

The House  
Kala Bhanga Mahavidyalaya,  
Bharuapada

# CALENDAR



1951

1951



The Indira  
Kala Sangit Vishwavidyalaya,  
Khairagarh

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CALENDAR  
1960



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# CALENDAR

## The Indira Kala Sangit Vishwavidyalaya, Khairagarh

### CHAPTER I

#### COMMON SEAL AND COAT-OF-ARMS

1. Decided the form of the common Seal and Coat-of-Arms of the Vishwavidyalaya as follows:—

- (i) Form:—Natraj in the dancing pose with a Veena near his steady leg. A set of rays in the back ground rounded by a small circle giving the names of the founders viz. Raja Bahadur Birendra Bahadur Singh & Rani Padmavati Devi. The smaller circle will be again circled by a bigger circle having the name of the Vishwavidyalaya.
- (ii) Colour:—Outer circle: Green; Veena; Light maroon; Natraj; Dark maroon; Rays pink with white gaps.
- (iii) Motto:—“सुस्वरा संतु सर्वेऽपि” (May all live in tune).



(Vide Extract from the minutes of the Karya Karini Samiti, dated 16th September, 1958).

## CHAPTER II

MADHYA PRADESH ACT, No. XIX OF 1956

### THE INDIRA KALA SANGIT VISHWAVIDYALAYA ACT, 1956

*(Received the assent of the Governor on the 8th October 1956; assent first published in the Madhya Pradesh Gazette Extraordinary on the 9th October 1956.)*

#### **An Act to establish and incorporate the Indira Kala Sangit Vishwavidyalaya at Khairagarh**

**Preamble.** Whereas it is expedient to incorporate the Indira 'Sangit Academy at Khairagarh into a Kala Sangit Vishwavidyalaya;

It is hereby enacted in the Seventh Year of the Republic of India as follows:—

**Short title and commencement.** 1. (1) This Act may be cited as the Indira Kala Sangit Vishwavidyalaya Act, 1956.

(2) It shall come into force on such date as the State Government may, by notification, direct.

**Definitions.** 2. In this Act, unless there is anything repugnant in the subject or context.—

(a) "college" means an institution maintained by or admitted to the privileges of the Vishwavidyalaya by or under the provisions of this Act;

(b) "Founders" means,—

(i) the Ruler (as defined in clause (22) of Article 366 of the Constitution of India) of Khairagarh; and

(ii) Rani Padmavati Devi of Khairagarh;

- 
- (c) "hostel" means a place of residence for students of the Vishwavidyalaya maintained or recognised by the Vishwavidyalaya either as a part of or separate from a college;
- (d) "Donor of the Vishwavidyalaya" means a person who has made a donation of not less than one lakh of rupees to the funds of the Vishwavidyalaya and has been declared by the Kulapati to be a Donor of the Vishwavidyalaya;
- (e) "Principal" means the head of a college; and includes when there is no Principal, the person for the time being duly appointed to act as Principal, and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such;
- (f) "registered graduates" means graduates registered under the provisions of this Act;
- (g) "Scheduled Castes" means the castes declared as Scheduled Castes under Article 341 of the Constitution;
- (h) "Scheduled Tribes" means the tribes declared as Scheduled Tribes under Article 342 of the Constitution;
- (i) "Statutes", "Ordinances" and "Regulations" means, respectively the Statutes, Ordinances and Regulations of the Vishwavidyalaya in force for the time being;
- (j) "teachers of the Vishwavidyalaya" includes all persons who, with the approval of the Shiksha Samiti, impart instruction or guide research in the Vishwavidyalaya or in any college;
- (k) "Professors" and "Readers" mean teachers of the Vishwavidyalaya who have been appointed or recognised by the Karyakarini

Samiti as Professors and Readers, respectively;

- (1) "Vishwavidyalaya" means the Indira Kala Sangit Vishwavidyalaya of Khairagarh.

Incorporation.

3. The Kulapati, the Prati Kulapatis, the Upa Kulapati, the Adhyacharya (if any), and the Koshadhyaksha and the first members of the Vishwavidyalaya Sabha, of the Karyakarini Samiti and of the Shiksha Samiti of the Vishwavidyalaya and all persons who may hereafter become such officers or members are, so long as they continue to hold such office or membership, hereby constituted a body corporate by the name of the Indira Kala Sangit Vishwavidyalaya and shall have perpetual succession and a common seal and shall sue and be sued by that name.

Vesting of property.

4. All property, moveable and immoveable, vested in the State Government for the purpose of the Indira Sangit Academy, Khairagarh, shall, from the date of commencement of this Act, be held and applied by the Vishwavidyalaya for the purpose of this Act.

Powers of Vishwavidyalaya.

5. The Vishwavidyalaya shall have the following powers, namely:—

- (a) to provide for instruction in all branches of music and fine arts, and to make provision for research and for the advancement of studies in music and fine arts and dissemination of knowledge in the aforesaid subjects;
- (b) to hold examinations and grant degrees to, and confer other academic distinctions on such persons as may be considered suitable therefor;
- (c) to confer honorary degrees or other distinctions;



- (d) to institute teaching posts required by the Vishwavidyalaya and to appoint persons to such posts;
- (e) to institute and award fellowships, scholarships, exhibitions and prizes;
- (f) to maintain institutions of music and fine arts, to admit to its privileges such institutions not maintained by the Vishwavidyalaya and to withdraw all or any of those privileges;
- (g) to demand and receive payment of such fees and other charges as may be authorised by the Ordinances;
- (h) to supervise and control the residence and discipline of the students of the Vishwavidyalaya and to make arrangements for promotion of their health and general welfare;
- (i) to make grants from the funds of the Vishwavidyalaya for assistance to forms of extra-mural teaching;
- (j) to make special arrangements in respect of the residence, discipline and teaching of women students;
- (k) to create administrative and ministerial and other necessary posts and to make appointments thereto;
- (l) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the Vishwavidyalaya as a teaching and examining body and to cultivate and promote music and fine arts.

6. (1) Save as otherwise provided in this Act, the powers of the Vishwavidyalaya conferred by or under this Act shall not extend beyond the limits of the State of Madhya Pradesh.

Territorial  
exercise of  
powers.

(2) Notwithstanding anything in any other law for the time being in force, no institution imparting instruction exclusively in music and fine arts or either of them within the limits specified in sub-section (1) shall be associated in any way with or be admitted to any privileges of any other University incorporated by law in India, and any such privileges granted by any such other University to any such institution shall be deemed to be withdrawn upon the commencement of this Act; and no such institution situate within the said limits shall, save with the sanction of the Kulapati, be associated in any way with or seek admission to any privileges of any other University incorporated by law in India :

Provided that nothing contained herein shall apply to schools and colleges imparting instruction among other subjects in music or fine arts or both and affiliated to any other University in Madhya Pradesh or the Board of Secondary Education within the aforesaid limits :

Provided further that any institution not admitted to the privileges of any other University incorporated by law, which imparts instruction in music or fine arts or both and which is situate outside Madhya Pradesh may apply to the Vishwavidyalaya for being admitted to the privileges of the Vishwavidyalaya and the Vishwavidyalaya may, subject to such conditions and restrictions as it may think fit to impose, admit such institution to the privileges of the Vishwavidyalaya.

Teaching  
in Vishwa-  
vidyalaya.

7. (1) All recognised teaching in connection with the Vishwavidyalaya courses shall be conducted by the teachers of the Vishwavidyalaya in accordance with such scheme as may be framed for each academic year by the Shiksha Samiti and shall include lectures, practical training and other teaching conducted in accordance with the syllabus prescribed by the Regulations.

(2) The authorities responsible for organising such teaching shall be prescribed by the Statutes.

(3) The courses and curricula shall be prescribed by the Ordinances and, subject thereto, by the Regulations.

(4) No attendance at any teaching other than teaching conducted by the Vishwavidyalaya or by a college in accordance with the provisions of this section shall qualify for admission to any examination of the Vishwavidyalaya for which a regular course of study has been prescribed by the Vishwavidyalaya.

8. (1) The State Government shall have the right to cause an inspection, to be made by such person or persons as it may direct, of the Vishwavidyalaya, its buildings, laboratories and equipment and of any institution maintained by the Vishwavidyalaya and also of the examinations, teaching and other work conducted or done by the Vishwavidyalaya and to cause an enquiry to be made in like manner in respect of any other matter connected with the Vishwavidyalaya. Visitation.

(2) The State Government shall in every case give notice to the Vishwavidyalaya of its intention to cause an inspection or enquiry to be made and the Vishwavidyalaya shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or enquiry.

(3) The State Government may address the Upa Kulapati with reference to the result of such inspection and enquiry, and the Upa Kulapati shall communicate to the Karyakarini Samiti the views of the State Government with such advice as the State Government may offer upon the action to be taken thereon.

(4) The Karyakarini Samiti shall, after placing the matter before the Vishwavidyalaya Sabha, communicate to the State Government through the Upa

Kulapati such action, if any, as has been taken or may be proposed to be taken upon the results of the inspection or enquiry. Such communication shall be submitted within such time as the State Government may direct.

(5) Where the Karyakarini Samiti does not within a reasonable time take action to the satisfaction of the State Government, the State Government may, after considering any explanation furnished or representation made by the Karyakarini Samiti, issue such directions as it may think fit and the Karyakarini Samiti shall be bound to comply with such directions.

Officers of  
Vishwa-  
vidyalaya.

9. The following shall be the officers of the Vishwa-vidyalaya:—

- (1) the Kulapati,
- (2) the Prati Kulapatis,
- (3) the Upa Kulapati,
- (4) the Adhyacharya, if any,
- (5) the Koshadhyaksha,
- (6) the Adhithatas (Deans) of the Vidyanganikayas (Faalties),
- (7) the Kula Sachiva and
- (8) such other persons as may be declared by the Statutes to be the officers of the Vishwa-vidyalaya.

The  
Kulapati.

10. (1) The Governor of Madhya Pradesh shall be the Kulapati. He shall, by virtue of his office, be the head of the Vishwavidyalaya and the President of the Vishwavidyalaya Sabha, and shall, when present, preside at meetings of the Vishwavidyalaya Sabha and at any Deekshant Samaroha (Convocation) of the Vishwavidyalaya.

(2) The Kulapati shall have such powers as may be conferred on him by or under this Act.

(3) Every proposal to confer an honorary degree shall be subject to the confirmation by the Kulapati.

(4) The Kulapati shall, where committees of selection for the teaching posts of the Vishwavidyalaya are constituted, appoint one member on every such committee unless the Statute provides for a larger number being so appointed.

(5) The Kulapati may —

- (a) call for any papers or information relating to the affairs of the Vishwavidyalaya; and
- (b) for reasons to be recorded, refer any matter except a matter falling under section 40, for reconsideration to any officer or authority of the Vishwavidyalaya that had previously considered such matter.

(6) The Kulapati may, by an order in writing, annul any proceeding of any officer or authority of the Vishwavidyalaya which is not in conformity with this Act, the Statutes, the Ordinances or the Regulations :

Provided that before making any such order he shall call upon the officer or authority concerned to show cause why such an order should not be made and if any cause is shown within the time specified by him in this behalf, he shall consider the same.

11. (1) The Founders and the Minister for Education of Madhya Pradesh shall be the Prati Kulapatis. The Prati  
Kulapatis.

(2) The Prati Kulapati authorised in this behalf by the Kulapati shall, in the absence of the Kulapati, perform all duties of the Kulapati and shall also perform such duties of the Kulapati at other times as the Kulapati may, by an order in writing, assign to him.

12. (1) The Upa Kulapati shall be appointed by the Kulapati from a panel of not less than three names The Upa-  
Kulapati.

recommended by the committee constituted in the manner laid down in sub-section (2) :

Provided that the first Upa Kulapati shall be appointed by the Kulapati.

(2) The Kulapati shall appoint a committee of three persons two of whom shall be appointed by the Karyakarini Samiti by single transferable vote from amongst persons not connected with the Vishwavidyalaya or a college and the third shall be nominated by the Kulapati. The Kulapati shall appoint one of the three persons to be the Chairman of the committee.

(3) For constituting the committee under sub-section (2), the Kulapati shall, four months before the expiry of the term of the Upa Kulapati, call upon the Karyakarini Samiti to choose its nominees and if it fails to do so within one month of the receipt of the Kulapati's communication in this regard, the Kulapati may nominate any two persons and the persons so nominated shall be deemed to be the persons appointed by the Karyakarini Samiti.

(4) The committee shall submit the panel within one and a half month from the date of its constitution.

(5) If the committee fails to submit the panel within the term specified in sub-section (4), the Kulapati may appoint any person whom he deems fit to be the Upa Kulapati.

(6) Every appointment including an appointment in a casual vacancy to the office of Upa Kulapati shall be for a period of three years and the same person shall not be eligible for appointment to the office of Upa Kulapati for more than two terms :

Provided that notwithstanding anything contained in this section the Upa Kulapati shall continue to hold office until his successor is duly appointed and enters upon his office, but this period shall not exceed six months.

Whereas the State Legislature is not in session and the Governor of Madhya Pradesh is satisfied that circumstances exist which render it necessary for him to take immediate action;

Now, therefore, in exercise of the powers conferred by Article 213 of the Constitution of India, the Governor of Madhya Pradesh is pleased to make and promulgate the following Ordinance, namely :—

1. *Short title and commencement.*—(1) This Ordinance may be called the Madhya Pradesh Indira Kala Sangit Vishwavidyalaya (Second Amendment) Ordinance, 1960.

(2) It shall be deemed to have come into force on the twelfth day of September, 1960.

2. *Amendment of section 12.*—In section 12 of the Indira Kala Sangit Vishwavidyalaya Act, 1956 ( XIX of 1956 ) ( hereinafter referred to as the said Act ),—

(i) in sub-section (3) the words “ four months before the expiry of the term of the Up-Kulpati ” shall be omitted; and

(ii) the proviso to sub-section (8) shall be omitted,

3. *Insertion of new section 12-A.*—After section 12 of the said Act, the following section shall be inserted, namely :—

“ 12-A. *Appointment of a person to perform duties and functions of Up-Kulpati.*

(1) Notwithstanding anything contained in this Act, when the office

of the Up Kulpati falls vacant, the Kulpati may, instead of appointing an Up-Kulpati under section 12, by order appoint one of the members of the Karya Karini Samiti whom he deems fit, to perform the duties and functions of the Up-Kulpati, on such terms, conditions and emoluments as may be determined from time to time by the Kulpati :

Provided that the term of the office of the member so appointed shall not exceed two years.

- (2) The members appointed under subsection (1) shall have all the powers conferred on the Up-Kulpati by or under this Act ”.
-



(7) Subject to the provisions of this Act, the Upa Kulapati shall hold office on the terms and conditions and emoluments laid down in the Statutes.

(8) In the event of the occurrence of any vacancy in the office of the Upa Kulapati by reason of his death, resignation or otherwise, the vacancy shall be filled as early as practicable in the manner laid down in sub-section (1) :

Provided that in the case of a casual vacancy occurring in the office of the first Upa Kulapati within the first years, the vacancy shall be filled by appointment by the Kulapati and the person so appointed shall, notwithstanding anything contained in sub-section (6), hold office for the unexpired portion of the term of the first Upa Kulapati.

13. (1) The Upa Kulapati shall be the principal executive and academic officer of the Vishwavidyalaya and shall, in the absence of the Kulapati, preside at meetings of the Vishwavidyalaya Sabha and at any Deekshanta Samaroha (Convocation) of the Vishwavidyalaya. He shall be an *ex-officio* member and Chairman of the Karyakarini Samiti and of the Shiksha Samiti and shall be entitled to be present and to speak at any meeting of any authority or other body of the Vishwavidyalaya, but shall not be entitled to vote thereat unless he is a member of the authority or body concerned.

Powers and  
duties of  
Upa  
Kulapati.

(2) it shall be the duty of the Upa Kulapati to see that this Act, the Statutes and the Ordinances are faithfully observed, and he shall have all powers necessary for this purpose.

(3) The Upa Kulapati shall have power to convene meetings of the Vishwavidyalaya Sabha, the Karyakarini Samiti and the Shiksha Samiti.

(4) If, in the opinion of the Upa Kulapati any emergency has arisen which requires that immediate

action should be taken, the Upa Kulapati shall take such action as he deems necessary and shall report the same at the next meeting to the authority which in the ordinary course would have dealt with the matter :

Provided that the action taken by the Upa Kulapati shall not commit the Vishwavidyalaya to any recurring expenditure for a period of more than three months.

(5) The action taken by the Upa Kulapati shall be deemed to be the action taken by the appropriate authority until it is set aside by such authority after considering the report made by the Upa Kulapati under sub-section (4).

(6) The Upa Kulapati shall exercise general control over the affairs of the Vishwavidyalaya and shall give effect to the decisions of the authorities of the Vishwavidyalaya.

(7) The Upa Kulapati shall exercise such other powers as may be prescribed by the Statutes and the Ordinances.

The Adhya-  
charya.

14. (1) In the event of the appointment of the Adhyacharya being made, he shall be appointed by the Kulapati in consultation with the Upa Kulapati.

(2) The term of office of the Adhyacharya shall be three years, but he shall be eligible for re-appointment.

(3) Subject to the provisions of this Act, the Adhyacharya shall hold office on the terms and conditions laid down in the Ordinances.

(4) The Adhyacharya shall be an *ex-officio* member of the Vishwavidyalaya Sabha, of the Karyakarini Samiti and of the Shiksha Samiti, and shall perform such duties and exercise such powers of the Upa Kulapati as may be assigned to him by the Kulapati in consultation with the Upa Kulapati and he shall perform

such other duties and exercise such other powers as may be prescribed by Ordinances.

15. (1) When the office of the Upa Kulapati is vacant or the Upa Kulapati is unable to discharge his functions owing to absence, illness or any other cause, the Adhyacharya shall perform the functions of the Upa Kulapati till the time the Upa Kulapati is appointed or resumes his duties, as the case may be. ✓ Powers and duties of Adhyacharya.

