable (NA) to the college please mention it in remark. The peer review committee will verify the remarks and the marks will be deducted from Max marks and accordingly the grade will be calculated.

## Profile of the College

1.	Name of the College	Pravara Rural Education Society's Arts, Science and Commerce, College, Kolhar		
2.	Year of Establishment	1999		
3.	Location	A/ P- Kolhar Tal. Rahata, Dist- Ahmednagar, Maharashtra- 413710		
4.	Status a. Aided b. Unaided	Aided & Unaided		
5.	Name of the Principal	Dr. Aher Hribhau Ramrao		
6.	Courses and Admission	Course	Admission Procedure	
		B. A. B. Com B. Sc M. Com (Business Administration) M. Sc (Analytical- Chemistry)	First Come First Basis M. Sc –Merit list	
7.	Total Faculty Position	35		
8.	Total Secretarial Staff Position	—		
9.	Non-Teaching Staff positions	26		
10.	Total Intake capacity and no of Students admitted for last Three Years	Year	Intake	Admissions
		2019-20	1248	790
		2020-21	1248	691
		2021-22	1248	593
11.	Total Amount of Fees Received from All Courses for last Three Years	Year	Fees Received	
		2019-20	6943878/-	
		2020-21	6294867/-	
		2021-22	6749226/-	
12.	Total Research grant received with Name of the funding Agencies for last Three Years	Year	Grant Received	
		2019-20	—	
		2020-21	10000	
		2021-22	—	
13.	Total Development grant received from other than University Sources For last Three Years.	2019-20	—	



### A. Administrative Set up

Particulars	Status		Max Marks	Marks Obtained	Remarks
	Yes	No			
1. Accreditation other than NAAC	Yes		05	05	
Quality certification like ISO etc.		No	05	-	
2. Special Programs College with Potential for Excellence etc.		No	05	-	
3. Principal					
a. Regular	Yes		05	05	
b. In charge	-		02	-	
4. Faculty	Sanctioned	Working			
a. Professor	02	71%-100%	05	-	
		51-70%	03	-	
		50% & below	02	02	
b. Associate Professor	00	71%-100%	05	-	
		51-70%	03	-	
		50% & below	02	02	
c. Assistant Professor	30	71%- 100%	05	05	
		51-70%	03	-	
		50% & below	02	-	
d. Visiting or Exchange Faculty	-	-	05	-	
e. Teacher Student Ratio	1: 20	Applicable	05	-	
	1: < 20		03	03	
5. Non-teaching Staff	Sanctioned	Working			
	25	71%-100%	05	05	
		51-70%	03	-	
		50%	02	-	
6. Teaching Staff Meetings	Yes		05	05	
a. Teaching staff Meetings conducted regularly?		100%	05	05	
b. Minutes of the ATR					
7. Courses (Title)	Intake	Registration			
a. Ph.D.	-		05	-	
b. M. Phil.	-		05	-	
c. PG	84	72	05	05	
d. UG	1080	524	10	10	
e. Other	-		05	-	
Total No of Students	1164	596			
8. Whether college has Vision. Mission Statement?	Yes		05	05	
9. Whether college has Perspective Development plan?	Yes		05	05	
10. Whether SWOT analysis of college is performed?	Yes		05	05	
11. Whether IQAC is	Yes		05	05	

established?					
12. Whether Self-Appraisal report of all staff submitted to Administration?	Yes		05	05	
<b>Total</b>			<b>100</b>	<b>77</b>	

### B. Academic Activities

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Whether Academic Calendar is prepared and Monitored?	Yes		05	05	
2. Whether Subject wise Teaching plan is prepared And monitored?	Yes		05	05	
3. Time Table					
a. Teaching	Yes		05	05	
b. Internal Assessment with record	Yes		05	05	
c. Examination	Yes		05	05	
4. Apart from class room Instruction other avenues of learning provided for the students.	Yes				
a. In Plan Training			05	05	
b. Seminars/ Webinars	Yes		05	05	
c. Workshops	Yes		05	05	
d. Field Trainings/Projects Internships	Yes		05	05	
5. Result Analysis for last 3 years					
71-100%	Yes		05	05	
51-70%			03	-	
50% or below			02	-	
6. Remedial system	Yes		05	05	
7. Whether Students Feedback collected and analyzed?	Yes		05	05	
8. Whether Alumni association registered and meeting conducted?	Yes		05	05	
9. Student Centric Activities like soft skills, group discussion, competitions etc	Yes		05	05	
10. Participation of students in conferences, workshops etc	Yes		05	05	
11. Student placement for 3 years.	Yes				
	71-100%		05	-	
	51-70%		03	-	
	50% or below		02	02	
12. Student's participations in	Yes		05	05	

Avhan, Avishkar, krida Mahotsav, Youth Festival, Indradhanush and achievements.					
13. Sport facility Physical education director Gym/ Outdoor/indoor stadium	Yes		02 03	02 03	
14. Participation of staff in exam work	Yes		05	05	
15. Student's representation in Sport & Cultural activities at State/National/International Level and Achievements.	Yes		05	05	
16. Is CSR or Society funded E & L scheme running	Yes		05	05	
17. College/institution gives award or cash prize	Yes		05	05	
18. Students attendance	Yes		03	03	
19. Staff Biometric	Yes		04	04	
20. Practical attendance Record	Yes		03	03	
<b>Total</b>			<b>120</b>	<b>117</b>	

### C. Research Activities

Particulars	Status		Max Marks	Marks Obtained	Remarks
	Yes	No			
1. No. of Research Guide Among existing staff	71-100%		05	-	
	51-70%		03	-	
	< 50%		02	02	
2. No of Teachers with Ph.D. degree	71-100%		05	-	
	51-70%		03	-	
	< 50%		02	02	
3. No of funded Research Project	Total 03 or >		05	-	
	Total 02		03	-	
	Total 01		02	02	
4. Total grant received/ revenue resource other than University funds	15 L or >		05		
	10 L		03		
	5 L		02	02	
5. Memorandum of Understanding (MOU) / Collaboration with Industry/Research Institute	Yes		05	05	
6. Conferences/Symposium/ Workshops/ Webinars etc. Organized					
a. International	Yes (1)		05	05	
b. National	Yes		03	03	
c. State			02	02	
7. Number of faculty attended the Conference / Workshops/Webinars	61-100%		05	05	
	51-60%		03		
	50% or >		02		



8. No of faculty invited as Resource Person at University/State/ National level.	61-100%		05		
	51-60%		03	03	
	50% or >		02		
9. Research Papers/ Chapter in Book					
a. International	More than 10		05	05	
	Less than 10		03	-	
b. National	More than 10		05	05	
	Less than 10		03	-	
10. Total Number of books/ Reference Books Edited/ Published by the Teachers	More than 03		05		
	Less than 03	04	03	03	
11. Is Research Journal with ISSN published edited by faculty / College?	Yes	02	05	05	
<b>Total</b>			<b>60</b>	<b>49</b>	

