



**D.P. VIPRA COLLEGE
BILASPUR**
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7.1.10

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

D.P. Vipra College

Old High Court Road, Bilaspur

Chhattisgarh, India 495001



OFFICE OF THE PRINCIPAL

D. P. VIPRA COLLEGE, BILASPUR (C.G.)

Accredited "A" by NAAC, ISO-9001:2015 Certified

Phone No.- 07752-424497, Web. – www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Summary-Sheet

Criteria	7 – Institutional Values and Best Practices
Key Indicator	7.1 Institutional Values and Social Responsibilities
Metric	7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1.The Code of Conduct is displayed on the website 2.There is a committee to monitor adherence to the Code of Conduct 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.Annual awareness programmes on Code of Conduct are organized
<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <p>1.The Code of Conduct is displayed on the website</p> <p>2.There is a committee to monitor adherence to the Code of Conduct</p> <p>3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4.Annual awareness programmes on Code of Conduct are organized</p> <p>Selected Option for the above measures</p> <p style="text-align: center;">A</p> <p style="text-align: center;">Any 4 or all of the above</p>	

Note:

Since all supporting documents for this metric exceeds the upload limit of 5Mb, hence we have hosted the scanned documents as per SOP on institutional website on the following links.

Description	Relevant link
1) Link of code of conduct redirecting to website is given. (Appendix-I)	https://dpvipracollege.ac.in/aqar-2023-24/
2) Committee details and its monitoring mechanism is attached. (Appendix-II)	
3) Detailed report of Program on " Professional Ethics " is attached. (Appendix-III)	
4) Manual on Code of Conduct is attached. (Appendix-IV)	

IQAC Co-ordinator
D.P. Vipra College
BILASPUR (C.G.)
IQAC Coordinator

PRINCIPAL
D.P. Vipra College
Bilaspur (C.G.)
Principal



**D.P. VIPRA COLLEGE
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2023-24

D.P. Vipra College

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Chhattisgarh, India 495001



**D.P. VIPRA COLLEGE
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Appendix I

D.P. Vipra College

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Link for Code of Conduct of Teachers & Students

<https://dpvipracollege.ac.in/code-of-conducts/>

Principal
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D.P. VIPRA COLLEGE

(an Autonomous College)

[HOME](#) [ABOUT US](#) [ACADEMICS](#) [TEAMS](#) [ADMISSIONS](#) [STUDENT CORNER](#) [NAAC](#) [GALLERY](#) [GRIEVANCE](#)

[UGC REGULATIONS](#)

Code of Conduct for Teachers

Code of Conduct for Students

Screenshot of Code of Conduct



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Appendix II

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Date: 03.08.2023

Office Order

To maintain discipline in the college and to maintain regular code of conduct a **Discipline/Code of Conduct Committee** is constituted with the following members.

S.No.	Name	Designation	Signature
1.	Dr. M.L. Jaiswal	Co-Ordinator	
2.	Dr. M.S. Tamboli	Member	
3.	Dr. Renu Nayar	Member	
4.	Dr. Khagendra Soni	Member	
5.	Dr. Abha Tiwari	Member	
6.	Prof. Shriti Somvanshi	Member	
7.	Prof. Jayant Roy	Member	
8.	Prof. Kiran Dubey	Member	

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Phone No.- 07752-424497, Web. – www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Date : 21.08.2023

Notice

A meeting regarding Discipline/Code of Conduct Committee is scheduled on 23rd of August 2023 by 12:00 p.m. at the Principal office.

Agenda of the meeting:

1. Introduction of the committee.
2. Discussion regarding how to maintain discipline in college campus.
3. Issues with the permission of the Chair person.

You are requested to make it convenient to attend the meeting.

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Phone No.- 07752-424497, Web. – www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Date: 23.08.2023

Attendance

S.No.	Name	Signature
1.	Dr. M.L. Jaiswal	
2.	Dr. M.S. Tamboli	
3.	Dr. Renu Nayar	
4.	Dr. Khagendra Soni	
5.	Dr. Abha Tiwari	
6.	Prof. Shriti Somvanshi	
7.	Prof. Jayant Roy	
8.	Prof. Kiran Dubey	

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Action Taken Report of Meeting held on Tuesday, 23.08.2023

S.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
NIL		

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Date :23.08.2023

Minutes of Meeting

Agenda 1 : Introduction of committee.

Resolution: All members gave their self introduction. Dr.M.L. Jaiswal gave overview about roles and responsibilities of the committee.

Agenda 2 : Discussion regarding how to maintain discipline in college campus.

Resolution : Committee discussed about how to maintain discipline in the college campus. Dr.M.L. Jaiswal the chair person of the committee advised to seek help of the student council in this regard.

Agenda 3 : Issues with the permission of the Chair.

Resolution : As there were no other issues to discuss, the meeting was concluded with the vote of thanks.

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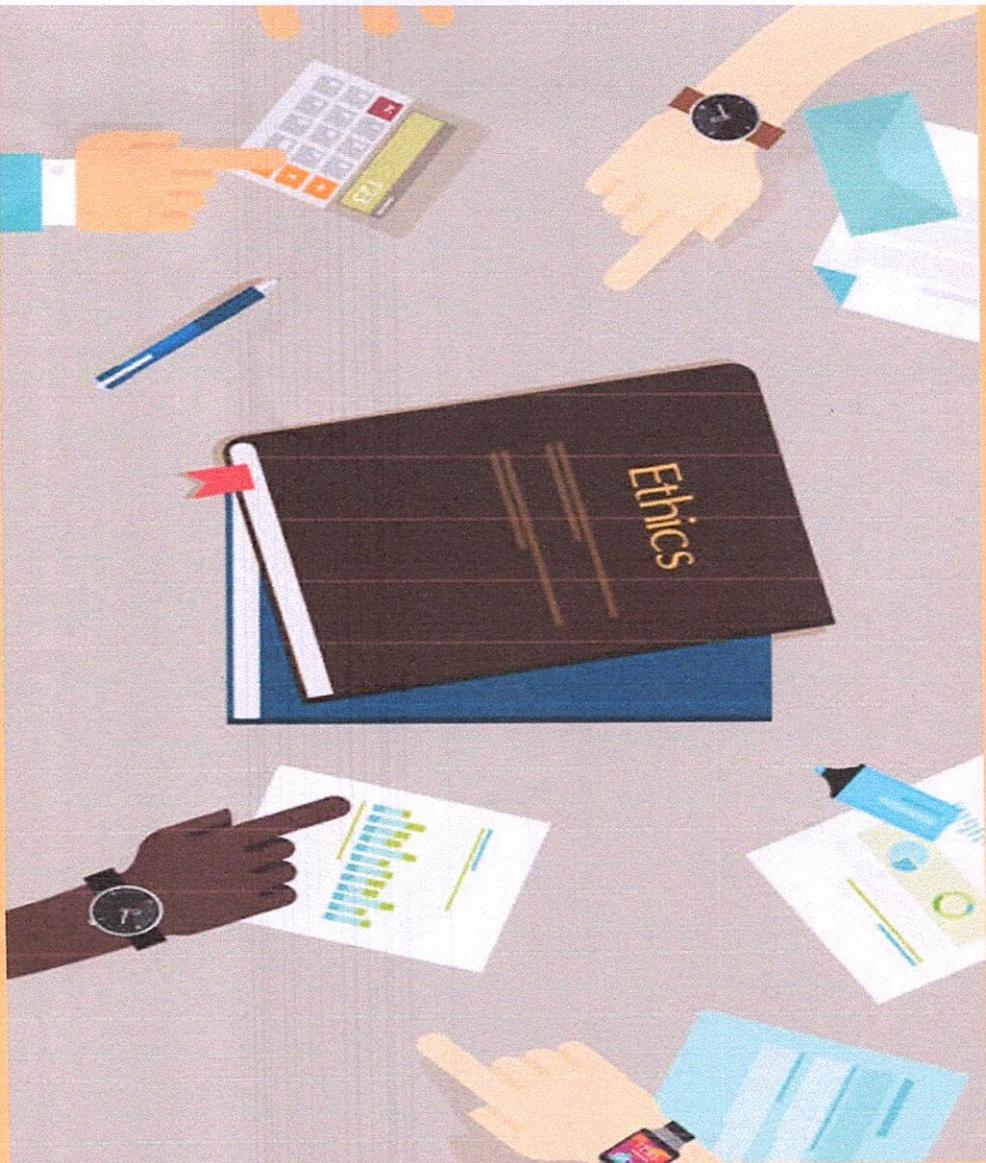
**D.P. VIPRA COLLEGE
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Appendix III