(2) When the Upa Kulapati and the Adhyacharya are in the opinion of the Kulapati both unable to perform the functions of the Upa Kulapati owing to absence, illness or any other cause, the Kulapati shall nominate any member of the Karyakarini Samiti to perform the functions of the Upa Kulapati till the time the Upa Kulapati or the Adhyacharya resumes duties.

(3) All acts done by the Adhyacharya under subsection (1) or by the person nominated under subsection (2) shall be deemed to be acts done by the Upa Kulapati.

16. (1) There shall be a Koshadhyaksha who shall be appointed by the Kulapati and he shall hold office on such conditions and for such period, and shall receive such remuneration, if any, from the funds of the Vishwavidyalaya, as may be prescribed by the Statutes. The Kosha-dhyaksha.

(2) Where any temporary vacancy in the office of Koshadhyaksha occurs by reason of leave, illness or other cause, the Kulapati shall nominate any member of the Karyakarini Samiti to perform the functions of the Koshadhyaksha till the Koshadhyaksha resumes his duties.

(3) The Koshadhyaksha shall exercise general supervision over the funds of the Vishwavidyalaya and shall advise in regard to its financial policy.

(4) He shall be an *ex-officio* member of the Vishwavidyalaya, Sabha, of the Karyakarini Samiti and of the Shiksha Samiti and shall, subject to the control of the Karyakarini Samiti, manage the property and investments of the Vishwavidyalaya. He shall also be the Convenor-member of the Vitta Samiti and shall be responsible for the presentation of the annual estimates and statement of accounts.

(5) Subject to the powers of the Vitta Samiti and the Karyakarini Samiti, he shall be responsible for seeing that all moneys are expended on the purpose for which they are granted or allotted.

(6) Unless otherwise provided for under this Act, all contracts shall be signed by the Koshadhyaksha on behalf of the Vishwavidyalaya.

(7) He shall exercise such other powers as may be conferred on him by the Statutes and the Ordinances.

Removal  
of Upa  
Kulapati.

17. (1) Any member of the Vishwavidyalaya Sabha may, at least twenty-four hours before the time fixed for the commencement of a meeting of the Vishwavidyalaya Sabha, deliver to the Kul-Sachiva a written notice of his intention to move at the meeting of the Vishwavidyalaya Sabha a motion of no-confidence against the Upa Kulapati on the ground of misbehaviour or incapacity together with a copy of the motion containing particulars of misbehaviour or incapacity, as the case may be, proposed to be moved.

(2) At the commencement of the meeting of the Vishwavidyalaya Sabha, the Presiding Officer shall read the notice and the text of the proposed motion delivered under sub-section (1) and call upon the members of the Vishwavidyalaya Sabha who are in favour of the motion being discussed to rise in their seats.

(3) If not less than forty per cent of the total number of members of the Vishwavidyalaya Sabha

on the date on which notice was given rise in their seats, the Presiding Officer shall immediately fix for the discussion of such motion a date which shall not be more than five days from that day.

(4) The Upa Kulapati shall not preside at the meeting at which discussion of such motion shall take place but shall be entitled to speak and take part in the debate.

(5) No such motion shall be deemed to have been passed unless majority of not less than two-thirds of the total membership of the Vishwavidyalaya Sabha on the date of notice, votes in favour of the motion.

(6) On such a motion being passed, the Kulapati shall pass an order terminating the appointment of the Upa Kulapati.

(7) The Upa Kulapati shall not be removed from office except in accordance with this section.

18. The Kula-Sachiva shall be a whole-time officer and shall act as the Secretary of the Vishwavidyalaya Sabha, of the Karyakarini Samiti, of the Shiksha Samiti and of the Vitta Samiti. He shall exercise such powers and perform such duties as may be conferred or imposed on him by the Statutes, the Ordinances and the Regulations.

The Kula-Sachiva.

19. The powers and duties of other persons as may be declared to be officers of the Vishwavidyalaya in pursuance of item (8) of section 9 shall be such as may be prescribed by the Statutes and the Ordinances.

Powers and duties of other officers.

20. The following shall be the authorities of the Vishwavidyalaya:—

Authorities of Vishwavidyalaya.

- (1) the Vishwavidyalaya Sabha.
- (2) the Karyakarini Samiti.
- (3) the Shiksha Samiti.

- (4) the Vitta Samiti.
- (5) the Vidyanganikayas (Faculties) and
- (6) such other authorities as may be prescribed by the Statutes to be the authorities of the Vishwavidyalaya.

The power and duties of Vishwavidyalaya Sabha.

21. The Vishwavidyalaya Sabha shall be the supreme authority of the Vishwavidyalaya and shall have the power to revise the acts of the Karyakarini Samiti and the Shiksha Samiti and shall exercise all the powers of the Vishwavidyalaya for the exercise of which no specific provision has been made in this Act.

Meetings of Vishwavidyalaya Sabha.

22. (1) The Vishwavidyalaya Sabha shall, on a date in December or January to be fixed by the Upa Kulapati unless some other date has been fixed by the Vishwavidyalaya Sabha in respect of any year, meet once a year at a meeting to be called the annual meeting of the Vishwavidyalaya Sabha.

(2) A meeting of the Vishwavidyalaya Sabha fixed by the Upa Kulapati under sub-section (1) shall not be cancelled or postponed by the Upa Kulapati but the Kulapati may, for sufficient cause, postpone the meeting to any date not later than fifteen days from the day originally fixed by the Upa Kulapati.

(3) The Upa Kulapati may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than one-fifth members of the Vishwavidyalaya Sabha, convene a special meeting of the Vishwavidyalaya Sabha within forty-five days of the receipt of such a requisition.

(4) If the Upa Kulapati fails to convene a special meeting within the period specified in sub-section (3), the Kula-Sachiva shall forthwith forward the requisition for the meeting to the Kulapati for his orders and the Kulapati shall fix a date for the convening of the meeting which will not be later than the sixtieth day from the date of the receipt of the requisition.

(5) If no date is fixed by the Upa Kulapati for the annual meeting in accordance with sub-section (1), it shall be held on the third Monday of February and the Kula-Sachiva shall give notice for such a meeting.

(6) When a date has been fixed for the meeting of the Vishwavidyalaya Sabha by the Vishwavidyalaya Sabha under sub-section (1) or by the Kulapati under sub-section (2) or where it has become necessary to hold a meeting in accordance with the provisions in sub-section (5), the Kula-Sachiva shall give notice to the members of the Vishwavidyalaya Sabha for such a meeting; but notwithstanding anything to the contrary in the Statutes, Ordinances or Regulations, the validity of any such meeting shall not be challenged on the ground of insufficiency of the notice or any other irregularity in issuing it.

23. (1) The Karyakarini Samiti shall be the executive body of the Vishwavidyalaya. The Karyakarini Samiti.

(2) The Karyakarini Samiti —

- (a) shall direct the form, custody and use of the common seal of the Vishwavidyalaya;
- (b) shall hold, control and administer the property and funds and shall make contracts on behalf of the Vishwavidyalaya;
- (c) shall have power, subject to the Statutes, to transfer and accept transfer of any moveable or immoveable property on behalf of the Vishwavidyalaya;

Provided that no transfer of immoveable property shall be accepted or made without the previous sanction of the Kulapati;

- (d) shall, subject to the provisions of this Act, manage and regulate the finances, accounts and investments of the Vishwavidyalaya;

- II of 1882.
- (e) may invest any moneys belonging to the Vishwavidyalaya including any unapplied income, in any of the securities described in section 20 of the Indian Trusts Act, 1882 or in the purchase of immoveable property in India, with the like power of varying such investment; or may place on fixed deposit in any scheduled bank approved in this behalf by the State Government any portion of such moneys not required for immediate expenditure;
  - (f) shall administer any funds placed at the disposal of the Vishwavidyalaya for specific purpose;
  - (g) shall frame the budget of the Vishwavidyalaya subject to the limits as may be laid down under item (c) of sub-section (1) of section 25 of the Vitta Samiti;
  - (h) shall lay before the State Government annually a full statement of the financial requirements of all colleges and hostels;
  - (i) shall with the previous sanction of the State Government admit colleges to the privileges of the Vishwavidyalaya subject to the provisions of this Act;
  - (j) shall arrange for and direct the inspection of colleges and hostels;
  - (k) may institute, at its discretion, teaching posts as may be proposed by the Shiksha Samiti;
  - (l) may abolish or suspend, after report from the Shiksha Samiti thereon, any teaching post in the Vishwavidyalaya;
  - (m) shall, save as otherwise provided for by this Act or the Statutes, appoint the officers, teachers and other servants of the Vishwa-



vidyalaya and shall define their duties and the conditions of their service, and shall provide for the filling of temporary vacancies in their posts;

- (n) shall publish the results of the Vishwavidyalaya examinations;
- (o) may delegate by Regulations its power to make contracts and to appoint officers, teachers and others and other servants of the Vishwavidyalaya to such person or authority as it may determine;
- (p) shall, subject to the powers conferred by this Act on other authorities of the Vishwavidyalaya, regulate, determine and administer all matters concerning the Vishwavidyalaya and, to this end, shall exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, and shall without prejudice to the power conferred on the Vishwavidyalaya Sabha under section 21, exercise all other powers of the Vishwavidyalaya not otherwise provided for by this Act or the Statutes.

24. The Shiksha Samiti shall be the academic body of the Vishwavidyalaya, and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the Vishwavidyalaya and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes for that purpose. It shall have the right to advise the Karyakarini Samiti on academic matters,

The Shiksha Samiti.

The Vitta Samiti.

25. (1) The Vitta Samiti shall deal with the finances of the Vishwavidyalaya and shall have the following powers:—

- (a) to examine accounts and proposals for expenditure;
- (b) to comment on the annual accounts and the financial estimates of the Vishwavidyalaya;
- (c) to fix limits for the total recurring expenditure for the year, based on the resources of the Vishwavidyalaya which in the case of productive works, may include the proceeds of loans. No expenditure shall be incurred by the Vishwavidyalaya in excess of the limit so fixed without the previous approval of the Vitta Samiti.

(2) No expenditure other than that provided for in the budget shall be incurred by the Vishwavidyalaya without the previous approval of the Vitta Samiti.

Powers and duties of authorities of Vishwavidyalaya.

26. Subject to the provisions of this Act, the constitution, powers and duties of the authorities of the Vishwavidyalaya shall be prescribed by the Statutes.

Annual accounts and financial estimates.

27. The annual accounts and the financial estimates shall be considered by the Vishwavidyalaya Sabha at its annual meeting and the Vishwavidyalaya Sabha may pass resolutions with reference thereto and communicate the same to the Karyakarini Samiti which shall take them into consideration, and take such action thereon, as it thinks fit.

The Vidyanganikayas (Faculty).

28. (1) The Vishwavidyalaya shall have the Vidyanganikayas (Faculties) of Music and of Painting and may, by Statutes, establish Vidyanganikayas (Faculties) of Dance, Dramaturgy, Sculpture and such other Vidyanganikayas (Faculties) as may be considered necessary.

(2) Each Vidyanganikaya (Faculty) shall consist of such members and shall have such powers as may be prescribed by the Statutes.

(3) There shall be a Adhithata (Dean) for each Vidyanganikaya (Faculty) who shall be appointed by the Kulapati for a period of two years as follows, namely :—

- (a) Where amongst the Heads of the Department of Studies comprised in the Vidyanganikaya (Faculty) there is only one Professor — such Professor;
- (b) Where amongst the Heads of the Department of Studies comprised in the Vidyanganikaya (Faculty) there are more Professors than one — each such Professor according to seniority by rotation;
- (c) Where none of the Heads of the Department of Studies comprised in the Vidyanganikaya (Faculty) is a Professor — the seniormost Reader;
- (d) Where none of the Heads of the Department of Studies comprised in the Vidyanganikaya (Faculty) is a Professor or Reader — any person proficient in the subject nominated by the Upa Kulapati.

29. (1) Each Vidyanganikaya (Faculty) shall comprise of such Departments of Study as may be prescribed by the Ordinances.

Departments of Studies.

(2) There shall be a Head of the Department for each Department of Study.

(3) The Upa Kulapati shall nominate one of the Professors and if there is no Professor, a Reader in the Department to be the Head of such Department.

(4) If a Department of Study has no Professor or Reader, the Adhithata (Dean) of the Vidyanganikaya

kaya (Faculty) shall act as the Head of such Department.

(5) The terms and conditions of appointment, duties and functions of the Head of the Department shall be prescribed by the Ordinances.

### VISHWAVIDYALAYA BOARDS

Vishwa-  
vidyalaya  
Boards.

30. (1) The Vishwavidyalaya shall constitute two Boards called the Residence and Discipline Board and the Physical Welfare and Health Board and may constitute such other Boards as may be prescribed by the Statutes.

(2) The constitution, powers and duties of the Residence and Discipline Board, the Physical Welfare and Health Board and all other Boards of the Vishwavidyalaya shall be such as may be prescribed by the Ordinances.

### STATUTES, ORDINANCES AND REGULATIONS

Statute.

31. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—

- (a) the constitution, powers and duties of such bodies as it may be deemed necessary to constitute from time to time;
- (b) the manner of election or appointment and the term of office of the members of the bodies referred to in clause (a), including the continuance in the office of the first members, and filling of vacancies of members, and all other matters relating to those bodies for which it may be necessary or desirable to provide;
- (c) the appointment, powers and duties of the officers of the Vishwavidyalaya;
- (d) the constitution of a pension or provident fund and the establishment of an insurance

scheme for the benefit of the officers, teachers and other employees of the Vishwavidyalaya;

- (e) conferment of honorary degrees;
- (f) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
- (g) the establishment and abolition of Vidyanaganikayas (Faculties), hostels, colleges and institutions maintained by the Vishwavidyalaya ;
- (h) the conditions under which colleges and other institutions may be admitted to the privileges of the Vishwavidyalaya and the withdrawal of such privileges;
- (i) the institution of fellowships, scholarships, studentships, exhibitions, medals, prizes and other awards.
- (j) the emoluments and terms and conditions of service of the officers and the emoluments and terms and conditions of service other than pay scales of the teachers of the Vishwavidyalaya; and
- (k) all other matters which by this Act are to be or may be provided for by the Statutes.

32. (1) The Vishwavidyalaya Sabha may, from time to time, make, amend or repeal any Statute by passing Statute in the manner hereinafter appearing. Statutes  
how made.

(2) The Karyakarini Samiti may propose to the Vishwavidyalaya Sabha the draft of any Statute to be passed by the Vishwavidyalaya Sabha, and such draft shall be considered by the Vishwavidyalaya Sabha at its next meeting.

(3) The Vishwavidyalaya Sabha may approve of any such draft as is referred to in sub-section (2) and

pass the Statute or reject it or return it to the Karyakarini Samiti for reconsideration either in whole or in part, together with any amendments which the Vishwavidyalaya Sabha may suggest :

Provided that the Karyakarini Samiti shall not propose the draft of any Statute or of any amendment of a Statute affecting the powers or constitution of any existing authority of the Vishwavidyalaya until such authority has been given an opportunity of expressing an opinion upon the proposal, and any opinion so expressed shall be in writing and shall be considered by the Vishwavidyalaya Sabha.

(4) After any draft returned under sub-section (3) has been further considered by the Karyakarini Samiti together with any amendment suggested by the Vishwavidyalaya Sabha, it shall be again presented to the Vishwavidyalaya Sabha with a report of the Karyakarini Samiti thereon and the Vishwavidyalaya Sabha may then deal with the draft in any way it thinks fit.

(5) Any member of the Vishwavidyalaya Sabha may propose to the Vishwavidyalaya Sabha the draft of any Statute and the Vishwavidyalaya Sabha may either reject the proposal or refer such draft for consideration to the Karyakarini Samiti which may either reject the proposal or submit the draft to the Vishwavidyalaya Sabha in such form as the Karyakarini Samiti may approve, and the provisions of this section shall apply in the case of a draft so submitted as they apply in the case of a draft proposed to the Vishwavidyalaya Sabha by the Karyakarini Samiti.

(6) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the previous approval of the Kulapati who may sanction, disallow or remit it for further consideration.

33. Subject to the provisions of this Act and the Ordinances. Statutes, the Ordinances may provide for all or any of the following matters, namely :—

- (i) the admission of students to the Vishwavidyalaya and their enrolment as such;
- (ii) the courses of study to be laid down for all degrees, diplomas and certificates of the Vishwavidyalaya;
- (iii) the degrees, diplomas, certificates and other academic distinctions to be awarded by the Vishwavidyalaya, the qualifications for the same, and the means to be taken relating to the granting and obtaining of the same;
- (iv) the fees to be charged for courses of study in the Vishwavidyalaya and for admission to the examinations, degrees and diplomas of the Vishwavidyalaya;
- (v) the conditions of the award of fellowships, scholarships, studentships, exhibitions, medals and prizes, etc.;
- (vi) laying down conditions for appearing at examinations for degrees, diplomas, certificates and other academic distinction;
- (vii) laying down conditions for conferral of degrees and other academic distinctions for research;
- (viii) the conduct of examinations including the terms of office and manner of appointment and duties of examining bodies, paper-setters, examiners and moderators;
- (ix) the maintenance of discipline among the students of the Vishwavidyalaya;
- (x) the conditions of residence of the students at the Vishwavidyalaya;

- (xi) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students, and prescribing for their special courses of study;
- (xii) giving of religious instruction ;
- (xiii) the management of colleges and other institutions founded or maintained by the Vishwavidyalaya ;
- (xiv) the supervision and inspection of colleges and other institutions admitted to the privileges of the Vishwavidyalaya ;
- (xv) all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances; and
- (xvi) pay scales of teachers of the Vishwavidyalaya ;

Provided that no Ordinance under item (xvi) shall be made without the prior approval of the State Government under section 49.

Ordinances how made. 34 (1) All Ordinances except the first Ordinances shall be made by the Karyakarini Samiti.