#### D: Infrastructure

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Building With Internet CCTV, Computer facility	Yes	26		-	
a. Separate	Yes	26	05	05	
b. Shared		-	03		
2. Principals Cabin with Washroom	Yes		03	03	
3. Administrative Office	Yes		03	03	
4. Visiting Room/Waiting Room	Yes		03	03	
5. Staff Room					
a. All staff with Washroom	Yes		05	05	
b. Shared with Washroom			03	-	
6. Girls Room with Washroom	Yes		03	03	
7. Boys Common Room	Yes		03	03	
8. Are Class rooms adequate?	Yes		03	03	
9. ICT Resources (LCD, Audio-Video, Smart Interactive Board)	Yes		03	03	
10. Computers with Internet to all faculty	Yes		03	03	
a. To all	Yes		05	03	
b. Shared			03		
11. Auditorium / multipurpose Hall		No	03	03	
12. Well Equipped Laboratories Adequate Equipment /Instruments for Teaching	Yes		05	05	

13. Internet Access to Students	Yes		03	03	
14. Parking for Students and Staff	Yes		03	03	
15. Purified Drinking Water Facility (with RO System)	Yes		03	03	
16. Garden/Plantation/ Lawn	Yes		02	03	
17. Separate Toilet Facilities for					
a. Non-Teaching staff	Yes		02	02	
b. Men	Yes		02	02	
c. Women	Yes		02	02	
18. Store Room	Yes		02	02	
19. Workshop/Creation Room		No	03		
20. College Library Reading Room (min 50 chairs)	Yes	60	03	03	
21. Library equipped with digital studio	Yes		03	03	
22. Books purchased more than 50,000 /yearly	Yes		03	03	
23. Grievances / Redresser Committee	Yes		02	02	
24. Anti-ragging committee	Yes		02	02	
25. Ramp for Physically challenged persons	Yes		02	02	
26. Safety equipment's (Fire extinguisher min. 1 per/floor)	Yes		02	02	
27. Generator, Inverter UPS Systems	Yes		02	02	
28. Security Guard	Yes		03	02	
29. Use of Surveillance System	Yes		03	03	
30. Energy and Water Saving Practices (2 marks each)	Yes		04	04	
31. Placement/Counseling Centre (2 marks each)	Yes		04	04	
<b>Total</b>			<b>100</b>	<b>97</b>	
<b>E- Qualitative Analysis of the College assigned by the Expert Committee</b>			<b>20</b>	<b>16</b>	
<b>Grand Total A+ B+ C+ D+ E</b>			<b>400</b>	<b>340</b>	

**1. Research papers (Last 3 years)**

Department	2019-20	2020-21	2021-22	Total
Marathi	10	07	05	22
Hindi	01	00	03	04
English	04	01	04	09
Economics	01	00	06	07
Geography	01	00	06	07
History	00	00	00	00
Politics	01	00	01	02
Commerce	09	00	08	17
Chemistry	10	01	10	21
Zoology	01	00	02	03
Botany	02	02	06	10
Physics	01	00	00	01
Physical Education	00	01	03	04
Lib science	01	00	04	05
<b>Total</b>	<b>42</b>	<b>12</b>	<b>56</b>	<b>112</b>

**Date: 11<sup>th</sup> August 2022****Place: Kolhar**

  
**PRINCIPAL**  
ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR



### **Strengths:**

- Green and clean college campus
- Green Audit and Energy Audit conducted.
- Faculties with good academic qualification and experience.
- Publication of research papers in UGC approved, peer reviewed and indexed research journals.
- Organization of National level seminars.
- Participation of faculty in national and international seminars, conferences, workshops.
- Adequate infrastructure and sports facilities.

### **Weaknesses:**

- Un-aided Science faculty
- Less funds for research purposes
- No Research projects funded by NGO's

### **Opportunities:**

- New value-added courses
- Collaborative research activities
- Student participation in sports and cultural activity at national and international levels
- Resource mobilization from various Government and NGOs

### **Threats:**

- Diversification of students and to change their mindset
- Need more space for library
- Need to strengthen research in Science faculty
- To increase number of admissions due to Covid-19

## 2. Overall Gradation of the College

Sections	Max Marks	Marks Obtained	Score (% of Marks)
Section A	100	77	77%
Section B	120	117	97.5%
Section C	60	49	81.66%
Section D	100	97	97%
Section E	20	16	80%
Grade Secured	400	356	89.0%

Date: 11<sup>th</sup> August 2022

Place: Kolhar



**Chairman**

**Dr. Somnath S. Gholap**

**Principal**

Shirdi Sai Rural Institute's  
Arts, Science and Commerce College Rahata  
Tal-Rahata, Dist Ahmednagar



**Member**

**Dr. Babasaheb S. Deshmukh**

**Principal**

Arts, Commerce & Science College Shendi  
(Bhandradra),  
Tal-Akole, Dist Ahmednagar



**Member**

**Dr. Dinanath D. Patil**

**Principal**

S.M.B.S.T. College Sangamner Tal-  
Sangamner, Dist Ahmednagar

महाराष्ट्र शासन  
सहसंचालक (उच्च शिक्षण)

१७ आंबेडकर रोड, कॅम्प, पुणे - ४११ ००१

Website: [www.jdhepune.org](http://www.jdhepune.org) E-mail - [jdhepune@gmail.com](mailto:jdhepune@gmail.com)

दूरध्वनी क्रमांक - ०२० - २६१२७८३३, २६०५१६३२

फॅक्स क्र. ०२०- २६०५१६३२

जा.क्र.सस/उशि/पुवि/न.म. वि.शा./अ.नगर/२०१८/ १६२४

दिनांक : ३०.०६.२०१८

प्रति,

कुलसचिव,

सावित्रीबाई फुले पुणे विद्यापीठ,

गणेशखिंड.

पुणे - ४११ ००७.

विषय- नवीन महाविद्यालयास/तुकडी मान्यता देणेबाबत (सन २०१८-१९)

संदर्भ- १.महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६.

२.शासन आदेश क्रमांक एनजीसी -२०१८/(१०१/१८) मशि-४ दि.१५.०६.२०१८.

३.संस्थेचे पत्र क्र.जा.क्र.Ascck/Esst/2018-19/67 Date.28.05.2018.

