

**DEVI AHILYA VISHWAVIDYALAYA, INDORE**

**REGULATIONS**

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## **Regulation No. 1**

### **REGULATIONS FOR THE CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL**

**1. Meetings of the Executive Council shall be convened by the Kulapati normally on the First Saturday of the month. If the Saturday is a holiday, the meeting will be held on the previous day. But on a requisition signed by any eight members of the Executive Council to convene a special meeting thereof, the Kulapati shall convene a special meeting on a date fixed by him within a week from the receipt of the requisition. At such meeting only such subjects as the signatories to the requisition have set forth in requisition shall first be brought forward and disposed of.**

**2. Seven members including the Chairman shall form the quorum. Provided that no quorum shall be necessary for adjourned meeting.**

**3. The Registrar shall ordinarily, at least seven days before each meeting of the Executive Council, issue to each member thereof, a notice convening the meeting and a copy of the agenda thereof including planatory notes; if any.**

**Provided that in the case of emergent meetings, the Kulapati may suspend or modify the operation of this rule.**

**4. The Kulapati shall be the Chairman of the Executive Council. In his absence, the Council shall elect its own Chairman, for the meeting from amongst the members present.**

**5. No resolution, proposal or other matter foreign to, or wholly inconsistent with, the matter appearing in the agenda paper shall be decided by the Executive Council, except to the extent permitted by the Chairman whose decision on the subject shall be final. However, if any member points out any special matter or makes a suggestion, not purporting to be a motion, the same may be allowed for discussion by the Chairman.**

**6. Every motion shall be in the form of a resolution which must be seconded.**

**7. A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairman.**

**8. When a motion has been duly proposed and seconded, the Chairman shall read it out in the meeting. It shall then be open to discussion and if there be no discussion, the motion shall at once be put to the vote.**

**9. Any member present may propose an amendment to a motion. When two or more amendments are proposed, the Chairman shall put them to the vote in the inverse order, the last amendment being put to the vote first, and last.**

**10. It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.**

**11. The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.**

**12. Every question shall be decided by a majority of the votes of the members present. It shall be in the opinion of the Chairman to decide the manner in which the votes of the members shall be recorded.**

**In the event of there being a division of a opinion among the members of the Executive Council in respect of a decision on a matter directly affecting the University funds, the names of the members "for" and**

**"against" the motion shall be recorded in the proceedings, provided not less than three members desire the division to be so recorded.**

**13. In the case of equality of votes, the Chairman shall have the casting vote in addition to his vote as member.**

**14. No member shall ordinarily speak more than once in the course of the discussion of a motion or of an amendment, except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.**

**15. It shall be in power of the Chairman to regulate the order of the speeches.**

**16. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion, or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.**

**17. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to the vote subject to the right of the proposer to reply.**

**18. No discussion shall be allowed on a motion mentioned in Regulation No. 17.**

**19. A member may withdraw his motion or amendment and any motion or amendment may be withdrawn by its proposer with the permission of the Chairman.**

**20. Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the facts.**

**21. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairman to a point of order.**

**22. If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided it.**

**23. If the Chairman be of opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he shall so declare, and it shall be deemed a breach of order.**

**24. The Chairman shall be the sole judge of any point of order and may, at his own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order disregards such call, the Chairman may suspend him from membership for the rest meeting.**

**25. A member suspended for the rest of the meeting shall not take part in any discussion but may remain present at the meeting.**

**26. Proposals relating to formal votes of thanks, messages of congratulations, or condolences, and other matters of like nature may be moved from the Chair without notice.**

**27. The Chairman at any meeting may at his discretion, apply the Regulations prescribed for discussion of matters at meetings of the Court, for matters not covered by these regulations.**

**28. No question once decided by the Council shall be re -opened within six months except with the consent of 7 members of the Council.**

**29. An officer not below the rank of a Deputy Registrar may be allowed by the Kulapati to be present in the meetings for rendering secretarial assistance. He will, however, not participate in the deliberations.**

**(Approved by the Executive Council at its meeting held on 5-10-1974).**

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## **Regulation No. 2**

### **Composition of Library Committee**

**In exercise of the power conferred by section 40(1) of the Indore University Act, (No. 14 of 1963), read with paragraph 14 of the First Statutes and items (xvii) of section 23(1) of the Act, the Executive Council hereby makes the following Regulation for the management of Libraries etc. managed by the University:--**

**1. There shall be Library Committee.**

**2. The Committee will consist of the following :--**

**(i) The Kulapati - Chairman**

**(ii) Six Deans of the Faculties (to be nominated by Kulapati) by rotation according to seniority.**

**(iii) Six Professors (to be nominated by Kulapati) to be taken as far as possible from the Faculties other than those represented by the Deans themselves. In the absence of the Professor in a faculty, Assistant professor or Reader may be taken to represent the faculty.**

**(iv) The University Librarian - Secretary**

**3. The power and functions of the Committee shall be as under :--**

**(1) to look after the general management of the University Library.**

**(2) to prepare the budget of the University Library for submission before the Executive Council.**

**(3) to submit the annual report on the working of the University Library to the Executive Council.**

**(4) to frame rules for the use of the University Library for the consideration of the Executive Council.**

**(5) to recommend to the Executive Council the creation of new posts in the library; and**

**(6) whenever required by the Executive Council to suggest ways and means of improving library facilities in the Constituent and Affiliated Colleges of the University.**

**(Approved by the Executive Council at its meeting held on 7-12-1974)**

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### **Regulation No. 3**

#### **Subject : Procedure for the conduct of the meetings of the Academic Council**

**1. Meetings of the Academic Council may be convened by the Kulapati at any time. But on a requisition signed by any twenty members of the Academic Council to convene a special meeting thereof, the Kulapati shall convene a special meeting on a date fixed by him. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.**

**2. The Registrar, shall, Ordinarily, at least seven days before each meeting of the Academic Council, issue to each member thereof, a notice convening the meeting and a copy of the Agenda thereof.**

**Provided that in the case of emergent meetings, the Kulapati may suspend or modify the operation of this rule.**

**3. The Kulapati shall be the Chairman of the Academic Council. In his absence the Council shall elect its own Chairman for the meeting from amongst the members present.**

**4. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.**

**5. Business not included in the Agenda as sent to the members may be taken up only with the permission of the Chairman :**

**Provided that (a) any recommendation to the Executive Council and (b) any business falling within the sphere of a Board of Studies, which has not been considered by that Board, may, if not included in the Agenda, be taken up only if no objection is raised to such a course by any member present.**

**Provided further that a motion for the appointment of a committee on a subject under debate may be any member at any time without notice.**

**6. Every motion shall be in the form of a resolution which must be seconded; otherwise it shall drop.**

**7. A resolution standing in the name of a member who is absent from the meeting may be moved on his behalf by any other member with the permission of the Chairman. A resolution standing in the name of a person, who has ceased to be a member of the Council, shall lapse.**

**8. When a resolution has been duly moved and seconded, the Chairman shall read it out to the meeting. It shall then be open to discussion, and if there be no discussion, the resolution shall at once be put to the vote.**

**9. Any member present may propose an amendment to a resolution. When two or more amendments are proposed, the Chairman shall put them to the vote in the inverse order, the last amendment being put to the vote first, and the first last.**

**10. It shall be in the discretion of the chairman to decide whether an amendment is in order or not.**

**11. An amendment must be duly seconded; otherwise it shall drop.**

**12. The mover of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.**

**13. Every question shall be decided by a majority of the votes of the members present. The Chairman may in his discretion decide the manner in which the votes of the members shall be recorded.**

**14. In the case of equality of votes, the Chairman shall have a casting vote in addition to his vote as member.**

**15. No member shall have the right to speak more than once in the course of the discussion on a resolution or an amendment, except the mover of the resolution who shall have the right to reply at the close of the discussion of the resolution.**

**16. No speech other than that of the Chairman shall exceed ten minutes in duration.**

**17. It shall be in the power of the Chairman to regulate the order of the speeches.**

**18. A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion, or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.**

**19. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to the vote.**

**20. A member proposing the adjournment of the meeting or of the discussion shall also mention the date and time for such adjournment. A meeting or discussion continued on the adjourned date shall be deemed to be a continuation of the adjourned meeting.**

**21. No discussion shall be allowed on a motion mentioned in Regulation No. 19.**

**22. Any resolution or amendment may be withdrawn by its mover with the consent of two-thirds of the members present at the meeting.**

**23. Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of a fact, but in doing so he shall strictly confine himself to a statement of the fact.**

**24. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairmen to a point of order.**

**25. If a point of order is raised by one member in the course of a speech by another, the latter shall forthwith resume his seat until the chairman has decided it.**

**26. If the Chairman decides that the point of order has been raised vexatiously, or for the purpose of mere obstruction to the discussion or to the business of the meeting, the member who raised the point of order shall be deemed to have committed a breach of order.**

**27. The Chairman shall be the sole judge of any point of order and may, at his own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order disregards such call, the Chairman may suspend him from membership for the rest of the meeting, and in the case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary.**

**28. A member suspended for the rest of the sitting shall not take part in any discussion but may remain present at the meeting.**



**29. A member suspended with the vote of two-thirds of the members present, for a period longer than the duration of a meeting, may be called upon to withdraw from the meeting, and thereupon he shall do so.**

**30. (1) A motion for the appointment of a Committee shall define the purpose for which the committee is intended and state the number of its members. Amendment to enlarge or reduce the number may be moved without notice.**

**(2) If the motion is carried, the member shall propose the names of persons whom he wishes to form the committee. Any member or members may thereupon propose and second other names :**

**Provided that the name of no person not present at the meeting shall be proposed, except on the basis of his written consent to serve on the Committee.**

**(3) In the event of the number proposed exceeding the number required, the selection of the requisite number shall be made by the Kulapati.**

**(4) The Academic Council shall appoint a member of the Committee as its Chairman.**

**(5) The quorum for the meeting of the committee shall be not less than a majority of the members appointed.**

**(6) A Committee appointed by the Academic Council shall submit its report to the Council by such time as the Academic Council may fix, and, if no time is fixed, at its next meeting.**

**31. Proposal relating to formal votes of thanks, messages of congratulations, or condolences and other matters of like nature may be moved from the Chair without notice.**

**32. In any case not provided for by these regulations, the Chairman shall be entitled to give his own ruling as to procedure.**

**(Approved by the Academic Council at its meeting held on 19-8-1975).**

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## **Regulation No. 4**

**(Under Section 40 of the Adhinyam)**

### **PROCEDURE FOR THE CONDUCT OF THE MEETING OF FACULTIES**

- 1. Every meeting of the Faculty shall be convened by the Registrar under the orders of the Dean of the Faculty, or on the requisition of at least one half of its members. The Kulapati under special circumstances may call the meeting of any Faculty, whenever necessary.**
- 2. The meeting called on requisition by the members shall state the purpose/purposes for which the meeting has been called and no matters other than those for which the requisitioned meetings have been called shall be discussed.**
- 3. The Dean shall preside at the meeting of the Faculty. In the absence of the Dean, the members present shall elect their own Chairman.**
- 4. Meeting of Faculties shall be held ordinarily once a year. This meeting shall be called the Annual meeting.**
- 5. The Chairman shall have a vote and in the case of an equality of votes, a casting vote also; but in case of equality of votes in elections, the tie will be decided by drawing of lots.**
- 6. The Registrar shall, not less than 15 days previous to each meeting of the Faculty, issue to each member a notice stating the date, time and place of the meeting.**
- 7. Notice of resolution to be moved at an ordinary meeting of the Faculty must be in the hands of the Registrar not less than six clear days before the date of the meeting. Such a resolution must be duly proposed and seconded.**
- 8. Amendments to motion already on the Agenda can be moved at an ordinary meeting by new proposals can be moved only with the permission of the chairman.**
- 9. The voting if necessary will ordinarily be by show of hand and if any member so desires then it shall be by secret ballot.**
- 10. The Chairman, at any meeting, may apply the clauses of the Regulation prescribed for discussion of the matters at the meetings of the Academic Council/Court, for matters not covered under the above rules.**

**(Approved by the Academic Council at its Meeting held on 19-8-1975).**

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## **Regulation No. 5**

**(Under Section 40 of the Adhiniyam)**

### **PROCEDURE FOR THE CONDUCT OF THE MEETING OF THE BOARDS OF STUDIES**

- 1. The meeting of a board shall be held atleast once in a year in or about the months of July- August. It may also be held whenever desired by the Chairman of the Board of Studies for special reasons.**
  - 2. The Chairman shall preside at the meeting of the Board, and in his absence the members present shall elect their own Chairman.**
  - 3. Not less than one half of the members of the Board including Chairman shall form the quorum.**
  - 4. The Registrar shall, not less than 15 days previous to ordinary meeting of the Board, issue to each member a notice stating the date, time and the place of the meeting. The agenda papers shall ordinarily be sent 7 days before the meeting.**
- Provided that in the case of emergent meetings, the Chairman of the Board of Studies/Kulapati may suspend or modify the operation of this rule.**
- 5. Notice of a motion or resolution to be moved at an ordinary meeting of the Board must be in the hands of the Registrar not less than 5 clear days before the date of the meeting.**
  - 6. Amendments to motion on agenda can be moved at an ordinary meeting but new proposals can be moved only with the permission of the Chairman.**
  - 7. At the meeting of the Board, the Chairman shall have a vote and in the case of an equality of a votes a casting vote.**
  - 8. In any case not provided for by these regulations, the Chairman shall apply the clauses of the Regulations prescribed for discussion of matters at the meeting of the Academic Council.**

**(Approved by the Academic Council at its Meeting held on 19-8-1975).**

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**Regulation No. 6**

(Under Section 26 (1) (iv) of the Adhiniyam)

**RULES FOR THE AWARD OF MEDALS AND PRIZES OF THE DEVI AHILYA  
VISHWAVIDYALAYA, INDORE**

1. All awards shall be made on the aggregate result of the main degree examination of all years in respect of which division is awarded.
2. Only such candidates shall be entitled to these awards who take and pass all degree examinations of the University (including Semester) in the first attempt and at once and the same sitting within the prescribed minimum period of the course of study once secure the highest marks. Provided that candidates securing highest marks in a subjects (s) but failing to secure first division or at least 60% marks, shall not be entitled to any medal/prize.
3. Candidates declared eligible for Supplementary Examinations or who appear in the examination after a gap of a year or two shall not be entitled to any award of medals/Prizes.
4. Candidates who take admission in a particular course after passing the Intermediate examination or any Diploma Course or change the Faculty after passing the first year of Three Year Degree Course and take admission directly in School/Third Year of any Degree Course shall be entitled to the award of Medals/Prizes only if the candidate has cleared the qualifying examination in the first attempt.
5. For determining merit, marks in an additional subject will not be counted unless the regulations for the examination concerned have provided for the inclusion of such marks in the division.
6. A student found guilty of breach of Regulation no. 14-code of conduct for Students/Punished under paragraph 13 of Ordinance No. 7/ found guilty of using unfair means in any examination shall not be entitled for the award of the Medals.
7. When two or more candidates have obtained an equal number of marks in the aggregate, the Medal/Prize shall be awarded to the candidate who is younger/youngest in age.
8. A candidate should have passed all the Professonal M.B.B.S. examinations in the first attempt.
9. The above rules shall be applicable from the main examination of 1979 -80.