(2) Any Ordinance made by the Karyakarini Samiti shall be submitted to the Kulapati for his approval and he may either sanction or disallow it.

(3) Where an Ordinance has been sanctioned by the Kulapati it shall come into effect on the date next following the date of the sanction or such other prospective date as may be specified by the Kulapati in this behalf.

(4) Every Ordinance approved by the Kulapati shall be laid before the Vishwavidyalaya Sabha.

(5) The Ordinance shall cease to have effect, if the Vishwavidyalaya Sabha passes a resolution to that



effect, by a majority of two-thirds of members present and voting, from the date of such resolution.

35. (1) Notwithstanding anything contained in sub-section (1) of section 34, no Ordinance shall be made — Procedure regarding Ordinances.

- (a) affecting the conditions of residence or discipline of students; or
- (b) affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the Vishwa-vidyalaya examinations; or
- (c) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study;

unless a draft of such Ordinance has been proposed by the Shiksha Samiti.

(2) The Karyakarini Samiti shall not have power to amend any draft proposed by the Shiksha Samiti under the provisions of clauses (b) and (c) of sub-section (1) but may reject the proposal or return the draft to the Shiksha Samiti for reconsideration, either in whole or in part, together with any amendments which the Karyakarini Samiti may suggest.

(3) After any draft returned under sub-section (2) has been further considered by the Shiksha Samiti together with any amendment suggested by the Karyakarini Samiti, it shall be again presented to the Karyakarini Samiti with a report of the Shiksha Samiti thereon and the Karyakarini Samiti may then deal with the draft in such manner as it may think fit.

(4) Where the Karyakarini Samiti has rejected the draft of an Ordinance proposed by the Shiksha Samiti, the Shiksha Samiti may appeal to the Kulapati and the Kulapati may by order direct

that the proposed Ordinance shall be laid before the next meeting of the Vishwavidyalaya Sabha for its approval and may also direct that it shall have effect from such date as may be specified in the Order pending such approval.

(5) The resolution of the Vishwavidyalaya Sabha accepting or rejecting the Ordinance shall be final and shall have effect from the date of the passing of the resolution.

Regula-  
tions.

36. (1) The authorities and other bodies of the Vishwavidyalaya may make Regulations consistent with this Act, the Statutes and the Ordinances —

- (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
- (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations; and
- (c) providing for all other matters solely concerning such authorities or the committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(2) Every authority and body of the Vishwavidyalaya shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings, and for keeping of a record of the proceedings of meetings.

The Karyakarini Samiti may modify or annul any Regulation made under this section by any authority or body other than the Vishwavidyalaya Sabha :

Provided that any authority or body of the Vishwavidyalaya which is not satisfied with any such modification or annulment may appeal to the Vishwavidyalaya Sabha whose decision in this matter shall be final.

37. Notwithstanding anything in section 32, 34 and 36, the first Statutes, Ordinances and Regulations shall be drawn up by a Committee consisting of the Upa-Kulapati, one person nominated by the Kulapati and one person nominated by the State Government. These first Statutes, Ordinances and Regulations shall come into force on such date as the Kulapati may direct.

Committee to draw up first Statutes, Ordinances and Regulations

38. (1) The hostels shall be such as may be maintained by the Vishwavidyalaya or recognised by the Karyakarini Samiti in accordance with the provisions of the Statutes.

Hostels.

(2) The wardens and the superintending staff of the hostels shall be appointed in the manner prescribed by the Statutes.

(3) The conditions of residence in the hostels shall be prescribed by the Ordinances, and every hostel shall be subject to inspection by any member of the Residence and Discipline Board or the Physical Welfare and Health Board authorised in this behalf by the Board and by any officer of the Vishwavidyalaya or other person authorised in this behalf by the Karyakarini Samiti.

(4) The Karyakarini Samiti shall have power to suspend or withdraw the recognition of any hostel which is not conducted in accordance with the conditions prescribed by the Statutes.

39. (1) The accounts of the Vishwavidyalaya shall at least once in every year at intervals of not more than fifteen months, be audited by the Accountant-General of the State.

Audit of accounts.

(2) The accounts, when audited, shall be published in the Gazette and a copy of the accounts together with the audit report shall be submitted by the Karyakarini Samiti to the Vishwavidyalaya Sabha and the State Government.

## SUPPLEMENTARY PROVISIONS

Disputes as to constitution of Vishwavidyalaya authorities and bodies. 40. If any question arises whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the Vishwavidyalaya, the matter shall be referred to the Kulapati whose decision thereon shall be final.

Constitution of committee. 41. Where any authority of the Vishwavidyalaya is given power by this Act or the Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons, if any, as the authorities in each case may think fit.

Filling of casual vacancies. 42. All casual vacancies among the members other than *ex-officio* members of any authority or other body of the Vishwavidyalaya shall be filled, as soon as conveniently may be, by the person or body who appointed, elected or co-opted the member whose place has become vacant, and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

Proceedings of Vishwavidyalaya authorities and bodies not invalidated by vacancies. 43. No act or proceedings of any authority or other body of the Vishwavidyalaya shall be invalidated on account of any vacancy in the membership or any defect in the election, nomination or appointment of any member of any authority or body of the Vishwavidyalaya or any defect or irregularity in any such act or proceeding not affecting the substance.

Conditions of service. 44. (1) Every salaried officer and teacher of the Vishwavidyalaya shall be appointed under a written contract which shall be lodged with Vishwavidyalaya and a copy thereof furnished to the officer or teacher concerned.

(2) Any dispute arising out of a contract between the Vishwavidyalaya and any of its officers or teachers shall at the request of the officer or the teacher concerned or at the instance of the Vishwavidyalaya, be referred by the Kulapati to a tribunal of arbitration consisting of one member appointed by the Karyakarini Samiti, one member nominated by the officer or teacher concerned and an umpire appointed by the Kulapati and the decision of the tribunal shall be final.

45. (1) The Vishwavidyalaya shall constitute, for the benefit of its officers, teachers, clerical staff and servants, in such manner and subject to such conditions as may be prescribed by the Statutes, such pension, insurance and provident fund as it may deem fit.

Pension  
and Provi-  
dent Funds.

(2) Where any such pension, insurance or provident fund has been so constituted or where any such pension, insurance or provident fund has been constituted by a college under rules which have been approved by the State Government, the State Government may declare that the provisions of the Provident Funds Act, 1925, shall apply to such fund as if it were a Government Provident Fund.

XIX of  
1925.

46. All acts and orders bonafide done and passed by the Vishwavidyalaya shall be final and no suit shall be instituted or damage claimed for anything done or omitted, in pursuance of the Act, Statutes, Ordinances and Regulations.

Protection  
of acts and  
orders.

47. (1) The first Upa-Kulapati shall have powers for a period one year from the date of his appointment —

Extra-  
ordinary  
powers of  
first Upa-  
Kulapati.

- (a) with the previous approval of the Kulapati to make additional Statutes for any matter not provided for by the first Statutes;

- (b) to constitute provisional authorities and bodies, and on their recommendations to make rules providing for the conduct of the work of the Vishwavidyalaya;
- (c) subject to the control of the State Government, to make such financial arrangements as may be necessary to enable this Act or any part thereof to be brought into operation;
- (d) with the sanction of the Kulapati to make such appointments as may be necessary to enable this Act or any part thereof to be brought into operation;
- (e) with the previous sanction of the Kulapati to appoint committees, as he may think fit, to discharge such of his functions as he may direct; and
- (f) generally to exercise all or any of the powers conferred on the Karyakarini Samiti by this Act or the Statutes.

(2) Any orders passed by the Upa-Kulapati in exercise of the powers conferred by items (b), (d) and (e) of sub-section (1) shall cease to have effect after the expiry of the period of one year from the date of appointment of the Upa-Kulapati.

Appoint-  
ment of  
teachers  
by Karya-  
karini  
Samiti.

48. No person shall be appointed by the Karyakarini Samiti as a teacher of the Vishwavidyalaya paid by the Vishwavidyalaya except on the recommendation of a Selection Committee constituted for the purpose in accordance with the provisions of the Statutes.

Salaries of  
teachers.

49. The payment of salaries to the teachers of the Vishwavidyalaya shall be in accordance with scales fixed by the Karyakarini Samiti by Ordinances with the prior approval of the State Government.

50. No person shall impart instruction in the Vishwavidyalaya or in any college unless such persons possesses the qualifications laid down by the Shiksha Samiti in that behalf in the Ordinance. A person shall be qualified to impart instruction only in the subject or subjects and up to the standard for which his teaching has been approved by the Shiksha Samiti.

Approval  
for impart-  
ing instruc-  
tion.

51. (1) The Professors and the Readers, respectively, shall be of two classes, namely:—

Professors  
and  
Readers.

- (i) appointed Professors and Readers; and
- (ii) recognised Professors and Readers.

(2) Appointed Professors and Readers shall be either —

- (i) servants of the Vishwavidyalaya paid by the Vishwavidyalaya and appointed by the Karyakarini Samiti as Professors or Readers, or
- (ii) persons appointed by the Karyakarini Samiti as Honorary Professors or Readers for their scholarship and high intellectual attainments.

(3) Recognised Professors and Readers shall be such members of the staff of colleges not maintained by the Vishwavidyalaya as may be recognised by the Karyakarini Samiti as Professors or Readers in accordance with the provisions made in this behalf in the Ordinances.

52. (1) Where, in accordance with this Act, any person is to hold an office or be a member of an authority by rotation according to seniority shall be determined in accordance with the Statutes.

Term of  
office of  
member  
or autho-  
rity of  
Vishwa-  
vidyalaya.

(2) Whenever any person becomes a member of any authority by virtue of the office held by him, he shall forthwith cease to be a member of such authority

if he ceases to hold such office before the expiry of the terms of his membership :

Provided that he shall not be deemed to have ceased to hold his office merely by reason of his proceeding on leave for a period not exceeding six months.

Resignation  
of member  
officer of  
Vishwa-  
vidyalaya.

53. (1) Any member, other than an ex-officio member, of the Vishwavidyalaya Sabha, the Karya-karini Samiti, the Shiksha Samitti or any other Vishwavidyalaya authority or committee or an Adhithata (Dean) of a Vidyanganikaya (Faculty) may resign by letter addressed to the Kula Sachiva and the resignation shall take effect as soon as the letter is received by the Kula Sachiva.

(2) Any officer of the Vishwavidyalaya, whether salaried or otherwise, other than a Adhithata (Dean) may resign his office by letter addressed to the Kula Sachiva. Such resignation shall take effect only from the date on which the same is accepted by the authority competent to fill the vacancy.

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## CHAPTER III

### FIRST STATUTES OF THE VISHWAVIDYALAYA.

In these Statutes unless there is anything repugnant in the subject or context:— Definition.

- (a) The 'Act' means the Indira Kala Sangeet Vishwavidyalaya Act, 1956.
- (b) 'Officers', 'Authorities', 'Professors', 'Readers', 'Lecturers', 'Clerical Staff', and 'Servants', mean respectively officers, authorities, Professors, Readers, Lecturers, clerical staff, and servants of the Vishwavidyalaya.

2. (1) The Vishwavidyalaya Sabha shall consist of the following persons, namely:—

Composition of the Vishwavidyalaya Sabha.

- (i) the Kulapati,
- (ii) the Prati Kulapatis,
- (iii) the Upa Kulapati,
- (iv) the Adhyacharya, if any,
- (v) the Koshadhyaksha,
- (vi) the ex-Upa Kulapatis of the Vishwavidyalaya,
- (vii) the Secretary to Government, Madhya Pradesh, Education Department,
- (viii) the Director of Public Instruction, Madhya Pradesh,
- (ix) the Director of Education (Colleges), Madhya Pradesh,
- (x) the Adhishthatas,
- (xi) the Principals of colleges admitted to the privileges of the Vishwavidyalaya,
- (xii) the Professors,

- (xiii) two Readers, other than Principals to be appointed by the Kulapati, by rotation, according to seniority.

#### OTHER MEMBERS

- (xiv) Five representatives to be elected by the registered graduates of the Vishwavidyalaya from amongst themselves in accordance with such mode as may be prescribed by the Ordinances,
- (xv) Two representatives of the State Legislative Assembly to be elected by the Legislative Assembly,
- (xvi) One nominee of the State Government,
- (xvii) Every Donor,
- (xviii) One nominee of the Ministry of Information and Broadcasting, Government of India,
- (xix) One nominee of the 'Sangeet Natak Academi',
- (xx) Two nominees of the Kulapati,

*Explanation:* No employee of the Vishwavidyalaya or of a college shall be eligible to be a member under items:— (xiv) to (xx).

(2) The term of office of the members nominated or elected as the case may be, under items:— (xiii), (xiv), (xvi), (xviii), (xix) and (xx) shall be 3 years.

(3) Every Donor shall be a member of the Vishwavidyalaya Sabha during his life time.

Constituti-  
on of the  
Karya-  
karini  
Samiti.

3. (1) The Karyakarini Samiti shall consist of the following persons, namely:—

- (i) The Upa Kulapati,
- (ii) The Adhyacharya, if any,
- (iii) The Koshadhyaksha,

- (iv) The Adhishthatas,
- (v) Two Principals, other than Adhishthatas, of colleges to be appointed by the Kulapati, or by rotation according to seniority.
- (vi) 2 persons, none of whom shall be an employee of the Vishwavidyalaya or of a college, elected by the Vishwavidyalaya Sabha from amongst its members, one of whom shall be from amongst the registered graduates elected to the Vishwavidyalaya Sabha under the Statutes.
- (vii) The Secretary to Government, Madhya Pradesh, Education Department.
- (viii) One person nominated by the Kulapati,

(2) The term of office of persons becoming members of the Karyakarini Samiti under items: (v), (vi) and (viii) shall, subject to Section 52 of the 'Act', be 3 years.

(3) Five members inclusive of the Chairman shall form a quorum.

4. (1) The Shiksha Samiti shall consist of the following members, namely:—

Constituti-  
on of the  
Shiksha  
Samiti

- (i) The Upa Kulapati,
- (ii) The Adhyacharya, if any,
- (iii) The Koshadhyaksha,
- (iv) Heads of the Departments of Studies.
- (v) Principals other than Heads of Departments of Studies.
- (vi) Professors,
- (vii) Two readers and one lecturer to be appointed by the Kulapati, in rotation according to seniority,

(viii) Five persons, not being employees of the Vishwavidyalaya or of a college, co-opted by the Shiksha Samiti for their special knowledge in subjects recognised by the Vishwavidyalaya,

(ix) One person not being an employee of the Vishwavidyalaya or of a college elected by the Vishwavidyalaya Sabha from amongst its members.

(2) Members appointed, co-opted or elected under items: (v), (vi) and (vii) shall hold office for a term of 3 years.

(3) Six members inclusive of the Chairman shall form a quorum.

Constituti-  
on of the  
Vitta  
Samiti.

5. (1) The Vitta Samiti shall consist of the following members, namely:—

(i) The Upa Kulapati,

(ii) The Adhyacharya, if any,

(iii) The Koshadhyaksha, who shall be the Con-  
venor of the Vitta Samiti,

(iv) Secretary to Government, Madhya Pradesh,  
Education Department or his representative,

(v) Two members of the Karyakarini Samiti to  
be elected by the Karyakarini Samiti,

(vi) Secretary to Government, Finance Depart-  
ment, Madhya Pradesh or his representa-  
tive.

(2) The elected members of the Vitta Samiti shall hold office for 3 years.

(3) 3 members of the Vitta Samiti shall form a quorum.

(4) The Upa Kulapati shall preside at the meetings of the Vitta Samiti.

6. (1) The Vishwavidyalaya may have the following Vidyanganikayas (Faculties) to begin with:—

(i) Music and (ii) Dancing.

(2) Each Vidyanganikaya (Faculty) shall consist of the following members, namely:—

- (i) The Adhishthatas of the Vidyanganikaya,
- (ii) The Heads of Departments of Studies in the Vidyanganikaya,
- (iii) All Professors in the Vidyanganikaya,
- (iv) One reader and one lecturer by rotation according to seniority from each department of study in the Vidyanganikaya,
- (v) One teacher other than professor by rotation according to seniority from each college,
- (vi) Persons not connected with the Vishwavidyalaya and having expert knowledge of the subject or subjects concerned, co-opted by the Vidyanganikaya, not more than one for each department of the Vidyanganikaya,
- (vii) Two members elected by the Shiksha Samiti for their special knowledge of any subject assigned to the Vidyanganikaya or an allied branch of knowledge.

(3) All members of the Vidyanganikaya under items No. (iv), (v), (vi) and (vii) shall hold office for a term of 2 years.

(4) Subject to the provisions of the Act, each Vidyanganikaya shall have the following powers; namely:—

- (a) Subject to the control of the Shiksha Samiti to organise the teaching and research work of the Vishwavidyalaya in the subjects assigned to the Vidyanganikaya.

Constitution of the Vidyanganikayas (Faculties).

- (b) To recommend to the Shiksha Samiti the courses of the studies for the different examinations after consulting the departments of studies;
- (c) To recommend to the Shiksha Samiti the names of persons suitable to be appointed examiners in the subjects assigned to the Vidyanganikaya;
- (d) Subject to the control of the Shiksha Samiti to regulate the conditions for the award of Degrees, Diplomas and other distinctions;
- (e) To deal with any matter referred to it by the Shiksha Samiti or assigned by Ordinances and Regulations.

The  
Adhishth-  
ata.

- (1) The Adhishthatas of each Vidyanganikaya shall be the Executive Officer of the Vidyanikaya and shall preside at its meetings;
- (2) He shall have the right to be present and to speak at any meeting of any committee of the Vidyanganikaya but not to vote unless he is a member of that committee.

#### DEPARTMENT OF STUDIES

Depart-  
ment of  
Studies.