वरील संदर्भाय शासन आदेशान्वये प्रवरा ग्रामीण शिक्षण संस्थेचे, कला, विज्ञान व वाणिज्य महाविद्यालय, मु.पो.कोल्हार. ता.राहता जि.अहमदनगर सन २०१८-१९ या शैक्षणिक वर्षापासून नविन महाविद्यालयातील खालील प्रमाणे नवीन विषय/अभ्यासक्रम/अतिरिक्त तुकड्या कायम स्वरुपी विना अनुदान तत्वावर सुरु करण्यास मान्यता मिळाली आहे.


अ.क्र.	क्र.	संस्थेचे व महाविद्यालयाचे नाव	विद्याशाखा
१६.	२.	प्रवरा ग्रामीण शिक्षण संस्थेचे, कला, विज्ञान व वाणिज्य महाविद्यालय, मु.पो.कोल्हार ता.राहता, जि.अहमदनगर	विज्ञान व तंत्रज्ञान- बी.एस्सी-मॅथेमॅटिक्स विज्ञान व तंत्रज्ञान- एम.एस्सी-अनॅलिटीकल केमिस्ट्री.

उपरोक्त प्रमाणे मान्यता मिळालेली आहे. सदर महाविद्यालयाने शासन आदेशानुसार रु. १००/- च्या स्टॅम्प पेपरवर हमीपत्र सादर केले आहे. शासन आदेशातील अटी व शर्तीप्रमाणे संस्था / महाविद्यालयाकडून रुपये १००/- च्या भारतीय गैरन्यायिक मुद्रांक पेपरवर उपरोक्त अभ्यासक्रम चालविण्यासाठी शासनाकडून भविष्यात कोणत्याही स्वरुपातील अनुदानाची मागणी केली जाणार नाही. असे हमीपत्र संस्थेकडून दिनांक.२८ /०६ /२०१८ अन्वये या कार्यालयाकडे सादर केले आहे.

महाराष्ट्र विद्यापीठ अधिनियम, २०१६ मधील तरतूदीनुसार तसेच, अटी व शर्तीनुसार महाविद्यालयाने संबंधित विद्यापीठाने विहीत केलेल्या निकषांनुसार व विद्यापीठ अनुदान आयोगाने विहीत केलेल्या शैक्षणिक पात्रतेनुसार अध्यापक/कर्मचारी वर्ग नेमणे आवश्यक आहे. तसेच, इतर सर्व आवश्यक पायाभुत सोयी सुविधा उपब्धतेबाबत तसेच शासन मंजूरी आदेशातील मार्गदर्शक सूचनांचे काटेकोरपणे अनुपालन करावे. व्यवस्थापनाच्या

उपरोल्लीखीत नवीन तुकडया/ विद्याशाखा संलग्नीकरण करण्याची प्रकिया सुरू करण्यास हे कार्यालय शिफारस करीत आहे.

उक्त प्रमाणे शासनाच्या संदर्भित निर्णयान्वये कार्यवाही करून केलेल्या कार्यवाहीच्या अहवाल वेळोवेळी शासनास, मा.संचालनालयास सादर करण्यात यावा.

  
(डॉ. विनय नारखेडे),  
सहसंचालक (उच्च शिक्षण),  
पुणे विभाग, पुणे १.

प्रत-१. मा.अप्पर मुख्य सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय विस्तार भवन मुंबई-४०० ०३२.

यांना माहितीसाठी सविनय सादर.

२. मा.शिक्षण संचालक (उच्च शिक्षण) महाराष्ट्र राज्य पुणे यांना माहितीसाठी सविनय सादर.

✓ ३. प्राचार्य, कला, विज्ञान व वाणिज्य महाविद्यालय कोल्हार, ता. राहता, जि. अहमदनगर-१४३ ७१०.



  
I/c PRINCIPAL  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.



सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)

दूरध्वनी क्रमांक :  
०२०-२५६९ १२३३  
२५६० १२५७  
२५६० १२५८  
२५६० १२५९



शैक्षणिक विभाग  
गणेशखिंड, पुणे-४११ ००७  
टेलिग्राफ : 'युनिपुणे'  
फॅक्स : ०२०-२५६९१२३३  
वेबसाइट : www.unipune.ac.in  
ई-मेल : dyracademic@unipune.ac.in  
दिनांक : ०३/०६/२०१८

संदर्भ क्र.: सीए/१३०५

प्रति,

म्ह. प्राचार्य,

प्रवरा ग्रामीण शिक्षण संस्थेचे कला,

विज्ञान व वाणिज्य महाविद्यालय,

पत्ता: मु.पो. कोलहार, ता. राहाता, जि. अहमदनगर

विषय : शैक्षणिक वर्ष २०१८-१९ साठी नवीन अभ्यासक्रम/विषय संलग्नीकरणाबाबत..

संदर्भ : १) महाराष्ट्र शासन, उच्च व तंत्र शिक्षण विभाग आदेश क्रमांक

अ) नवीन विषय/अभ्यासक्रम मान्यता : एनजीसी २०१८/(१०१/१८)/मशि-४,  
दिनांक १५ जून, २०१८.

२) मा. सह संचालक, उच्च शिक्षण, पुणे विभाग, महाराष्ट्र शासन यांचे ससं/उशि/पुवि/न.म.वि.स  
/अ.नगर/२०१८/ १६२४ दिनांक ३० जून, २०१८ रोजीचे पत्र.

महोदय,

वरील विषयासंदर्भात प्राप्त झालेल्या आदेशानुसार आपणांस कळविण्यात येते की, शैक्षणिक वर्ष २०१८-२०१९ साठी आपल्या महाविद्यालयास खालील रकान्यान नमूद केल्याप्रमाणे महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ कलम १०८ मधील तरतूदींच्या व उपरोक्त शासन आदेशातील अटी व शर्तीच्या अधीन राहून संलग्नीकरण देण्यात येते आहे.

पुढे आपणांस असेही कळविण्यात येते की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील तरतूदींचे तसेच संबंधित शिखर संस्था, महाराष्ट्र शासन आणि सावित्रीबाई फुले पुणे विद्यापीठ द्वारे वेळोवेळी निर्गमित करण्यात आलेल्या व येणाऱ्या नियमांचे पालन करणे तसेच विहित केलेल्या शैक्षणिक पात्रतेनुसार अध्यापक/कर्मचारी वर्ग नेमणे व सर्व आवश्यक पायाभूत सोयी उपलब्ध करून देणे आपल्या संस्थेवर/महाविद्यालयावर बंधनकारक राहील.

अ.क्र.	अभ्यासक्रम	विद्यार्थी संख्या	संलग्नीकरणाचा प्रकार
१.	१. विज्ञान व तंत्रज्ञान- बी.एस्सी. मॅथेमॅटिक्स २. विज्ञान व तंत्रज्ञान- एम.एस्सी. अनॅलिटीकल केमिस्ट्री	— २४	नवीन विषय/अभ्यासक्रम (नव्याने)

कळावे,

आपला,

उपकुलसचिव  
(शैक्षणिक विभाग)

कृ.मा.प.