(Approved by Executive Council at its meeting held on 4 - 11-1978).

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**Regulation No. 7**

**Delegation of Powers**

**(Under Section 24 (xlv) of the Adhiniyam)**

**The powers vested in the Kulapati and the Executive Council under clause 7 of Statute No. 26 (relating to the Provident Fund) are hereby delegated to the Registrar and the Kulapati respectively.**

**(Approved by the Executive Council at its Meeting held on 7-7-1975).**

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## **Regulation No. 8**

### **Regulations for the conduct of the meeting of the Court.**

**1. The meetings of the Court shall be convened in accordance with the provisions of Sec. 21 (1) of the Adhinyam read with Statute No. 6.**

**2. (1) The Registrar shall, at least 30 days before the date of the meeting, issue to each member notice of the meeting and atleast 15 days before the meeting he shall send an agenda papers showing the business to be brought before the meeting and the terms of all the resolutions, admitted by the Kulapati and the names of the proposers and the seconders.**

**(2) The notice of an amendment to a resolution included in the Agenda must reach the Registrar at least five clear days before the meeting of the Court at which the resolution is to be considered.**

**(3) If any amendment is received, the Registrar shall, as soon as reasonably practicable notify the amendment proposed to the members of the Court. He shall also put a notice of such amendment on the notice board of the office.**

**3. At the annual meeting :**

**(a) any vacancies among the members of the Court or the Court or the Executive Council which ought to be filled by the Court, shall be filled; and**

**(b) a report of the working of the university during the previous year, together with a statement of the receipt and expenditure, the balance sheet, as audited, and the financial estimates, shall be presented to the Court.**

**4. When the Kulapati convenes a special meeting, of own motion, the notice of the meeting shall contain a statement of the business which to see transacted at it.**

**5. If neither the Kuladhipati nor the Kulapati is present at a meeting of the Court, the members present shall elect a Chairman, for the meeting.**

**6. (1) At all meeting of the Court 25 members, shall form a quorum.**

**Provided that quorum shall be necessary for adjourned meeting.**

**(2) If a quorum is not present within 15 minutes of the appointed time, the Chairman shall adjourn the meeting.**

**(3) Any members of the Court may, in the Course of a meeting, call the attention of the Chairman to the absence of quorum and in the absence of a quorum, the Chairman shall either dissolve or adjourn the meeting.**

**7. (1) Any member who wishes to move a resolution at the meeting of the court shall forward the terms of the resolution, duly seconded to the Registrar so as to reach him not later than 15 days before the date fixed for the meeting.**

**(2) (i) All resolution shall appertain to the powers and duties of the Court under the Adhinyam the Statutes and the Ordinances.**

**(ii) Any resolution which is not in conformity with this requirement shall not be admitted.**

**(iii) No member shall move more than three resolutions at any one meeting.**

**(3) The Kulapati shall be the sole authority to determine whether a resolution is in conformity with the requirements of sub-para (2) (i). No resolution not admitted by the Kulapati shall be included in the Agenda.**

**8. (1) No resolution or amendment or other business, of which due notice has not been given, shall be brought before the Court at any meeting except a motion:--**

**(a) to adjourn the debate,**

**(b) to adjourn the meeting,**

**(c) to dissolve the meeting,**

**(d) to change the order of the business,**

**(e) to refer any matter to any Authority of the University,**

**(f) to pass on to the next item of the business,**

**(g) to appoint a Committee, and**

**(h) that the question be put to the vote.**

**(2) A motion under clauses (a), (b), (c) and (d) of sub- paragraph (1) shall be moved only with the permission of the Chairman.**

**(3) A motion under clauses (a), (b), (d), (f) and (h) of sub- paragraph (1) shall be put to the vote without discussion.**

**9. Proposals relating to formal votes of thanks, messages of congratulations, or condolences and other matters of like nature may be moved from the Chair without notice.**

**10. (1) No amendment, of which due notice has not been given, shall be moved to a resolution which is being considered at a meeting of the Court, unless the Chairman rules it to be in order as arising out of the debate.**

**(2) At a special meeting of the Court, called on due requisition, any member may bring forward any amendment without previous notice being given.**

**11. All questions as to whether proper notice of a resolution or an amendment has been given shall be decided by Chairman of the meeting whose decision shall be final.**

**12. (1) Every resolution shall be affirmative in form and must be seconded; otherwise it shall drop.**

**(2) A resolution standing in the name of a person, who has ceased to be a member of the Council shall lapse.**

**(3) A resolution standing in the name of a member who is absent from the meeting may be moved by any other member present.**

**(4) When a resolution has been seconded, the terms of it shall be stated by the Chairman and the discussion**

thereon, if any, may proceed. If no discussion is raised or no amendment there to is proposed, the resolution shall atonce be put to the vote.

(5) Resolutions, of which notice has been given by the Members, shall be moved in the order in which they were received by the Registrar.

Provided that the Kulapati shall have discretion to permit discussion simultaneously on allied or associated subjects, irrespective of the order in which notice concerning them were received :

Provided futher that the order inter se amongst such allied or associated subjects shall be maintained.

(6) A reso;ution may be withdrawn by the mover with the consent of a majority of the members present.

(7) Every resolution shall be decided by a majority of the votes of the members present. In the case of the votes being equal in number, the Chairman shall have a casting vote in addition to his own vote as a member.

13. (1) An amendment to a resolution, if moved, shall be seconded in the same manner as the resolution, failing which it shall drop.

(2) No amendment shall be proposed which will, in effect, constitute a direct negative to the resolution.

(3) Every amendment shall be relevant to the resolution to which it appertains.

(4) No amendment shall be proposed which raises a question already disposed of by the meeting or which is consistent with any other resolution already passed by it.

(5) Amendments shall be moved in the order in which they were pro posed.

14. (1) Where an amendment has been proposed and seconded, the terms of the amendment shall be stated by the Chairman; and the discussion of the original resolution and the amendment thereto shall proceed Pari-passu. Not more than one resolution and one amendment thereto shall be placed before the meeting at the same time.

(2) The seconder of an amendment may reserve his speech with the permission of the Chairman.

(3) No member shall be allowed to speak more than once in the course of the discussio n of a resolution or of a resolution and an amendment, except the proposer of the substantive resolution, who will have the right to reply in either case at the close of the discussion, provided that a member who has spoken on a resolution before the proposal of an amendment thereto, shall be entitled to speak once again upon such amendment. No member shall speak after the proposer has entered on his reply.

(4) No speech, in the court other than that of the Chairman shall exceed ten minutes unless otherwise permitted by the Chairman.

(5) The Chairman shall decide who is in possession of the house. While a member is in possession of the house, no other member shall rise except :

(a) with the permission of the Chairman for the purpose of explaining any misconception of any expression used by him earlier, or



**(b) for calling the attention of the Chairman to a point of order.**

**15. (1) When a point of order is raised by one member in the course of a speech by another the latter resume his seat until the Chairman has decided it.**

**(2) If the Chairman decide that the point of order has been raised vexatiously or for the purpose or mere obstruction to the discussion or to the bussiness of the meeting, the member raising the point of order shall be deemed to have committed a breach of order.**

**(3) The Chairman shall be the sole judge on any point of order and may, at his own instance or at the instance of a member, call to order any member who is speaking. If the member so called to order disregards such call, the Chairman may direct him to resume his seat. If the member so directed to resume his seat disregards or questions the ruling of the Chairman, the Chairman may adjourn the meeting or may forthwith at his descretion take the vote of the meeting as to whether such member shall not be suspended from his functioning as a member for that day. If two-thirds of the members present are in favour of such suspension, the Chairman shall declare the member offending suspended and such member shall immediately withdraw. The meeting shall thereupon proceed to business, treating such member as absent from the meeting.**

**16. (1) A motion of an amendment may be withdrawn by the proposer with the consent of the majority of the members present at the meeting.**

**(2) If there is an amendment, the Chairman, at the conclusion of the debate shall, after summing up, if he so desires, state the terms of the resolution and of the amendment and put the amendment first to the vote.**

**(3) If the amendment is negatived, the original shall be stated again by Chairman; and subject to the foregoing regulations any other amendment which is in order may then be moved thereto.**

**(4) If an amendmentis carried, the motion as amendment shall be stated by the Chairman and then debate as a substantive proposition to which any further amendments which are in order may be moved, subject to the foregoing regulations. Such further amendments shall be disposed of in the same manner as the original amendments. When all the amendments have been thus dealt with the Chairman shall put to the vote the resolution as amended, as the substantive resolution.**

**17. (1) On puting a resolution or amendment to the vote, the Chairman shall call for the expression of the opinion of the meeting in the affirmative and the negative, ordinarily by a show of hand. On the opinion being so expressed he shall declare the result according to his judgement.**

**(2) Except in respect of a motion under Regulations No. 8 n of these Regulation, a ballot shall be arranged if demanded by not less than six members present at the meeting; and Chairman shall nominate scrutiniars from amongst the members present to count the votes and may give such directions as he considers expedient for the conduct of the ballot. The names of the members who voted for or against the motion, or declined to vote shall be recorded.**

**(3) In the event of the votes being equal in number, the Chairman shall have a second or casting vote.**

**18. If the Chairman desires to take an active part in a debate, he shall vacate the Chair until the vote on that debate shall have been taken. During such time the Chair shall be taken by a member nominated for the purpose by the Chairman. The acting Chairman shall, during the debate in question, exercise all the rights of the Chairman.**

**19. A member proposing the adjournment of the meeting or a discussion shall also state the date and time to**

which it should be adjourned. A meeting or discussion held as per decision to adjourn shall be deemed to be a continuation of the one preceding the adjournment.

20. If a motion for dissolution is carried, the business before the meeting shall drop.

21. (1) A motion for the appointment of a Committee on a subject under debate may be made by any member at any time without notice.

(2) A motion for the appointment of a Committee shall define the purpose for which the committee is intended and state the number of its members. Amendments to enlarge or reduce the number may be moved without notice.

(3) If the motion is carried, the member shall propose the names of persons whom he wishes to form the committee. Any member or members may therefore propose and second other names :

Provided that the name of no person not present at the meeting shall be proposed except on the basis of his written consent to serve on the committee.

(4) In the event of the number proposed exceeding the number required, the selection of the requisite number shall be made by the Kulapati.

(5) The court shall appoint a member of the Committee as its Chairman.

(6) The quorum for the meeting of the committee shall be not less than a majority of the members appointed.

(7) A Committee appointed by the Court shall submit its report to the Court by such time as the Court may fix, and, if no time is fixed, as its next meeting.

22. No matter which has been decided by the Court shall within a period of six months be reconsidered by the Court except at a special meeting of the Court convened for that purpose upon requisition by not less than 40 members. No motion for revision shall be carried unless two-thirds of the members present at such meeting vote in favour thereof.

23. (1) Any member of the Court shall be entitled to put questions not exceeding five at any one meeting regarding any matter connected with the University :

Provided that no questions shall be put at meetings other than Annual Meetings.

(2) Notice of questions shall be given not less than 15 days before the date of meeting.

(3) No question shall be admitted unless it complies with the following conditions :

(a) it shall not publish any name or statement not strictly necessary to make the question intelligible;

(b) if a question refers to a statement, the member asking the question shall make himself responsible for the accuracy of the statement;

(c) it shall not contain ironic al expressions or defamatory statements;

(d) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition; and

**(e) it shall not refer to the character of any person, except in his official capacity as connected with the University.**

**(4) Information asked for by a question complying with the conditions stated in sub-paragraph (3) shall be supplied : Provided that no information of a confidential nature and no information the communication of which is, in the Kulapati's judgment; against the best interests of the University, shall be supplied.**

**24. (1) Representatives of the press and such visitors as may be specially permitted by the Kulapati in this behalf may be admitted to the meeting of the Court.**

**(2) Ordinarily visitors will be allowed, only if their applications for admission are received at least 24 hours before the meeting and subject to availability of space. Visitors are expected to observe decorum and such other conditions as may be laid down.**

**25. In any case not provided for by these regulations the Chairman shall be entitled to give his own ruling as to procedure.**

**26. All proceedings of a meeting shall be recorded and signed by the Registrar and countersigned by the Chairman of the meeting.**

**A printed or typed copy of the proceedings shall be, as soon as may be, despatched to each member of the Court.**

**(Approved by the Court at its meeting held on 16-3-1965 and deemed to be made by the Court under sec. 2 (vi) of the M.P. Vishwavidyalaya Adhiniyam, 1973).**

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## **Regulation No. 9**

### **Procedure regarding submission of books for consideration by Boards of Studies.**

- 1. Any publishing firm and/or author publisher desirous of having their books considered by the University shall get themselves registered with the University and for this purpose they shall apply to the University on the prescribed form (appendix "A") and pay registration fee of Rs. 100/-. Only such publishing firms and author publishers, as are registered by the university, shall be entitled to submit their books, as and when such books are invited by the University, for consideration as a text book or a "recommended book" for any examination conducted by the University.**
- 2. The application (appendix "A") together with the registration fee must reach the university office by the prescribed date. The registration shall be valid for three years i. e. from 1st January to 31st December.**
- 3. Registered publishers author-publishers shall be entitled to receive all University Notifications regarding courses of studies for which they are registered as publisher.**
- 4. The Kulapati may accept or reject an application for registration without assigning any reason. In case such an application is rejected, the registration fee shall be refunded to the applicant by the university.**
- 5. Book submitted by persons not registered with the university in accordance with the regulation shall not be considered.**
- 6. Any registered publisher or author-publisher who desires to submit book for consideration by the University for being prescribed as a text-book or a recommended book by the Board of Studies, will send, free of cost, one copy of the book directly to each member of the Board of Studies in the subject concerned and two copies thereof to the Registrar of the university with a forwarding letter. A separate forwarding letter must be sent for books relating to each subject. On the reverse of the title page of each book, a slip of paper should be pasted securely giving the following particulars :--**
  - (1) Name of the book.**
  - (2) Name of the author/editor/compiler in full with address along with evidence that the book is the work of the person named.**
  - (3) Name of the publisher and his registration number in the university.**
  - (4) Name of the subject.**
  - (5) Name of course of Study and year of class for which the book is intended.**
  - (6) Purpose.**
  - (7) Price.**
  - (8) Number of pages.**
  - (9) Quality, weight and paper used.**
  - (10) Quality of binding-whether cloth or paper bound.**
  - (11) Whether the book was submitted before, if so, when and with what result ?**