7. (1) Each department of studies shall consist of the following members, namely:—

- (a) Head of the Department,
- (b) All Professors in the department,
- (c) Two readers and three teachers other than professors and readers of the Vishwavidyalaya, in the department to be appointed by the Upa Kulapati by rotation according to seniority,
- (d) Persons appointed to conduct research in the Department.

(2) All members appointed under (c) above shall hold office for a term of two years.

(3) It shall be the duty of a department of studies to make recommendations to the Vidyanganikaya regarding:—

- (i) Syllabuses for subjects of instructions,
- (ii) the names of persons suitable to be appointed examiners in the subjects assigned to the department of studies,
- (iii) such other matter as may be referred to it by the Vidyanganikaya.

### STANDING COMMITTEES.

8. Subject to the provisions of the Act and the Statutes, any authority of the Vishwavidyalaya may from time to time, appoint such and so many standing committees or sub-committees or boards as it may deem fit and may if it deems fit appoint to them, persons who are not members of such authorities. Such committees or boards may deal with any subject delegated to them subject to subsequent confirmation by the authority appointing them.

Standing  
Committees.

9. *Salary and allowances of the Upa Kulapati:—*

(a) The Upa Kulapati shall receive a monthly salary and other allowances and facilities as may be determined at the time of his appointment and from time to time.

Upa  
Kulapati.

(b) The Upa Kulapati shall be whole time officer of the Vishwavidyalaya.

(c) The Upa Kulapati shall be entitled to receive travelling allowances and daily allowances at such rates as may be prescribed by the Ordinances.

10. *Koshadhyaksha:—*

(1) The Koshadhyaksha shall be an honorary Officer,

(2) The term of his office shall be 3 years.

Koshadhy-  
aksha.

Kula  
Sachiva.

11. *Kula Sachiva* :—

(1) The Kula Sachiva shall be the ex-officio Secretary to the Vishwavidyalaya Sabha, Karyakarini Samiti, Shiksha Samity, the Vitta Samiti and the Vidyanganikaya, but shall not be deemed to be member of any of these authorities,

(2) He shall draw pay as may be determined at the time of his appointment and from time to time.

(3) It shall be the duty of the Kula Sachiva :—

- (a) to be the custodian of records, common seal and such other properties as the Karyakarini Samiti shall commit to his charge,
- (b) to issue all notices convening meetings of the Vishwavidyalaya Sabha, the Karyakarini Samiti, the Vidyanganikaya, the Departments of Studies, the Boards of Examiners and of any committee appointed by the authority of the Vishwavidyalaya,
- (c) to keep the minutes of all the meetings of the Vishwavidyalaya Sabha, the Karyakarini Samiti, the Shiksha Samiti, the Vitta Samiti, the Vidyanganikaya and any committee appointed by the authority of the Vishwavidyalaya;
- (d) to conduct all correspondence relating to the Vishwavidyalaya;
- (e) to arrange for the conduct and superintendence of examinations of the Vishwavidyalaya;
- (f) to supply the Kulapati copies of the Agenda of the meetings of the authorities of the Vishwavidyalaya as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meeting and such other papers and information as the Kulapati may direct him to furnish from time to time;



- (g) to perform such other duties as may from time to time be prescribed to him by the Karyakarini Samiti or by the Statutes, Ordinances and the Regulations and render such assistance as may be desired by the Upa Kulapati in the performance of official duty;

(4) The Kula Sachiva shall have power, subject to the control of the Upa Kulapati, to appoint, suspend, dismiss or otherwise punish the clerical and the menial staff of the Vishwavidyalaya office. Action taken in the exercise of this power shall be reported to the Karyakarini Samiti at its next meeting

12. The following shall also be the officers of the Vishwavidyalaya, viz. —

Officers  
of the  
Vishwavi-  
dyalaya.

- (1) The Upa Kula Sachiva,
- (2) The Sahayak Kula Sachiva,
- (3) The Librarian, and
- (4) The Physical Welfare Officer.

13. *Duties of the Upa Kula Sachiva:—*

(1) Subject to any special directions made by the Upa Kulapati in this behalf the Upa Kula Sachiva shall be responsible for the arrangements connected with the conduct of the terminal and annual promotion examinations of the Teaching Departments of the Vishwavidyalaya including the paper printing and issue of examination papers and all other matters connected therewith.

Duties of  
the Upa  
Kulasachi-  
va.

- (2) (i) Subject to any general or special order which the Karyakarini Samiti may pass in the matter, the Upa Kula Sachiva shall assist the Kula Sachiva in the discharge of the duties that are imposed upon the Kula Sachiva under the Act,

(ii) During the absence of the Kula Sachiva, the Upa Kula Sachiva shall perform such duties and exercise such powers as may be imposed or conferred upon the Kula Sachiva by or under the Act.

(3) He shall perform such other duties as may, from time to time, be prescribed by the Karyakarini Samiti or by the Statutes, Ordinances and Regulations and render such assistance as may be desired by the Upa Kulapati in the performance of the official duties.

(4) Subject to the approval of the Kula Sachiva, the Upa Kula Sachiva shall act as the Secretary to all committees appointed by the various authorities of the Vishwavidyalaya.

### SELECTION COMMITTEE

Selection Committee. 14. The Selection Committee for any appointment specified in column of the table hereto annexed shall consist of:—

- (1) The Upa Kulapati,
- (2) The Adhyacharya, if any
- (3) a nominee of the Kulapati and
- (4) the persons specified in the corresponding entries in column 2 of this table.

### THE TABLE

1	2
Professor, Reader & Lecturer	One expert in the special subject to be nominated by the Upa Kulapati from among a panel recommended by the Shiksha Samiti of the Vishwavidyalaya.
Kula Sachiva (Registrar)	One member of the Karyakarini Samiti nominated by it.

- (ii) The Upa Kulapati or in his absence the Adhyacharya, if any, shall preside at the meeting of the Selection Committee.
- (iii) The meeting of the Selection Committee shall be convened by the Upa Kulapati or in his absence by the Adhyacharya.
- (iv) The Selection Committee shall consider and submit to the Karyakarini Samiti recommendations as to the appointment referred to it. If the Karyakarini Samiti is unable to accept the recommendations made by the committee it shall record its reasons and submit the case to the Kulapati for final orders.

15. *Seniority*:—

(1) For the purpose of the Act and the Statutes the Seniority of the Principal, Professor, Reader, Lecturer and such other persons as may be necessary shall be determined in accordance with:—

Seniority.

- (a) The length of service of such persons in the grade or post in the Vishwavidyalaya or any other University established under any Central or States Act:

Provided that for the purpose of seniority the length of service shall be deemed to be inclusive of the period of service, in the respective grade or post of such teachers in the colleges prior to their admission to the privileges of the Vishwavidyalaya.

- (b) Such other principles as the Karyakarini Samiti may, by ordinance prescribe.

(2) It shall be the duty of the Kula Sachiva to prepare and maintain in respect of each class of persons mentioned in sub-clause (1) a complete and up-to-date seniority list in accordance with the following provisions.

(3) In the month of October in each Calendar Year the Kula Sachiva shall prepare four separate lists showing seniority, Inter-Se of Principals, Professors, Readers and Lecturers respectively and publish the said lists for objection by persons whose names are included.

(4) The publication of the list for objection shall be made on or before the 1st day of December succeeding and the publication shall be caused by forwarding two copies of the said lists to each college for displaying one copy on the Notice Board of the college concerned and the other copy for making it available for reference to the members of the staff of the college. The Kula Sachiva shall also publish the said lists by exhibiting them on the notice board of his office.

(5) Any Principal, Professor, Reader or Lecturer who feels aggrieved by any entry made in the said list may within one month from the date of the publication of the list on the notice board of the college, file an objection on such form as may be prescribed by the Karyakarini Samiti.

(6) The Upa Kulapati shall appoint before the 1st day of December each year a committee consisting of a member elected by the Karyakarini Samiti for this purpose from time to time and two Principals for dealing with objections that may be filed to the seniority list.

(7) The Kula Sachiva shall correct the list in the light of the decisions given by the committee and publish the same not later than the 31st day of January of the following Calendar Year.

(8) The list so published shall finally remain in force from the first day of February following to the 31st of January in the next Calendar Year.

(9) The Karyakarini Samiti may provide for the following, namely:—

- (a) the form of objection;
- (b) the authority to whom the objection is to be addressed;
- (c) the procedure to be followed by the committee;
- (d) the method of the publication of the final list.

(10) Subject to the provisions contained in the ordinance made under sub-clause 9, the committee may lay down its own procedure.

X 16. *Admission of Colleges to the privileges of the Vishwavidyalaya:* Admission of Colleges to the privileges of the Vishwavidyalaya.

(1) Subject to the provisions of the Act, colleges and other institutions may be admitted to such privileges of the Vishwavidyalaya as the Karyakarini Samiti may decide, on the following conditions:—

- (i) Every such college or institution shall have a regularly constituted managing body as prescribed by the Ordinances provided that this condition shall not apply in case of colleges and institutions maintained or managed by the Government.
- (ii) Every such college or institution shall satisfy the Karyakarini Samiti on the following, viz:—
  - (a) The suitability and adequacy of its accommodation and equipments of teachings;
  - (b) the qualifications, adequacy of its teaching staff and condition of their services;
  - (c) adequate provision for the library and laboratory if any, for the college;

- (d) the arrangement for the residence, welfare, discipline and supervision of its students;
- (e) and such other matters as are essential for the maintenance of a proper standard of education, and
- (iii) No college or institution shall be admitted to any privileges of the Vishwavidyalaya except on the recommendation of the Shiksha Samiti made after considering the report of the committee of inspection appointed for the purpose by the Shiksha Samiti. ✕

(2) Every college shall be inspected from time to time, but at least once every three years, by a committee appointed by the Shiksha Samiti and the report of that committee shall be submitted to the Shiksha Samiti, which shall forward the same to the Karyakarini Samiti with such recommendations as it may deem fit to make. The Karyakarini Samiti after considering the report and recommendation, if any, of the Shiksha Samiti, shall forward a copy of the report to the managing committee concerned or the Government, if the college is maintained by the Government with such remarks if any, as it may deem fit for suitable action.

(3) The Karyakarini Samiti may after consulting the Shiksha Samiti, withdraw any privilege granted to a college from the close of academic session during which such a decision is taken if at any time it considers that the college is not fulfilling the requisite condition; provided that before any privilege is so withdrawn the managing body or the Government, if the college is run by the Government, shall be given an opportunity to represent to the Karyakarini Samiti why such action should not be taken,

(4) The Ordinance may prescribe the procedure for admission of colleges and institutions to the privi-



and halting allowances in accordance with the rules prescribed by the Ordinances.

18. *Committee of Equivalence and Standing Draft Committee* :—

(1) The Committee shall be constituted by the Shiksha Samiti as follows:—

- (a) Upa Kulapati — *Chairman*.
- (b) Adhishthatas of Vidanganikayas.
- (c) 2 members elected by the Shiksha Samiti.
- (d) The Kula Sachiva (*Secretary*).

(2) Three members shall form the quorum.

(3) *The Committee shall have the following powers and duties* :—

- (i) to recommend to the Shiksha Samiti the names of such examinations conducted by other Universities and other Institutions in India and abroad, as should be considered equivalent to the Examinations conducted by the Indira Kala Sangeet Vishwavidyalaya.
- (ii) to recommend to the Shiksha Samiti the recognition of qualifying examinations for admission to the courses of Studies at the Indira Kala Sangeet Vishwavidyalaya.
- (iii) to consider the proposals for recognition of Degrees and Diplomas of other Universities and Institutions and report on it to the Shiksha Samiti.
- (iv) to arrange for the recognition of the examinations conducted by the Indira Kala Sangeet Vishwavidyalaya by other Universities and Institutions. Whenever such recognition is refused, the committee shall submit their report and recommendations to the Shiksha Samiti.



- (v) to compare the courses of Indira Kala Sangeet Vishwavidyalaya with those of the other Universities and Institutions in India and abroad and send recommendations, if any, to the Department of Study concerned for guidance.
- (vi) to propose Drafts of Ordinances and Statutes to the Shiksha Samiti subject to the provisions of the Act.
- (vii) to express its opinion on any ordinance framed by the Shiksha Samiti and adopted by the Karyakarini Samiti if a reference is made to the committee by any authority of the Vishwavidyalaya for clarification and/or opinion. The clarification and/or opinion shall be reported in each case to the Shiksha Samiti and to the Karyakarini Samiti for their guidance.
- (viii) to prepare drafts or amendments to existing Ordinances and Statutes subject to the provisions of the Act, if in the opinion of the committee such amendments are necessary. These drafts proposals shall be submitted to the Karyakarini Samiti for its approval through the Shiksha Samiti.
- (ix) to dispose of other matters referred to it by the authorities of the Vishwavidyalaya, subject to provisions of the Act, Statutes and Ordinances. In every case the matter shall be reported to the Shiksha Samiti.

19. *Rules regulating Services of Ministerial Employees:—*

(1) All appointments to the ministerial staff except in the office of the Upa Kulapati shall be made by the Kula Sachiva provided that no such appointment shall be made until financial provision has been made therefor and the post has been created.

(2) Appointment shall be made on probation for a period of 6 months in the first instance. The period of probation may be extended by such further periods as the appointing authority may deem fit, but in no case the total period of probation shall exceed two years.

(3) On the report of the Kula Sachiva, at the end of the probationary period the Karyakarini Samiti may confirm any member of the ministerial staff in the permanent service of the Vishwavidyalaya from the date of expiry of the probationary period.

(4) Seniority of services shall count, according to the date of confirmation.

(5) Increments shall be granted as and when fall due, except in cases where they are withheld as a measure of punishment.

(6) Casual leave may be granted by the Head of the Department or Office according to casual leave rules obtaining in M.P. Government Service.

(7) Rules regarding punishment obtaining in the case of ministerial services in the M.P. State will apply *mutatis mutandis*.

(8) Unless the contrary is specifically laid down the services of the ministerial servants of the Vishwavidyalaya shall be governed by the provisions contained in Fundamental Rules for the time being in force for Government Servants in M.P.

(9) The following shall be considered as members of the Ministerial Establishment:—

All Store-keepers, Clerks of the Vishwavidyalaya Offices, Steno-typists, Accountants, Office Superintendents, and Assistant Accountants and such other persons as may be declared by Ordinances as members of the ministerial establishment.

20. *Conditions of service for the Class IV Staff:—*

(1) Class IV staff of the Vishwavidyalaya shall be appointed by the Kula Sachiva.

(2) The Class IV staff paid from the contingencies:—

(a) Shall be paid wages at the rates prescribed for Government offices by the Collector, Durg,

(b) are not entitled to any leave other than casual leave mentioned in para 3 below.

(3) Casual leave on full pay for a period not exceeding 10 days in a year and medical leave on full average pay for a period not exceeding 15 days in a year on production of a Medical Certificate may be granted to the Class IV staff by the Kula Sachiva or the Head of the department as provided in the leave rules.

(4) In the special circumstances and when no other leave is by rule admissible extraordinary leave without pay for a period not exceeding two months in a year may be granted by the Kula Sachiva..

21. *President or Chairman of Meetings:*

President  
or Chairman  
of Meetings.

Subject to the provisions of this Act, where by the Statutes or the Ordinance no provision is made for a President or Chairman to preside over a meeting of any Vishwavidyalaya Authority, Board or Committee, or when the President or Chairman, so provided for, is absent the members present shall elect one of their number to preside at the meetings.

22. *Registration of Graduates:*

Registra-  
tion of  
Graduates.

(1) The following persons are eligible to have their names enrolled in the register of registered graduates of the Vishwavidyalaya as graduates of the Vishwavidyalaya:—

- (a) Persons not below 18 years of age holding Vid (Bachelor's) Degree or any other degree higher than Vid Degree (Bachelor's Degree) of the Vishwavidyalaya.
- (b) Persons not below 18 years of age and holding degrees recognised by the Vishwavidyalaya as equivalent to Vid (Bachelor or any other higher degrees of the Vishwavidyalaya.
- (2) The registration fee shall be Rs. 10|-.  
 (3) Upon receipt of the application for registration in the prescribed form, the Kula Sachiva shall, if he finds that the applicant is duly qualified and has paid the Registration fee, cause the name of the applicant to be entered into the register.

Statute relating to Hostels and their Wardens and the Superintending Staff.

23. (1) All students shall reside in (1) hostels maintained by the Vishwavidyalaya, (2) hostels maintained by an affiliated or constituent college in the Vishwavidyalaya, (3) hostels recognised by the Karyakarini Samiti, (4) in lodgings approved in this behalf by Principals of Colleges concerned, or (5) with their parents or guardians.

(2) Hostels shall be maintained in accordance with such further conditions as may be prescribed by Ordinances.

(3) In the case of hostels maintained by Colleges, the Warden and the Superintendent shall be selected from among the teaching staff of the college.

(4) The appointment of Wardens and Superintendents of all hostels shall be subject to the approval of the Karyakarini Samiti.

(5) Unless otherwise permitted by the Karyakarini Samiti for special reasons to be recorded, there shall be at least one Warden or Superintendent for every one hundred and fifty students residing in a hostel.

24. *Vishwavidyalaya Provident Fund:*Vishwa-  
vidyalaya  
Provident  
Fund.

(1) Every wholetime teacher, officer and other servant of the Vishwavidyalaya, other than one whose services have been lent to the Vishwavidyalaya by Government, permanently appointed to a substantive appointment, shall, as a condition of his service become a depositor in the Vishwavidyalaya Provident Fund.

(2) (i) An officer, teacher or other servant of the Vishwavidyalaya who has held a temporary appointment followed immediately, without break of service, by a permanent appointment to a substantive post shall, in respect of such temporary appointment, be deemed to have held a permanent appointment for the purpose of this Statute.

(ii) In the case of an appointment of contract for a period exceeding three years, the Vishwavidyalaya officer, teacher or servant concerned shall, for the purpose of this Statute, be deemed to have been permanently appointed to a substantive post.