31

I/c PRINCIPAL  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.

**GOVERNMENT OF MAHARASHTRA**  
**Joint Director (Higher Education)**  
**17 Ambedkar Road Camp, Pune- 411001**  
**Website: www.jdhepune.ore E-mail jdhepune@gmail.com**  
**Telephone No. 020- 26127833, 26051632**

M.S/Vashi/Pushin.M. V.Sha./A.Nagar/ 2018/1624020-2605162

Date: 30.06.20

To,  
The Registrar,  
Savitribai Phule Pune University,  
Ganeshkhind,  
Pune - 411007

**Subject: Regarding approval of New College/ Batch (Year 2018-19)**

**Reference- 1. Maharashtra Public Universities Act, 2016.**

**2. Government Order No. NGC - 2018/(101/18) March-4 dt. 15.06.2018**

**3. Institution's Letter No.Ja.No. Asock/Esst/2018-19/67 Date: 28.05.2018.**

As per the above referenced Government Order Pravara Rural Education Society's Arts, Science and Commerce College, A/P: Kolhar, Tal: Rahata Dist: Ahmednagar is approved to start the following new subjects/courses/additional units in the new college from the academic year 2018-19 on a permanent basis without grant.

Sr. No.	No	Name of Institute and College	Faculty
16.	2.	Pravara Rural Education Society's Arts, Science and Commerce College, A/P: Kolhar, Tal: Rahata, Dist: Ahmednagar	Faculty of Science and Technology- B.Sc-Mathematics Science and Technology- M.Sc Analytical Chemistry.

According to the government order, the said college has paid Rs. 100/- on stamp paper has been submitted and approved. As per the terms and conditions of the government order, an undertaking letter from the institution/college dated 28/06/2018 has been submitted to this office by the institution/college on Indian non-judicial stamp paper of Rs. 100/-.

As per the provisions of the Maharashtra Universities Act, 2016 as well as the terms and conditions, the college is required to appoint faculty/staff as per the criteria prescribed by the concerned university and as per the educational qualification prescribed by the University Grants Commission. Also provision of all other necessary infrastructural facilities as well as the guidelines



in the government approval order should be strictly followed by the management. This office recommends to start the process of registration of new departments/faculties as mentioned above.

As mentioned above, the proceedings should be forwarded from time to time to the government,

**Hon. Directorate.**

**Joint Director (Higher Education),  
Pune Division, Pune 1.**

**Copy-**

1. Hon'ble Upper Chief Secretary, Department of Higher and Technical Education, Ministry of Extension Building Mumbai-400 032 submitted for information.
2. Hon. Director of Education (Higher Education) Maharashtra State, Pune submitted for information.
3. Principal, Arts, Science and Commerce College, Kolhar, Tal. Rahata, Dist. Ahmednagar-143 710.



  
**I/c PRINCIPAL**  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.

**SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE**  
**(Formerly Pune University)**  
**Educational Department**

Reference No. CA/1305

Date: 03.07.2018

To,  
The Principal,  
Pravara Rural Education Society's,  
Arts, Science and Commerce College,  
Address: A/P: Kolhar, Tal: Rahata, Dist: Ahmednagar

**Subject: New Subject / Subject Affiliation for Academic Year 2018-19**

**Reference: 1) Government of Maharashtra, Department of Higher and Technical Education Order No.**

**A) New Subject / Subject Approval: NGC 2018 / (101/18)/Mashi- 4, Dated 15 June 2018.**

**2) Mr. Joint Director, Higher Education, Pune Division, Government of Maharashtra / A. Nagar / 2018 / 1624 letter dated June 30, 2018.**

Sir,

As per the order received, you are informed that for the academic year 2018-2019, as per your request Subject Affiliation for Academic Year 2018-19 is being granted as per the provisions of Section 108 of the Maharashtra Public University Act, 2016 and as per the terms and conditions of the government order.

Further you are also informed that as per the Provision of Maharashtra Public University Act, 2016 as well as by concerned Apex Institutions, Government of Maharashtra and as per provisions made by Savitribai Phule Pune University, Pune. Complying with the rules framed it will be obligatory for your institute/college to appoint qualified faculty/staff and provide all necessary infrastructural facilities.

Sr. No.	Curriculum	No. of students	Type of Affiliation
1.	1. Science and Technology- B.Sc. Mathematics 2. Science and Technology M. Essie. Analytical chemistry	-- 24	New Subject / Course (Newly)

Yours,  
Deputy Registrar  
(Educational Department)



  
**I/c PRINCIPAL**  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.



# PRAVARA RURAL EDUCATION SOCIETY

(Estd. 1964)

*Creating Noble Minds*



Ref: PRES/2018-19/530

Date: 05/07/2018

To,  
The Principal,  
Arts, Science, and Commerce College, Kolhar  
Tal. -Rahata, Dist.- Ahmednagar

**Subject : Approval to start new certificate courses**

Reference: Your letter no. ASCCK/2018-19/H.D./64 dated 02/07/2018

Respected Sir,

With reference to your application, I am pleased to inform you that your proposal to introduce the following certificate course has been approved. This approval is valid for next five years from the academic year 2018-19. The courses can be implemented from the current academic year.

Sr. No.	Name of the course	Type of the course Certificate / Diploma	Duration	Intake
1.	Seri Culture and Bee Keeping	Certificate Course	3 Months	30

Thank you,



*Sincerely*

प्रवरा ग्रामीण शिक्षण संस्था, प्रवरानगर  
मु.पो.लोणी खुर्द, ता.राहता, जि.अहमदनगर



लोकनेते डॉ. बाळासाहेब विखे पाटील  
(पदभूषण उपाधिने सन्मानित)

**प्रवरा**  
ग्रामीण शिक्षण  
संस्था  
प्रवरानगर

Ref: PRES/2019-20/ 1399

Date: 03/07/2019

To,  
The Principal,  
Arts, Science, and Commerce College, Kolhar  
Tal. - Rahata, Dist.- Ahmednagar

**Subject : Approval to start new certificate courses**

Reference: Your letter no. ASCCK/2019-20/H.D./51 dated 01/07/2019

Respected Sir,

With reference to your application, I am pleased to inform you that your proposal to introduce the following certificate course has been approved. This approval is valid for next five years from the academic year 2019-20. The courses can be implemented from the current academic year.