**(12) A declaration to the effect that there has been no infringement of copyright rules in the book.**

**(13) Signature of the publisher.**

**7. The Kulapati will fix the date for submission of books for the various subjects each year for the consideration by various Boards of Studies. Books received after the prescribed date will not be considered.**

**8. The publishers shall indicate, at the time of submission of books (to the members of the Board of Studies as well as to the University Office), the examination and the subject for which they wish the book to be considered.**

**Publishers of books, published outside India and priced in foreign currency, shall indicate the price in rupee at which they want to sell their books.**

**9. The publishers shall give to the University office name of the real author on pain of withdrawal of patronage by way of not prescribing the books submitted by the firm for a specified period.**

**10. The author/editor or compiler shall declare :**

**(a) Whether or not he has any secret partner (s) : and**

**(b) He shall not seek election or nomination to the Board of Studies concerned for the period for which his book continues to be considered by the Board.**

**These declaration shall be submitted, addressed to the Registrar of the university by the publishers along with the book containing the detailed address of the author/editor/compiler. The penalty for incorrect declaration by the author shall be withdrawal of patronage by way of not prescribing the book written by him for a period to be specified by the Board of Studies.**

**11. A declaration form as given in Appendix "A" shall also accompany each book submitted for consideration by the university.**

**12. No book shall be entertained if (i) it is received in the office after the last date; and (ii) the requisite declaration form duly completed and signed does not accompany each book. In case of any discrepancy in the declaration form, the publisher shall be asked to remove it by the date stipulated in the latter issued by the Registrar's office, failing which the book will not be considered.**

**13. Works of renowned Scholar, authors of international repute and publications by the research institutes or other institutions maintained by the Govt. of India or the State Govt. or a university in india may be recommended without being submitted in the respective subjects.**

**14. The publishers/author publishers desirous of submitting books, are required, besides the usual registration fee, to remit to the Registrar, a reviewing fee of Rs. 100/- per book. A publishers who is asked to revise a book in the light of suggestions made by the reviewer and approved by the Board of Studies concerned, shall pay Rs. 50/- as fee for second review.**

**The fee for review of a book will be refundable only if the book is not reviewed. Such fee will be paid to the reviewer by the University.**

**15. The publishers shall observe the minimum norms laid down in the specifications at the time of submitting of the books in all subsequent editions of the prescribed book (s).**

A copy of each subsequent edition shall invariable be sent to the university by the publisher concerned with a covering letter, for verification of specification, get-up etc.

#### **PROCEDURE FOR SELECTION OF BOOKS**

16. The Chairman of the Board of Studies shall allot from the books received for review to the local members and ask them to report.

17. The Chairman shall call a meeting of the local members of the Board for preliminary selection of the books. The books so selected, will be placed before the Board of Studies for final selection.

18. It will be incumbent on a member of a Board of Studies to review the book-books allotted to him by the Chairman for the guidance of the Board in selecting them.

19. When the Board find that there is no book suitable for a particular purpose, amongst the books submitted by publishers, the Board shall report to that effect and submit a list of books of its own choice to the Kulapati, who, in consultation with one assessor to be nominated by him (not amongst the members of the Board of Studies) shall select such book or books on behalf of the Board.

20. The members of the Board of Studies, at the time of recommending books, shall sign a declaration as given below :

"I....., a member of the Board of Studies in..... do hereby solemnly declare :

(i) that the book/books recommended has/have been read by me;

(ii) that I have neither financial nor any other undesirable interest in the book/books recommended;

(iii) that the book/books does/do not contain any obscene passage or matter likely to injure the religious susceptibility of any denomination; and

(iv) that I have no secret partnership in the book/books recommending for the subject.

Dated.....

Signature of the member of Board.

21. Ordinarily a book shall not be approved for more than 3 years at a time, unless the book happens to be a classic in the opinion of the Board.

22. The University shall have a right to reject or withhold the selection of any book without assigning any reason whatsoever and such decision shall be binding upon the publisher.

23. Text books in subjects other than languages will not be prescribed but will only be recommended. No book written or edited by a member of the Board of Studies shall be considered for being prescribed as text-book or recommended book for any examination in the subject or subjects concerned.

However, if such a book has already been prescribed by the Board of Studies or other authority of a University in India, the Board will report its recommendation in respect of such book to the Kulapati, giving its reasons for recommending the book. The Kulapati may accept the recommendation of the Board of Studies concerned and on his approval alone such a book will be prescribed.

24. The price of the book submitted for consideration shall be printed on it. In case such a book is

**prescribed as a text-book, its price shall not be increased during the term for which it has been prescribed by the University. Contravention of this rule will entail penalty of cancellation of the approval of the book concerned as also the cancellation of the registration of the publisher/author-publisher with the University.**

**25. Canvassing by any publisher, book-seller or author- publisher is strictly prohibited. Any one found indulging in canvassing will be liable to be black listed.**

**26. The university will not enter into any correspondence with any person submitting a book for consideration regarding its acceptance or rejection.**

**(Approved by the Executive Council at its Meeting held on 4 -5-73)**

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## PARTICULARS

(To be completed by Publishers and Publishers -authors)

1. Name of the Firm.
2. Location of the Office or Shop of the Firm (Shop or House No. name of street, Post Office, Town, etc.)
3. Postal Address.
4. Telephone Number, if any.
5. Telegraphic Address, if any.
6. Does the firm carry on only book-publishing business, or some other business as well ?
7. Year in which book-publishing business was started by this firm.
8. Is the Firm :
  - (a) A Limited Company ?  
(If so, please attach a list of Directors).
  - (b) A Co-operative Society ?  
(If so, please attach a list of the present office-bearers and members of the Managing Committee).
  - (c) A Partnership concern ?  
(If so, please give name and address of each partner).
  - (d) A Proprietary concern ?  
(If so, please give the name and address of the proprietor).
9. Have you any branch or branches ? If so, give its/their location and full address.
10. Is the Firm registered under the Shops and Establishments Act of the State ?
11. (i) Is any member of a University body connected with the firm as proprietor,partner or employee ? If so give names and full particulars.  
  
(ii) I hereby undertake to inform the University whenever a person connected with the firm is appointed or elected to a university body or ceases to be so, if he is already there.
12. Is the Firm registered with any other university ? If so, with whom.
13. Is the Firm assessed under the Income Tax Act ?
14. Any other particulars that the applicant may like to add (a separate sheet may be added if necessary).

The Particulars and facts as stated above are correct to the best of my/our knowledge and belief. In case of any discrepancy, I/We shall be responsible for the consequences.

Place.....

Signature.....



.....

**Designation.....**

**Dated..... 199....**

**Note :--**

**If and when there is any change in the particulars and facts given above, it shall be intimated to the Registrar of the University.**

**(Approved by the Executive Council at its Meeting held on 4-5-73.)**

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**A P P E N D I X--A**

**APPLICATION FORM FOR REGISTRATION**

**To be completed by publisher or publisher-author for permission to submit books.**

**Note :**

**The application must reach the Registrar, accompanied by a registration fee of Rs. 100/- for three years.**

**To,**

**The Registrar,  
Devi Ahilya Vishwavidyalaya,  
INDORE.**

**Dear, Sir,**

**I/ We shall feel obliged if you kindly register us for the year 199....., i.e. from January to December, 199.....A sum of Rs. 100/- as Registration fee is sent herewith by Bank Draft No...../ deposited in cash dated.....in favour of the Registrar, Devi Ahilya Vishwavidyalaya, Indore.**

**I/We have carefully gone through the rules laid down by the University for procedure to be followed for submission of books and hereby undertake to abide by them.**

**I/We hereby declare that I/we, have no direct or indirect interest in publication of any notes and/or guide books and if at any time this declaration is found to be false, the university will be free to take any action against me/us, including forfeiture of our security and permanent or temporary disqualification.**

**The proforma, duly completed and signed, giving all the required information is also submitted herewith.**

**Your faithfully,**

**Dated.....**

.....

**Signature**

**Full address of the Firm.**

## **Regulation No. 10**

**(Under section 40(1) read with para 4 of Statute No. 20)**

**Regulations for filling up of the posts of Asstt. Registrar by promotion.**

**(Approved by the Executive Council at its meeting held on 7-8-1976)**

**Subject to the provisions of the M. P. Vishwa Vidyalaya Adhiniyam, 1973 and the Statutes & Ordinances made thereunder, fifty percent of the total number of posts of Assistant Registrar, may be filled up by the Executive Council from amongst the eligible employees of the University by promotion based on selection.**

- 2. The University employees who have atleast 3 years experience of working on a post not lower in rank than that of Superintendent (Sr.) and who are Graduate in arts, Science or Commerce shall be eligible to be considered for promotion to the post (s) of Astt. Registrar.**
- 3. Higher academic qualifications and/or experience/training of any particular specialised field may be given due weightage while making selection for appointment.**
- 4. Normally promotions will be made on the basis of seniority- cum-merit.**

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**Regulation No. 11**

**UNIVERSITY TEACHING DEPARTMENT**

**SPORTS ASSOCIATION**

**(Constitution of Sports Association)**

**1. There shall be constituted a Sports Association of the University Teaching Departments (hereinafter called an Association).**

**2. The Association shall consist of :**

- (i) the Kulapati - Patron.**
- (ii) Chairman - Nominated by the Kulapati from amongst the Heads of the U.T. Ds.**
- (iii) Members -**

**(a) Two teachers, not more than one from a Department, to be nominated by the Kulapati from amongst the teachers of the U.T.D.**

**(b) Two students, not more than one from a Department, to be nominated by the Kulapati; out of these one shall be a Woman student.**

**(c) President of the U.T.D. Student Union.**

**The following shall be the conditions for nominations in Clause (iii) (b) above.**

**(a) He/she should have represented the University/UTD/College in the Inter-University/ Inter-Collegiate Tournaments/Events in the preceding year of nomination.**

**(b) His/her conduct should be uniformly good on and off the field of play during his/her stay in the Institution.**

**(c) He/she should have passed the university annual examination of the preceding year of nomination in one attempt.**

**Note :**

**If he/she ceases to be a student of University Teaching Departments or fails in the ensuing examination, he/she shall ipso-facto cease to be a member.**

- (iv) Secretary - Director of Physical Education.**
- (v) Joint Secretary - One P.T.I. to be nominated by the Kulapati by rotation out of the P.T. Is. of the University.**

The terms of office of the Chairman, members and Joint Secretary at serial numbers (ii), (iii) (a) and (v) shall be two years.

The term of membership of the President of the University Teaching Department Students' Union on the Association shall be co-terminus with the term of office of the U.T.D. Students' Union.

**3. The objects of the Association shall be :-**

(a) To organise, control and manage the Interamural Competitions of the U.T.D. in the games as decided by the Association from time to time.

(b) To participate in Inter-Collegiate and other tournaments/competitions in the games as decided by the Association from time to time.

(c) To foster and encourage sportsman spirit and sense of responsibility in the students through participation and organisation of games and sports activities.

**4. The Association shall exercise the following powers and functions:-**

(a) To frame and adopt rules to be followed by the University Teaching Departments.

(b) To control the games and sports funds of the UTD and prepare the budget for the approval of the Kulapati.

(c) Form Selection Committees to choose University Teaching Departments teams.

(d) Nominate Managers, Coaches and Captains of UTD teams.

(e) Issue Certificates of proficiency in games to the players.

(f) Take disciplinary action against player (s) and team (s) of the UTD for violation of the Sport rules, regulations and for misconduct either on the play ground or out-side.

(g) Generally to take such steps as may be necessary in the due discharge of the responsibilities.

**5. (a) The meeting of the Association shall be held at such time as the Chairman may direct.**

**(b) In the absence of the Chairman the members present may elect a Chairman for the meeting.**

**(c) Not less than one third members of the Association shall form the quorum. If a meeting is adjourned for want of quorum, such a meeting may be reconvened at the time and date as may be fixed by the Chairman and no quorum shall be necessary.**

**6. "Funds of the U.T.D.-The Sports and Games activities fee shall be charged from the students of the U.T.D. annually as may be decided by the Executive Council from time to time."**

Any point not directly covered by these rules, shall be decided by the Sports Association in the light of the rules most nearly applicable and in accordance with the general tenor and spirit of the said rules.

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## विनियम क्र. 12

विश्वविद्यालय द्वारा प्रकाशित पाठ्यपुस्तकों एवं पाठ्यक्रम पुस्तिकाओं के विक्रय हेतु

पुस्तक विक्रेताओं के पंजीयन सम्बन्धी

### नियम

1. पुस्तक विक्रेताओं को देवी अहिल्या विश्वविद्यालय, इन्दौर में पंजीकरण हेतु आवेदन निर्धारित आवेदन-पत्र में करना होगा ।
2. पंजीकरण तीन वर्षों के लिये किया जावेगा । आगामी तीन वर्षों के लिये पंजीकरण हेतु निर्धारित आवेदन-पत्र प्राप्त होने पर नवीनीकरण किया जावेगा ।
3. प्रत्येक पुस्तक विक्रेता को विश्वविद्यालय द्वारा एक समय में कम से कम 10 तथा अधिक से अधिक 100 पाठ्य पुस्तकें एवं/अथवा पाठ्यक्रमों की पुस्तिकाएं ही विक्रय की जावेगी जिनका मूल्य नगद जमा करना होगा ।
4. पुस्तक विक्रेताओं को विश्वविद्यालय द्वारा इन पुस्तकों पर 10 प्रतिशत के मान से छूट दी जावेगी ।
5. विश्वविद्यालय द्वारा प्रकाशित पाठ्य पुस्तकों/पाठ्यक्रमों को मुद्रित कीमत पर ही विक्रय करना होगा ।
6. विश्वविद्यालय द्वारा प्रकाशित पाठ्य पुस्तकों/पाठ्यक्रमों का विक्रय केवल विद्यार्थियों एवं पुस्तकालयों को ही करना होगा ।
7. विश्वविद्यालय द्वारा प्रकाशित पाठ्य पुस्तकों/पाठ्यक्रमों के किसी भी अंश का किसी भी स्थिति में किसी भी रूप में मुद्रित तथा प्रकाशित करने नहीं दिया जावेगा ।
8. उक्त नियमों में से किसी का उल्लंघन होने पर विश्वविद्यालय पंजीकरण निरस्त कर सकता है तथा इस सम्बन्ध में विश्वविद्यालय को हुई आर्थिक हानि की वसूली सम्बन्धित पुस्तक विक्रेता/फर्म से करने का अधिकार विश्वविद्यालय को रहेगा ।
9. उक्त नियमों के सम्बन्ध में अन्तिम निर्णय कुलपति का रहेगा ।  
(म.प्र. वि. वि. अधिनियम की धारा 40(1)के अन्तर्गत कार्य-परिषद् द्वारा दिनांक 7 सितम्बर, 1977 की बैठक में स्वीकृत) ।

## पुस्तक विक्रेताओं के पंजीकरण हेतु आवेदन

1. पुस्तक विक्रेता का नाम .....
2. फर्म का नाम .....
3. पुस्तक विक्रेता/फर्म का पता .....
4. टेलीफोन नम्बर .....
5. क्या फर्म Shops and Establishment Act के  
अन्तर्गत पंजीकृत है ? यदि हां, तो पंजीयन क्रमांक .....
6. क्या फर्म मर्यादित संस्था /सहकारी संस्था/साझेदारी  
अथवा स्वत्वधारी संस्था है ? .....
7. यदि साझेदारी संस्था है तो साझेदारों के नाम .....
8. क्या फर्म मात्र पुस्तक विक्रय का कार्य करती है या  
पुस्तकों के प्रकाशन आदि का भी ? .....
9. क्या फर्म की अन्य कोई शाखा भी है ? .....
- यदि हां तो उसका विवरण .....
10. क्या फर्म अन्य कोई विश्वविद्यालय में पंजीकृत है ? .....
11. अन्य कोई विवरण .....