3. (i) The subscription of each depositor to the fund shall be eight percent on the salary of the depositor. Such subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be deposited in the Vishwavidyalaya Provident Fund to the credit of the depositor.

(ii) An officer, teacher or other servant on leave on full pay shall continue to pay his subscription to the provident fund and may continue to do so, at his option, if on leave on less than full pay.

(iii) At the end of every month, the Vishwavidyalaya shall, in the case of each subscriber make a contribution at the rate of

ten percent on his salary, and this amount shall be placed to the credit of the depositor.

4. (i) In the case of a depositor who is permanently appointed in the Indira Kala Sangeet Vishwavidyalaya service shall make a contribution at the rate of 8 percent on his salary exceeding Rs. 200]- per month.
- (ii) In the case of a depositor who is permanently appointed in the Indira Kala Sangeet Vishwavidyalaya service and his salary is less than Rs. 200]- per month shall make a contribution at the rate of six and a quarter per cent on his salary.
- (iii) A depositor shall be entitled, upon leaving the service of the Vishwavidyalaya to draw out and receive the whole sum standing to his credit in the Fund, subject to the exceptions mentioned below.
- (iv) No officer, teacher, or other servant (a) whose services shall have been dispensed with, on account of misconduct, in the opinion of the Karyakarini Samiti or (b) who has been in service of the Vishwavidyalaya for less than three years, (c) who resigns his appointment without the permission of the authority that appointed him, shall be entitled to any sum or sums contributed by the Vishwavidyalaya, or any part thereof, or any interest or other profit thereof.
- (v) In case of an officer, teacher or other servant who is engaged on contract basis, vacates his appointment before the completion of contract, it shall be within the discretion of Karyakarini Samiti to withhold part or whole of any sum or sums standing to his credit in the fund that have been contributed by Vishwavidyalaya and any interest or profit thereof.

5. (i) In case of illness of the depositor or any member of his family or in such other cases as may be specified by Regulation made by it in this behalf under paragraph 7, the Karyakarini Samiti may advance to the depositor one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Karyakarini Samiti may deem fit to impose.
- (ii) Subject to such conditions as may be specified by regulation made by it in this behalf the Karyakarini Samiti may advance to the depositor a sum not exceeding half of the contribution payable by him to the Provident Fund in the financial year in which the sum is paid, to meet payments towards insurance policies approved by the Karyakarini Samiti. Except as specified otherwise by Regulations, such sum shall not be treated as a repayable advance.

6. A depositor may from time to time make a declaration in the form hereto appended stating the name or names of the person or persons to whom he desires to be paid at his death the amount standing to his credit in the fund, and the said amount shall be paid to such person or persons. On such payment being made, the Vishwavidyalaya shall be absolved from all liability in connection therewith.

7. The Karyakarini Samiti may from time to time make Regulations or issue such general or special directions as may be consistent with this Statute as to . . .

- (a) the conduct of the business of the Fund,
- (b) any matter relating to the Fund or its management, or the investments of sums at the credit of the Fund, or the privileges of the depositors, not herein expressly provided

ten percent on his salary, and this amount shall be placed to the credit of the depositor.

4. (i) In the case of a depositor who is permanently appointed in the Indira Kala Sangeet Vishwavidyalaya service shall make a contribution at the rate of 8 percent on his salary exceeding Rs. 200/- per month.
- (ii) In the case of a depositor who is permanently appointed in the Indira Kala Sangeet Vishwavidyalaya service and his salary is less than Rs. 200/- per month shall make a contribution at the rate of six and a quarter per cent on his salary.
- (iii) A depositor shall be entitled, upon leaving the service of the Vishwavidyalaya to draw out and receive the whole sum standing to his credit in the Fund, subject to the exceptions mentioned below.
- (iv) No officer, teacher, or other servant (a) whose services shall have been dispensed with, on account of misconduct, in the opinion of the Karyakarini Samiti or (b) who has been in service of the Vishwavidyalaya for less than three years, (c) who resigns his appointment without the permission of the authority that appointed him, shall be entitled to any sum or sums contributed by the Vishwavidyalaya, or any part thereof, or any interest or other profit thereof.
- (v) In case of an officer, teacher or other servant who is engaged on contract basis, vacates his appointment before the completion of contract, it shall be within the discretion of Karyakarini Samiti to withhold part or whole of any sum or sums standing to his credit in the fund that have been contributed by Vishwavidyalaya and any interest or profit thereof.



5. (i) In case of illness of the depositor or any member of his family or in such other cases as may be specified by Regulation made by it in this behalf under paragraph 7, the Karyakarini Samiti may advance to the depositor one-fourth of the sum to his credit at the time, subject to such conditions regarding repayment as the Karyakarini Samiti may deem fit to impose.
- (ii) Subject to such conditions as may be specified by regulation made by it in this behalf the Karyakarini Samiti may advance to the depositor a sum not exceeding half of the contribution payable by him to the Provident Fund in the financial year in which the sum is paid, to meet payments towards insurance policies approved by the Karyakarini Samiti. Except as specified otherwise by Regulations, such sum shall not be treated as a repayable advance.

6. A depositor may from time to time make a declaration in the form hereto appended stating the name or names of the person or persons to whom he desires to be paid at his death the amount standing to his credit in the fund, and the said amount shall be paid to such person or persons. On such payment being made, the Vishwavidyalaya shall be absolved from all liability in connection therewith.

7. The Karya Karini Samiti may from time to time make Regulations or issue such general or special directions as may be consistent with this Statute as to . . .

- (a) the conduct of the business of the Fund,
- (b) any matter relating to the Fund or its management, or the investments of sums at the credit of the Fund, or the privileges of the depositors, not herein expressly provided

for, or vary or cancel any Regulations made or directions given.

8. The provisions of this Statute shall be deemed to be conditions of the appointment of every depositor in the service of the Vishwavidyalaya and shall be binding on him as such.

*Explanations:*

The term 'salary' in this Statute includes special pay as defined in the Fundamental Rules of the Government of Madhya Pradesh.

DECLARATION FORM UNDER  
PARAGRAPH (6).

I .....  
of Indira Kala Sangeet Vishwavidyalaya, Khairagarh, (M.P.) do hereby declare in the presence of the persons named below that on my death the amount standing to my credit in the Vishwavidyalaya Provident Fund shall be paid to .....

Signed in the presence of .....

(1)

(2)

Place .....

Dated .....

Signature of the Depositor.

25. All whole time Officers and Teachers of the Vishwavidyalaya appointed shall be required to enter into an agreement of service in the form in the schedule appended hereto.

Agreement of services between the Officers and Teachers of the Vishwavidyalaya and the Vishwavidyalaya.

### SCHEDULE

Agreement made this ..... day of ..... 19 ..... between ..... of the first part and the Indira Kala Sangeet Vishwavidyalaya, Khairagarh, being a body corporate constituted under the Indira Kala Sangeet Vishwavidyalaya Act, 1956, (hereinafter called the Vishwavidyalaya) of the second part.

WHEREAS, the Indira Kala Sangeet Vishwavidyalaya, Khairagarh has engaged the party of the first part (hereinafter called the executant) to serve as ..... subject to the conditions and upon the terms hereinafter contained.

NOW this agreement witnesses that the party of the first part and the Vishwavidyalaya hereby contract and agree as follows:—

(1) That the agreement shall become operative from the ..... day of ..... 19..... and shall be determinable as hereinafter provided on the ..... day of ..... 19.....

(2) That the executant is employed in the first instance on probation for a period of ..... and shall be paid a monthly salary ..... in the ..... scale of.

(3) That on confirmation after the period of probation, the Vishwavidyalaya shall pay to the executant for his services at the rate of ..... rising by annual increment of Rs. .... to Rs. .... per month.

(4) That the executant shall be entitled to the benefits of the Provident Fund in accordance with the statutes and regulations of the Vishwavidyalaya for the time being in force.

(5) That the executant shall be entitled to leave in accordance with the rules of the Vishwavidyalaya for the time being in force.

(6) that the executant shall devote his whole time to the duties of his appointment and shall not engage himself directly or indirectly in any trade or business without the sanction of the Karyakarini Samiti or take up any occupation which, in the opinion of the Upa Kulapati is likely to interfere with the duties of his appointment.

(7) After confirmation, the services of the executant can be terminated only on the following grounds:

- (a) Mis-conduct.
- (b) Permanent physical or mental unfitness to be determined by a Medical Board constituted by the Karyakarini Samiti,
- (c) Breach of any of the terms of contract.
- (d) Abolition of the post.

Provided that the services of the executant shall not be terminated under Clause (c) and (d) without the previous approval of the Kulapati.

(8) Except when termination of services has taken place under clause (a) or (c) above, neither the executant nor the Vishwavidyalaya shall terminate this agreement, when intended to terminate it except by giving to the other party three Calendar months' notice in writing or by paying to the other party equivalent to thrice the monthly salary which the executant is then earning.

(9) Nothing in this agreement shall affect the right of the executant to refer any difference or dispute arising out of this agreement to a Tribunal of Arbitration constituted under provisions of Section 44(2) of the Act. The Tribunal shall have powers *inter alia* to enquire into facts and to interpret the terms of the agreement. The decision of the Tribunal shall be final and binding on both the parties and no suit shall be in any Civil Court in respect of the matters decided by the Tribunal.

Signed ..... day ..... of .....  
19 .....

(1) .....

(2) .....

In the presence of:

(1) .....

(2) .....

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## CHAPTER — IV

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### ORDINANCE

#### No. 1

#### **Enrolment and Admission of Students to Courses of Study.**

1. A person who has passed the Madhyama Examination of the Vishwavidyalaya or an equivalent examination may be enrolled as a student of the Vishwavidyalaya.

2. Application for enrolment as a student of the Vishwavidyalaya shall be made to the Kula Sachiva in the form prescribed and shall be accompanied by a fee of Rs. 3/- for enrolment. Students of Colleges shall submit their applications through the Principals of their respective colleges.

3. (i) No student shall be deemed to have been admitted to any course of study of the Vishwavidyalaya unless his name is borne on the register of enrolled students.

(ii) For the purpose of admission to an examination of the Vishwavidyalaya, the attendance of the students to a course of study for the examination shall ordinarily be reckoned with effect from the date on which his fee for enrolment is received in the office of the college.

(iii) Except in a case in which a student does not hold the minimum qualification prescribed for admission to the course of study concerned, the fee for enrolment shall not be refunded.

4. The procedure for submission of applications for enrolment of students shall be as follows, viz. :—

(i) All application forms together with necessary fees and returns on the prescribed forms shall reach the Vishwavidyalaya Kula Sachiva by such date as may be determined by Kula Sachiva.

(ii) (a) The forms, fees, migration certificates and necessary returns of the students who have migrated from other Universities and Boards shall reach the Vishwavidyalaya Kula Sachiva by such date as may be determined by him.

(b) They will be accompanied by a statement of cases, if any, in which migration or other certificates have not been submitted by the students concerned.

(iii) On payment of a late fee of Rs. 10/- the Upa Kulapati may for special reasons to be recorded permit the enrolment of students whose application forms, enrolment fee and the required certificates have been submitted within a fortnight of the prescribed date. If the Upa Kulapati is satisfied that the delay in submission of the Migration Certificate or other certificates required is not due to any lack of diligence on the part of the student concerned in obtaining it, he may remit the late fee.

(iv) In the case of all students who apply for enrolment, to the Principals of Colleges shall send to the Vishwavidyalaya by a prescribed date, a general certificate to the effect that they have inspected the certificates of the Examinations qualifying them for admission to the Vishwavidyalaya courses concerned.

5. The expulsion of a student from the Vishwavidyalaya or from a college shall entail the removal of his name from the register of enrolled students.

*and, another  
of Rs 20/-  
apply in  
date*

6. No person who is under sentence of expulsion from a college or from the Vishwavidyalaya shall be granted a Migration Certificate, and no person who has been rusticated by his college or by the Vishwavidyalaya shall be granted a Migration Certificate within the period of his rustication.

7. No person who is under sentence of expulsion or rustication from another University, or from a college connected with another University shall be admitted to any course of study:

Provided that if the Upa Kulapati is satisfied that such expulsion or rustication was not due to an offence involving moral delinquency on the part of a student or class of students, the Karyakarini Samiti may, in exceptional cases, exempt a person from the operation of this paragraph.

## O R D I N A N C E

No. 2

### Admission of Students into Colleges.

*admission*

1. A student when applying for admission to a college shall bring with him <sup>his</sup> school leaving certificate or a college leaving certificate signed by the head of the institution in which he last studied:

Provided that a student who passed his last examination as a private candidate shall, instead of such certificate, furnish to the Principal of the college in which he desires to prosecute his studies evidence of good conduct:

Provided further, that a student who studied last at an institution connected with another Univer-  
*such*



together with relevant certificates

or that of any approved  
examinatory body

Pay an additional fee of Rs. 5/-

city or Board shall produce a Migration Certificate from the Registrar or Secretary of that University or Board in addition to the leaving certificate from the head of such institution and pay an immigration fee of Rs. 5/- in case of a University other than the University of Saugor, University of Jabalpur or Vikram University: ]

deleted  
such fee  
who bears the

Provided further that student or class of students exempted by the Karyakarini Samiti under the provision to Paragraph 8 of Ordinance No. 1 may be exempted by the Karyakarini Samiti from producing the certificates or paying the immigration fee mentioned in the second provision:

Provided further that no admission to Colleges shall be permitted under any circumstances after a prescribed date upto which the Principal of the College may be permitted by the Vishwavidyalaya to admit a student to join the college.

The Principals of the colleges shall, within a week of the said date, send to the Vishwavidyalaya a complete list of all students admitted to the Colleges for the session.

2. During the first term of an academic year the Principal of the College may permit a student to change his optional subjects for the course or with the approval of the Upa Kulapati, to change the Madhyama Course in one Vidyanganikaya for the Madhyama Course in another Vidyanganikaya.

3. A student shall be enrolled as a member of a college as soon as he has been accepted by the Principal and has paid the prescribed college fee.

4. (1) No student shall be allowed to migrate from one college to another without a leaving or transfer certificate in the form prescribed.

(2) No student migrating —

- (i) from one college in the Vishwavidyalaya to another in the Vishwavidyalaya;
- and (ii) from one college in the Vishwavidyalaya to a teaching department in the Vishwavidyalaya or vice versa,
- shall be required to pay tuition fees for a month for which he has already paid tuition fees in the college or department from which he has migrated.

5. If during an academic year a student desires to leave the college of which he has become a member and to join another college, he shall —

- (i) give notice of his intention to leave,
- (ii) make payment of all college fees due upto date, and
- (iii) refund whatever scholarship or bursary has been paid to him from college funds, if required by the college to do so;

6. When a student has made all payments required by Paragraph 5 of this Ordinance, the Principal shall grant a transfer certificate in the form prescribed.

7. Except with the permission of the Principal of the college which the student is leaving, a student shall be refused admission into a college situated in the same city or district as the college from which his transfer certificate was issued.

8. A student who, owing to his failure at a college examination, has not been promoted into higher class, shall not be admitted into such higher class in another college.

9. (1) When a student has been guilty of grave misconduct or of persistent idleness, the Principal of the college at which such student is studying may, after informing his guardian and according to the nature and gravity of the offence:—

- (a) expel,
- (b) rusticate, or
- (c) disqualify such student from being a candidate at the next ensuing Vishwavidyalaya examination.

(2) No student who has been so expelled shall be admitted to another college without the permission of the Principal of the college from which the student was expelled, and no student who has been so rusticated shall be admitted into another college within the period of his rustication.

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## ORDINANCE

No. 3

### **Academic Degrees of Indira Kala Sangeet Vishwavidyalaya.**

The conferred by the Vishwavidyalaya shall be the following:—

Sangeet Vid; Sangeet Kovid; Sangeetacharya;  
Nritya Vid; Nritya Kovid; Nrityacharya;

*Notes*— The Vid, the Kovid and Acharya degrees may be deemed to be respectively equal to Bachelor's, Master's and Doctor's degree in the subjects.

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## O R D I N A N C E

No. 4

**Examination of Indira Kala Sangeet Vishwavidyalaya.**

The Vishwavidyalaya shall hold the following examinations:—

- (1) Madhyama Examination in Music, Dance, Painting and Sculpture,
- (2) An examination for the degree of Sangeet Vid,
- (3) An examination for the degree of Nritya Vid,
- (4) An examination for the degree of Sangeet Kovid,
- (5) An examination for the degree of Nritya Kovid,
- (6) An examination for the degree of Sangeet-acharya,
- (7) An examination for the degree of Nrity-acharya.
- (8) Ad Hoc (B. Mus.)

## O R D I N A N C E

No. 5

**Department of Studies.**1. *Department of Study*:—

(i) The following shall be the departments of studies comprised within the Faculty of Music:—

- (a) Vocal Music,
- (b) Instrumental Music,

(ii) The following shall, in the first instance, be the departments of studies comprised within the Faculty of Dance:—

(a) Kathak.

2. Every Head of the Department of Study shall hold office for a period of 2 years with effect from the date of his appointment.

3. The Head of the Department of Study shall preside at the meetings of the Department of Study.

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## O R D I N A N C E

No. 6

### Teaching Departments.

1. The departments of teaching maintained by the Vishwavidyalaya will be the same as comprised within the Faculties.

2. The head of every department of teaching shall be the professor of the subject concerned or if there is no Professor, the Reader in the subject concerned or if there is no Professor or Reader, a Lecturer in the Department.

3. If there are more Professors or Readers or Lecturers in a department than one, the Upa Kulapati shall nominate such Professor, Reader or Lecturer as the Head of the Department of Teaching as he thinks fit.

4. Subject to the control of the Adhishthatas, the Head of the Department of Teaching shall be responsible for the organisation of teaching and research in his department and shall exercise such other functions as may be assigned to him by the Upa Kulapati with the approval of the Karyakarini Samiti.