Sr. No.	Name of the course	Type of the course Certificate / Diploma	Duration	Intake
1	Certificate Course in Rural Journalism	Certificate Course	3 Months	30

Thank you,



Sincerely

प्रवरा ग्रामीण शिक्षण संस्था, प्रवरानगर  
मु.पो.लोणी खुर्द, ता.राहाता, जि.अहमदनगर





लोकनेते डॉ. बाळासाहेब विखे पाटील  
(पद्मभूषण उपाधिने सन्मानित)

**प्रवरा**  
ग्रामीण शिक्षण  
संस्था  
प्रवरानगर

Ref: PRES/2020-21/ 844/1

Date: 03/07/2020

To,  
The Principal,  
Arts, Science, and Commerce College, Kolhar  
Tal. -Rahata, Dist.- Ahmednagar

**Subject : Approval to start new certificate courses**

Reference: Your letter no. ASCCK/2020-21/H.D./340 dated 02/07/2020

Respected Sir,

With reference to your application, I am pleased to inform you that your proposal to introduce the following certificate courses has been approved. This approval is valid for next five years from the academic year 2020-21. The courses can be implemented from the current academic year.

Sr. No.	Name of the course	Type of the course Certificate / Diploma	Duration	Intake
1.	Certificate Course in Spoken English	Certificate Course	3 Months	30
2.	Certificate Course in Basics of Share Marketing	Certificate Course	3 Months	30
3.	Certificate Course in Soil & Water Analysis	Certificate Course	3 Months	30
4.	Certificate Course in Yoga & Meditation	Certificate Course	3 Months	30

Thank you,



सहसचिव  
Sincerely

प्रवरा ग्रामीण शिक्षण संस्था, प्रवरानगर  
मु.पो.लोणी खुर्द, ता.राहता, जि.अहमदनगर



लोकनेते डॉ. बाळासाहेब विखे पाटील  
(पद्मभूषण उपाधिने सन्मानित)

**प्रवरा**  
ग्रामीण शिक्षण  
संस्था  
प्रवरानगर

Ref: PRES/2021-22/1693

Date: 05/10/2021

To,

The Principal,  
Arts, Science, and Commerce College, Kolhar  
Tal. - Rahata, Dist.- Ahmednagar

**Subject : Approval to start new certificate courses**

Reference: Your letter no. ASCCK/2021-22/H.D./273 dated 04/10/2021

Respected Sir,

With reference to your application, I am pleased to inform you that your proposal to introduce the following certificate courses has been approved. This approval is valid for next five years from the academic year 2021-22. The courses can be implemented from the current academic year.

Sr. No.	Name of the course	Type of the course Certificate / Diploma	Duration	Intake
1.	Certificate Course in Computer Literacy	Certificate Course	3 Month	240
2.	Certificate Course in Vermi-composting	Certificate Course	3 Month	30

Thank you,



  
Sincerely

प्रवरा ग्रामीण शिक्षण संस्था, प्रवरानगर  
मु.पो.लोणी खुर्द, ता.राहाता, जि.अहमदनगर

2021-22





LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR**

Tal. Rahata, Dist. Ahmednagar, Pin - 413 710  
NAAC Accredited at 'A' Grade with CGPA 3.10

## **NAAC Self Study Report**

### **Criterion 6- Governance, Leadership and Management (100)**

#### **Key Indicator- 6.2 Strategy Development and Deployment (10)**

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.**

- **Institute has introduced various skill based certificate courses in last five years**

### **INDEX**

<b>Sr. No.</b>	<b>Name of the Skill Based Certificate Course</b>	<b>Academic Year</b>
1.	Seri Culture and Bee Keeping	2018
2.	Certificate Course in Rural Journalism	2019
3.	Certificate Course in Spoken English	2020
4.	Certificate Course in Basics of Share Marketing	2020
5.	Certificate Course in Soil and Water Analysis	2020
6.	Certificate Course in Yoga and Meditation	2020
7.	Certificate Course in Computer Literacy	2021
8.	Certificate Course in Vermi- Composting	2021



  
**I/c PRINCIPAL**  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.



## NAAC Self Study Report

### Criterion 6- Governance, Leadership and Management (100)

#### Key Indicator- 6.2 Strategy Development and Deployment (10)

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

- The institution has successfully organized three national and one international virtual conference last five years.

#### INDEX

Sr. No.	Name of the conference/ Seminar	No. of Participant's	No. of Papers Published	National / International	Year
1.	Impact of GST on Indian Economy	69	42	National	2017-18
2.	Impact of Cashless Policies on the Development of Banking Sector	72	44	National	2018-19
3.	Green Technology for Sustainable Development	134	40	National	2019-20
4.	Recent Advances in Humanities, Commerce and Science	280	242	International	2021-22



  
I/c PRINCIPAL  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.



प्रवरा ग्रामीण शिक्षण संस्थेचे,

**कला, विज्ञान व वाणिज्य महाविद्यालय, कोल्हार**

मु.पो.कोल्हार, पिन नं.४१३७१०, ता.राहाता, जि. अहमदनगर, २४१६६९.

सावित्रीबाई फुले पुणे विद्यापीठ कायम संलग्नीत आय.डी नं : पीयू/एएन/एएस/११/१९९९

Website: [www.pravaracollege.in](http://www.pravaracollege.in) E-mail Id: [presasck@gmail.com](mailto:presasck@gmail.com)

NAAC Accredited at 'A' Grade ( CGPA 3.10 )

संदर्भ : कविवानको/२०१७-१८ / १६

दिनांक २५/१०/२०१७

प्रति,  
मा. शिक्षण संचालक,  
तांत्रिक व अतांत्रिक विभाग,  
प्रवरा ग्रामीण शिक्षण संस्था,  
प्रवरानगर.

विषय : महाविद्यालयामध्ये सी.सी.टी.व्ही कॅमेरे बसविणेबाबत...

संदर्भ : १.संकीर्ण -२०१७/प्र.क्र. ५४०/विशि-३ दि.२७/१०/२०१७ नुसार

२. क्र.विविमं/ २०१७-१८ / ४१० दिनांक : ३०/१०/२०१७ नुसार

महोदय,

उपरोक्त संदर्भीय विषयान्वये कळवू इच्छितो की, महाविद्यालयासाठी शासन व विद्यापीठ यांनी विद्यार्थ्यांच्या सुरक्षितेबाबत तसेच रॅगींग व लैंगिक शोषण इ. घटना घडू नये म्हणुन प्रत्येक महाविद्यालयाच्या महत्वाच्या ठिकाणी सी. सी. टी. व्ही कॅमेरे बसविणे बंधनकारक केलेले आहे. तसेच सुरक्षा रक्षकाची नेमणूक आवश्यक असल्याचे सांगितले आहे. तरी महाविद्यालयात सध्या ०९ कॅमेरे कार्यरत असुन आणखी २० कॅमेरे बसविणे गरजेचे आहे. तसेच आपल्या शैक्षणिक वर्ष २०१७-१८ मधील बजेट नंबर ४६ व १०१ मध्ये बजेट प्रोजेक्शनची तरतुद केलेली आहे. तरी त्यास खास बाब म्हणुन मंजुरी देऊन कॅमेरे बसवुन मिळावे ही विनंती.