D.P. Vipra College

Old High Court Road, Bilaspur

Chhattisgarh, India 495001



D.P. VIPRA COLLEGE, BILASPUR (C.G.)

Social Ethics

ORGANIZED BY : IQAC

Date : 29/09/2023

By
Dr. Rupesh Sahu
Chaitanya Science & Arts College,
Pamgarh (C.G.)



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Phone No.- 07752-424497, Web. – www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Date: 22.09.2023

To,

Dr. Rupesh Sahu
Assistant Professor
Chaitanya Science & Arts College
Pamgarh(C.G.)

Respected Sir,

We are pleased to invite you as a resource person in one day lecture on "Social Ethics" which is organized by IQAC, D. P. Vipra College, Bilaspur(C.G.) on 29.09.2023 by 11:30am.

Kindly confirm the proposed date at your earliest convenience.

Principal
D.P. Vipra College
Bilaspur (C.G.)

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Date: 26.09.2023

NOTICE

A lecture on "Social Ethics" is going to be organized by IQAC on 29.09.2023 at 11:30 A.M. All the professors and students are requested to attend the programme.

Principal
D.P. Vipra College
Bilaspur (C.G.)

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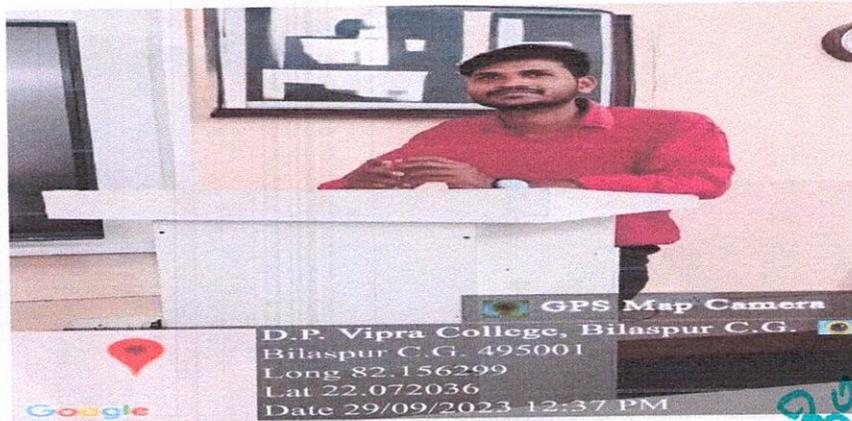
Ref. No./...../2023 Bilapur

Date :29.09.2023

Academic Year : 2023-24

Activity	:	Lecture on "Social Ethics"
Date of activity	:	29.09.2023, 11:30 a.m.
Place	:	D.P.Vipra College Bilaspur(C.G.)
Organized by	:	IQAC
Participants Count	:	72
Resource Person	:	Dr. Rupesh Sahu, Asst. Prof., Chaitanya Science & Arts College Pamgarh(C.G.)
Objective	:	To promote justice, equality, and mutual respect between individuals within a society.

A lecture on "Social Ethics" was organized by IQAC. Dr. Rupesh Sahu, Asst. Prof., Chaitanya Science & Arts College Pamgarh(C.G.) was invited as speaker. He explained that Social ethics is the systematic reflection on the moral dimensions of social structures, systems, issues, and communities. It involves the application of ethical reasoning to social problems, addressing issues such as the distribution of economic goods, research on human subjects, animal rights, discrimination and affirmative action, crime and punishment, and war and peace. He also explained that Social ethics examines problematic social conditions, analyzes possible actions to address these conditions, and prescribes solutions based on ethical norms and values.



(Handwritten signature in blue ink)

Principal
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Bilaspur (C.G.)

**D.P. VIPRA COLLEGE
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D.P. VIPRA COLLEGE, BILASPUR (C.G.)

“Model Code of Conduct”

ORGANIZED BY : IQAC

Date : 20.11.2023

By :

Dr. Renu Sahu

Chaitanya Science & Arts College,
Pamgarh (C.G.)



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Phone No. - 07752-424497, Web. – www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Date: 13.11.2023

To,

Ms. Neha Sahu
Assistant Professor
Chaitanya Science & Arts College
Pamgarh (C.G.)

Respected Sir,

It is a matter of pleasure to invite you as a resource person for "Model Code of Conduct", organized by IQAC, D. P. Vipra College, Bilaspur(C.G.) on 20.11.2023 by 12:00p.m.

Kindly confirm our invitation at your earliest convenience.

Principal
D.P. Vipra College
Bilaspur

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Date: 16.11.2023

NOTICE

IQAC D.P.Vipra College is organizing an annual awareness programme on "Model Code of Conduct" headed by the principal of the college on 20.11.23 at 12:00pm. All the professor and students are requested to attend the programme in smart classroom.

Principal
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Ref. No./...../2023-24 Bilapur

Date :20.11.2023

Academic Year : 2023-2024

- Activity : Awareness Programme on "Model Code of Conduct"
Date of activity : 20.11.2023, 12:00 p.m.
Place : D.P.Vipra College Bilaspur(C.G.)
Organized by : IQAC
Participants Count : 76
Resource Person : Ms Neha Sahu, Asst. Prof., Chaitanya Science & Arts College Pamgarh(C.G.)
Objective : A campaign to set rules and guidelines for political parties and candidates during the elections.