## O R D I N A N C E

No. 7

**Salaries of Teachers**

(i) The following shall be the salaries in the case of appointments to full time teaching posts in the Vishwavidyalaya paid by the Vishwavidyalaya:—

- |                |       |  |
|----------------|-------|--|
| (a) Professors | ..... | Rs. 800-40-1,000 -.                          |
| (b) Readers    | ..... | Rs. 400-25-550-bar-25-800 -.                 |
| (c) Lecturers  | ..... | Rs. 225-225-250-20-350-bar-20-470-485-500 -. |
| (d) Tutor      | ..... | Rs. 150-5-250 -.                             |

(ii) In special cases the Karyakarini Samiti may appoint any Teacher on any of the above mentioned posts at a higher initial salary on the recommendation of the Selection Committee.

## O R D I N A N C E

No. 8

**Residence of Students.**

1. All students prosecuting courses of studies in the teaching departments of the Vishwavidyalaya shall, unless, they reside with their parents or guardians reside in a hostel, if any, maintained by the Vishwavidyalaya.

2. Every hostel shall provide for Boarding and Lodging and shall charge such fees except mess charges as may be prescribed by the Karyakarini Samiti.

3. All students residing in the hostels shall join the hostel mess. Mess Charges will be payable every month in advance.

4. All residents of hostels shall be subject to Hostel Rules framed by the Warden with the approval of Kula Sachiva.

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## ORDINANCE

### No. 9

#### **Election of Graduates as members of the Vishwa-vidyalaya Sabha by Registered Graduates.**

I. The members of the Vishwavidyalaya Sabha to be elected under item XVI Statute 2, shall be elected by the registered graduates on the principle of proportionate representation by means of the single transferable vote in accordance with the rules prescribed in the schedule hereto attached:—

#### SCHEDULE

Rules governing the matter of election by single transferable vote:—

Definitions. In these Rules:—

(1) "continuing candidates" mean candidate not elected or not excluded from the Poll at any given time;

(2) "first preference" mean the figure 1 set opposite the name of any candidate; "second preference" similarly means the figure 2; "third preference" the figure 3, and so on;

(3) "unexhausted papers" mean voting papers on which a further preference is recorded for a continuing candidate;

(4) "exhausted papers" mean voting papers on which no further preference is recorded for a continuing candidate provided that a paper shall also be deemed to be exhausted in any case in which —

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference, or

(b) the name of the candidate next in order of preference whether continuing or not, is marked —

(i) by a figure not following consecutively after some other figure on the voting papers or

(ii) by two or more figures\*

(5) "Original votes" in regard to any candidate mean the votes, derived from voting papers on which a first preference is recorded for such candidate;

(6) "transferred votes" in regard to any candidate mean votes, the value or part of the value or which is credited to such candidate and which are derived from voting papers on which a second or

\*The fact that a voter has not marked every preference correctly does not invalidate the whole of his preferences. His paper is only treated as exhausted when the wrongly marked preference is reached. The following are examples:—

(i) {	I	...	...	12	(ii) {	I	...	...	12
	II	...	...	2		II	...	...	2
	III	...	...	...		III	...	...	17, 19
	IV	...	...	17		IV	...	...	5
	V	...	...	5		V	...	...	4

In both the cases (i), the (ii), the first two preferences would be valid. If the third preference is reached, the paper would be treated as exhausted.



subsequent preference is recorded for such candidate;

(7) "surplus" means the number by which the value of the votes of any candidates, original and transferred, exceeds the quota;

(8) "Attesting Officer" means any of the following persons, viz.—

- (1) Any person holding a Master's or a Doctor's degree of a University incorporated by law in British India;
- (2) A Statutory Officer of the Vishwavidyalaya;
- (3) A member of the Vishwavidyalaya Sabha of the Vishwavidyalaya;
- (4) A Magistrate;
- (5) A Gazetted Officer of a State Government or of the Central Government.

*Nominations* :—

II. When it is necessary to hold the election, the Upa Kulapati shall, by notice published in the M.P. Gazette and newspapers published in the Province,

- (i) Call upon the registered graduates to elect member of the Vishwavidyalaya Sabha specifying the number of members to be elected, and
  - (ii) fix dates and, where necessary, place for —
    - (a) the nomination of candidates,
    - (b) the scrutiny of nominations,
    - (c) the despatch of voting papers,
    - (d) the return of voting papers, and
    - (e) the scrutiny of voting papers;

Provided that —

- (a) the date for nomination shall be not later than two calendar months from the date of the notice;
- (b) the date for the scrutiny of nomination shall be not later than 3 days (excluding gazetted holidays) from the date of nominations;
- (c) the date for the despatch of voting papers shall be not later than 7 days (excluding gazetted holidays) from the date of the scrutiny of nominations;
- (d) the date for the return of the voting papers shall be not later than 15 days from the date of their despatch, and
- (e) the date for the scrutiny of the voting papers shall be not later than 3 days (excluding gazetted holidays) from the last date fixed for their return.

III. (i) Nomination shall be made by means of a nomination paper in form A which shall be supplied by the Kula Sachiva to any elector asking for the same.

(ii) Every nomination paper shall be signed by two electors as proposers and seconder and shall be signed by the candidate as assenting to the nomination.

(iii) The same elector may sign as many nomination papers as there are vacancies to be filled.

(iv) Each candidate shall be nominated by a separate nomination paper.

IV. (i) Every nomination paper shall, on or before the date appointed for the nomination of candidates, be delivered by the proposed in seal-

ed cover to the Kula Sachiva personally or by messenger or by Registered Post. They shall attach to such nomination paper a certificate from an Attesting Officer that they have signed the paper in his presence.

(ii) Nomination papers not received by the Kula Sachiva during office hours before the aforesaid date shall be rejected.

(iii) On the date and time appointed for scrutiny of nomination papers every candidate and his proposer and seconder may attend at the office of the Kula Sachiva who shall allow them to examine the nomination papers of all candidates received by him as aforesaid.

(iv) The Kula Sachiva shall examine the nomination papers and shall decide all objections, if any, to the nomination paper on the ground that it is not valid under Rule III and this rule and may reject, either of his own motion or on such objection any nomination paper on such ground. The decision of the Kula Sachiva shall be endorsed on the nomination paper.

(v) If the number of the candidates is equal to or less than the number of vacancies, all such candidates shall be declared elected.

(vi) If the number of candidates exceeds the number of vacancies, voting shall take place in the manner following:—

#### VOTING

V. (i) Vote shall be recorded on voting paper which shall be in Form B. An elector shall have one vote only. In giving his vote he —

- (a) must place on his voting paper the figure in the square opposite the name of the candidate for whom he votes;

- (b) may, in addition, place on his voting paper the figure 2 or the figures 2 and 3, or 2, 3 and 4 and so on in the squares opposite the names of other candidates in the order of his preference.

One voting paper in the Form B and two covers in the Forms C and D, hereinafter referred to as covers C and D respectively shall be forwarded by the Kula Sachiva by post to every elector on or before the date fixed therefor.

The voting paper shall be accompanied with a statement containing the following details, viz. —

- (i) the name of each candidate;
- (ii) his Vishwavidyalaya degrees;
- (iii) designation; and
- (v) place of residence.

(ii) After recording his vote on the voting paper, the elector shall place it in the cover C and then seal the cover. He shall then place the cover in another cover D, and seal the latter cover. Each voting paper shall bear the signature of the Kula Sachiva and each cover D, and name and number of the voter.

(iii) The elector shall then take the sealed cover D to an Attesting Officer (not being a candidate) and place his signature at the space provided for the purpose on the cover D, in the presence of the Attesting Officer. The Attesting Officer shall then attest the identity of the elector by placing his signature, date of signature and designation at the space provided on the cover for the purpose. The cover shall then be delivered to the Kula Sachiva by the elector, personally or by messenger or by Registered Post.

(iv) On receipt of voting papers the Kula Sachiva shall endorse on the cover the date and hours of receipt and place them in a locked box, provided that any voting paper received after the last date and after office hours shall be sealed up in a separate packet.

VI. A voting paper shall be invalid —

- (a) on which the figure is not marked; or
- (b) on which figure I is set opposite the name of more than one candidate; or
- (c) on which figure I and some other figure is set opposite the name of the same candidate; or
- (d) which is unmarked or void for uncertainty; or
- (e) which is signed by the voter.

VII. On the date and at the time and place appointed in that behalf, the Kula Sachiva shall open the box containing the covers of Voting papers. He shall then examine the covers D and shall reject the voting papers which they contain :

- (a) if the cover D is not duly signed by a person authorised to vote at the election;
- (b) if the signature on the cover is not duly attested;
- (c) if the cover D is not duly sealed.

The covers D rejected under this rule shall not be opened. They shall be kept in a separate parcel.

He shall then remove the covers D and place together all covers C.

He shall then open the covers C and scrutinise the voting papers. He shall reject the voting papers which are invalid under Rule VI.

All the proceedings under this rule to be conducted in the presence of a committee of three persons appointed by the Upa Kulapati.

Every elector shall have the right to be present at the proceedings, provided that no disturbance of the proceedings is caused thereby.

### THE COUNTING OF VOTES

VIII. The Kula Sachiva after rejecting any invalid voting papers shall divide the remaining papers into parcels according to the first preferences recorded for each candidate. He shall then count the number of papers in each parcel.

IX. In carrying out the rules hereinafter contained, the Kula Sachiva Shall —

- (a) disregard all fractions;
- (b) ignore all preferences recorded for candidates already elected or excluded from the poll.

X. For the purpose of facilitating the processes prescribed by the rules hereinafter contained, each valid voting paper shall be deemed to be of the value of one hundred.

XI. The Kula Sachiva shall add together the values of the papers in all parcels and divide the total by a number exceeding by one the number of vacancies to be filled, and the result increased by one shall be the number sufficient to secure the return of a candidate (hereinafter called the quota).

XII. If at any time a number of candidates, equal to the number of persons to be elected, has obtained the quota, such candidates shall be treated as elected, and no further steps shall be taken.

XIII. (1) Any candidate the value of whole parcel, on the first preferences being counted, is equal to or greater than the quota, shall be declared elected.

(2) If the value of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

(3) If the value of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the voting papers as next in the order of the voters preference, in the manner prescribed in the following rules.

XIV. (1) If and whenever as the result of any operation prescribed by these rules a candidate has a surplus, that surplus shall be transferred in accordance with the provisions of this rule.

(2) If more than one candidate has a surplus, the largest surplus shall be dealt, with first and the others in order of magnitude; provided that every surplus arising of the first count of votes shall be dealt with before those arising on the second count, and so on.

(3) Where two or more surpluses are equal, the Kula Sachiva shall decide, as hereinafter provided in in Rule XIX, which shall first be dealt with.

(4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Kula Sachiva shall examine all the papers in the parcel belonging to the candidate whose surplus is to be transferred, and divide the unexhausted papers into sub-parcels according to the next preferences recorded therein. He shall also make a separate sub-parcel of the exhausted papers.

- (b) He shall ascertain the value of the papers in each sub-parcel and of all unexhausted papers.
- (c) If the value of the unexhausted papers is equal to or less than the surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.
- (d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-parcel of unexhausted papers and the value of which each paper shall be ascertained by dividing the surplus by the total number of unexhausted papers.
- (5) If the surplus of any candidate to be transferred as well as original votes, the Kula Sachiva shall re-examine all the papers in the sub-parcel last transferred into sub-parcels according to the next preferences recorded thereon. He shall thereupon deal with the sub-parcels in the same manner as is provided in the case of the sub-parcels referred to in clause (4).
- (7) All papers in the parcels of sub-parcels of an elected candidate not transferred under the rule shall be set aside as finally dealt with.

XV. (1) If after all surpluses have been transferred, as hereinbefore directed, less than the number candidates required has been elected the Kula Sachiva shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded thereon. Any unexhausted paper shall be set aside as finally dealt with.

(2) The papers containing original votes of any excluded candidate shall first be transferred, the transfer value of each paper being one hundred.



(3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which and at the value at which he obtained them.

(4) Each of such transfers shall be deemed to be a separate transfer.

(5) The process directed by this rule shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota or as hereinafter provided.

XVI. (1) If, after the completion of any transfer under these rules, the value of the votes obtained by the candidate is equal to or greater than the quota, the transfer then proceeding shall be completed, but no further papers shall be transferred to him.

XVII. (1) If, after the completion of any transfer under these rules the value of the votes of any candidate shall be equal to or greater than the quota, he shall be declared elected.

(2) If the value of the votes of any such candidate shall be equal to the quota, the whole of the paper on which such votes are recorded shall be set aside as finally dealt with.

(3) If the value of the votes of any such candidate shall be greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided, before the exclusion of any other candidate.

XVIII. (1) When the number of the continuing candidates is refused to the number of vacancies remaining unfilled the continuing candidates shall be declared elected.

(2) When only one vacancy remains unfilled and the value of the votes of some one continuing candidate exceeds the total value of all the votes of the other continuing candidate together with any surplus not transferred, that candidate shall be declared elected.

(3) When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same value of votes and no surplus remains capable of transfer, one candidate shall be declared excluded under the next succeeding rule, and the other declared elected.

XIX. If, when there is more than one surplus to distribute two or more surpluses are equal, or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom fewest original votes are recorded shall have his surplus first distributed or shall be first excluded, as the case may be. If the values of their original votes are equal, the Kula Sachiva shall decide by lot which candidate shall have his surplus distributed or be excluded.

#### MICELLANEOUS

XX. An election petition against any returned candidate may be presented to the Upa Kulapati by any candidate or elector or his agent authorised in that behalf within thirty days from the date of the publication of the result in the M. P. Gazette. The Upa Kulapati's order on the petition shall be final.

XXI. No election shall be deemed to be invalid by reason of the voting paper posted to an elector not having been delivered to him, or not having been delivered to him in time, by the Postal Department.

XXII. If any question arises as to the interpretation of these rules, it shall be referred to the Upa Kulapati, whose decision thereon shall be final.

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O R D I N A N C E

No. 10

**Travelling Rules**

1. Members of the authorities and other bodies of the Vishwavidyalaya other than the servants of the Vishwavidyalaya shall be granted Travelling and Daily allowances for attending meetings (other than a convocation of the Vishwavidyalaya) of the Vishwavidyalaya authorities and bodies at places at which they do not reside, *at the following rates* :—

- (a) (i) *for a journey performed by rail*: one first class for each way at return or other concession rate available on the railway plus incidental charges at 6 naye paise per mile, if first class not available, next highest available class,
- (ii) *for a journey performed by regular bus-service* :— the member shall be entitled to actual bus-fare plus incidental charges he is entitled.
- (iii) *for a journey performed by the private car (own car, not friends car)* :—  
mileage can be charged 50 naye paise per mile,

- (iv) *for a journey performed by the car of the Vishwavidyalaya*:— the members are not entitled to any mileage;
- (b) (i) Rs. 6.25 (Rupees six & twenty-five naye paise) each day one-half will be paid on Vishwavidyalaya business as daily allowance, provided the members of Selection Committee will get double the daily allowance on the days of committee meetings.
- (ii) Daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless previous sanction of the Upa Kulapati is obtained.

2. When a member visits a place for more than one purpose of the Vishwavidyalaya he shall be entitled to receive daily allowance and travelling allowance for one purpose only.

3. When a member has to attend two or more meetings of the Vishwavidyalaya within an interval of not more than 3 days between 2 meetings, he shall be entitled to charge daily allowance according to the scale laid down in Para. 1 (b) Clause (i).

4. For the purpose of travelling and daily allowances classification of the Vishwavidyalaya servants shall be as follows:—

- (I) Class I: the Upa Kulapati, Adhyacharya, Kulasachiva, the Adhithatas and such other persons as are drawing a salary of Rs. 600] per month or above.
- (II) Class II: Upa Kulasachiva, Sahayak Kulasachiva, Medical Officer, Honry. Lecturer, Vishwavidyalaya Librarian, Physical Wel-

fare Officer and other Vishwavidyalaya servants whose actual pay exceeds Rs. 200/- per mensem.

- (III) Class III: Such Vishwavidyalaya servants in ministerial service as draw an actual salary of not more than Rs. 200/- per mensem.
- (IV) Class IV: All Vishwavidyalaya servants other than classified in (i), (ii), (iii) above.

5. Servants of the Vishwavidyalaya travelling on Vishwavidyalaya business shall be paid travelling & daily allowances as under:—

- (a) (i) *Class I* servants will be entitled for travelling allowances as per para. 1 (a).
- (ii) *Class II* servants will be entitled for first class each way and 4 naye paise per mile as incidental charges by rail and by road as per para. 1 (a) clause (ii) and 3 naye paise.
- (iii) *Class III* servants will be entitled for one second class fare each way by rail and by road as per para. 1 (a) clause (ii) and 3 naye paise per mile as incidental charges.
- (iv) *For Class IV* servants  $1\frac{1}{2}$  third class fare each way and by road actual fare plus 2 naye paise per mile as incidental charges.

Note:— If other concession available on the railway T.A. will be paid as per those rates.

(b) *Daily Allowance*:—

- |                                 |                   |
|---------------------------------|-------------------|
| (1) For Class I Officer .....   | Rs. 12.50 per day |
| (2) For Class II Officer .....  | Rs. 5.00 per day  |
| (3) For Class III Officer ..... | Rs. 3.00 per day  |
| (4) For Class IV Officer .....  | Rs. 2.00 per day  |

(1) Driver of the Vishwavidyalaya vehicle will be entitled for daily allowance as under:—

If out for less than 3 hours ..... Nil

If out for more than 3 hours  
and less than 8 hours .....  $\frac{1}{2}$  D.A.

If out for more than 8 hours..... Full D.A.

(c) In case of halt at Capital towns and Hill Stations an additional allowance will be payable to all officers (Class I to IV) at the rate of  $\frac{2}{3}$ rd of the daily allowance admissible under rule (5) (Names of Hill Stations & Capital Towns to be mentioned).