उपरोक्त दी गई जानकारी सही है । मैंने/हमने इस सम्बन्ध में नियम पढ़ लिये हैं तथा उनका मैं/हम पालन करूंगा/करेंगे । नियमों के उल्लंघन आदि से विश्वविद्यालय को जो हानि होगी उसकी मेरी/हमारी जवाबदारी रहेगी ।

2. पंजीकरण शुल्क रु. 50-00 विश्वविद्यालय में पावती क्रमांक..... दिनांक..... द्वारा जमा करा दिया है । कृपया तीन वर्षों के लिये पंजीकरण कर सूचित करें ।

स्थान.....

दिनांक.....

(पुस्तक विक्रेता का नाम)

## विनियम क्र. 13

(अध्यादेश क्र. 7 की कण्डिका 2(3) के अन्तर्गत)

विषय :- स्नातक, स्नातकोत्तर एवं विधि कक्षाओं के लिए प्रवेश के मार्गदर्शक सिद्धांत ।

1. समस्त महाविद्यालयों/विश्वविद्यालय अध्यापन विभागों में प्रवेश "खुले द्वार" की नीति के स्थान पर मुख्यतः इस आधार पर किये जायेंगे कि महाविद्यालय/विश्वविद्यालय अध्यापन विभागों में कितने छात्रों के लिए शिक्षा देने की ठीक व्यवस्था है ।

2. महाविद्यालयों/विश्वविद्यालय अध्यापन विभागों में अनुसूचित जातियों व अनुसूचित जन-जातियों के लिए क्रमशः 15 प्र.श. तथा 18 प्र.श. स्थान आरक्षित होंगे । यह आरक्षण निम्नलिखित नियमों के अधीन होगा :

- (क) यह आरक्षण अनुसूचित जातियों अथवा जनजातियों में परिवर्तनीय (Interchangeable) होगा ।
- (ख) यदि पूरक परीक्षा का परिणाम घोषित होने के बाद नीचे नियम 15 के परन्तुक के अन्तर्गत प्रवेश दिये जाने के बाद भी अनुसूचित जाति अथवा अनुसूचित जनजाति के लिये आरक्षित कतिपय स्थान रिक्त हो तो ऐसे स्थानों के विरूद्ध सामान्य वर्ग के छात्रों को गुणानुक्रम के आधार पर प्रवेश दिया जा सकेगा ।
- (ग) जहां किसी कक्षा में प्रवेश के लिये न्यूनतम अंकों की आवश्यकता रखी गयी है वहां ऐसे न्यूनतम अंकों में अनुसूचित जाति/अनुसूचित जनजातियों के छात्रों के लिये 5 प्र. श. की छूट की जावेगी । यह छूट विधि कक्षाओं में प्रवेश के सम्बन्ध में भी लागू होगी ।
- (घ) जहां प्रवेश के लिये अधिकतम आयु सीमा बन्धन हो, वहां उक्त जाति के छात्रों के लिये 3 वर्ष की छूट होगी ।

3. प्रत्येक कक्षा के लिये उपलब्ध कुल स्थानों में 3 प्रतिशत स्थान शारीरिक रूप से विकलांग अक्षम व्यक्तियों के लिये आरक्षित किये जायः--

- (1) गैर तकनीकी शिक्षण संस्थाओं में प्रवेश पाने के लिये शारीरिक रूप से विकलांग अक्षम व्यक्तियों में ऐसे व्यक्तियों को सम्मिलित किया जाना चाहिये जो मानसिक रूप से स्वस्थ (फिट) हो किन्तु जिनमें जन्म से या बाद में अपाहिज बनाने वाली किसी बीमारी या दुर्घटना से ऐसा कोई शारीरिक रूप से दोष या विकृति आ गई थी जिसके परिणाम स्वरूप शैक्षणिक अध्ययन को प्रभावित करने वाले उनके शारीरिक क्रिया कलाप में निश्चित रूप से कोई दोष उत्पन्न हो गया हो किन्तु वह विकलांग उपकरणों या अन्य उपकरणों का उपयोग करते हुए या बिना किये ही उनके शैक्षणिक अध्ययन में बाधा उत्पन्न न करे ।
- (2) यदि अपंगता गौण या हल्की हो और उसका इस प्रकार उचित रूप से प्रतिकार कर लिया गया हो कि उससे प्रत्येक रूप से क्रिया कलाप में कोई कमी न आती हो तो ऐसे मामलों को विकलांगों की श्रेणी से अलग रखा जाना चाहिये । ऐसे मामलों में जहां तक हो उस विशेष विषय में अर्हता प्राप्त डॉक्टर के प्रमाण पत्र के आधार पर निर्णय लिया जा सकता है ।
- (3) तीन प्रतिशत के आधार पर यदि आरक्षित स्थानों की संख्या एक से कम आती हो तो कोई आरक्षण नहीं किया जायेगा । इस प्रकार आरक्षित किये गये स्थान कैरी फारवर्ड (Carry forward) नहीं किये जावेगें ।

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\* (उपरोक्त (ख), (ग), (घ), एवं कण्डिका 3 के तीनों परन्तुक म. प्र. शासन उच्च शिक्षा विभाग के पत्र क्र. एफ 40/2/84/38 दि. 28 जून, 1984 के अनुसार है) ।



4. (अ) जिन खिलाड़ियों ने राज्य/राष्ट्रीय स्तर पर प्रतिनिधित्व किया हो उनके लिए प्रत्येक कक्षा में उपलब्ध कुल स्थानों में से 10 प्र.श. स्थान आरक्षित रहेंगे बशर्ते कि उन्होंने प्रवेश हेतु निर्धारित न्यूनतम अंक प्राप्त किये हों। यह प्रतिशत बी.एड. पाठ्यक्रम में प्रवेश हेतु 3 प्र.श. रहेगा।
- (ब) जिन छात्रों ने विगत तीन वर्षों में अन्तर्विश्वविद्यालयीन खेल-कूद अथवा अन्तरसंचालयीन एन.सी.सी. शूटिंग आदि प्रतियोगिताओं में विश्वविद्यालय अथवा एन.सी.सी. संचालनालय का प्रतिनिधित्व किया हो अथवा जो विश्वविद्यालय राज्य/राष्ट्रीय स्तर के एन.एस.एस. शिविरों में सम्मिलित हुए हो उन्हें प्राप्तांकों के 5 प्र.श. अंकों का लाभ देकर उनकी पात्रता निर्धारित की जाएगी।
- (स) जिस छात्र का किसी अन्तर्राष्ट्रीय स्पर्धा में भाग लेने वाली राष्ट्रीय टीम के सदस्य के रूप में चयन हो जाता है अथवा जो इसी प्रकार टीम के सदस्य के रूप में किसी राष्ट्रीय कोचिंग केम्प में भाग लेता है और स्पर्धा अथवा कोचिंग केम्प की तिथियां परीक्षा तिथियों के साथ पड़ जाने से परीक्षा में सम्मिलित नहीं हो पाता है, उसे उस पाठ्यक्रम में पुनः प्रवेश प्राप्त करने की पात्रता होगी बशर्ते कि प्रधानाचार्य/विभागाध्यक्ष इस आशय की, अनुशंसा करता है। (शनिवार दि. 3-8-85 की कार्य परिषद् की बैठक में लिया गया निर्णय)।

\*5. प्रत्येक संस्था अपने नोटिस बोर्ड में सामान्य स्थानों और आरक्षित स्थानों में प्रवेश प्राप्त छात्रों के नाम अलग-अलग दशविंशे तथा प्रवेश सम्बन्धी सूचना को स्थायी अभिलेख में कम से कम 5 वर्ष तक सुरक्षित रखे जायेंगे।

6. प्रवेश हेतु गुणानुक्रम अर्हकारी परीक्षा में प्राप्तांक के महायोग पर आधारित होगा। जहां सैद्धांतिक और प्रायोगिक दोनों परीक्षाएं होती हैं वहां दोनों में प्राप्त अंकों के योग के आधार पर प्रवेश दिया जाएगा।

7. स्नातकोत्तर कक्षाओं में प्रवेश स्नातक परीक्षा में 40 प्र.श. से अधिक अंक प्राप्त करने वाले छात्रों को ही मिल सकेगा।

\*उपरोक्त कण्डिकाएँ 5, 6, 7, म.प्र. शासन उच्च शिक्षा विभाग के पत्र क्रमांक एफ 40/2/84/38 दिनांक 28 जून 1984 से ली गई हैं।

8. निर्धारित दिनांक तक समस्त प्राप्त आवेदकों पर विचार कर समस्त उपलब्ध स्थानों के लिये गुणानुक्रम इस प्रकार रखा जाएगा :-

- (अ) स्नातक परीक्षा में प्रथम श्रेणी में उत्तीर्ण पूरी परीक्षा में प्राप्त अंकों के अनुसार।
- (ब) स्नातक परीक्षा में द्वितीय श्रेणी में उत्तीर्ण पूरी परीक्षा 45 प्र.श. तक प्राप्त अंकों के अनुसार।
- (स) पूरी परीक्षा में प्राप्त अंक 45 प्रतिशत से कम किन्तु जिस स्नातकोत्तर विषय में प्रवेश चाहा गया है उसमें 45 प्रतिशत या इससे अधिक प्राप्त अंक।
- (द) यदि उपर्युक्त प्रवेश प्रक्रिया अपनाने के बाद भी कोई स्नातकोत्तर कक्षा में स्थान रिक्त रहे तो जिन छात्रों को उस विषय में जिसमें प्रवेश चाहा गया है 40 प्रतिशत तक अंक प्राप्त हो उन्हें गुणानुक्रम से प्रवेश दिया जा सकता है।
- (इ) स्नातकोत्तर कक्षाओं में प्रवेश के लिये सामान्य छात्रों के लिये 40 प्र.श. न्यूनतम प्राप्तांक का बन्धन जारी रहेगा परन्तु अनुसूचित जाति तथा अनुसूचित जनजाति के प्रत्याशियों के लिये यह बन्धन विद्यमान 35 प्र.श. के बजाय 33 प्र.श. होगा।

नोट:--- ऊपर (स) और (द) में गुणानुक्रम अर्हकारी परीक्षा में प्राप्तांक के निर्धारित अधिकतम अंकों के महायोग पर आधारित होगा, विषय में प्राप्त अंक पर नहीं। इन पदों के अन्तर्गत प्रवेश के लिये भी प्राप्तांक का महायोग कम से कम 40 प्र.श. होना आवश्यक है।

9. वि.वि. अध्यापन विभागों में प्रवेश हेतु देवी अहिल्या विश्वविद्यालय के छात्रों को कुल प्राप्तांक में 10 प्र.श. और म.प्र. के अन्य विश्वविद्यालयों के छात्रों को प्राप्तांकों में 5 प्र.श. का वेटेज देकर समस्त प्राप्त आवेदन-पत्रों पर विचार कर गुणानुक्रम पर प्रवेश दिया जाएगा ।

10. उपरोक्त शैक्षणिक अर्हता सम्बन्धी नियम उन संस्थाओं के लिये लागू नहीं होंगे जिनके लिये नियम प्रवेश अलग से विश्वविद्यालय द्वारा मान्य किए गए हैं ।

11. (अ) स्नातक स्तर में प्रवेश के लिए ऐसे छात्रों को प्राप्तांकों के 10 प्र.श. का विशेष लाभ (Weightage) दिया जाएगा जिन्होंने मध्य प्रदेश के माध्यमिक शिक्षा मंडल से अथवा मध्य प्रदेश में स्थित किसी संस्था से, जो सेन्ट्रल बोर्ड ऑफ सेकेंडरी एज्यूकेशन, कौंसिल फॉर इण्डियन स्कूल सर्टिफिकेट एक्जामिनेशनस अथवा अन्य किसी समकक्ष मण्डल से सम्बद्ध है और जो इस हेतु मान्यता प्राप्त है, अथवा मध्यप्रदेश के किसी विश्वविद्यालय से, अर्हकारी परीक्षा उत्तीर्ण की है ।

(आ) उपरोक्त विशेष स्थान ऐसे छात्रों को दिया जाएगा जिनके पिता, पति, पत्नी, भाई, बहन अथवा अभिभावक (यदि छात्र उन पर पूर्णतया आश्रित हो तो), अन्य राज्य या केन्द्रीय सरकार के अधीन शासकीय कर्मचारी है और जिनका पदांकन मध्य प्रदेश में है । यह विशेष लाभ सार्वजनिक क्षेत्र के प्रतिष्ठानों एवं मध्य प्रदेश में स्थित मान्यता प्राप्त कल्याण कार्यरत एवं शैक्षणिक संस्थाओं में पदस्थ कर्मचारियों के पुत्र, पुत्रियों, पत्नी एवं पूर्णतया आश्रित भाई, बहनों को भी उपलब्ध होगा ।