A lecture on "Model Code of Conduct" was organized by IQAC, D.P Vipra College. During the programs Ms.Neha Sahu, Asst. Prof., Chaitanya Science & Arts College Pamgarh(C.G.) was the key speaker. She said that the model code of conduct is a set of guidelines that are issued by India's Election Commission for candidates and political parties during elections. The guidelines are chiefly regarding speeches, polling booths, polling day conduct, election manifestos, processions and conduct in general.



(Handwritten signature in blue ink)

Principal

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**D.P. VIPRA COLLEGE
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Appendix IV

D.P. Vipra College

Old High Court Road, Bilaspur

Chhattisgarh, India 495001

जे. पी. श्रीवास्तव

मध्यप्रदेश एवं छत्तीसगढ़
अशासकीय
शिक्षण संस्था
मैन्यूअल

खेत्रपाल लॉ हाउस, इन्दौर

COLLEGE CODE
STATUTE No. 28

Part 1: Definitions and applicability :

1. In this Statute unless there is anything repugnant in the subject or context
- (a) "College" means an educational institution admitted to the privileges of the University.

- (b) "Foundation Society" :- means a body of persons, registered or incorporated under any law for registration or Statutory incorporation, which founds and maintains an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superseded under Section 33 of the Madhya Pradesh Society Registrickaran Adhinyam 1973, the person or persons appointed by the State Government to manage the affairs of the Society. In case of educational institutions maintained and run by Local Bodies, the Foundation Society shall be the Council of the Local Body and in case the Local Body is superceded the person who acts for the Body.
- (c) "Governing Body" :- means the Governing Body constituted in accordance with the provisions of this Statute.
- (d) "Teachers" :- means members of the teaching staff of a college and includes the Principal.
- (e) "President of the Foundation Society" :- means a person who is duly elected as its President (by whatever name called) by the Foundation Society and is the Executive head thereof and where the Society is superceded under Section 33 of the M.P. Society Registrickaran Adhinyam 1973, the person or the head of the body of persons appointed by the State Government to manage the affairs of the Society.
- (f) "Donor" :- means an individual, firm, association, Charitable trust or any other institution other than the Foundation Society giving a donation of not less than twenty-five thousand rupees in cash or immovable property for the use of the college :

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

The College Code shall apply to all colleges admitted to the privileges of the University except in the colleges maintained or managed by the State Government or the University.

Part II -- The Foundation Society

3. (1) The Foundation Society of a college shall be responsible for providing the necessary funds for the maintenance and upkeep of the college upto the standard required by the University.

(2) No employee of the college except an honorary or part-time teacher who is paid an honorarium shall be an office bearer or member of the Foundation Society.

(3) (i) The Foundation Society of every college shall deposit Endowment Fund in accordance with the scale given below with the University in the form of Fixed Deposit Receipts in the joints names of the Registrar and the College:

- (a) If the college has only one Faculty at the undergraduate level Rs. 25,000/-
- (b) For every additional Faculty at the undergraduate level Rs. 15,000/-
- (c) For each Faculty at the post-graduate level Rs. 10,000/-

(ii) Where the college does not have its own building which is considered satisfactory for its purposes by the University the Foundation Society shall make an annual contribution of an amount not less than Rs. 5000/- towards a Building Fund to be maintained with the university in the name of the college till the college constructs or acquires permanently a building, adequate for its purposes.

(iii) In case of a college in existence on the date of coming into force of this Statute the Foundation Society shall :

(a) deposit with the University in every academic year commencing from the year 1974-75 an amount equal to one fifth of the value of the Endowment Fund necessary till the Endowment Fund as required in clause (i) above is deposited in full.

(b) Where the college does not have its own building considered satisfactory for its purposes by the University, contribute towards the Building Fund in accordance with clause (h) above.

(iv) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.

(4) (i) The income from the Endowment Fund shall be made available to the college for its use.

(ii) When the salary due to the teachers is not paid for three months, the University, may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn therefrom.

(iii) In the event of the closure of the college or in the event of the college being taken over by the Government the caution money and the salary due to the employees (including teachers) of the college shall be the first charge on the Endowment Fund.

(iv) On a request from the Governing Body, the amount in the Building Fund will be released to the Governing Body for the construction of the college building or purchase of a building for the college.

(5) The Foundations Society shall carry out all lawful directions of the University and shall maintain and run the college in accordance with M.P. Vishwavidyalaya Adhiniyam and the Statutes; Ordinances and Regulations made thereunder.

(6) (i) If the Executive Council, after giving reasonable opportunity to the Foundation Society to state its case, is satisfied that the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions namely -

- (a) Withdrawal of the right to have its appointees other than the chairman of the governing Body on the Government Body of the college.
- (b) Withdrawal of the powers vested in the Foundation Society by this statute.
- (c) Withdrawal of the affiliation of the college.
- (ii) Where any action is taken by the Executive Council under the foregoing clause, the Foundation Society may appeal to the M.P. Uchcha Shiksha Anudan Ayog against the decision of the Executive Council. The decision of the Ayog in the matter shall be final.

4. (1) The Foundation Society shall have the following powers, namely-

- (a) to appoint the first Principal and other members of the teaching staff of the college in accordance with the provisions of this Code till the Governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University, whichever is earlier.
- (b) to sanction on the recommendation of the Governing Body the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation on the Foundation Society :

Provided that where the Foundation Society does not take a decision on the proposal made by the Governing Body within a period of sixty days from the date on which the Governing Body submits its proposal the Foundation Society shall be deemed to have concurred in the proposal.

- (c) to sanction items of new expenditure exceeding Rs. 10,000/- the case of non-recurring expenditure and exceeding Rs. 4,000/- in the case recurring expenditure which involve additional financial obligation on the Foundation Society.
- (d) to consider and pass resolution on the Annual Estimates of Income and Expenditure and the Audit Report of the College and forward them to the Governing Body for its consideration

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

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

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

- (2) In case of any difference of opinion between the Foundation Society and

the Governing Body, any of them may refer the matter to the Executive Council whose decision shall be binding.

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

Part III -Governing Body

6. (1) There shall be a Governing Body for the management of the college. It shall consist of

- (a) The Chairman of the Governing Body appointed by the Foundation Society from "amongst its members or by the individual maintaining the college.
- (b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
- (c) Two representatives of the University other than members of the Foundation Society of the college, nominated by the Executive Council atleast one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college.
- (d) One representative of the donors of the college to be elected by the donors.
- (e) One nominee of the Government of Madhya Pradesh.
- (f) Two representatives elected by the teachers of the college who have completed two years of service other than the Principal, from amongst themselves in such manner as may be prescribed by the College Council :

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

(g) The Principal of the College-Ex-Officio Member Secretary :

Provided that the following shall not be eligible to be a member of the Governing Body under clauses (a) to (e) above.