कळावे,

सोबत :

१. महाराष्ट्र शासन पत्र
२. विद्यापीठ पत्र

आपला विश्वासू

*(Signature)*  
डॉ. एस. आर. वाळुंज  
PRINCIPAL

ARTS, SCIENCE & COMMERCE COLLEGE  
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR



*(Signature)*  
PRINCIPAL

Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar,





# सावित्रीबाई फुले पुणे विद्यापीठ

(पुणे विद्यापीठ)

## विद्यार्थी विकास मंडळ

गणेशचिह्न, पुणे - ४११ ००७

डा. प्रभाकर दसाई

का. प्र. पी.पी.पी.

संचालक

संदर्भ क्र. विविम/२०१७-१८/४१०

दिनांक : ३०/१०/२०१७

प्रति,

मा. प्राचार्य / मा. संचालक

सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित

सर्व महाविद्यालये व मान्यताप्राप्त संस्था.

विषय : महाविद्यालयातील विद्यार्थ्यांच्या सुरक्षिततेबाबत.

संदर्भ क्र. : १) संकीर्ण-२०१७/प्र.क्र.५४०/विशि-३ उच्च व तंत्र शिक्षण विभाग वाने  
दि. २७/१०/२०१७ चे पत्र.

२) मा. राज्यमंत्री, गृहनिर्माण, उच्च व तंत्र शिक्षण, महाराष्ट्र शासन मंत्रालय, मुंबई  
यांचे दि. १९ सप्टेंबर, २०१७ चे पत्र.

महोदय/महोदया,

उपरोक्त संदर्भात पत्रान्वये आपणास कळविण्यात येते की, अलीकडे महाविद्यालयांतील विद्यार्थ्यांच्या सुरक्षे संदर्भात वर्तमानपत्रातून अथवा इलेक्ट्रॉनिक मिडीयातून विद्यार्थ्यांच्या होणाऱ्या रॅपिंग, दहशत, लैपॉट शोषण, प्रसंगी खून इ. गंभीर घटनांमध्ये वाढ झाल्याचे बातम्यातून कळते. यामुळे महाविद्यालयांमध्ये विद्यार्थ्यांच्या सुरक्षेचा प्रश्न देखील ऐरणीवर आला आहे. काही शैक्षणिक संस्थांच्या शैक्षणिक परिसर व वसतिगृहे, ग्रंथालय, उपहारगृहे इ. मध्ये सुरक्षेच्या पुरेशा उपाययोजना केल्याचे आढळून येत नाही.

विद्यार्थ्यांच्या सुरक्षिततेच्या दृष्टीकोनातून शैक्षणिक संस्थेच्या परिसरात वसतिगृहे, ग्रंथालय, उपहारगृहे व इतर महत्वाच्या ठिकाणी सी.सी.टी.व्ही. कॅमेरे बसविणे, सर्व विद्यार्थ्यांना शैक्षणिक संस्थेत ओळखपत्र लावणे बंधनकारक करणे, योग्य ठिकाणी सुरक्षा रक्षकांची नियुक्ती करणे इ. उपाययोजना करणे अत्यंत गरजेचे आहे. यामुळे आपल्या महाविद्यालयात/संस्थेत विद्यार्थ्यांच्या सुरक्षिततेबाबत बरीलप्रमाणे पुरेशा व योग्य त्या उपाययोजना आहेत याची खात्री करावी.

याबाबत आपण केलेल्या कार्यवाहीचा अहवाल महाराष्ट्र शासनाकडे निर्गमित करावयाचा आहे. आपल्या महाविद्यालयात/संस्थेत विद्यार्थ्यांच्या सुरक्षिततेबाबत असणाऱ्या उपाययोजनाचा खालील लिंकवर शनिवार, दि. ११ नोव्हेंबर, २०१७ सायंकाळी ५ वाजेपर्यंत ([www.unipune.ac.in](http://www.unipune.ac.in) - Students' Development - BSD Online - College Login -For College Users - Login - Main Menu - Students Development - Gov/Institute joint scheme proposal Report - Information about Students safety) घावा. कळावे, ही विनंती.

सोबत : बरीलप्रमाणे.



T/C PRINCIPAL

Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.

प्रचारक (अतिरिक्त कार्यभार),  
विद्यार्थी विकास मंडळ

ई-मेल ठरि

महाराष्ट्र शासन

क्रमांक : लेकीर्ण-२०२७/प्र.क्र. ५४०/वि.श.०  
उच्च व तंत्र शिक्षण विभाग,  
महाराष्ट्र शासन रोड, हुन्सगाव, कोल्हा,  
महाराष्ट्र, मुंबई ४०० ०३२  
दिनांक : २७/१०/२०२७

प्रति,

कुलगुरु/कुलसचिव,  
सर्व अकृषी विद्यापीठे

विषय : राज्यातील सर्व विद्यापीठे व महाविद्यालयांतील विद्यार्थ्यांच्या सुरक्षिततेबाबत.

- उपरोक्त विद्यार्थ्यांच्या अनुषंगाने अलॅक्ट्रिकच्या काळील वर्तमानपत्र/इलेक्ट्रॉनिक मिडीयाच्या माध्यमातून विद्यार्थ्यांवर होणारे रॉमिंग, दहशत, लैंगिक शोषण इ. बाबी निदर्शनास येत आहेत.
- विद्यापीठे व महाविद्यालयांतील विद्यार्थ्यांची सुरक्षितता पहाणे व त्यानुषंगाने पुरेशा उपाययोजना करणे ही वाच संबंधित शैक्षणिक संस्थेच्या कार्यक्षेत्रातील असली तरीही संबंधित विद्यापीठे व महाविद्यालयांनी विद्यार्थ्यांच्या सुरक्षिततेच्या दृष्टीकोनातून शैक्षणिक संस्थेच्या परिसरात सी.सी.टी.व्ही. कॅमेरे बसविणे, सर्व विद्यार्थ्यांना शैक्षणिक संस्थेत ओळखपत्र लावणे बंधनकारक करणे, योग्य ठिकाणी सुरक्षा रक्षकांची नियुक्ती करणे इ. उपाययोजना करणे अत्यंत गरजेचे आहे.
- सर्वच, आपणास विनंती करण्यात येते की, आपण प्रस्तुत प्रकरणी व्यवर्तीगत लक्ष घालून आपल्या विद्यापीठातील व आपल्या विद्यापीठाच्या अधिनस्त महाविद्यालयांतील विद्यार्थ्यांच्या सुरक्षिततेबाबत पुरेशा व योग्य उपाययोजना करून केलेल्या कार्यवाहीबाबत शासनसम १५ दिवसांच्या आत अद्यतन करावे ही विनंती. तसे प्रकरणाबाबतचा अहवाल मा. राज्यमंत्री महोदयांना सादर करावयाचा असल्याने आपल्याकडून प्रत्येकाने कार्यवाही अपेक्षित आहे.