12. जिन छात्रों का आचरण एवं अनुशासन निर्मल नहीं रहा हो अथवा अन्य कारणों से जिन्हें प्रवेश देने से संस्था के संचालन में बाधा आने या संस्था का वातावरण दूषित होने की संभावना हो, उन्हें प्रवेश न दिया जाए । इस सम्बन्ध में छात्रों के आचरण नियम जो विनियम क्रमांक 14 में दिये गये हैं उन्हें ध्यान में रखा जाए । स्थानीय प्रशासन से प्राप्त परामर्श का भी पूरा ध्यान रखना आवश्यक होगा । इसके अतिरिक्त विश्वविद्यालय अधिनियम 1973 के अन्तर्गत बनाये अध्यादेश क्रमांक 7 के प्रावधानों का भी पूरा ध्यान रखा जाय और पालन किया जाय ।

(म.प्र. शासन, उच्च शिक्षा विभाग के पत्र क्र. एफ. 40/2/84/38 दि. 28 जून, 1984)

13. प्रवेश हेतु आवेदन-पत्र में निम्नलिखित घोषणा एवं अभिवचन देना होगा:-

मैं स्वीकार करता/करती हूँ कि मैंने महाविद्यालय/अध्यापन विभाग की विवरणिका में दिये गये समस्त नियमों, व्यवस्थाओं एवं आचरण संहिता का अध्ययन कर लिया है तथा मैं प्रतिज्ञा करता/करती हूँ कि अध्ययनरत रहकर अपने कर्तव्यों, महाविद्यालयों/अध्यापन विभागों के नियम एवं व्यवस्थाओं का पालन करता/करती रहूँगा/रहूँगी तथा महाविद्यालय/अध्यापन विभाग अथवा उसके बाहर एवं परीक्षाओं में किसी भी अव्यवस्था या अनुशासनहीनता एवं हिंसात्मक कार्यवाही में प्रत्यक्ष या परोक्ष रूप से कोई भाग नहीं लूँगा/लूँगी । मैं प्रत्येक मामले में प्रधानाचार्य/प्रधानाचार्या, विभागाध्यक्ष महोदय/महोदया, के निर्णय का पालन करूँगा/करूँगी । किसी पदाधिकारी के रूप में प्रधानाचार्य/प्रधानाचार्या/विभागाध्यक्ष अथवा उनके द्वारा नामांकित प्रतिनिधि की पूर्व अनुमति के बिना कोई व्यय नहीं करूँगा/करूँगी । मेरी ओर महाविद्यालय/अध्यापन विभाग का कोई भी अथवा अन्य किसी सम्बन्ध में धनराशि देय नहीं है । समय-समय पर बस या अन्य कोई भी शुल्क में वृद्धि की गई तो वह मुझे देना मान्य होगी तथा मैं यह भी घोषणा करता/करती हूँ कि मेरे विरुद्ध गत वर्षों में अनुशासन भंग/दुराचरण, परीक्षा में अनुचित साधनों का प्रयोग या दुर्व्यवहार अथवा अन्य किसी कारण से महाविद्यालय या विश्वविद्यालय या किसी न्यायालय द्वारा कोई कार्यवाही नहीं की गई और न कोई प्रकरण विश्वविद्यालय, पुलिस अथवा न्यायालय में लम्बित है । \*मैंने समस्त जानकारी उपर दे दी है तथा उसमें जब कभी कोई परिवर्तन होगा तो मैं उसकी भी सूचना तुरन्त ही दे दूँगा/दूँगी । मैं घोषणा करता/करती हूँ कि मैंने किसी भी तथ्य को नहीं छिपाया है और न ही असत्य जानकारी दी है । उपर्युक्त प्रतिज्ञा के उल्लंघन करने की स्थिति में मेरा प्रवेश निरस्त किया जाकर अन्य अनुशासनात्मक कार्यवाही के लिए मैं उत्तरदायी रहूँगा/रहूँगी ।

★टिप्पणी:-यदि कार्यवाही की गई हो तो विवरण दें ।

\*14. स्नातक प्रथम वर्ष स्तर पर संकाय की परीक्षा में अनुत्तीर्ण छात्र को दूसरे संकाय में प्रवेश पाने की सुविधा केवल एक बार दी जाय। सामान्य महाविद्यालय में प्रवेश पाने वाली छात्राओं को इस शर्त पर प्रवेश दिया जायेगा कि उनको आवश्यक हुआ तो स्थानीय महिला महाविद्यालय में स्थानान्तरित किया जा सके।

\*नोट:-- ऐसा तभी होगा जब कि कोई कम अंक पाने वाली छात्रा का महिला महाविद्यालय में प्रवेश हो रहा है जब कि सामान्य महाविद्यालय में उस छात्रा से अधिक अंक पाने वाली कोई छात्रा सामान्य महाविद्यालय में प्रवेश पाने से वंचित हो रही हो। ऐसी महिला द्वारा रिक्त स्थान पर उक्त छात्र को प्रवेश दिया जा सकेगा। (म.प्र. शासन, उच्च शिक्षा विभाग, भोपाल द्वारा प्राप्त पत्र क्र. एफ 40/1/84 30-20 दिनांक 26 मार्च, 1985 का पत्र)

15. जिस छात्र को स्नातक परीक्षा में द्वितीय परीक्षा का पात्र घोषित किया गया है, उसे स्नातकोत्तर कक्षा में प्रवेश नहीं दिया जाय। इसी प्रकार जिस छात्र को हायर सेकन्दरी अथवा समकक्ष परीक्षा में पूरक घोषित किया गया हो तो उसे स्नातक कक्षा में प्रवेश नहीं दिया जाय परन्तु यदि किसी महाविद्यालय में हरिजन आदिवासियों के लिये आरक्षित स्थान रिक्त हो तो ऐसी सीटों पर वर्गों के पूरक परीक्षा में उत्तीर्ण छात्रों को प्रवेश दिया जा सकेगा।

16. जो छात्र किसी स्नातकोत्तर परीक्षा में अनुत्तीर्ण हुआ हो अथवा जिसने प्रवेश के बाद महाविद्यालय छोड़ दिया हो, उसे प्रवेश नहीं दिया जाय।

\*17. यदि किसी छात्र ने संस्थागत रूप से एक विषय से स्नातकोत्तर पूर्वाह्व अथवा उत्तराह्व परीक्षा उत्तीर्ण कर ली हो तो उसे दूसरे विषय में प्रवेश नहीं दिया जाय। यह नियम उस छात्र पर लागू नहीं होगा जो एक विषय में स्नातकोत्तर परीक्षा उत्तीर्ण कर व्यावसायिक पाठ्यक्रम में प्रवेश लेना चाहता है अथवा जो छात्र व्यावसायिक पाठ्यक्रम की परीक्षा उत्तीर्ण कर किसी अन्य विषय के स्नातकोत्तर पाठ्यक्रम में प्रवेश लेना चाहता है।

18. यदि किसी छात्र ने एक विषय में स्नातकोत्तर पूर्वाह्व या उत्तराह्व परीक्षा उत्तीर्ण कर ली है तो उसे दूसरे विषय में प्रवेश तभी दिया जावे जब अन्य छात्रों को प्रवेश देने के पश्चात् सम्बन्धित कक्षा में स्थान उपलब्ध हो।

19. द्वितीय परीक्षा प्राप्त छात्रों को अगली कक्षा में स्पष्टतः उत्तीर्ण छात्रों के प्रवेश के पश्चात् गुणानुक्रम के अनुसार स्थान उपलब्ध होने पर अस्थायी प्रवेश दिया जा सकता है। ऐसे छात्र यदि परीक्षा में अनुत्तीर्ण होकर विश्वविद्यालय के नियमों के अनुसार अपनी पात्रता खो देते हैं तो उनका अस्थायी प्रवेश निरस्त किया जायगा। साथ ही जो छात्र परीक्षा में दो या इससे अधिक विषयों में अनुत्तीर्ण घोषित किया गया हो तो उसे प्रवेश न दिया जाय।

(उपरोक्त कण्डिका 15, 18, 19 के संशोधन म.प्र. शासन उच्च शिक्षा विभाग के पत्र क्रमांक एफ 40/2/84/38 दिनांक 28 जून, 1984 से लिये हैं)।

\*नोट:-- (1) चूँकि गृह विज्ञान एवं विधि संकायों में नियमानुसार प्रायवेत रूप से प्रत्याशियों के बैठने की पात्रता नहीं है इसीलिये विधि एवं बी.एच.एस-सी. की स्नातक कक्षाओं के भाग दो एवं तीन कक्षाओं में उन छात्रों को भी अस्थाई प्रवेश दिया जा सकेगा जिनको क्रमशः भाग एक और भाग दो में दो विषयों में पूरक प्राप्त हुई हो।

(2) विधि कक्षा में अगर कोई विद्यार्थी केवल दो विषयों में 36 प्र.श. से कम अंक प्राप्त करता है और इस कारण उनके पूर्णांक (एग्ग्रीगेट) भी कम है तो उसे प्रवेश दिया जाय।

(3) एक विद्यार्थी सभी विषयों में तो 36 प्र.श. अंक प्राप्त करता है तथा उनमें पास है पर एग्ग्रीगेट (48 प्रतिशत) से फ़ैल है तो भी ऐसे छात्रों को विधि कक्षा में प्रवेश दिया जाय।

20. सैद्धांतिक और प्रायोगिक कक्षाओं/बेचेस में छात्रों की अधिकतम संख्या परिनियम क्रमांक 27 की कंडिका 8 (जी) और (एच) के अनुसार होगी।

21. अर्हकारी स्नातक परीक्षा या उसके बाद की मास्टर्स उपाधि परीक्षा में कम से कम 40 प्र.श. अंक प्राप्त करने वाले आवेदक ही विधि कक्षाओं में प्रवेश के पात्र होंगे। प्रवेश के पहले छात्रों की मौखिक जांच की जावेगी इसके लिये प्राचार्य की अध्यक्षता में विधि कक्षा शिक्षकों को सम्मिलित करके एक समिति का गठन किया जावे।

22. स्वतन्त्रता संग्राम सेनानियों के पालकों तथा पौत्रों के लिये समस्त शासकीय महाविद्यालयों के स्नातक एवं स्नातकोत्तर पाठ्यक्रमों के प्रथम वर्ष में उपलब्ध कुल स्थानों की 3 प्र.श. सीट प्रवेश हेतु आरक्षण की सुविधा की जाय।

23. प्रथम वर्ष स्नातक कक्षा में प्रवेश हेतु गुणानुक्रम में सूची बनाते समय ऐसे छात्रों को जिन्होंने विगत 3 वर्षों में हायर सेकेन्डरी स्कूलों का संभागीय प्रतिनिधित्व किया हो, उनके द्वारा हायर सेकेन्डरी परीक्षाओं में प्राप्त अंकों में अधिकतम महायोग के 5 प्र.श. अंकों का अतिरिक्त लाभ लेकर गुणानुक्रम सूची में उनका स्थान निर्धारित किया जाय।

24. जिन छात्र-छात्राओं ने राष्ट्रीय सेवा योजना के अंतर्गत दो वर्ष की अवधि में 240 घंटे का सेवा कार्य पूर्ण कर लिया है और विश्वविद्यालय ने जिन्हें इस हेतु निर्दिष्ट प्रमाण पत्र जारी कर दिया है उन्हें निर्धारित अधिकतम अंकों के महायोग के 3 प्रतिशत अंकों का लाभ देकर प्रवेश हेतु उनकी पात्रता निर्धारित की जावे।

\*25. (अ) प्रवेश के लिये ऐसे छात्र पात्रता रखेंगे जिन्होंने म.प्र. के माध्यमिक शिक्षा मण्डल अथवा किसी विश्वविद्यालय से अर्हकारी परीक्षा उत्तीर्ण की हो। यदि छात्र के पिता/पति अन्य राज्य या केन्द्रीय सरकार के अधीन शासकीय कर्मचारी है और उनका पदांकन मध्य प्रदेश है तो उसके लिये यह बन्धन नहीं रहेगा। इसी प्रकार राष्ट्रीयकृत बैंकों और भारत सरकार द्वारा खोले गये व्यवसायों के कर्मचारियों के पुत्र पुत्रियों और पत्नियों के लिये भी यह बन्धन नहीं रहेगा।

(आ) ऊपर "अ" में निर्दिष्ट आधार पर प्रवेश दिये जाने के बाद यदि रिक्त स्थान उपलब्ध हो तो ऐसे स्थानों में अन्य बोर्ड/विश्वविद्यालय से अर्हकारी परीक्षा उत्तीर्ण छात्रों को नियम 3 की शर्तों के आधार पर प्रवेश दिया जा सकेगा।

उपरोक्त नोट सहित कण्डिका 21, 22, 23, 24, 25 के संशोधन म.प्र. शासन, उच्च शिक्षा विभाग, भोपाल के पत्र क्रमांक एफ/40/2/84-38 दिनांक 28 जून, 1984 से लिए हैं।

26. निम्न प्रकार के छात्रों को प्रवेश न दिया जाय:-

- (1) जिन छात्रों के प्रकरण विश्वविद्यालयीन परीक्षा में अनुचित साधनों का उपयोग करने के कारण विश्वविद्यालय को रिपोर्ट किए गए हों उन्हें किसी महाविद्यालय में तब तक प्रवेश न दिया जाय जब तक वे उस कक्षा को उत्तीर्ण नहीं कर लेते जिसमें ऐसे प्रकरणों की रिपोर्ट की गई है।
- (2) जिन छात्रों के विरुद्ध गम्भीर आपराधिक अथवा अनैतिक सम्बन्धी प्रकरण परीक्षा अधिनियम के अन्तर्गत प्रकरण पुलिस अथवा न्यायालय में लंबित हो।
- (3) जिन छात्रों ने परीक्षा में किसी प्रकार का व्यवधान उत्पन्न किया हो।
- (4) जो छात्र महाविद्यालय में किसी भी कक्षा में प्रवेश लेकर मुख्य परीक्षा में सम्मिलित न हुए हो उन्हें, जब तक उस कक्षा को उत्तीर्ण नहीं कर लेते तब तक प्रवेश न दिया जाय।
- (5) जो छात्र महाविद्यालय/विश्वविद्यालय की किसी भी कक्षा में प्रवेश लेकर अन्य परीक्षा में सम्मिलित नहीं हो सकते जब तक वे उस कक्षा को उत्तीर्ण नहीं कर लेते तब तक प्रवेश नहीं दिया जाय, जिस परीक्षा में स्वाध्यायी रूप से छात्र परीक्षा में सम्मिलित नहीं हो सकते ऐसे प्रकरणों में प्रधानाचार्य की अनुशंसा पर कुलपति की विशेष अनुमति से इस नियम को शिथिल किया जा सकता है।
- (6) जिस छात्र के विरुद्ध महाविद्यालय की शिक्षक-परिषद् के द्वारा सर्वानुमति से प्रवेश न देने सम्बन्धी निर्णय दिया गया हो।