- (i). a person who is related to any member of the staff of the college except a part-time teacher who is paid an honorarium, or who works on an honorary basis.
- (ii) a person having pecuniary interest in the affairs of tile college, and
- (iii) an employee of, the college.

(2) (i) The Chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years :

Provided that the Chairman and members appointed by the Foundation Society before the suppression of its Governing Body under the M.P. Society Registrickaran Adhinyam, 1973 shall cease to hold office on the suppression of the Governing Body of the Society and their places shall be filled by the appointees of the person/persons appointed by the State Government to manage the affairs of the Society.

(ii) The Ex-officio member shall forthwith cease to be a member of the Governing Body if he ceases to hold the office by virtue of which he has become a member.

(iii) An office-bearer or member of the Governing Body may resign from Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of the Governing Body shall take steps to fill all vacancies as soon as they occur.

(iv) When a vacancy occurs in the office of a member other than Exofficio member, before the expiry of his term the vacancy shall be filled, as soon as it may be, by the election, nomination or appointment as the case may be, of a member who shall hold office so long as the member in whose place he has been elected, nominated or appointed, would have held it if the vacancy had not occurred.

(v) Every change in the office-bearers or membership of the Governing Body of a college shall be reported immediately to the University by the Secretary.

7. (1) The Governing Body shall meet atleast thrice a year. Five members of the Governing Body shall form a quorum. No quorum shall be necessary for an adjourned meeting. If the quorum is not present within thirty minutes of the time given in the notice no meeting shall be held.

(2) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. in case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting.

(3) (a) The Secretary shall give atleast ten days notice of an ordinary meeting of the Governing Body.

(b) An emergent meeting of -the Governing Body can be convened on three clear days notice.

(c) On a requisition signed by not-less than four members specifying business to be transacted, a special meeting of the Governing body shall be convened within twenty days of the receipt of such requisition. Atleast ten days notice of a special meeting shall be given.

(d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.

(e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.

(4) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provide otherwise all acts of the Governing Body and all questions

coming or arising at its meeting shall be done and decided by the majority of such members thereof as are present and vote at the meeting.

(5) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.

(6) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulapati decisions affecting adversely the smooth working of the college and violation, if any, of the Statutes, Ordinances, Regulations or instructions of the University.

(7) No act or proceeding of the Governing Body shall be in valid its membership or any defect or merely by reason of any vacancy in irregularity in the appointment, nomination or election of a member.

8. (1) The Governing Body shall be responsible for the general administration of the college including :

(a) Management and regulation of the finances, accounts, investments, property and other assets of the college :

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

(b) adoption with or without modification of the budget submitted by the Principal of the college after considering the observations if any, of the Foundation Society.

(c) the institution and abolition of new department of Studies or new teaching and non-teaching posts in the college :

Provided that if the institution of a new department or a new teaching post involves additional financial obligation on the Foundation Society, exercise of this power shall be subject to the provisions of paragraph 4 of the Code :

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

(d) Appointment, promotion, suspension and punishment of the teachers of the colleges and any other section affecting their services :

Provided also that such approval shall not be necessary in case of discharge of a teacher (who is appointed on probation) during or on the expiry of the period of such probation on the ground that his work during such period was not satisfactory

Provided further that the power of appointment shall be subject to the provision of clause (a) of sub-paragraph (1) of paragraph 4.

(e) Maintenance of the College upto the academic standard required by the University and compliance by the college of the M.P. Vishwavidyalaya Adhiniyam, Statutes, Ordinances, Regulations and directions issued by the University from time to time.

(2) In the matter of the management of the college, the Governing Body

shall be the final authority bound by Statutes, Ordinances, Regulations and directions of the University and such rules as are framed by the Governing Body and which are not inconsistent with the Adhiniyam, the Statutes. Ordinances and Regulations of the University.

9. The Governing Body shall submit to the Foundation Society -

- (i) Not later than the 31st July of each year a Statement of Annual Account of the college for the financial year immediately preceding together with the-audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college for the academic year ending 30th June immediately preceding.
- (ii) Not later than the 31st September each year the budget estimates of the college for the following financial year..
- (iii) Proposals for such items of new expenditure exceeding Rs. 10,000/- in the case non-recurring expenditure and exceeding Rs. 4,000/- in the case of recurring expenditure with involve additional financial obligation on the Foundation Society.

10. The Governing Body may make rules consistent with the provisions of the Adhiniyam, Statutes, Ordinances, with regard to

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

Provided that no decision affecting the service conditions of teachers shall be taken at a meeting of the Governing Body in which atleast one teacher representative and one University representative are not present.

- (b) the management of the college; and
- (c) the manner in which its decisions shall be given effect to.

11. The Governing Body shall exercise all powers not otherwise provided for in this code and not inconsistent with the provisions of the Adhiniyam, Statutes and Ordinances.

12. The T.A. and D.A. of nominee of the University or the State Government attending a meeting of the Governing Body shall be paid by the College at the rates admissible to a member of the authorities of the University under the rules made by the University.

13. (1) The Governing Body shall be constituted in accordance with provisions of this Statute within a period of ninety days from the date of admission of the college to the privileges of the University.

(2) The Governing Body in existence on the date immediately preceding the date of enforce of this Statute

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

Part IV - The College Council

14. (1) There shall be for each college, a college council consisting of the principal and all teachers of the college. The Principal and the Vice Principal,

if any, of the college shall respectively be the ex-officio President and Vice-President of the Council.

(2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but for not more than two consecutive terms. He shall convene meetings of the College Council under the direction of the Principal.

(3) The Council shall meet atleast thrice during the academic year. It shall perform the following duties namely :

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

Part V - The Powers & Duties of the Principal

15. (1) The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.

(2) Subject to the general control of the Governing Body the Principal shall be responsible for -

- (a) the administration of the college generally as an institution admitted to the privileges of the University;
- (b) the management of the college library and hostels;
- (c) maintenance of the accounts receipts and expenditure of the college;
- (d) correspondence of the college and custody of the records of the college;
- (e) administration of the amalgamated fund;
- (f) execution of the decisions of the Governing Body.

(3) The Principal shall have the following powers, namely

- (a) to admit students to the college;
- (b) to assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof, to appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the College :

Provided that where disciplinary action is taken by the Principal, an appeal shall lie with the Governing Body;

(d) to maintain discipline in the college

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

Provided also that in the case of rustication of a student from the college, the college council may review the decision of the Principal.

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

Part VI - The Teacher of the College :

16. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except

- (a) after duly and widely advertising the post together with the minimum qualifications therefore and the emoluments of the post and allowing reasonable time within which the applicants may, in response to the advertisements, submit their applications;
- (b) on the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below.

(2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.

(3) No person shall be appointed to any teaching post including that of the Principal unless he possesses the minimum qualifications prescribed for the post in the Statutes.

(4) Every change in the teaching staff of the college shall be immediately reported to the University by the Principal.