(सिध्दार्थ बोरसे)  
सह सचिव, महाराष्ट्र शासन

प्रत :

संचालक, उच्च शिक्षण, पुणे  
मा. मंत्री (उच्च व तंत्र शिक्षण) यांचे विशेष कार्य अधिकारी, मंत्रालय, मुंबई  
मा. राज्यमंत्री (उच्च व तंत्र शिक्षण) यांचे खाजगी सचिव, मंत्रालय, मुंबई  
अपर मुख्य सचिव (उच्च व तंत्र शिक्षण) यांचे स्वीय सहाय्यक, मंत्रालय, मुंबई  
निवडूनगती.



3m113  
I/c PRINCIPAL  
Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.

Reg. No. F/52/AR

Subject to Rahata Jurisdiction only

Telegram - Pradnyayan

(02422)-273700, 273527, 272103, 272104 Fax - 273704 Pravaranagar,

Mail - purchasepres@gmail.com

**PRAVARA RURAL EDUCATION SOCIETY**

PRAVARANAGAR, At. Post LONI - 413 713. Tal. Rahata, Dist. Ahmednagar.

Railway Station : Belapur C. Rly. ( On Daund - Manmad Line ) (ISO 9001 : 2008)

**PURCHASE ORDER**

Ref.No. PRES / Kolhar College -CCTV. /2017-18 / 330 / 36511

Date:-07/12/2017

To, <b>Hari Om Electronics,</b> Loni Bk, Tal. Rahata Dist. Ahmednagar, ☎ 02422-272001	Delivery Period:		2 Days.	
	Purchase Com. Meeting : - Local		25/03/2017	
	Our Enquiry No.	Mail	Dt	14/03/2017
	Your Quotation No. Mail		Dt	20/03/2017

Dear Sir(s),

Please arrange to supply the following material as per the Terms &amp; Conditions mentioned verleaf.


Sr.No	Description of Material	Qty	Per	Rate	Total
Ref. :- In coutunation to our previous purchase order No PRES/S.V., C.C.T.V. /2016-17/ 11 - 92 , Dt . 06/04/2017					
1	Dome Camera, Model: DH -HAC-HDW1200SP-- 0360B Resolution : 720 HDCVI , Rang : 20 Mtrs. IR Rang Light : True Day / Night Angle Adjustment :Three Axis ( Pan,Tilt, Rotation ) Image Sensor : 1/3" DIS Effective Pixels : 720(HDCVI) X480 (V), Dahua Make with Installation	17	Nos.	2501.66	42529.22
2	Bullet Camera , Model : HAC-HFW1200RP-- 0360B Resolution : 720 HDCVI, Rang : 30 Mtrs. IR Rang , Light : True Day / Night Angle Adjustment :Three Axis ( Pan,Tilt, Rotation ) Image Sensor : 1/3" DIS Effective Pixels : 1280(H) X 720 (V), Dahua Make with Installation	6	Nos.	2447.20	14683.20
3	DVR 16CH, Model: DH - HCVR5116 H-S3, Dahua Make with Installation	1	Nos.	13800.00	13800.00
4	DVR 8CH, Model: DH - HCVR5108 H - S2, Dahua Make with Installation	2	Nos.	7452.00	14904.00
5	Hard Disk:1 TB HDD For Storage, Seagata Make	3	Nos.	3067.74	9203.22
6	Power Adaptor : Power Supply for Camera PC 12V / 5 AMP Steel Open frame	9	Nos.	655.04	5895.36
7	BNC Connector for Two Side	46	Nos.	15.72	723.12
8	DC Connector	23	Nos.	11.36	261.28
9	Network 8 Port Gigabite Switch	1	Nos.	1472.00	1472.00
10	Wall Mount 2U Rack With Fan & Spike Guard	3	Nos.	1656.00	4968.00



11	CCTV Cable D-Link Make	At Actual	Per Mtrs	16.56	At Actual
12	CCTV Cable 2 + 1 Core Per Mtrs. Copper Aim Secure	At Actual	Per Mtrs	11.00	At Actual
13	Installation Charges (Cable Casing Caping Patt Modi Make, GI Wire, Pipe)	At Actual	Per Mtrs	36.60	At Actual
Total Rs.				1,08,438=40	

**NOTE:- Please send the above material & Biil in the Name of The Principal, Arts Science & Commere College Kolhar, Tal. Rahata, Dist. Ahmednagar.**

❖ The above quoted prices are F.O.R.	At Site Loni.
❖ Taxes:	GST Extra only for Installation Charges.
❖ Delivery through :	-
❖ Payment:	After receipt, Approval & Satisfactory trial of the System .
❖ Discount :-	-
❖ Warrantee :	One Year
Please sign the enclosed order acceptance No. _____ against this order and return the same to us immediately.	

  
 12/12/17  
**Director (Education)**  
 Tech. & Non Tech  
 Pravara Rural Education Society,  
 Pravaranagar



  
**I/c PRINCIPAL**  
 Arts, Science & Commerce College  
 Kolhar, Tal. Rahata, Dist. Ahmednagar.

**Hariom Electronics**

Loni-Sangamner Road ,Near Pravara Sahakari Bank  
A/P-Loni Bk,Tal-Rahata,Dist-Ahemdnagar MAHARASTRA

02422-272001

9764851646

TERMS : Credit

**Purchaser's Name and Address****PRINCIPAL ARTS,SCIENS,COMMERCE COLLEGE**

KOLHAR ,TAL-RAHATA,DIST-AHEMDNAGAR KOLHAR

State : MAHARASTRA

Contact No. = ,

GSTIN =

State Code

27

INVOICE NO. 245

DATE: 26-Mar-2018

GR No.

Vehicle No.