- (7) जो उम्मीदवार किसी प्रोफेशनल पाठ्यक्रम में प्रवेश, प्रवेश परीक्षा के फलस्वरूप प्राप्त करता है परन्तु किसी कारण उस पाठ्यक्रम में प्रवेश नहीं लेता है अथवा उस पाठ्यक्रम को पूरा नहीं करता है तो उसे उस पाठ्यक्रम में पुनः प्रवेश प्राप्त करने की पात्रता होगी बशर्ते कि वह पुनः प्रवेश परीक्षा में पात्र घोषित किया जाता है और बशर्ते कि प्रधानाचार्य/विभागाध्यक्ष इस आशय की अनुशंसा करता है ।
- (8) जो छात्र महाविद्यालय में किसी भी कक्षा में प्रवेश लेकर मुख्य परीक्षा में सम्मिलित न हुए हो उन्हें जब तक वह उस कक्षा को पास नहीं कर लेते तब तक प्रवेश न दिया जाय ।  
म.प्र. शासन उच्च शिक्षा विभाग, भोपाल के पत्र क्र. एफ/40/2/84-38 दिनांक 28 जून, 1984 से लिए है) ।

27. जो छात्र प्रवेश न मिलने से असंतुष्ट है, वह प्रधानाचार्य को अपील प्रस्तुत कर सकता है । ऐसी अपील प्राधानाचार्य द्वारा शिक्षक परिषद् के समक्ष प्रस्तुत की जाएगी और परिषद् का निर्णय अंतिम होगा ।

28. प्राधानाचार्य/विभागाध्यक्ष का उत्तरदायित्व होगा कि इस विनियम के प्रावधानों का कड़ाई से पालन हो । यदि यह महसूस किया जाता है कि किसी विशेष प्रावधान को शिथिल करना आवश्यक है तो वे पूर्ण कारण देते हुए विश्वविद्यालय को इस सम्बन्ध में प्रकरण प्रस्तुत करेंगे । ऐसे समस्त प्रकरणों में कुलपति द्वारा नियुक्त पांच सदस्यीय समिति का निर्णय अंतिम होगा ।

\*नोट:-- कंडिका 14 व 17 के लिये स्पष्टीकरण निम्नानुसार उदाहरण के बतौर दिया जाता है--

एक छात्र 1980-81 को बी.ए. भाग 2 की परीक्षा में संस्थागत रूप से अनुत्तीर्ण हुआ । उसने 1981-82 में विश्वविद्यालय की अनुमति से संकाय परिवर्तन कर बी.कॉम. भाग दो पाठ्यक्रम में प्रवेश लिया परन्तु यह पाठ्यक्रम पूरा न करते हुए बी.ए. भाग दो की परीक्षा में वह असंस्थागत रूप से 1982 में सम्मिलित हुआ । ऐसे छात्र को 1982-83 सत्र में किसी भी पाठ्यक्रम में संस्थागत रूप से प्रवेश की पात्रता नहीं होगी ।

## विनियम क्रमांक 14

(अध्यादेश क्र. 7 की कंडिका 16 के अन्तर्गत)

(कार्य परिषद् की दिनांक 1-6-81 की बैठक में स्वीकृत)

### विद्यार्थी आचरण संहिता

1. प्रत्येक छात्र अपना पूरा ध्यान महाविद्यालय/विश्वविद्यालय अध्यापन विभाग की व्यवस्था के अन्तर्गत निर्धारित प्रकार से अध्ययन पर लगायेगा। साथ ही महाविद्यालय/विश्वविद्यालय अध्यापन विभाग/विश्वविद्यालय द्वारा आयोजित अथवा अनुमोदित पाठ्येत्तर कार्यक्रमों में पूरा-पूरा सहयोग देगा।
2. महाविद्यालय/विश्वविद्यालय की सम्पत्ति, भवन, पुस्तकालय, प्रयोगशाला, छात्रावास आदि की शांति सुव्यवस्था, सुरक्षा और स्वच्छता में प्रत्येक छात्र रूचि लेगा और उन्हें कायम रखने में और सुधारने में सहयोग देगा। इनके विपरीत किसी भी गतिविधि में प्रत्यक्ष या परोक्ष रूप से न तो भाग लेगा और न दूसरों को उकसायेगा।
3. महाविद्यालय/विश्वविद्यालय द्वारा आयोजित सभी परीक्षाओं में वह पूरी तरह सहयोग देगा और भाग लेगा और बिना प्रधानाचार्य/विभागाध्यक्ष की अनुमति से कक्षा अथवा परीक्षा से अनुपस्थित नहीं रहेगा।
4. प्रत्येक छात्र अपने व्यवहार में सहपाठियों और शिक्षकों से नम्रता का व्यवहार करेगा और कभी अश्लील, अशिष्ट या अशोभनीय व्यवहार नहीं करेगा।
5. छात्रों को सरल, निर्व्यसन और मितव्ययी जीवन ही बिताना चाहिये। अतएव विशेषतः महाविद्यालय/विश्वविद्यालय या छात्रावास की सीमाओं में किसी भी प्रकार के मादक पदार्थ का सेवन सर्वथा वर्ज्य रहेगा। वेशभूषा में भी छात्रों को तड़क-भड़क, विलासिता शोभा नहीं देती, इसका ध्यान रखना होगा।
6. छात्रों को यदि कोई कठिनाई हो तो गुरुजन अथवा प्रधानाचार्य/विभागाध्यक्ष के समक्ष निर्धारित प्रणाली से और शांतिपूर्वक ही अपना प्रतिवेदन प्रस्तुत करना होगा। उपरोक्त स्तर पर समाधान न होने पर छात्र अपना प्रतिवेदन विद्यार्थी कल्याण संकायाध्यक्ष/कुल सचिव/कुलपति के समक्ष शांतिपूर्वक प्रस्तुत कर सकेंगे। आन्दोलन, हिंसा अथवा आतंक द्वारा किसी भी कठिनाई को हल करने का मार्ग छात्र नहीं अपनाएंगे।
7. छात्र विश्वविद्यालय/महाविद्यालय परिसर में सक्रिय दलगत राजनीति में भाग नहीं लेंगे और अपनी समस्याओं के विषय में राजनैतिक दलों, कार्यकर्ताओं अथवा समाचार-पत्रों आदि के माध्यम से हस्तक्षेप या सहायता नहीं मांगेंगे।
8. परीक्षाओं में या उनके सम्बन्ध में किसी प्रकार के अनुचित लाभ लेने या अनुचित साधनों का प्रयोग करने का प्रयत्न गंभीर दुराचरण माना जावेगा।
9. महाविद्यालय/विश्वविद्यालय की प्रतिष्ठा और कीर्ति किस प्रकार से बढ़े और उसमें किसी प्रकार का कलंक न लगे ऐसा ही व्यवहार छात्रों के द्वारा अनुशासन और संयम में रहकर करना चाहिये।
10. आचरण के इन साधारण नियमों के भंग होने पर छात्रों को तथा उनके प्रतिनिधियों को चाहिये कि दोषी व्यक्ति को उचित दण्ड देने में सहयोग दें, जिससे महाविद्यालय/विश्वविद्यालय का प्राथमिक कार्य अध्ययन शांति और मनोयोग के साथ चल सके।
11. छात्रों को यह सतत सावधानी रखनी होगी कि किसी अनैतिक मूलक या अन्य गंभीर अपराध का अभियोग उन पर न लगे परन्तु यदि ऐसा हुआ तो उनका नाम तत्काल कालेज/विश्वविद्यालय अध्यापन विभाग के छात्रों में से हटा दिया जावेगा और वे महाविद्यालय/विश्वविद्यालय में किसी छात्र-प्रतिनिधि के पद पर बने नहीं रह सकेंगे।

**Regulation No. 15**

**(Under para 8 (1) of Statute No. 27)**

**Code of conduct for Teachers of Colleges.**

**The following lapses would constitute misconduct on the part of a teacher of the College, including the Principal :-**

**(i) Failure to perform his academic duties such as lectures, demonstrations assessment, guidance, invigilation, etc.**

**(ii) Gross partiality in assessment of students, deliberately over- marking/under-marking or attempts at victimization on any grounds.**

**(iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars/sympotia etc.**

**(iv) Raising questions of caste, creed, religion, race or sex in his relationships with his colleagues and trying to use the above considertations for improvement of his prospects.**

**(v) Refusal to carry out the decision by the appropriate officers/bodies of the University and/or the Governing Body/Principal of the College. This will not inhibit his right to express his differences with their policies or decision.**

**(vi) Active participation in political activities.**

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**Regulation No. 16**

**Rules For The Award of Gold Medals For M. D./M.S. Examinations**

**(Approved by the Executive Council on 15-2-82)**

- 1. The awardee of the medal should pass the M.D./M.S. examination in the first attempt.**
- 2. For the award of the medal all candidates passing in any of the two M.D./M.S. examinations held during the year will be considered.**
- 3. For the purposes of award of the medal at each of the two M.D./M.S. examinations held during the year the examiners will be requested to collectively adjudge each candidate and award numerical marks out of the maximum marks of 100.**
- 4. The medal shall be awarded to the candidate who gets the highest marks from amongst all the candidates who have appeared in the two examinations of the subjects concerned during the year;**

**Provided that such a candidate shall also satisfy the general criteria laid down in Rule 1 above.**

- 5. If more than one candidate gets the same numerical marks, the medal will be given to the candidate younger in age.**
- 6. A candidate found guilty of breach of Regulation No. 14-Code of conduct for students/punished under paragraph 13 of Ordinance No. 7/found guilty of using unfair means in any examination shall not be entitled for the award of the medal.**
- 7. A candidate should have passed all the professional M.B.B.S. examinations in the first attempt.**
- 8. These rules will be made applicable from the academic year 1982-83.**

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## **Regulation No. 17**

**(Approved by the Executive Council at its Meeting held on 15-1-83)**

### **Rules for Appointment to the post of Lecturer on Temporary or an ad-hoc basis**

**1. Whenever it is considered expedient to make appointment to the post of Lecturer in a UTD which is not expected to continue for more than 6 months, such appointment will be made on an ad - hoc basis in accordance with the following procedure.**

**2. In order to attract good candidates, the post should be advertised in the leading local news papers,. In addition, the vacancy should be notified to the Employment Exchange and notice to this effect should also be put on the notice board of the university, the UTD and the colleges affiliated to the University and teaching the subject at the P.G.level.**

**3. On receipt of applications the same should be scrutinised and arranged in order of merit as under:**

**(a) Candidates having passed all examination (H.S.C., Bachelor's degree and Master's degree examinations) in first division with Ph. D. degree in the relevant subject.**

**(b) Candidates who do not pass a Ph. D. but who have passes all other examination as above in first division.**

**(c) Candidates who do not possess a Ph. D. degree but who have passed Master's degree examination in first division and other examinations atleast in second division with atleast 50% marks. The average percentage of all the three examinations (Higher Secondary, Bachelor's degree and Master's degree) passed by such candidates, shall be worked out and the list of such candidates shall be arranged in order of this percentage.**

**4. The appointment will be made by the Kulapati from the candidates belonging to category (a) above : if no such candidate is available then the appointment may be made from candidates belonging (b) and if no such candidate is available then the appointment may be made from candidates belonging to category (c) If any deviation is to be made from the above procedure, reasons there for shall be recorded.**

**5. The appointment so made shall be reported to the Executive- Council at the next meeting.**

**6. If appointment to any teaching post is expected to continue beyond six months than such appointment shall be made by the Executive-Council on the recommendation of the Committee of Selection as provided for under Section-49 of the M.P. Vishwavidyalaya Adhiniyam, 1973.**

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## विनियम क्रमांक 18

(अधिनियम की धारा 40 (1) (ब) तथा अध्यादेश क्रमांक -5 की कंडिका 10 में निहित प्रावधानानुसार)

(कार्य परिषद् की दिनांक 24-9-83 की बैठक में स्वीकृत)

विषय : परीक्षार्थियों द्वारा पालन किये जाने हेतु नियम -

1. परीक्षार्थी को जैसे ही मुख्य उत्तर-पुस्तिका दी जावे, उसके मुख पृष्ठ पर वह अपना अनुक्रमांक, नामांकन क्रमांक, विषय, प्रश्न-पत्र इत्यादि जानकारी अविलम्ब लिखें।
2. परीक्षार्थी को उत्तर-पुस्तिका के आवरण पृष्ठ के सीधे हाथ के ऊपर वाले कोने में निर्दिष्ट स्थान पर ही अपना अनुक्रमांक तथा नामांकन क्रमांक लिखना चाहिये। अन्य किसी भी स्थान पर अनुक्रमांक/नामांकन क्रमांक या परीक्षार्थी की पहचान बताने वाला कोई भी चिन्ह नहीं लिखना/बनाना चाहिये।
3. केवल नीली या काली स्याही से ही उत्तर लिखे जाने चाहिये। उत्तर-पुस्तिका में नीली या काली स्याही के अलावा अन्य किसी भी रंग की स्याही का उपयोग परीक्षार्थी के द्वारा अपनी पहचान बताये जाने का प्रतीक माना जायेगा। परन्तु यह चित्र द्वारा निरूपण (diagrammatic presentation) पर लागू नहीं होगा।
4. परीक्षा का बहिष्कार करने वाले छात्रों के लिये किसी भी परिस्थिति में दुबारा परीक्षा आयोजित नहीं की जावेगी।
5. प्रश्न-पत्र के सम्बन्ध में यदि कोई शिकायत हो तो परीक्षा केन्द्र अधीक्षक को परीक्षा के तुरन्त बाद लिखित अभ्यावेदन के रूप में दी जावे।
6. परीक्षार्थी को अपने साथ परीक्षा कक्ष में कोई भी लिखित सामग्री जैसे - पाठ्य पुस्तिका, नोट्स या कागज आदि नहीं लाना चाहिये।
7. परीक्षार्थी द्वारा प्रश्नपत्रों या स्याही सोख पर कुछ भी लिखना मना है।
8. प्रत्येक परीक्षार्थी परीक्षा कक्ष में अपने लिये निर्धारित स्थान ही ग्रहण करेगा।
9. परीक्षा समाप्ति के पहले कोई भी परीक्षार्थी प्रभारी अधीक्षक की अनुमति के बिना अपनी सीट या परीक्षा कक्ष नहीं छोड़ेगा।
10. परीक्षार्थी परीक्षा केन्द्र अधीक्षक के अनुशासन में रहेंगे और उनके आदेशों का पूर्णतः पालन करेंगे।
11. उत्तर-पुस्तिका के पृष्ठों के दोनों ओर लिखा जाना आवश्यक है।
12. आवेदन-पत्र में भरे गये विषयों/प्रश्नपत्रों के अतिरिक्त परीक्षार्थी केन्द्र पर विषय/प्रश्नपत्र परिवर्तन नहीं कर सकता है। अन्यथा उसका परीक्षा परिणाम रोक लिया जावेगा।
13. परीक्षार्थी उत्तर-पुस्तिकाओं और प्रश्नपत्रों के वितरण के पश्चात् आपस में बातचीत नहीं करेंगे।
14. वीक्षक, निरीक्षक, केन्द्राध्यक्ष या परीक्षा संचालन से संबन्धित अन्य किसी व्यक्ति के साथ परीक्षार्थी द्वारा अभद्र व्यवहार नहीं किया जाना चाहिये।
15. पिछले वर्ष की परीक्षा में पूछे गये प्रश्नों को पुनः पूछा जा सकता है। इस बारे में कोई शिकायत मान्य नहीं होगी।
16. उपयोग में लाई गई पूरक उत्तर-पुस्तिकाओं की संख्या आवश्यक रूप से लिखी जावें।
17. यदि कण्डिका 2, 3, 6, 7, 8, 9, 10, 13 और 14 का पालन नहीं किया गया तो यह अनुचित साधन का प्रकरण माना जाएगा।