17. (1) The Selection Committee for the appointment of the Principal shall consist of

- (i) the Chairman of the Governing Body - Chairman.
- (ii) one representative of the -Governing Body nominated by it from amongst its members other than the 'teacher's representatives;
- (iii) one of the Deans of Faculties which comprise-subjects taught/ proposed to be taught in the college, nominated by the Kulapati;
- (iv) one person nominated by the Executive Council Provided that in the case of the appointment of the First Principal by the Foundation Society instead of the Chairman of the Governing Body the President of the Foundation Society shall be the Chairman of the Selection Committee and one representative of the Foundation Society nominated by it from among its members shall be a member of the Selection Committee instead of the representative of the Governing Body.

(2) The Selection Committee for the appointment of a teacher of the college, other than the Principal, shall consist of

- (i) the President of the Foundation Society or the Chairman of the Governing Body according as the Foundation Society or the Governing Body is the appointing authority;
- (ii) one representative of the appointing authority the Foundation Society or the Governing Body, as the case may be, nominated by it from amongst its members other than the Teachers representatives,
- (iii) two experts in the subject concerned nominated by the Kulapati;
- (iv) the Principal of the College - Member-Secretary.

(3) The majority of total membership of any Selection Committee shall form the quorum of such Committee.

(4) The Selection Committee shall interview, adjudge the merits of each candidate in accordance with the qualifications advertised and report to the appointing authority the names arranged in order of merit, of the person or persons, if any, whom it recommends for appointment to the post advertised :

Provided that in case of an appointment of a teacher other than the Principal, no recommendation made by a Selection Committee shall be considered to be valid unless atleast one of the experts in the subject is present in the meeting of the Selection Committee in which the recommendation is decided upon.

18. (1) No person shall be appointed to a full time and salaried teaching post in the college except on the recommendation of the Committee of Selection constituted in accordance with the provisions of this Statutes :

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

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

Provided that where a part-time Principal of a Law College is to be appointed. the appointee shall possess the minimum qualifications prescribed for a Principal and his appointment shall be made with the prior approval of the Executive Council.

19. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made, shall be deemed to be validly made.

20. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies, on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation

may be extended by more than one year so that the total period of probation does not exceed two years.

(ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise, the reasons for such temporary appointment shall be communicated by the Principal to the University.

(2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body atleast one month before the expiry of the period of probation of its intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.

(3) (i) Every teacher other than one appointed on part-time or temporary basis, shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed, the initial salary and the scale of pay and other conditions of service. A copy of the contract shall be given to the teacher and a copy shall be lodged with the University.

(h) It shall be the duty of Governing Body to get such contract executed within a period of one month from the date on which the appointed person joins the post. Provided that Governing Body shall get the contract executed

(a) within a period of one month from the date on which the Governing Body starts functioning in case of appointments made by the Foundation Society;

(b) within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.

(iii) In case of any conflict between the contract in the form prescribed in the Appendix and any other contract between a teacher and the college or its Governing Body, the terms and conditions laid down in the contract as in the Appendix shall be deemed to apply.

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

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

22. (1) The scales of pay for different categories of teachers in the college including the Principal shall be such as are prescribed from time to time by the State Government for similar categories in Government Colleges.

(2) A part-time Principal shall be paid an honorarium of Rs. 400/- per month and every part-time teacher other than the Principal shall be paid an honorarium of Rs. 300/- per month if he delivers 12 lectures per week and Rs. 200/- if he delivery atleast 8 lectures per week.

(3) Salary of every teacher shall be paid by cheque drawn in his favour

latest by the 5th of the month following the month to which the salary relates.

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

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

23. In calculating the period of service of a teacher of the college for any purpose, including the application of time scale, service shall be counted from the date of the first appointment, if there be no break of service during the period preceding the substantive appointment. Short breaks of service not exceeding 7 days shall be condoned. The period of college vacation shall be counted as period spent on duty.

24. A temporary teacher who has been in the service of a college for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a college for less than a full academic year but for more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of his service bears to the total period in the academic year; provided that such teacher shall not be entitled to any pay for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacations.

25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.

(2) No member of the teaching staff except a part time-teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.

(3) A teacher, other than a part-time teacher, shall be a whole-time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work (other than as an examiner or author of books) which is likely to interfere with the duties of his appointment.

(4) No teacher shall except with the prior written sanction of the Governing Body participate in the editing or management of any newspaper or periodical other than learned journals

Provided that part-time teachers of Journalism shall be exempted from the operation of this sub-paragraph.

(5) (a) A teacher shall obey all lawful directions of the Principal and the Governing Body of the college. He shall, in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the college or duties in connection with examinations, administration and the keeping of discipline in the college.

(h) No teacher shall be required to teach for more than twenty four periods (including those for tutorial work) in a week :

Provided that no part-time teacher shall be required to teach for more than twelve periods in a week.

(6) (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which, in the opinion of the Governing Body might affect adversely the interests of the college.

(ii) No teacher shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics. nor shall he take part in aid of or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or take part in any election to any legislature or local authority:

Provided that -

(a) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall not give any indication of the manner in which he proposes to vote or has voted;

(b) the employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

(7) All teachers shall be governed by the rules of conduct if any, framed by the Governing Body in conformity with the Adhinyam the Statutes, Ordinances, and Regulations of the University.

(8) Any infringement of the provisions of the college code shall be regarded as Governing of good discipline and would amount to misconduct and may well justify the initiation of disciplinary action against such teacher.

26. A permanent teacher shall be entitled to be in the service of the college until he completes the age of sixty two years

Provided that if the Governing Body is satisfied that extension of service is in the interest of the college, it may extended his services upto a period of two years beyond the age of sixty two

Provided also that where the date of retirement of a teacher with or without extension falls due during the course of the academic session the Governing Body shall allow the teacher to continue till the end of the academic year.

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

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

28. The service of a teacher who is appointed on probation can be termi-

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

29. (1) The service of a teacher (other than one appointed on temporary or part-time basis or on probation) shall not be terminated after confirmation except on the following grounds and without the approval of the Executive Council

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

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

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

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

Part VII - Suspension, Penalties & Disciplinary Authority

30. (1) The appointing authority may by an order place an employee, including a teacher, of the college under suspension -

- (a) Where a disciplinary proceeding against him is contemplated or is pending, or
- (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

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

(2) An employee of the college shall be deemed to have been placed under suspension by an order of the appointing authority -

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if in the event of a conviction for an offence he is sentenced, to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

(3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than six months.

(4) During the period of suspension, the employee shall be allowed subsistence allowance equal to fifty per cent of the emoluments last drawn by him.

(5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.

31. (1) The appointing authority may, for good and sufficient reasons, impose on an employee of the College (including a teacher) the following penalties:

- (a) Censure;
- (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
- (c) Withholding of increments of pay;
- (d) Reduction to lower time scale of pay, grade or post;
- (e) Compulsory retirement;
- (f) Removal from service;
- (g) Dismissal from service which will ordinarily be a disqualification for future employment in the College.