TRANSPORT

S.N	ITEM DESCRIPTION	HSN CODE	QTY UOM	RATE	DISCOUNT % AMT	RATE	TAXABLE AMT	TOTAL
1	DAHUA MAKE DOME CAMERA DH-HAC-HDW1200SP-0360B IR DOME	8525	17 NOS	2501.66	0	2,120.04	36,040.68	42528.00
2	DAHUA MAKE HDCVI BULLET IR CAMERA DH-HAC-HFW1200RP-0360B	8525	6 NOS	2447.2	0	2,073.87	12,443.22	14683.00
	DAHUA MAKE 16CH DVR DH-HCVR5116H S3	8521	1 NOS	13800	0	11,694.92	11,694.92	13800.00
4	DAHUA MAKE 8CH HDCVI DVR DH-HCVR5108	8521	2 NOS	7452	0	6,315.25	12,630.50	14904.00
5	HARD DISK 1 TB SEGATE MAKE SATA	84717020	3 NOS	3067.74	0	2,599.72	7,799.16	9203.00
6	SMPS FOR CCTV 12V 5 AMP POWER SUPPLY	8504	9 NOS	655.04	0	555.08	4,995.76	5895.00
7	BNC CONNECTOR	85299090	46 NOS	15.72	0	13.32	612.72	723.00
8	DC CONNECTOR	85367000	23 NOS	11.36	0	9.62	221.18	261.00
9	DIGISOL 8 PORT SWITCH GIGABITE DG-GS1008DG 10/100/1000 MBPS	85176290	1 NOS	1472	0	1,247.46	1,247.46	1472.00
10	WALL MOUNT RACK 2U	84733099	3 NOS	1656	0	1,403.39	4,210.16	4968.00

HSN/SAC	Taxable	SGST %	Amt.	CGST %	Amt.	A.Tax %	Amt.
	1375.42	9.00 %	123.79	9.00 %	123.79	0.00 %	0.00
84717020	7799.16	9.00 %	701.92	9.00 %	701.92	0.00 %	0.00
84733099	4210.16	9.00 %	378.91	9.00 %	378.91	0.00 %	0.00
8504	4995.76	9.00 %	449.62	9.00 %	449.62	0.00 %	0.00
85176290	1247.46	9.00 %	112.27	9.00 %	112.27	0.00 %	0.00
8521	24325.42	9.00 %	2189.28	9.00 %	2189.28	0.00 %	0.00
8525	48483.9	9.00 %	4363.55	9.00 %	4363.55	0.00 %	0.00
85299090	612.72	9.00 %	55.14	9.00 %	55.14	0.00 %	0.00
85367000	221.18	9.00 %	19.91	9.00 %	19.91	0.00 %	0.00
8544	14262.72	9.00 %	1283.64	9.00 %	1283.64	0.00 %	0.00
998733	59584.74	9.00 %	5362.63	9.00 %	5362.63	0.00 %	0.00

Total Amount Before Tax

167118.64

Add: SGST

15040.66

Add: CGST

15040.66

Add: IGST

Add: Additional Tax

0.00

Total Tax Amount : GST

30081.32

Total Amount After Tax

197200.00

Input Tax Credit is Not Available to a taxable person against this copy

Bill Amount In Words : Rupees One Lakh Ninety Seven Thousand Two  
Hundred Only

GRAND TOTAL

197200.00

Total GST Amount In Words : Rupees

Thirty Thousand Eighty One &amp; Thirty Two Paise Only

**Bank Details**

Account Name : HARIOM ELECTRONICS, LONI

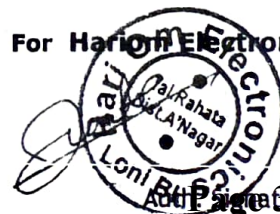
Bank Name : PRVARA SAHKARI BANK LTD, LONI BRANCH IFSC : HDFC0CPSBLN

Account No : 00510331000705

We declare that this invoice shows the actual price of the goods described and  
that all particulars are true and correct.

Customer Sign and Seal.

For Hariom Electronics



Addt. Sign (349)



**Hariom Electronics**

**Loni-Sangamner Road ,Near Pravara Sahakari Bank  
A/P-Loni Bk,Tal-Rahata,Dist-Ahemdnagar MAHARASTRA**

02422-272001

9764851646

TERMS : Credit

**Purchaser's Name and Address****PRINCIPAL ARTS,SCIENS,COMMERCE COLLEGE**

KOLHAR ,TAL-RAHATA,DIST-AHEMDNAGAR KOLHAR

State : MAHARASTRA

Contact No. = ,

GSTIN =

State Code

27

INVOICE NO. 245

DATE: 26-Mar-2018

GR No.

Vehicle No.

TRANSPORT

S.N	ITEM DESCRIPTION	HSN CODE	QTY UOM	RATE	DISCOUNT % AMT	RATE	TAXABLE AMT	TOTAL
11	D-LINK CAT 6 WIRE PER MTR		98 MTR	16.56	0	14.03	1,375.42	1623.00
12	CCTV CABLE 2+1 CORE AIM-SECURE	8544	1530 MTR	11	0	9.32	14,262.72	16830.00
12	INSTOLATION CHARGES ( JOB WORK )	998733	1628 MTR	36.6	0	36.60	59,584.74	70310.00

/SAC	Taxable	SGST %	Amt.	CGST %	Amt.	A.Tax %	Amt.	Total Amount Before Tax	
	1375.42	9.00 %	123.79	9.00 %	123.79	0.00 %	0.00	167118.64	
84717020	7799.16	9.00 %	701.92	9.00 %	701.92	0.00 %	0.00	15040.66	
84733099	4210.16	9.00 %	378.91	9.00 %	378.91	0.00 %	0.00	15040.66	
8504	4995.76	9.00 %	449.62	9.00 %	449.62	0.00 %	0.00		
85176290	1247.46	9.00 %	112.27	9.00 %	112.27	0.00 %	0.00	Add: Additional Tax	0.00
8521	24325.42	9.00 %	2189.28	9.00 %	2189.28	0.00 %	0.00	Total Tax Amount : GST	30081.32
8525	48483.9	9.00 %	4363.55	9.00 %	4363.55	0.00 %	0.00	Total Amount After Tax	197200.00
85299090	612.72	9.00 %	55.14	9.00 %	55.14	0.00 %	0.00		
85367000	221.18	9.00 %	19.91	9.00 %	19.91	0.00 %	0.00		
8544	14262.72	9.00 %	1283.64	9.00 %	1283.64	0.00 %	0.00		
998733	59584.74	9.00 %	5362.63	9.00 %	5362.63	0.00 %	0.00		

Input Tax Credit is Not Available to a taxable person against this copy

Bill Amount In Words : Rupees One Lakh Ninety Seven Thousand Two Hundred Only

GRAND TOTAL

197200.00

Total GST Amount In Words : Rupees

Thirty Thousand Eighty One &amp; Thirty Two Paise Only

**Bank Details**

Account Name : HARIOM ELECTRONICS, LONI

Bank Name : PRVARA SAHAKARI BANK LTD, LONI BRANCH IFSC : HOFCOCPSBH

Account No : 00510331000705

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Customer Sign and Seal.



*Signature*  
I/c PRINCIPAL

Arts, Science & Commerce College  
Kolhar, Tal. Rahata, Dist. Ahmednagar.

For Hariom Electronics



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