## देवी अहिल्या विश्वविद्यालय, इन्दौर

मार्च-अप्रैल, 1984 की मुख्य-परीक्षाओं में सम्मिलित होने वाले परीक्षार्थियों के लिये

### आवश्यक सूचना

- (1) बी.ए./बी.एस-सी./बी.कॉम./बी.एस-सी. गृह विज्ञान भाग प्रथम/द्वितीय/तृतीय एवं एम.ए./एम.एस-सी./एम.एस-सी. (गृह विज्ञान) पूर्वाह्न/उत्तराह्न के प्रत्येक प्रश्न-पत्र के पाठ्यक्रम को इकाईयों और उप-इकाईयों में विभक्त किया गया है। प्रश्नपत्रों में सामान्य विकल्प के स्थान पर जहाँ तक सम्भव हो, प्रत्येक इकाई में अतिरिक्त विकल्प उपलब्ध रहेगा।
- (2) पिछले वर्ष/वर्षों की परीक्षा में पूछे गये प्रश्नों को भी वर्ष 1984 की परीक्षाओं में पुनः पूछा जा सकेगा।
- (3) बी.ए./बी.एस-सी./बी.कॉम./बी.एस-सी. (गृह विज्ञान) भाग-द्वितीय व तृतीय में वर्ष 1983-84 में प्रश्न बैंक नहीं होंगे।

### बी.ए./बी.एस-सी./बी.कॉम./बी.एस-सी. (गृह विज्ञान) भाग-प्रथम के परीक्षार्थियों के लिये विशेष सूचना

- (अ) विभिन्न विषयों में प्रश्न-बैंकों की रचना की गई है और यह निर्णय लिया गया है कि सन् 1983-84 की मुख्य परीक्षाओं को प्रश्न-बैंक की सहायता से आयोजित की जावेगी। जो प्रश्न बैंक हैं वे परीक्षार्थियों की सहायता के लिए ही हैं।
- (आ) भाग प्रथम के निर्धारित पाठ्यक्रम की समस्त इकाईयों में से अनिवार्य वस्तुनिष्ठ (Objective type) प्रश्न पूछे जावेंगे। यह दस अंकों के होंगे। इस प्रश्न में आंतरिक विकल्प नहीं रहेगा। इस प्रश्न के उत्तर, प्रश्न को शीट पर ही देना होगा। इस प्रश्न को अनिवार्य रूप से परीक्षा प्रारम्भ होने के आधे घंटे के अन्दर हल कर परीक्षा-भवन में नियुक्त वीक्षक (Invigilator) को देना होगा तभी उसे अन्य उत्तर-पुस्तिका शेष प्रश्नों का हल करने के लिए देय होगी। अगर परीक्षार्थी परीक्षा-भवन में नियत समय में उपस्थित नहीं होता है, तो उसे इस प्रश्न को हल करने के लिए अतिरिक्त समय नहीं दिया जाएगा।
- (इ) प्रश्न बैंक में दिए गए वस्तुनिष्ठ प्रश्नों के अतिरिक्त भी परीक्षक तीस प्रतिशत तक प्रश्न अलग से बनाकर प्रश्न-पत्र में पूछ सकता है।
- (ई) सामान्यतः परीक्षाओं में दीर्घ उत्तरीय (Long answer type) एवं लघु उत्तरीय प्रश्न (Short answer type) प्रत्येक प्रश्न-पत्र में पूछे जायेंगे। प्रत्येक प्रश्न-पत्र में परीक्षार्थी को दो दीर्घ उत्तरीय एवं दो लघु उत्तरीय प्रश्नों का उत्तर देना अनिवार्य होगा। एक प्रश्न इस प्रकार रचा जायगा जिसमें दीर्घ एवं लघु उत्तरीय प्रश्नों में से किसी एक ही प्रकार के प्रश्न का उत्तर देने का विकल्प रहेगा। अंकों की दृष्टि से सभी इकाईयों का समान महत्व होगा।
- (उ) जिस प्रश्न-पत्र के प्रश्न बैंक में दीर्घ एवं लघु उत्तरीय प्रश्नों का योग 300 से कम होगा, विश्वविद्यालयीन परीक्षा में उस प्रश्न-पत्र में प्रश्न बैंक के बाहर से अधिकतम 20 प्रतिशत तक के प्रश्न पूछे जा सकते हैं।
- (ऊ) इस प्रकार कुछ अपवादों को छोड़कर प्रत्येक प्रश्न-पत्र में छः प्रश्न पूछे जावेंगे।
- (ए) सन् 1983 की मुख्य व द्वितीय या पूर्व वर्षों की परीक्षाओं में एक या एक से अधिक विषयों में अनुत्तीर्ण परीक्षार्थियों को उन्हीं विषय/विषयों में पुनर्रचित पाठ्यक्रमानुसार ही परीक्षा देनी होगी (आधार पाठ्यक्रम लेने की आवश्यकता नहीं है)। उपरोक्त निर्णय वर्ष 1984 की मुख्य व द्वितीय परीक्षाओं तक ही प्रभावशील रहेगा।

- (ऐ) किसी भी परीक्षार्थी को वस्तुनिष्ठ प्रश्न-उत्तर शीट समयावधि में वीक्षक को सुपुर्द करना होगा । उसे किसी भी दशा में अपने पास रखने का अधिकार नहीं होगा ।
- (ओ) अगर कोई परीक्षार्थी अन्य उत्तर-पुस्तिका में वस्तुनिष्ठ प्रश्न को हल करता है, तो उसे जांचा नहीं जावेगा ।
- (औ) विश्वविद्यालय ने आधार पाठ्यक्रम की पुस्तक 'भारतीय चेतना और विकास' प्रकाशित की है । वह विश्वविद्यालय कार्यालय में स्थित स्टोर-विभाग से खरीदी जा सकती है ।
- (अं) प्रश्न बैंक की पुस्तिकाएं भी प्रकाशित की गई हैं, उन्हें भी विश्वविद्यालय कार्यालय में स्थित स्टोर विभाग से खरीदी जा सकती हैं ।
- (4) विश्वविद्यालय द्वारा प्रकाशित परीक्षा सम्बन्धी विनियम का पालन करना होगा । अगर कोई परीक्षार्थी उसका पालन नहीं करता है तो उसकी परीक्षा निरस्त की जा सकती है ।

**कुल-सचिव**

**Regulation No. 19**

**Rules for the Purchase of Equipment and Furniture for the University Office, University Press and University Teaching Departments.**

**(Approved by the Executive Council at its meeting held on 7.6.1986)**

**1. There shall be constituted a Purchase Committee for :**

- (i) University Office ;**
- (ii) University Press ; and**
- (iii) Each University Teaching Departments.**

**for purchase of equipment and furniture.**

**2. The Purchase Comomittee shall consist of :**

**(1) University Office :**

**(i) Dean, Faculty of Engineering Sciences or Life Sciences or Physical Science or Technology or Engineering nominated by Kulapati.**

**(ii) Registrar.**

**(iii) One Member having special knowledge of the Articles/Equipments proposed to be purchased to be nominated by the Kulapati.**

**(iv) Deputy Registrar (Admn. & Dev.) Devi Ahilya Vishwavidyalaya, Indore.**

**(v) Finance Offi cer, Devi Ahilya Vishwavidyalaya, Indore.**

**(vi) Deputy Registrar (Acm. & Gen.) as Member/Secretary.**

**(2) University Press :**

**(i) Dean, Faculty of Engineering Sciences or Life Sciences or Physical Science or Technology or Engineering nominated by Kulapati**

**(ii) Registrar.**

**(iii) One Member having special knowledge of the Article/Equipment proposed to be purchased to be nominated by the Kulapati.**

**(iv) Deputy Registrar (Admn. & Dev.) Devi Ahilya Vishwavidyalaya, Indore.**

**(v) Finance Officer, Devi Ahilya Vishwavidyalaya, Indore.**

**(vi) Controller-Member/Secretary.**

**(3) Each University Teaching Departments :**

**(i) Dean of the concerned Faculty.**

**(ii) Dean, Faculty of Engineering Sciences or Life Sciences or Physical Science or Technology or Engineering nominated by Kulapati**

**(iii) Head of the concerned department.**

**(iv) A senior teacher of the concerned department (other than Head).**

**(v) Deputy Registrar (Adm. & Dev.) Devi Ahilya Vishwavidyalaya, Indore.**

**(vi) Finance Officer, Devi Ahilya Vishwavidyalaya, Indore.**

**Provided that the Head of the concerned department shall be the Chairman and Convenor of the Purchase Committee.**

**3. The Purchase Committee, if so desired can co-opt one expert on it.**

**4. Ordinarily seven days notice shall be given for convening a meeting of the Purchase Committee.**

**5. One half of the strength of the members shall form quorum and atleast two member from outside the faculty under which the Purchase Committee is meeting should be present.**

**6. All proposals for purchase of equipment and furniture costing over Rs. 50,000/- (Rs. Fifty thousand) are to be placed before the Purchase Committee for consideration. All proposals between Rs. 10,000/- to Rs. 50,000/- before the Departmental Committee.**

**7. For purchase of articles, equipment and furniture, the procedure and norms laid down in Financial and Accounts Regulations are to be followed. Quotations giving specification and quantity/number of article/s to be purchased are to be invited from three or more parties and comparative statement be made and kept before the Purchase Committee for its consideration together with all the original quotation.**

**8. The following procedure for obtaining tenders should be followed as far as practicable :**

**(i) The "Open tender" system i.e. invitation to tender by public advertisement should be used in all cases in which the estimated value of the tenders to be received if Rs. 50,000/- (Fifty thousand).**

**(ii) The "Limited tender system" i.e. by direct invitation to a limited number of firms should ordinarily be adopted in the case of all orders the estimated value of which is less than Rs. 50,000/- (Fifty thousand).**

**(iii) The "Single tender" system i.e. by invitation to one firm only may be adopted in the case of small orders the total value of which does not exceed Rs. 2,500/- (Two Thousand Five Hundred).**

**(iv) The article upto Rs. 2,500/- (Two Thousand Five Hundred) may be purchased from open market without calling quotation/tender.**

**Provided that necessary quotations may also be called from the concerned firm/dealer/agent (including resident).**

**Provided further that if the cost of the article/equipment/furniture exceeds Rs. 5,000/- but below Rs. 1,00,000/- necessary advertisement in a local papers and above Rs. 1,00,000/- and below Rs. 2,50,000/- in a**

local papers of wide circulation on internet and for above Rs. 2,50,000/- in local papers, on internet plus a National news papers. On internet for inviting the tender/quotation may be published.

9. The concerned section/departments shall prepare approved list of the firm/dealer/agent (including resident) for inviting quotations etc.

10. On the basis of the recommendations of the Purchase Committee the Head of Department should submit the proposal alongwith a copy of the minutes of the meeting of the Purchase Committee to the University Office for obtaining sanction of the Kulapati/Executive Council as the case may be, before the proposals are processed, it may be examined by the concerned section/department that the article/equipment/furniture to be purchased is essential for the University/Department and that necessary funds are available for this purpose.

11. All materials received should be examined counted, measured or weighted, as the case may be, when delivery is taken and it should be seen that the quantities are correct and their quality good. The articles received shall then be recorded in the appropriate stock register.

12. In order to ensure compliance of paragraph 11, there shall be constituted a departmental committee in each department/unit consisting of the following :

(1) University Office :

(i) Deputy Registrar (Academic)/Officer I/C Stores.

(ii) Finance Officer.

(iii) University Engineer.

(2) University Press :

(i) Controller, University Press.

(ii) Finance Officer.

(iii) University Engineer.

(3) Teaching Department :

(i) Head of the concerned department.

(ii) Senior most Reader in the department.

(iii) Head of any other teaching department.

The Committee will ensure that the goods have been received as per specifications and that their quality is good and quantities correct.

13. (i) Registrar will be the member of Purchase Committee for purchases above Rupees ten lacs in a meeting.

(ii) A certificate of reasonableness of the cost is must at the back of each bill by the Purchasing Officer. For printing jobs got done outside, the reasonableness certificate from Press Controller is must.