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

(2) The appointing authority may institute disciplinary proceeding against an employee of the college.

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

Provided that no proposal to reduce in rank or pay a teacher confirmed in the service of the college or to remove or dismiss him from service or to retire him compulsorily shall be deemed to have been passed by the Governing Body

unless it is supported by a majority of two thirds of the members present at the meeting of the Governing Body in which it comes up for consideration and where a decision is duly taken it shall not be given effect to unless it is approved by the Executive Council.

32. (1) Where any penalty is imposed on an employee of the college by the Principal, the employee concerned may prefer an appeal to the Governing Body of the college within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall be to a Tribunal consisting of

- (a) A nominee of the Kulapati, other than a member of the Executive Council who will act as the Chairman.
- (b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and
- (c) A nominee of the Governing Body

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

(4) The appeal shall, except where provided otherwise, be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself

(5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.

(6) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.

(ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

Part VIII - Provided Fund & leave

33. (1) The Governing Body shall maintain a Provident for the benefit of its -employees.

(2) Every whole time teacher and employee of the college other than one whose services have been lent to the college by Government or another Institution, permanently appointed to a substantive post shall, as a condition of his

service become a depositor of the Provident Fund in the College.

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

(3) The contribution of each depositor to the fund shall be eight per cent 'of the salary of the depositor, such' contribution shall be deducted monthly from the salary of the depositor, and the amount so deducted with an equal amount to be contributed by the college shall be deposited in the Separate Provident Fund Account in the joint name of the teacher/employee and the Principal of the college :

Provided that in the case of the account of the Principal, it shall be in the joint name of the Principal and the Chairman of the Governing Body .:

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

(4) (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.

(ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension or shall the contribution of college be due in this case.

(5) The Governing Body may, under such conditions-as may be laid down by it, permit the payment of prima of life assurance policy or policies on the life of the depositor out of his personal contribution-to the Provident Fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such prima. In all such cases, the Life Insurance Policy for which the prima are so paid shall be assigned in favour of the college.

On retirement of the depositor from the service of the college the policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full amount of the policy shall be credited to the Provident Fund account of the depositor. In the event of the death of the depositor during his service in the college the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

(6) When a depositor's service in the college come to an end by his retirement, resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident Fund Provided that a depositor whose service has been dispensed with for what in the opinion of the Governing Body is gross misconduct or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed

to subscribe to the Provident Fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon

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

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

(7) The Governing Body shall frame rules for temporary advances from the Provident Fund, which shall, inter alia include the following as the legitimate objects for such advance.

34. (1) The employees including the teachers of the college shall be entitled to leave in accordance with the leave rules of the Government of Madhya Pradesh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.

(2) In case of teachers leave other than casual leave shall be sanctioned by the Governing Body. Casual leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

Part IX - Miscellaneous :

35. (1) The College shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the Fund.

(2) All moneys belonging to the Fund shall be deposited in such Bank or invested in such manner as the Governing Body may decide.

(3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the College, shall be met from the Fund.

(4) The fund of the college shall not be used for meeting any expenditure of or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.

36. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.

(2) Accounts, registers, - proceedings of meetings and other records of the college shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.

37. No person connected with the management of the college and no Principal or other teacher or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees

or any payment of any sort either in cash or in kind, other than the excess of the prescribed by the University, from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall form part of the receipts of the college.

38. Any dispute arising out of the contract of service, between the Governing Body of the college and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulapati to a Tribunal consisting of one nominee of the Kulapati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the Tribunal shall be final.

39. Notwithstanding the provisions of this statute, a non-government college of Engineering/Technology or a Regional College of Education may be administered by the Executive Body of the institution (by whatever name called) constituted in accordance with the bye-laws/regulations of the institution :

Provided that

(1) The Executive Body of the institution shall have amongst its members atleast one representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed atleast two years of service in the institution.

(2) All appointments to teaching posts in the institution, not lower than that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members atleast the expert in the subject concerned nominated by the Kulapati.

(3) The provisions of "Part VII-Suspension, Penalties and disciplinary authority" of this statute shall apply in case of both the teaching and the non-teaching staff of the institutions.

APPENDIX

Form of Agreement of Service for Teachers

An Agreement made this day of 19 between Shri (hereinafter called the Teacher) of the part, and the Governing Body of the College (hereinafter called the Governing Body), through its Chairman/ Secretary, of the second part.

Whereas the Governing Body has appointed Shri as a member of the Teaching Staff of the College upon the terms and conditions agreement witnesses that the party of the first part and the Governing Body hereby contract and agree as follows :

1. That this agreement shall begin from the day of 19 and shall be determinable as hereinafter provided.

1. Amended as per Cord. Coin. item No. 10 dated 27-9-76 and approved by the E.C. Res. No. 45 dated 24-11-79.

2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. in the pay scale of Rs. . the period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.

3. That, on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. and no increment shall be without the approval of the Governing Body.

4. The Teacher shall during the continuance of his engagement be entitled to the benefit of the -Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College Code.

5. That the date of birth of the party of the first part is and the age of superannuation will be sixty years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension is granted as provided in para 26 of the College.

6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.

7. That the Teacher shall devote his whole time to the service of the College, and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to such benefits as accrue to him as an Examiner. or Author of Books or due to his academic achievements.

8. That the party of the first part, shall, in addition to the Ordinary duties, perform such other duties as may be assigned to him by the Principal of the College in connection with the Social intellectual or athletic activities of the college or examinations or administration or the keeping of discipline in the college.

9. After confirmation, the services of the party of the first part can be terminated only on the following grounds :- (a) Misconduct including wilful neglect of duty, (b) Breach of any of the terms of contract; (c) (d) (e) Physical or mental Incompetence; Abolition of post:

Provided that :

- (i) the plea of incompetence shall not be used against the party of the first part after he has served the party of the second part for two years or more after his confirmation.
- (ii) the services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
- (iii) the services of the party of the first part shall not be terminated on

any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under subclause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the Summer vacation or any part thereof.

11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code of fitness;

12. On the termination of this agreement from whatever cause, the teacher shall deliver upto the Governing Body all books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

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

Signature day of19

(1)(Party of the First Part)

(2)(Part of the Second Part)

In the presence of-

(1)(Witness 1)

(2)(Witness 2)



**D.P. VIPRA COLLEGE
BILASPUR**
ACCREDITED "A" GRADE BY NAAC

Governing Body Code of Conduct for Faculties

D.P. Vipra College

Old High Court Road, Bilaspur

Chhattisgarh, India 495001

डी.पी. विप्र महाविद्यालय, बिलासपुर (छ.ग.)