6. A member of the Vishwavidyalaya authority other than Vishwavidyalaya employee travelling in Vishwavidyalaya business other than meetings referred in para. 1 of this ordinance shall be paid travelling and daily allowances at the rates prescribed in para. 1.

7. All Class I Officers are entitled to take an orderly or peon while travelling on Vishwavidyalaya business. In special cases the Kula Sachiva can authorise 2nd & 3rd Class officers to take peon or orderly with them (b) Upa Kulapati may travel by air-conditioned class or by his own car.

(c) A person travelling on Vishwavidyalaya business if suffers loss Upa Kulapati has power to reimburse the monetary loss.

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O R D I N A N C E  
No. 11

**Leave Rules.**

*As per Leave rules of Govt. of Madhya Pradesh.*

**1. General Rules:—**

(1) Leave can not be claimed as of right. Direction is reserved to the authority empowered to grant leave to, refuse or revoke leave at any time according to the exigencies of the service.

(2) An officer shall cease to be Vishwaviyalaya employee if he is continuously absent from duty for five years whether with or without leave.

(3) Any kind of leave under those rules may be granted combination with or in continuation of any other kind of leave.

(4) Leave or extension of leave on medical certificate shall not be granted to an officer after the date on which he is pronounced by a medical committee to be completely and permanently incapacitated for further service.

(5) Average pay means the average monthly pay earned during the 24 complete months preceding the month in which the event occurs which necessitates the calculation of average pay. In respect of persons whose period of service is less than 24 months the average should be calculated on the actual period of service rendered.

**2. Kinds of leave:**

Leave are of the following kinds under these rules

- (i) Casual leave.
- (ii) Earned leave.
- (iii) Half pay leave.

- (iv) Commuted leave.
- (v) Extra ordinary leave.
- (vi) Leave not due.

### 3. *Casual Leave:*

(i) The amount of casual leave granted to a person in a Calendar year shall not exceed 15 days.

(ii) Casual leave may be taken in one or more instalments as the applicant desires.

(iii) The grant of casual leave shall rest with the Heads of the office or teaching Departments as the case may be.

### 4. *Earned Leave:*

(a) Earned leave means leave earned in respect of periods spent on duty.

(b) Earned leave due means the amount of earned leave due to the credit of an officer, under the rules in force on that date diminished by the amount of earned leave taken.

(c) The officer may at any time be granted the whole or any part of the earned leave due to him.

(d) Earned leave admissible to an officer in permanent employ is one eleventh of the period spent on duty provided that an officer will cease to earn such leave when the earned leave due amounts to 21 days.

(e) In calculating earned leave the actual number of days of duty performed should first be counted and multiplied by  $\frac{1}{11}$ th or  $\frac{1}{22}$ nd, as the case may be, the product expressed in days are limited to 210 or 60 days for permanent and temporary employee respectively being the earned leave admissible.

(f) The earned leave admissible to an officer not in permanent employ is one twenty second of the



period spent on duty during the 1st year of continuous service (includes periods spent on duty as well as on leave including extra ordinary leave) and one-eleventh of the period spent on duty from the date from which the second year of service commences, provided that when the earned leave due amount to 60 days, he ceases to earn such leave.

(g) Earned leave is not admissible to an officer serving in a vacation Department in respect of duty performed in any year, in which he avails himself of the full vacation.

(h) The earned leave admissible to such an officer in respect of any year in which he is prevented from availing himself of the full vacation in such porportion of 30 days earned leave as the number of days of vacation not taken bears to the full vacation.

(i) If in any year he does not avail himself of the vacation, earned leave is admissible to him in respect of that year in accordance with the provisions of rule (c) and (e), provided that no earned leave shall be admissible under this clause in respect of the first year of service to an officer not in permanent employ.

(j) Vacation may be taken in combination with or in continuation of any kind of leave under this rule, provided that the total duration of the vacation and earned leave taken in continuation, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and to the officer at a time, provided that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 210 days.

(k) The maximum earned leave that may be granted at a time to an officer shall be 120 days, but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India.

(1) An officer on earned leave is entitled to leave salary equal to his average pay.

5. *Half pay leave:*

(i) Half pay leave means leave earned in respect of completed years of service.

(ii) Half pay leave due means the amount of half pay leave calculated for entire service, diminished by the amount of leave on private affairs, & leave on medical certificates.

(iii) Half pay leave admissible to an officer in permanent employ in respect of each completed year of service, (includes periods spent on duty as well as on earned leave) is 20 days.

(iv) The half pay leave due may be granted to an officer on medical certificate or on private affairs. Such leave on medical certificate shall be given on production of a medical certificate from medical authority, for a period not exceeding that recommended by the medical authority. Such medical leave shall not be granted unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the officer will be fit to return to duty on its expiry. Half pay leave on private affairs also shall not be granted unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

(v) An officer on half pay leave is entitled to leave salary equal to half his average pay subject to a maximum of Rs. 750|-.

6. *Commuted Leave:*

(a) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate only to an officer in permanent employ subject to the following conditions.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) Not more than 90 days of commuted leave can be granted at a time.
- (iii) The total duration of earned leave & commuted leave in conjunction shall not exceed 210 days.
- (iv) No commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (v) An officer on commuted leave is entitled to leave salary equal to twice the amount admissible during the half pay leave.

#### 7. *Extra Ordinary Leave :*

(1) Extra ordinary leave may be granted to any officer in special circumstances.

- (a) When no other leave is by rule admissible.
- (b) When other leave is admissible, but the officer concerned applies in writing for grant of extra ordinary leave.

(2) Except in case of an officer in permanent employ, the duration of extra ordinary leave shall not exceed three or twelve months on any one occasion, the longer period being admissible, subject to such conditions as may be general or special orders be prescribed only when the officer concerned is undergoing treatment for —

- (i) Pulmonary tuberculosis in a recognised sanatorium.
- (ii) Tuberculosis of any other part of body of any organ or by civil surgeon or specialist.
- (iii) Leprosy in a leprosy institution or by civil surgeon or specialist.

(3) The concession of extra ordinary leave upto 12 months will be admissible to the temporary servant, who has reasonable chances of recovery on the expiry of leave recommended.

(4) An officer on extra ordinary leave is not entitled to any leave salary.

8. *Leave not due:*

(a) Leave not due may be granted to an officer in permanent employ for period not exceeding 360 days during his entire service, same in the case of leave preparatory to retirement, out of which not more than 90 days at a time and 180 in all may be otherwise than on medical certificate.

(b) An officer on leave not due is entitled to leave salary equal to half his average pay subject to a maximum of Rs. 750|-.

(c) Leave not due be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the officer returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn there after.

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O R D I N A N C E

No. 12

**Vishwavidyalaya Fees**

- (a) *Admission fee (Vishwavidyalaya)*
- |                 |       |     |      |
|-----------------|-------|-----|------|
| upto Vid Class  | ..... | Rs. | 5 -  |
| Re-admission    | ..... | Rs. | 3 -  |
| For Kovid Class | ..... | Rs. | 10 - |
- (b) *Amalgamated fund* Rs. 5| per Session.

(e) *Tuition fee* (for the Vishwavidyalaya Department):—

Preparatory School	.....	Rs.	3 -	p.m.
Madhyama I year	.....	Rs.	5 -	p.m.
Madhyama II year	.....	Rs.	6 -	p.m.
Madhyama III year	.....	Rs.	8 -	p.m.
Vid I year	.....	Rs.	9 -	p.m.
Vid II year	.....	Rs.	10 -	p.m.
Kovid (Prev. & Final)	.....	Rs.	12 -	p.m.

(d) *Examination fee* (for all faculties):—

Madhyama	.....	Rs.	10 -
Vid	.....	Rs.	15 -
Kovid	.....	Rs.	20 - (for each part)
Acharya application fee	.....	Rs.	30 -
Registration fee	.....	Rs.	20 -
With the thesis	.....	Rs.	150 -

(e) *Mark list fee*

For marks list of current year.	Rs.	2 -
For mark list of previous year.	Rs.	3 -
Duplicate copy of marks list.	Rs.	1 -

## (f) Scrutiny of marks of an examinee at an examination. Rs. 5|-

(g) *Library fee*

Caution money (Refundable)	.....	Rs.	10 -
Subscription Duplicate Borrower.	.....	Rs.	4 - per Session.
Ticket	.....	Rs.	8 -

## O R D I N A N C E

No. 13

**Recognition of Teachers**

(1) The Head of a college not maintained by the Vishwavidyalaya on behalf of himself, or on behalf of a member of the staff of such college, may apply to the Karyakarini Samiti for recognising himself or the member as a Professor or a Reader, if he —

- (i) Possesses such qualifications as may be laid down by the Shiksha Samiti as necessary for qualifying a teacher for imparting instructions to post graduate classes;
- (ii) receives or is to be paid salary according to the scale approved by the Vishwavidyalaya respectively for Professors and Readers of constituent colleges not maintained by the Vishwavidyalaya;

(2) On receipt of such application, the Karyakarini Samiti shall forward the same to the Selection Committee constituted under Statute 14.

(3) The committee referred in Statute 14 shall as soon as may be, considered the application and returned the same with it's recommendations to the Karyakarini Samiti.

(4) The Karyakarini Samiti shall thereupon pass orders in terms of the advice of the committee referred to in sub-section (3).

(5) All other teachers of the constituent college — not recognised as Professor or Reader shall be deemed to be Lecturers of the Vishwavidyalaya.

(6) Seniority of the Professor, Reader and Lecturer will be determined as per Statute 15.

(7) For calculating the periods of service under this Ordinance:

- (i) Only one half of the total period of service as a part time teacher shall be taken into account.
- (ii) Only years and complete months shall be taken into account and fraction of a month shall be ignored.
- (iii) If a Professor, Reader or Lecturer who holds permanent post in the Vishwavidyalaya or a college is on leave or deputation, he shall be deemed to be in continuation of service in his post during the period of such leave on deputation.

(8) If after applying the provision in sub-section 6 and 7 the period of service in the case of any two or more Professors, Readers or Lecturers are found to be equal, their seniority *inter se* shall be determined by age.

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## O R D I N A N C E

### No. 14

#### **Examinations in General**

1. The syllabus and the text books, if any, to be prescribed or recommended in connection with any subject in which the Vishwavidyalaya conducts the examination shall be determined from time to time by the Shiksha Samiti after considering the recommendations of the department of studies and Vidyanaganikayas.

2. All examinations shall be held in Khairagarh and at such other place or places as may be decided by the Shiksha Samiti.

3. All recognised teaching in connection with Vishwavidyalaya courses shall be conducted by the teachers of the Vishwavidyalaya in accordance with the scheme framed by the Shiksha Samiti.

4. No attendance at any teaching other than teaching conducted by the Vishwavidyalaya or by a College affiliated to the Vishwavidyalaya shall qualify for admission to any examination of the Vishwavidyalaya for which a regular course of study has been prescribed by the Vishwavidyalaya.

5. No candidate will be permitted to appear in two Vishwavidyalaya examinations simultaneously viz. the same year.

6. No private candidate will be allowed to appear in any examination of the Vishwavidyalaya.

Provided that the failures can appear in subsequent years for the respective examinations as an ex-student of the College or of the Vishwavidyalaya.

7. A candidate who is unable to present himself for any examination shall not receive the refund of his fee.

Provided that for the next examination to which he is admitted he shall be required to pay half (1/2) of the examination fee only. This concession shall not be repeated.

8. If an applicant for an examination is found ineligible for admission to the examination 3/4 of the fee paid by him shall be refunded :

Provided firstly that in the case of the student of a college who is refused admission to the examination merely by reason of the fact that the Principal of his college is unable to give him a certificate —

(i) Of good conduct.

(ii) Of fitness to present himself at the examination, or



- (iii) Of having prosecuted a regular course of study, shall be entitled for the refund of half of the examination fee only.

9. Subject to the provisions in paragraph 7 of the Ordinance all examinations except practical and viva voce, shall be conducted by means of printed papers to be answered in English or in Hindi. They shall be given out to examiners on the same date and at the same hour at all the examination centres.

10. The medium of examination for all the examinations shall be Hindi or English only as the candidate may choose any of them.

11. There will be a practical examination in all the subjects for Madhyama, Vid and Kovid.

12. Students seeking admission to all the examinations shall have prosecuted their courses of studies through the medium selected by them for their examination.

13. Except when otherwise provided for under the ordinances relating to particular examinations three hours shall be allowed for each theory paper.

14. In order to pass an examination an examinee must obtain not less than the minimum percentage of marks laid down in the ordinance for the examination.

15. Within one month from the date of publication of results, the examinees may apply for scrutiny of answer-books together with necessary fees if they are not satisfied with their result.

The answer-books will be scrutinised by two members of the Karyakarini Samiti to be nominated by the Upa Kulapati.

Under no circumstances the answer-books will be revalued.

Any change in result found during the scrutiny will be published and shall be final for all purposes.

16. A certificate in prescribed form signed by Kula Sachiva shall be given to each successful examinee at an examination other than an examination for a degree course.

17. (i) Every examinee successful at a final examination for a degree shall be entitled to be admitted to that degree on such conditions as the Karyakarini Samiti may prescribe.

(ii) Every candidate admitted to a degree shall receive a diploma for that degree in the form prescribed by the Shiksha Samiti. Every diploma for a degree shall be signed by the Upa Kulapati and sealed with the seal of the Vishwavidyalaya.

18. Not less than two months before the commencement of the examination the Kula Sachiva shall publish the date of the commencement of examination and the last date of examination and the last date by which the applications for admission to the examination and the fees for the examination can be accepted. All applications for the admission to an examination shall be made in the form prescribed by the Shiksha Samiti.

19. In exceptional cases application for admission to examinations submitted by the students of Colleges may after the last date prescribed be accepted with the sanction of the Upa Kulapati and with a late fee of Rs. 2/- only.

20. Nothing in this ordinance shall apply to candidates for the Acharya Degree (D. Mus.).

21. Ordinarily syllabuses for the Vishwavidyalaya examinations shall be published in the prospectus of the examinations two academic year in advance

22. In the ordinances relating to the examination unless there is anything repugnant in the subject or context,

- (i) "An applicant" means a person who has submitted an application to Vishwavidyalaya on a form prescribed by the Shiksha Samiti for admission to an examination.
- (ii) "A candidate" means a person who has been admitted to an examination by the Vishwavidyalaya.
- (iii) An examinee" means a candidate who presents himself at the examination to which he has been admitted.

23. (a) In case of examinations in all the Vidyāganikayas "The Academic year" means the period commencing on first Monday in January and ending on the last Saturday in the following December.

(b) Each Academic year shall be divided into two terms.

- (i) First term commencing on the first Monday in January and ending on last Saturday in the following April.
- (ii) Second term commencing on first Monday in July and ending on last Saturday in December.

(c) In each Academic year there shall be two vacations as stated below, during which no courses of study shall be held:—

- (i) "Long vacation" commencing on last Saturday of April and ending on the first Saturday in the following July.
- (ii) Vishwavidyalaya will have all holidays declared by the M.P. Govt. for institutions teaching music.

(d) The following shall be Vishwavidyalaya holidays for each Academic year:—

(i) All Government holidays.

(ii) In addition to above the principal of a College or a head of teaching department may in exceptional cases grant such holidays or half holidays as he may deem necessary.

## O R D I N A N C E

No. 15

### Madhyama Examinations.

1. The Madhyama examinations in Vocal, Instrumental, Dance shall be held annually at Khairagarh and at such other places as may be decided by the Shiksha Samiti.

2. The examination shall begin in the middle of December or on such other date, as may be fixed by the Shiksha Samiti. The said date being notified at least two months before the commencement of the examinations.

3. Subject to their compliance with the requirements of this ordinance the following persons shall be eligible for admission to the examination:—

(i) A student of the Vishwavidyalaya. *duly certified*

(ii) A student from the affiliated colleges, and who after passing preparatory class have completed full three years course as fixed by the Shiksha Samiti.

*Provide further more A student - duly examined and certified by the Principal of the affiliated college.*

4. Every application for admission to the examination shall be in the form prescribed by the Shiksha Samati and shall reach the Kula Sachiva on the dates fixed by him every year.

5. Every candidate shall be examined in,

A. 1. Vocal Music

or

2. Instrumental Music, (any one of the following instruments).

(a) Sitar,

(b) Sarod,

(c) Violin,

(d) Israj,

(e) Sarangee,

(f) Mridanga (Pakhawaj),

(g) Tabla,

(h) Bansuri,

(i) Jaltarang,

or

3. Dance.

and

B. A subsidiary subject as per details below.

(a) In the case of vocal music as the main subject, the student concerned will have to study any one of the instruments referred in para 5 (2) (a) to (i).

(b) In the case of instrumental music as main subject the candidate concerned will have to study vocal music.

(c) In the case of Dance as main subject a candidate concerned will have to study vocal music or any one of the instruments referred in para 5 (2) (a) (i).

*by the  
Principal*

6. The marks which each subject carries and the marks which an examinee must obtain to pass the examination are detailed below:—

		<i>Maximum marks.</i>	<i>Minimum pass marks.</i>
1.	Vocal		
	.... Theory	100	33
	.... Practical	125	42
2.	Instrumental		
	..... Theory	100	33
	..... Practical	125	42
3.	Dance		
	..... Theory	100	33
	..... Practical	125	42

7. In order to pass an examinee must obtain in each subject (Theory and Practical separately) not less than the minimum marks prescribed in paragraph 7 of this Ordinance, and in the aggregate not less than thirty-three percent of the total marks obtainable. Successful examinees obtaining sixty percent or more of the aggregate marks shall be placed in the first division. Those obtaining less than sixty percent but not less than forty-five percent shall be placed in second division and all other examinees obtaining less than forty-five percent but not less than thirty-three percent in the third division. The candidate securing more than 75 per cent of marks in any subject (theory or practical separately) will get distinction in the subject in which he obtains 75 per cent. of marks.

8. If an examinee fails either in theory or in practical he may be granted grace marks upto two in theory and upto three in practical.