**14. Executive Council can setup a Central Purchase Committee for item of common use of various UTDs like for computers and its softwares and its peripherals.**

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**Regulation No. 20**

(Under para 15 of Ordinance No. 7)

**University Proctorial Board – Powers and Duties**

**1. The Proctorial Board shall consist of the following :**

- |       |                               |   |                  |
|-------|-------------------------------|---|------------------|
| (i)   | The Chief Proctor             | – | 1                |
| (ii)  | Proctors                      | – | 10               |
| (iii) | A nominee of the Commissioner | – | 1                |
| (iv)  | Dean, Students' Welfare       | – | Member Secretary |

**2. (i)The Chief Proctor shall be appointed by Executive Council for a term of two years from amongst the University Professors or a Principal of a College on the recommendation of the Kulapati (Vice-Chancellor) or by the Kulapati (Vice -Chancellor) where the power of appointment has been delegated to him by the Executive Council.**

**(ii)The Chief Proctor shall be eligible for re-appointment.**

**Provided that no person who has completed the age of 60 years shall be appointed as Chief Proctor.**

**Provided further that notwithstanding the fact that the term of two years has not expired, the Executive Council may terminate the appointment of the Chief Proctor if it is satisfied that further continuance of the Chief Proctor will be detrimental to the cause for which he has been appointed or to the interests of the University.**

**(iii)Each Colleges / University School of Studies shall have a Proctor and and a Proctorial Board. The members of the University Proctorial Board shall be appointed as follows :**

**(a) One Proctor from University School of Studies.**

**(b) Two Proctors from Women's Colleges of Indore. (One from Govt. College and One from Private College).**

**(c) Two Proctors from Professional Colleges.**

**(d) Two Proctors from Colleges outside Indore (One from Mhow).**

**(e) Two Proctors from Govt. Colleges.**

**(f) Two Proctors from Non-Government Colleges.**

**(g) A nominee of the Commissioner.**

**(iv)Kulapati for the University Schools of Studies and the Principal of the Colleges will be competent to constitute the Proctorial Board for the University / College, from amongst Senior Teachers. If any dispute arises, regarding functions and decision of the University School of Studies/ College Proctorial Board the matter shall be referred to the Kulapati / Principal whose decision shall be final.**

**3. Subject to the general control and supervision of the Kulapati (Vice -Chancellor) the duties and powers of the Proctorial Board shall include the following :**

**(i) It shall be responsible for maintaining discipline within or outside the precincts of the University or an Institution in the campus of the University / Colleges, and Hostels except when the matter is purely internal to a College / University School of Studies.**

**(ii) It shall take action on all matters which are referred to it for disciplinary measures by a duly constituted authority.**

**(iii) It will be empowered to warn and impose a fine upto a maximum of Rs. 100/- and make recommendations to the Kulapati (Vice -Chancellor) for the suspension, rustication or expulsion of a student from the University.**

**(iv) Board will have power by majority decision to suspend, rusticate, expel a student.**

**4. The Chief Proctor should preferably be of the rank of the University Professor or a Principal of a College. He will convene the meetings of the Proctorial Board suo motio or on reference and put up recommendations for Vice-Chancellor's decision.**

**5. The Proctor should preferably of the rank of a College Professor or a University Reader and if there is no Professor in a College then only Senior Asstt. Professor.**

**6. The Chief Proctor is a Part -time officer. He shall be paid Rs. 200/- p. m. as honorarium. But he should in no case be below the rank of a Principal or University Professor.**

**7. The Proctorial Board shall have powers to co-opt members.**

**8. The Board shall deal with any matter of discipline which a Principal / Head, University Teaching or the Organising Secretary of the conducting tournament committee or a function desire to refer to it, if considered necessary concerning his College / University Schools of Studies and any matter involving inter-institutional discipline on which the Principals / Heads, University School of Studies concerned are unable to come to an agreement. The right of mercy petition in all such cases shall lie with the Kulapati (Vice-Chancellor) whose decision shall be final.**

**9. The Board shall also deal with complaints referred to it by the Distt. Collector.**

**10. All matters of discipline in the University, which are either not directly cognizable by, or after due warning by the Chief Proctor, are not investigated and decided by a Principal / Head, University School of Studies, shall be dealt with by the Board if referred to it by the Kulapati.**

**11. The Proctorial Board shall submit an Annual Report to the Kulapati (Vice-Chancellor).**

**12. The Proctorial Board shall have a Standing Committee not exceeding three members. The constitution, powers and functions of the said Standing Committee shall be as follows :**

**(i) The Standing Committee shall consist of :**

**(a) Chief Proctor, and**

**(b) Two Senior Proctors to be nominated by the Kulapati.**

**(ii) The Dean, Students' Welfare shall act as the Secretary of the Committee.**

**(iii) The Standing Committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.**

**(iv) Meetings of the Committee shall be convened under the direction of the Chief Proctor.**

**(v) It shall be the duty of the Standing Committee to render advise to the Proctorial Board on such matters as may be referred to it by the Proctorial Board, of the Kulapati.**

**(vi) Subject to the provisions of the Adhinyam and the Statutes, the Committee can dispose of other matters referred to it by Proctorial Board. In any case where the Standing Committee disposes of any matter, the matter shall be reported to the Proctorial Board.**

**13. If any dispute arises, regarding the interpretation of, or, in giving effect to, any of the provisions of this Regulation, the matter will be referred to the Kulapati, whose decision in this regard will be final and binding.**

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## **Regulation No. 21**

### **Self Finance Courses Regulations, 1993**

**(Approved by the Kulapati under Section 52 of the Act, on 4-3- 94)**

**(And as amended by Executive Council at its meeting dt. 01.08.97)**

**1. (a) These regulations will be named as Self Finance Courses Regulations, 1993.**

**(b) All income and expenditure under the self financing courses will be shown in part-III of the University annual budget. Savings etc. if any will be shown in part-IV of the annual budget of the University.**

**(c) All income from self financing courses shall be deposited in the University after deducting 20% share of the University the balance will be advanced as per need of the Department for meeting the expenditure.**

**2. The controlling officer for self financing courses shall be Director or Head of the Institute/School concerned or a course coordinator assigned this job by the Director or Head (hereinafterwards referred as HOD).**

**3. (a) A separate account which is different from that of regular courses under UGC/State/other assistance will, be maintained by the Institute or the School concerned for all self financing courses of the Institute or the School (hereinafterwards referred as SOS).**

**(b) A separate bank account will be opened by the Institute/School, in the name of the Institute with power of withdrawals or closing by the HOD or coordinator or as directed by the Registrar. For a cheque upto Rs. 5,000/- the signature of the course coordinator or Director will suffice. For cheques of higher amount, two signatures will be necessary for withdrawls the Director and the coordinator or Prof. or Reader in case of absence of the coordinator of the course.**

**4. For payments to the faculty and supporting/supervisor or part-time staff the rules, regulations or guidelines approved by the Executive Council shall apply and for a purchase of an item, the Financial Regulation 19 shall apply. The exercise of financial powers will be as per financial regulation 19. At present there are a purchase up to Rs. 10,000/- by the HOD, a purchase above Rs. 10,000/- and up to Rs. 50,000/- by sanction of Kulapati and a purchase above Rs. 50,000/- by the sanction of Executive Council. The procedure for inviting advertisement and purchase committee for a pruchase above Rs. 30,000/- will also remain same as at present in the F.R. 19.**

**5. Against the balance in the bank account of the self financing courses 80% of the advance can be withdrawn by the course coordinator or HOD by following normal advance withdrawal procedure through appropriate authorities sanction followed by the audit sanction for the advance. The following documents will be needed for these withdrawls; (a) note sheet indicating the appropriate sanction (b) Advance withdrawal form signed and sanctioned competent authorities the advance register of the SOS self financing courses.**

**6. Income and Expenditure budget head for exhibiting incomes expenditures mentioned below in paragraphs I to IV in the part III of the University annual budget for the expenditure against incomes after the appropriate sanctions shall consist of the following parts :**

**Income  
Classification  
Amount**

**Expenditure  
Classification  
Amount**

**I.RECURRING :**

- 1.(a) Income from forms and prospectus fees.
- (b) Entrance Test fees.

- 2.(a) Caution money/other deposits like security.

**3..COURSE FEES :**

- (a) Tuition Fees.
- (b) Teaching Materials fee course and book disbursements fees.

- (c) Library Fees.
- (d) Cultural Fees.
- (e) Visiting faculty fees
- (f) Development fee.

- (g) Computer media and laboratory use fees.

- (h) University composite fees.

**4.Miscellaneous fees.**

**II.NON RECURRING :**

- 1.Income from consultancy charges etc.

- 2.Income from sale of equipment, furniture, Software, stock etc.

- 3.(a) Sponsorship charges.

- (b) Donation.

**III.RECURRING :**

- 1.Pay and allowance and honorariums to part -time staff and engaged visiting faculty.
- 2.Contingent expenses like :

- (i) Kit, bag, Teaching

- Material including consumables.
- (ii) Printing and Stationery.
- (iii) Transport.

- (iv) Medal and Prizes.
- (v) Advertisement.
- (vi) Postage. Telephone, Telex, Telegram etc.

- (vii) Electricity and water charges.

- (viii) Rent, rates and taxes.
- (ix) Seminar/Symposia/ Workshop etc.

- (x) Hospitality Charges.

- (xi) Miscellaneous expenditure.

**IV.NON RECURRING :**

- 1.(a) Building.

- (b) Equipment.

- (c) Books.

- (d) Furniture.

- (e) Vehicle.

- (f) Payment against consultancies.

**(g)Contribution of University.**

**7. For the self financing courses the following books and registers shall be maintained separately by the HOD :**

**(A) (i) Receipt Books,**

**(ii) Fees Register to keep record of all Incomes from fees.**

**(iii) Other than fees income Register.**

**(B) (i) Advance Register.**

**(ii) Faculty Remuneration payment register.**

**(iii) Consumable Items Stock Register.**

**(iv) Register for payments to supporting and supervisory staff.**

**(v) Dead Stock (non consumable items) Register.**

**(vi) Security Deposit Register.**

**(vii) Caution Money Registers.**

**(viii) Cash Book.**

**(ix)**

**Ledger.**

**(x) Imprest Cash Book.**

**8. All voucher should be kept in a guard file. Class Attendance Registers will be maintained for verification of visiting faculty payments and the courses taught the detailed titles or syllabus will be maintained for assessment from a single source of the overall feature or activities of the different courses of self financing courses undertaken by the SOS in the various academic years.**

**9. 20% contribution of the total income will be given to the University which the University will utilise for the development of other activities of conventional courses. Executive Council may however exempt any School from depositing the fees to the University. The savings of the self finance programmes will be utilised for the development of other activities of the respective school of studies and centres.**

**10. All income for refundable deposits shall be kept in the Department and a separate account will be maintained for the purpose. The Head of the Department shall be the competent authority to refund such deposits.**

**11. All P. G. and U. G. courses of technical nature including computers, management, electronics etc. where sanction of the AICTE (Govt. of India) is necessary shall be started after following procedure laid down in the University Statutes / Ordinances / Act and after obtaining sanction of AICTE. The conditions laid down at the time of the sanction should be followed. Appointed teachers in a course should possess AICTE prescribed qualifications and should be as per University Rules.**

**12. Ordinance 31 related to the Academic Programmes of School of Studies / University Teaching Departments is also to be followed in case of the self financed courses.**

**13. (a) All accounts opened under paragraph 3(b) of SF Regulation 20 and Section 10 are the University Accounts. These accounts are to be operated jointly by HOD / Coordinator / Director and the Registrar (FO in his / her absence). All cheques of Rs. 10,000/- or more must be paid under the signatures and seal of Registrar or Finance Officer of the University also along with the Director / HOD / Coordinator signatures and seal.**

**(b) Except petty imprest expenses of maximum of Rs. 5,000/- per course in a month all cases of the expenditures must be submitted in advance to finance officer with necessary sanctions/ details / files for necessary auditing as per the University (Internal Audit) procedures before payments to be made by the cheques only. All records of the incomes should also be submitted with necessary challans, cash books, ledgers and bank statements to finance officer by 31st Oct. and 31st March for necessary auditing.**

**(c) A statement of fees collected along with the list of the students should be submitted within 15 days of last date for depositing the fees in a semester to the Registrar.**

**(d) A fee payable by student for the different semesters for a particular course in a particular category can not be altered and will remain in force till the declaration of the final result of that course and the batch.**

**(e) A student admitted to a particular course in a particular category can not change the category and the course till the completion of the course.**

**14. (i) For a full time two year course (about 120 credits course), six teaching posts and 5 nonteaching posts are normally provided for, with nonteaching staff expenses at about 20% of the teaching staff expenses. Therefore, one contract lecturer for teaching atleast total 12 credits (1 hour/ week / semester = 1 credit) courses in a semester can be appointed as per prescribed procedure for appointment of lecturers by a Committee.**

**(ii) The Committee will consist of five members, not below the rank of a Professor, three DAVV experts and two external subject experts. The Committee members will be recommended by Kulapati to interview the short listed applicants on merit which also possess the AICTE or UGC prescribed qualifications for the given subjects.**

**(iii) All contractual appointments should be only after due advertisement in atleast 2 papers of wide circulation.**

**(iv) Non teaching staff expenses should not be more than 20% than the teaching staff expenses.**

**(v) In the absence of contractual lecturers, the visiting faculty for not more than 30% of the periods in a course may be appointed with the recommendation of the UTD Departmental Committee with the due permission of Kulapati, provided proposed visiting teacher fulfills the requisite AICTE or UGC qualifications for the teaching of a subject in the course.**

**(vi) The proposed visiting teachers be paid as per UGC / AICTE guidelines.**

**(vii) In case of an exceptionally distinguished teacher with teaching, research, or industrial experience over 15 years, with the permission of Kulapati, an honorarium of Rs. 200/- per hour or twice of honorarium prescribed by the UGC / AICTE can be paid for a limited period.**

**(viii) All contractual appointments shall be reported to the Executive Council along with the sealed minutes**

of the selection committee referred in section 14(ii). The contractual appointments will be on a consolidated salary approved by the Executive Council upon recommendation of the Selection Committee. These appointments will be for a period of 89 days initially. This period could be renewed by the Executive Council upon the recommendation of a departmental committee of UTD consisting of all professors, senior most reader and senior most lecturer. The renewal will be made after a contract break of one day.

15. Upon the certificate by HOD of UTD to the effect by a teacher that the departmental work will not suffer and there will be no neglect by the lending UTD of teaching, research, laboratory and other academic activities of the UTD, a teacher can be lend as visiting faculty to University self financing courses maximum two courses of maximum eight credits per week in the University subject to his / her maximum emoluments from his / her teaching in all the UTDs / Colleges etc. running the self financing courses in an academic year does not exceed each year 50% of his / her yearly emoluments.

16. All the work of HOD / Director / Coordinator is on behalf of the University and is only within the power delegated to the HOD / Director / Coordinator as per University rules and regulations.

17. A central committee to coordinate and monitor all the activities be formed for self financing courses. The Committee be chaired by Kulapati and will have membership of all Chairman and HODs of self financing courses. This Committee shall also meet as often as necessary but atleast every alternate month to coordinate all the matter related to the matters related to the self financed courses. The committee will monitor the bank accounts, stocks, cash books, ledgers and advances. It will also monitor all the time tables centrally besides the self financing course academic activities and all administrative work of these courses. The Committee will work within framework of Statutes, Ordinances and Regulations of the University. The central committee will report for all the courses the achievements, budgets etc. to the University Executive Council after end of each academic year.

18. (a) Annual statement of income and expenditure of each financial year of each financial course shall be audited by a chartered accountant selected from a panel of C. A.'s approved by the Executive Council.

(b) UTD Research Projects from grant in aid providing external institutions also be covered in the regulations 20 sections 1 to 18(b) above.

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