दूरभाष : 07752-424497

दिनांक : 04.11.2016

समस्त सहायक प्राध्यापकों/कर्मचारियों के लिए आचार संहिता :-

- 01- सभी प्राध्यापक एवं कर्मचारी संपूर्ण एकता महाविद्यालय के प्रति और समर्पण की भावना से अपने कर्तव्यों का पालन करेंगे, और ऐसा कुछ भी नहीं करेंगे जो उनके पदीय कदाचरण के कारण संस्था की गरिमा एवं हित के प्रतिकूल हो।
- 02- कोई भी शिक्षक/कर्मचारी महाविद्यालय से संबंधित विषय पर बिना प्राचार्य की अनुमति लिये किसी भी समाचार माध्यम से संबंधित नहीं रहेंगे, तथा किसी भी माध्यम से अपने वक्तव्य प्रकाशित नहीं करेंगे।
- 03- शिक्षक/कर्मचारी को प्राचार्य द्वारा दिये गए सभी विधिक एवं प्रशासनिक आदेशों एवं कार्यों का अक्षरशः पालन करना होगा। अपने शैक्षणिक कर्तव्यों के अतिरिक्त प्राचार्य द्वारा प्रदत्त अन्य सह-पाठ्यक्रम तथा पाठ्येत्तर गतिविधियों के अन्तर्गत सौंपे गए दायित्वों का पालन करना अनिवार्य होगा।
- 04- कोई भी प्राध्यापक/कर्मचारी किसी भी राजनैतिक संगठन के साथ किसी भी प्रकार के प्रत्यक्ष/अप्रत्यक्ष गतिविधियों में संलग्न नहीं रहेगा, और न ही किसी विशेष राजनैतिक संगठन के प्रचार-प्रसार में भाग लेकर अपने प्रभाव का उपयोग करते हुए उस संगठन को लाभ पहुंचाएगा।
- 05- कोई भी प्राध्यापक/कर्मचारी अध्यक्ष, शासी निकाय/प्राचार्य की अनुशंसा के बिना महाविद्यालयीन विषय के संबंध में किसी भी उच्च अधिकारी/मंत्रीगण/राजनीतिक नेता यथा विधायक, सांसद आदि से सीधे संपर्क नहीं करेगा, और न ही महाविद्यालय/प्रशासन समिति के द्वारे में समाचार पत्रों या इलेक्ट्रॉनिक मिडिया में वक्तव्य देगा।
- 06- महाविद्यालय एवं प्रशासन समिति प्राध्यापक संघ/कर्मचारी संघ के पदाधिकारियों द्वारा अवांछनीय एवं अवैधानिक गतिविधियों को निर्जा गतिविधि मानता है। प्राध्यापक संघ/कर्मचारी संघ अथवा प्रतिनिधि के माध्यम से या व्यक्तिगत रूप से अपनी उचित मांग को महाविद्यालय के सक्षम प्राधिकारियों के पास रख सकते हैं, इसके विपरित प्राध्यापक या कर्मचारी संघ के पदाधिकारी द्वारा समाचार पत्रों/इलेक्ट्रॉनिक मिडिया में महाविद्यालय की गरिमा के प्रतिकूल दिये गए बयान को व्यक्तिगत मानकर कार्यवाही की जावेगी।
- 07- सभी प्राध्यापक/कर्मचारी को छत्तीसगढ़ शासन के सिविल सेवा आचरण नियम अवकाश नियमों का तथा उच्च शिक्षा एवं अन्य विभाग छत्तीसगढ़ शासन द्वारा जारी संबंधित आदेशों को अक्षरशः एवं अनिवार्य रूप से पालन करना होगा।
- 08- कोई भी प्राध्यापक/कर्मचारी या उनका संघ यदि महाविद्यालय अथवा प्रशासन समिति के विरुद्ध न्यायालय एवं शासन के पास किसी मामले में जाने के पूर्व सक्षम अधिकारी को लिखित में सूचना देना एवं अनुमति लेना अनिवार्य होगा।
- 09- कोई भी प्राध्यापक/कर्मचारी स्वयं के कोचिंग/ट्यूशन/ज्ववसाय नहीं कर सकते हैं, इसके अतिरिक्त किसी भी संस्था/संगठन या अन्य स्थानों में अपनी सेवाएँ देने के पूर्व महाविद्यालय के सक्षम अधिकारी से अनुमति लेना आवश्यक होगा।
- 10- आचार संहिता के किसी भी कंडिका का उल्लंघन अनुशासनहीनता और कदाचार की श्रेणी में रखा जायेगा, तथा इस हेतु महाविद्यालय प्रशासन संबंधित के विरुद्ध नियमानुसार कार्यवाही करने का अधिकारी होगा।

उपरोक्त आचार संहिता नत्काल प्रभाव से लागू किया जाता है।

दिनांक 02.10.2016 को शासी निकाय द्वारा अनुमोदित

243/letter

PRINCIPAL
D.P. Vipra College
Bilaspur (C.G.)

अध्यक्ष
प्रशासन समिति
डी.पी.विप्र महाविद्यालय
बिलासपुर (छ.ग.)



OFFICE OF THE PRINCIPAL

D. P. VIPRA COLLEGE, BILASPUR (C.G.)

Accredited "A" by NAAC, ISO-9001:2015 Certified

Phone No. - 07752-424497, Web. - www.dpvipracollege.in, Email- dpvipracollege@gmail.com

Translated Copy of Code of Conduct for Professor and Employee

Following code of conduct is approved by the Governing Body for Professors and Employee

- 1- All the professors and employee will serve the institute with complete dedication and unity to fulfill their duties; they will not do anything that can be considered as their official misconduct and tar the dignity of the institution.
- 2- Any of the professor/ employee will not publish their statement and view in news papers or any other medium without the due permission of the Principal.
- 3- Professor/Employee will have to follow all the legal and administrative orders and work given by the Principal. It would be compulsory to follow co-curricular and extra-curricular activities other than teaching responsibilities.
- 4- Neither of the professors/employees shall be associated with any political organization directly or indirectly, nor will participate in campaigning of any political party and benefit that organization with their influence.
- 5- Neither of the professor/employee is allowed to stay in direct contact with any higher official/ minister/ political leader etc., nor give any statement to print or electronic media without any prior intimation from the governing body/ college.
- 6- The college and governing body considers the undesirable and illegal activities of post holders of professor/employee association as personal activity. Professors/ Employees association or through their representatives are allowed to present their genuine demand to a capable officer of the college. On the contrary if the professor/employee or their representative gives statement to print/ electronic media to tar the image of the college, such act will be considered as personal and action will be taken in accordance.

- 7- All the professor/ employee will have to obey the civil code of conduct and leave rules of Chhattisgarh Government. Moreover they will have to obey compulsorily and literally all the relative orders of higher education or other Department of Chhattisgarh Government.
- 8- It will be compulsory for any professors/ employee are their association to have written intimation and permission from on capable officer before pleading to the Court or Government against the college or governing body.
- 9- No professor/employee is allowed to run their own coaching/tuition/ business. Moreover if they are serving any institute / association or any other place, they will have to take prior permission from a capable officer from the college.
- 10- Violation of any of the clause of code of conduct will be considered as a deed of indiscipline and misconduct, consequently college administration is liable to take strict action against the concerned person.


PRINCIPAL
D. P. VIPRA COLLEGE
BILASPUR (C.G.)

-प्राचार्य-
डी.पी.विप्र महाविद्यालय
बिलासपुर (छ.ग.)

कार्यालय, आयुक्त, उच्च शिक्षा संचालनालय शासकीय विज्ञान महाविद्यालय परिसर
रायपुर (छ.ग.)

क्रमांक 4671/आउशि/...../2005

रायपुर, दिनांक 04.06.05

समस्त प्राचार्य
शासकीय एवं अशासकीय महाविद्यालय
छत्तीसगढ़।

छत्तीसगढ़ के शासकीय/अशासकीय महाविद्यालयों में विद्यार्थियों के लिये
आचरण संहिता

छत्तीसगढ़ के शासकीय/अशासकीय महाविद्यालयों में प्रवेश लेने वाले प्रत्येक विद्यार्थियों को महाविद्यालय के नियमों का अक्षरशः पालन करना होगा। इनका पालन न करने पर वह शासन द्वारा निर्धारित दण्डात्मक कार्यवाही का भागीदार होगा।

1. विद्यार्थी शालीन वेशभूषा में महाविद्यालय में आयेगा। किसी भी स्थिति में उसकी वेशभूषा उत्तेजक नहीं होनी चाहिए।
2. प्रत्येक विद्यार्थी अपना पूर्ण ध्यान अध्ययन में लगायेगा, साथ ही महाविद्यालय द्वारा आयोजित पाठ्येत्तर गतिविधियों को भी पूरा सहयोग प्रदान करेगा।
3. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा, अभद्र व्यवहार असंसदीय भाषा का प्रयोग गाली-गलौच, मारपीट या आग्नेय अस्त्रों का प्रयोग नहीं करेगा।
4. प्रत्येक विद्यार्थी अपने शिक्षकों, अधिकारियों एवं कर्मचारियों से नम्रता एवं भद्रता का व्यवहार करेगा।
5. महाविद्यालय परिसर को स्वच्छ बनाये रखना प्रत्येक विद्यार्थी का नैतिक कर्तव्य है, वह सरल निर्व्यसन और मितव्ययी जीवन निर्वाह करेगा।
6. महाविद्यालय तथा छात्रावास के सीमाओं में किसी भी प्रकार के मादक पदार्थों का सेवन सर्वथा वर्जित रहेगा।
7. महाविद्यालय में झुंझर-उधर थूकना, दीवारों को गंदा करना या गंदी बातें लिखना मना है। विद्यार्थी को असामाजिक तथा अपराधिक गतिविधियों में संलिप्त पाये जाने पर कठोर कार्यवाही की जायेगी।
8. वह अपनी मांगों का आंदोलन हिंसा या आतंक फैलाकर नहीं करेगा। विद्यार्थी अपने आप को दलगत राजनीति से दूर रखेगा तथा अपनी मांगों को मनवाने के लिए राजनीतिक दलों, कार्यकर्ताओं अथवा समाचार पत्रों का सहारा नहीं लेगा।
9. महाविद्यालय परिसर में मोबाइल के उपयोग पर पूर्ण प्रतिबंध रहेगा।

अध्ययन संबंधी नियम -

1. प्रत्येक विषय में विद्यार्थी की 75: उपस्थिति अनिवार्य होगी तथा यह एन.सी.सी. / एन.एस.एस. में भी लागू होगी। अन्यथा उसे वार्षिक परीक्षा में बैठने की पात्रता नहीं होगी।
2. विद्यार्थी प्रयोगशाला में उपकरणों का उपयोग सावधानी पूर्वक करेगा। उनको स्वच्छ रखेगा एवं प्रयोगशाला को साफ सूथरा रखेगा।
3. ग्रंथालय द्वारा स्थापित नियमों का पूर्ण पालन करेगा, उसे निर्धारित संख्या में ही पुस्तकें, प्राप्त होगी तथा समय से न लोटाने पर निर्धारित आर्थिक दण्ड देना होगा।
4. अध्ययन से संबंधित किसी भी कठिनाई के लिए वह गुरुजनों के समक्ष अथवा प्राचार्य के समक्ष शांतिपूर्ण ढंग से अभ्यावेदन प्रस्तुत करेगा।
5. व्याख्यान कक्षों, प्रयोगशालाओं या वाचनालय में पंखे, लाईट, फर्नीचर, इलेक्ट्रिक फिटिंग आदि की तोड़फोड़ करना दण्डात्मक आचरण माना जायेगा।

परीक्षा संबंधी नियम -

1. विद्यार्थी को सत्र के दौरान होने वाली सभी इकाई परीक्षाओं, त्रैमासिक तथा अर्द्धवार्षिक परीक्षाओं में सम्मिलित होना अनिवार्य है।
2. अस्वस्थतावश आंतरिक परीक्षाओं में सम्मिलित न होने की स्थिति में विद्यार्थी शासकीय चिकित्सक से मेडिकल सर्टीफिकेट प्रस्तुत करेगा तथा स्वस्थ होने के उपरांत परीक्षा देगा।
3. परीक्षा में या उसके संबंध में किसी प्रकार के अनुचित लाभ लेने या अनुचित साधनों का प्रयोग करने का प्रयत्न गंभीर दुराचरण माना जायेगा।

महाविद्यालय प्रशासन का अधिकार क्षेत्र -

1. यदि छात्र किसी अनैतिकता मूलक या गंभीर अपराध में अभियुक्त पाया गया तो उसका प्रवेश तत्काल निरस्त कर दिया जायेगा।
2. यदि छात्र रैगिंग में लिप्त पाया गया तो छत्तीसगढ़ शैक्षणिक संस्थानों में प्रताड़ना प्रतिषेध अधिनियम, 2001 के अनुसार रैगिंग किये जाने पर अथवा रैगिंग के लिए प्रेरित करने पर पांच साल तक कारावास की सजा या पांच हजार रुपये जुर्माना अथवा दोनों से दण्डित किया जा सकता है।
3. यदि विद्यार्थी समय-सीमा में शुल्क का भुगतान नहीं करता तो उसका नाम काट किदया जायेगा।
4. यदि विद्यार्थी किसी भी प्रार्थना पत्र अथवा आवेदन में तथ्यों को छिपायेगा अथवा गलत प्रस्तुत करेगा तो उसका प्रवेश निरस्त कर उसे महाविद्यालय से पृथक कर दिया जायेगा।

महाविद्यालय में प्रवेश लेने हेतु विद्यार्थी द्वारा प्रस्तुत किये गये आवेदन पत्र में उसके पालक अथवा अभिभावक का घोषणा पत्र पर हस्ताक्षर करना अनिवार्य है और यह हस्ताक्षर प्रवेश समिति के सम्मुख करेंगे।

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