No grace marks will be given to an examinee who fails in theory and practical both.

Marks given as grace marks will not be added to the aggregate of marks obtained by the examinee.

9. The scope of subjects for the examination shall be indicated in the prospectus.

10. As soon as possible after the examination but not later than twenty-eighth February, next following the Karyakarini Samiti shall publish a list of successful examinees arranged in the three divisions. The names of the examinees obtaining the first three places in the first division being arranged in order of merit.

11. A successful examinee shall receive a certificate in a form prescribed by the Shiksha Samiti.

## ORDINANCE

No. 16

### Vid Examination ( B. Mus. )

1. The Vid Examinations in Vocal|Instrumental|Dance shall be held annually at Khairagarh and at such other places as may be decided by the Shiksha Samiti from time to time.

2. The examination shall begin in the middle of December or on such other date, as may be fixed by the Shiksha Samiti. The said date being notified at least two months before the commencement of the examination.

3. Subject to their compliance with the requirements of this ordinance the following persons shall be eligible for admission to the examination.

(i) A student of the Vishwavidyalaya.

(ii) A student of the affiliated College.

Provided that he or she shall have passed not less than two Academic years previously, the Madhyama

examination Vocal|Instrumental|Dance of this Vishwavidyalaya or any of the following examinations:

- (i) I.M.C. Bhatkhande Sangeet Vidyapith, Lucknow.
- (ii) I.D.C. Bhatkhande Sangeet Vidyapith, Lucknow.
- (iii) III year Examination of Madhav Music College, Gwalior.
- (iv) III year Examination of M. P. Government.
- (v) Entrance Examination of former Holkar State, Indore.
- (vi) III year Diploma Course in Music, M. S. University, Baroda.
- (vii) Intermediate in Music except (Rabindra Sangeet) of Vishwa-Bharati.
- (viii) IV year (Senior Diploma) of Prayag Sangeet Samiti.
- (ix) Sangeet-Bhushan of Indian School of Music of Dance, Hyderabad.
- (x) Senior Diploma in Music of Kala Sangeet Bharati, Banaras Hindu University.
- (xi) Junior Diploma in Music, Allahabad University.
- (xii) B.A. with Hindusthani Music from all the Indian Universities.
- (xiii) Madhyama Examination of Gandharva Mahavidyalaya, Bombay.
- (xiv) Sangeet Bhushan Examination of Madhya Pradesh Government.

4. (a) A student of the Vishwavidyalaya or the College shall have prosecuted a regular course of study in one or more affiliated colleges for not less than two Academic years after having passed the Madhyama Examinations Vocal|Instrumental|Dance of this Vishwavidyalaya or an examination referred to in paragraph 3.



*Explanation* (1) Prosecution of a regular course of studies means attendance at at least 75% of the lectures delivered in theory and practical, and in the case of practical work is prescribed, the completion of 75% of such work, the attendance in both cases being calculated up to a date two weeks next preceding the date of the commencement of the written examination.

The certificate of the Principal relating to the completion of the required attendance of the applicants at their respective colleges shall reach the Kula Sachiva not later than 10 days next preceding the date of the commencement of the written examination.

Provided that the Principal of the College will have power to condone 5% of the deficiency in the required minimum attendance.

(b) Apply for admission to the Kula Sachiva through the Principal of the College he last attended.

(c) The following certificate signed by the Principal of the College submitting his name is to be produced.

- (i) of good conduct.
- (ii) of fitness to present himself at the examination.
- (iii) of having prosecuted a regular course of study.

5. Every application for admission to the examination shall be in the form prescribed by the Shiksha Samiti and shall reach the Kula Sachiva at least eight weeks before the commencement of the examination.

6. Every candidate shall be examined in the subjects shown below:—

A. 1. Vocal Music

or

## 2. Instrumental Music, (any one of the following Instruments :—)

- (a) Sitar,
- (b) Sarod,
- (c) Violin,
- (d) Israj,
- (e) Sarangee,
- (f) Mridanga (Pakhawaj)
- (g) Tabla,
- (h) Bansuri,

or

## 3. Dance.

and

## B. A subsidiary subject as per details below :

- (a) In the case of vocal music as the main subject, the student concerned will have to study any one of the instruments referred to in para 6 (A) (2) (a) to (i).
- (b) In the case of instrumental music as main subject the candidate concerned will have to study vocal music.
- (c) In the case of Dance as main subject a candidate concerned will have to study vocal music or any one of the instruments referred to in para 6 (A) (2) (a) to (i).

7. The marks which each subject carries and the marks which an examinee must obtain to pass the examination are detailed below :—

		<i>Maximum marks.</i>	<i>Minimum pass marks.</i>
1. Vocal	..... Theory	100	33
"	..... Practical	125	42
2. Instrumental	..... Theory	100	33
"	..... Practical	125	42
3. Dance	..... Theory	100	33
"	..... Practical	125	42

8. In order to pass, an examinee must obtain in each subject (theory and practical separately) not less than the minimum marks prescribed in paragraph 7 of this ordinance, and in the aggregate not less than thirty-three per cent of the total marks obtainable. Successful examinees obtaining sixty per cent or more of the aggregate marks shall be placed in the first division. Those obtaining less than sixty per cent but not less than forty-five per cent shall be placed in second division and all other examinees obtaining less than forty-five percent but not less than thirty-three per cent in the third division. The candidate securing more than 75% of marks in any subject (theory or practical separately) will get distinction in the subject in which he obtains 75% of marks.

9. If an examinee fails either in theory or in practical he may be granted grace marks upto two in theory and upto three in practical.

No grace marks will be given to an examinee who fails in theory and practical both.

Marks given as grace marks will not be added to the aggregate of marks obtained by the examinee.

10. The scope of subjects for the examination shall be indicated in the prospectus,

11. As soon as possible after the examination but not later than twenty-eighth February next following, the Karyakarini Samiti shall publish a list of successful examinees arranged in the three divisions. The names of the examinees obtaining the first three places in the first division being arranged in order of merit.

12. A successful examinee shall receive a degree in a form prescribed by the Shiksha Samiti.

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## O R D I N A N C E

No. 17

**Kovid Examination (M. Mus.)**

1. The following persons shall be eligible for admission to the degree of Kovid (M. Mus.) on such conditions as the Shiksha Samiti may prescribe.

2. (a) Admission to the Examinations for the Degree of Sangeet|Nritya Kovid shall be granted to those who have passed the Vid Examination in the subject concerned or any other equivalent Examination and thereafter have pursued for 2 complete years, the course of study prescribed at the Indira Kala Sangeet Vishwavidyalaya, Khairagarh or any other Institutions recognised for the purpose.

(b) And also who have passed Matriculation examination or its equivalent examination.

3. The examination for the degree of Sangeet|Nritya Kovid shall be consist of two parts viz:—

(i) Part I.

(ii) Part II.

4. The examination for each of the two parts for the degree of Sangeet|Nritya Kovid (M. Mus.) shall be held annually at Khairagarh and at such other places as may be fixed by the Shiksha Samiti.

5. The examination shall begin in the middle of December or on such other date as may be fixed by the Shiksha Samiti the said date being notified in the news papers at least two months before the commencement of the Examination.

6. Subject to their compliance with the requirements of this Ordinance the following persons shall be eligible for admission to:—

(a) *Kovid Part I* of the examination for the Degree of Sangeet|Nritya Kovid.

A student who has been admitted to the Degree of Sangeet|Nritya Vid (B. Mus.) and has prosecuted a regular course of study in the:—

- (i) Vishwavidyalaya itself or, in
- (ii) The institution affiliated to the Indira Kala Sangeet Vishwavidyalaya, Khairagarh.

in the subject in which he offers himself for examination for not less than one academic year since the date of his passing the examination for the degree of Sangeet|Nritya Vid.

(b) *Kovid Part II.* of the examination for the degree of Sangeet|Nritya Kovid.

A student who has been admitted to the degree of Sangeet|Nritya Vid (B. Mus.) and who has passed the Kovid Part I and has prosecuted a regular course of study in the

- (i) Vishwavidyalaya itself, or in
- (ii) The institution affiliated to the Indira Kala Sangeet Vishwavidyalaya, Khairagarh

in the subject in which he offers himself for examination for not less than one academic year since the date of his passing the examination for the degree of Sangeet|Nritya Vid, and Kovid — Part I.

7. The examinees successful in Part I shall not be placed in any division nor shall they be eligible for any scholarship, medal or prize of the Vishwavidyalaya.

8. The following to be considered as equivalent of the Vid of the Vishwavidyalaya:—

- (i) Sangeet-Visharad, Bhatkhande Vidyalaya, Lucknow.
- (ii) Vidya-Visharad, Bhatkhande Vidyalaya, Lucknow.
- (iii) Nritya-Visharad, Bhatkhande Vidyalaya, Lucknow.

- (iv) Sangeet Ratna, Madhav Music College, Gwalior.
- (v) Vidya-Visharad, Madhav Music College, Gwalior.
- (vi) Sangeet Adhyapak, Gwalior.
- (vii) Pandit, former Holkar State.
- (viii) Sangeet Snatak, State Music College, Baroda
- (ix) Sangeet-Prabhakar, Prayag Sangeet Samiti.
- (x) B. Mus., Shri Kala Sangeet Bharati, Banaras Hindu University.

9. (1) Prosecution of a regular course of study means attendance at atleast 75% of the lectures delivered in theory and practical, and in the case of practical work the completion of 75% of such work, the attendance in both cases being calculated up to a date two weeks next preceding the date of the commencement of the written examination. The certificate of the Principal relating to the completion of the required attendance of the applicants at their respective colleges shall reach the Kula Sachiva not later than 10 days next preceding the date of the commencement of the written examination :

Provided that the Principal of the College will have power to condone 5% of the deficiency in the required minimum attendance.

10. For purpose of the above paragraph the fitness of a student to present himself at the examination shall be judged by the Principal and by,

- (a) the record of his academic work in the College,
- (b) his intellectual capacity and
- (c) the time at his disposal before the commencement of the examination for making up the deficiencies, if any, in his studies.

11. Every application for admission to the examination Kovid Part I or Kovid Part II of the examination shall be in the form prescribed by the Shiksha Samiti and shall reach the Kula Sachiva not less than 8 weeks before the commencement of the examination. It shall be accompanied by a fee of Rs. 20/- for each part. A candidate who fails to pass or to present himself for examination shall not be entitled to refund of the fee.

12. Every candidate for admission to the examination shall offer for examination any of the groups given in the prospectus prescribed for Sangeet|Nriya Kovid.

13. The marks which each subject carries and the marks which an examinee must obtain to pass the Kovid Part I, Part II examination are detailed below:—

KOVID PART I:

			<i>Maximum</i>	<i>Minimum</i>
			<i>marks.</i>	<i>pass</i>
				<i>marks.</i>
(a) <i>Vocal</i> —				
	<b>THEORY</b>			
(i) Paper I—3 hours	Marks	75	}	150
(ii) Paper II—3 hours	„	75		
Practical carrying (In a Music gathering)			150	50
(b) <i>Instrumental</i> —				
(i) Paper I—3 hours	Marks	75	}	150
(ii) Paper II—3 hours	„	75		
Practical carrying			150	50
(c) <i>Dance</i> —				
(i) Paper I—3 hours	Marks	75	}	150
(ii) Paper II—3 hours	„	75		
Practical carrying (In a Music gathering)			150	50

## KOVID PART II:

		<i>Maximum marks.</i>	<i>Minimum marks.</i>
	<b>THEORY</b>		
(a) <i>Vocal</i> —			
(i) A thesis carrying	.....	150	50
(ii) Practical carrying	.....	150	50
(In a Music gathering)			
(b) <i>Instrumental</i> —			
(i) A thesis carrying	.....	150	50
(ii) Practical carrying	.....	150	50
(In a Music gathering)			
(c) <i>Dance</i> —			
(i) A thesis carrying	.....	150	50
(ii) Practical carrying	.....	150	50
(In a Music gathering)			

14. (i) There shall be no classification of the examinees successful in Part I of the Examination.

(ii) Examinees who are successful in Kovid Part II of the examination and have obtained 60% or more of the aggregate of the marks in Part I and Part II of the examination shall be placed in the I Division. Those who obtain less than 60% but more than 45% shall be placed in the II Division, and all other successful examinees will be placed in the III Division. For distinction an examinee must obtain not less than 75% (Separately in theory & Practical).

15. (a) If any examinee fails either in theory or in practical he may be granted grace marks upto two in theory and upto three in practical.

(b) No grace marks will be given to an examinee who fails in theory and practical both.

(c) Marks given as grace marks will not be added to the aggregate of marks obtained by the examinee.



16. The candidates appearing for Kovid I and Kovid II with approved syllabuses will be awarded divisions on the total of marks obtained in both the examinations (Kovid I and Kovid II) taken together. The same rule will hold good for distinction also.

17. The names of the first 3 of the successful examinees in each subject placed in the I or II division shall be published in order of merit.

18. The Karyakarini Samiti shall publish not later than 28th of February of the year, a list of successful examinees arranged in 3 divisions in accordance with the provisions of this ordinance.

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## ORDINANCE

No. 18

### Conduct of Examination

#### *Dates of Examinations:*

1. The dates of all Vishwavidyalaya Examinations shall be fixed by the Shiksha Samiti in accordance with the Ordinance relating to those examinations.

#### *Appointment of Examiner:*

2. (1) Examiners for the examinations of the Vishwavidyalaya shall be appointed by the Karyakarini Samiti on the recommendation of a Committee consisting of:—

- (1) The Upa Kulapati (*Chairman*).
- (2) The Deans of Faculties.
- (3) Two other persons appointed by the Shiksha Samiti from among Professors and Readers of the Vishwavidyalaya their term of appointment being three years.

Provided that:—

in case in which, in the opinion of the Upa Kulapati, immediate action is necessary, examiners may be appointed by the Upa Kulapati.

(2) The committee shall recommend persons for appointment as examiners from among persons approved by the Shiksha Samiti in this behalf.

(3) In the absence of the Upa Kulapati, the the senior Dean shall preside at meetings of the Committee.

*Moderation Committee:*

3. (i) There shall be a Committee for moderating question papers for examinations in the subject or subjects comprised in each Department of study, which shall consist of the following persons, viz.—

- (1) The Head of the Department of study.
- (2) One Professor or Reader, other than the Head of the Department, appointed by the Shiksha Samiti.
- (3) The Dean of the Faculty (*Chairman*).

*Conduct of Examinations:*

4. (i) The Shiksha Samiti shall appoint officers-in-charge for each examination centre and shall issue instructions for their guidance.

(ii) Copies of question papers shall be printed or cyclostyled at such time as may be determined in each case by the Kula Sachiva with the approval of the Upa Kulapati.

(iii) The Kula Sachiva shall, at least a fortnight before the commencement of each examination forward to the officer-in-charge of each centre the following papers:—

- (a) The Numerical Return showing the number of candidates in each subject at the centre;

- (b) A programme of the examination;
- (c) The roll list of the candidates for the particular Examination;
- (d) A statement showing the names of the examiners in the subjects concerned;
- (e) Such other papers as are required for the proper conduct of the examination.

(iv) The officer-in-charge shall forward the answer books direct to the examiners concerned. All answer-books shall be stamped only with the Vishwavidyalaya stamp supplied by the Kula Sachiva. The officers-in-charge shall report to the Kula Sachiva the number of answer-books sent to individual examiners.

(v) The Karya Karini Samiti shall issue such general instructions, approved in this behalf by the Shiksha Samiti for the guidance of examiners, as it considers necessary for the proper discharge of their duties, and shall prescribe suitable forms for the recording of the marks obtained by the examinees.

(vi) Subject to any special directions made by the Shiksha Samiti in this behalf the Kula Sachiva shall be responsible for the arrangements connected with the conduct of all examinations of the Vishwavidyalaya.

(vii) Invigilators at the Vishwavidyalaya examinations at all centres shall be appointed from the following persons in the order of preference in which they are named:

- (a) Professors and teachers including the physical training instructors of colleges.
- (b) Registered Graduates of the Vishwavidyalaya.

(viii) The Upa Kulapati shall appoint senior invigilator or centre Superintendent for each centre. The fee payable to the centre Superintendent shall be Rs. 5/- per day.

(ix) All Invigilators and accompanists shall be paid Rs. 2/- per day.

(x) Accompanists shall be appointed by the Centre Superintendent.

*Preparation of results :*

5. (i) A special examination committee consisting of three members, shall be appointed by the Shiksha Samiti each year to prepare the results of examinations and report these to the Karya Karini Samiti for publication. The Chairman of this Committee shall be the senior Dean of the Vishwavidyalaya.

(ii) The Special Examination Committee shall recommend to the Shiksha Samiti the names of persons suitable to be appointed tabulators for the examinations of the year, and the Shiksha Samiti shall forward to the Karya Karini Samiti its recommendations after considering the recommendations of the special Examination Committee. The Karyakarini Samiti after considering such recommendations, shall appoint two tabulators or two sets of tabulators and a scrutineer for tabulating the result of the examinations.

(iii) The Karyakarini Samiti shall appoint the Kula Sachiva of the Vishwavidyalaya as Checker.

(iv) Any discrepancy between the marks, as reported by the examiner to the tabulators and to the Kula Sachiva shall be reported to the Special Examination Committee for such action as it deems fit.

(v) The Kula Sachiva shall forward to the tabulators before the close of each examination all the necessary papers relating to it, e.g. the names of examiners, the roll list of examinees, the forms for recording the marks, the statement showing the last dates by which the examiners are required to send their marks and the Ordinances relating to the examination. The tabulators shall keep strictly confi-

dential all communications received by them in the course of the discharge of their duties.

(vi) The tabulators shall receive the marks direct from the examiners and shall, on or before a date to be prescribed by the Karya Karini Samiti submit to the Kula Sachiva the results prepared in accordance with the instructions of the Special Examination Committee.

(vii) The Kula Sachiva, after checking the results, shall place them before the Special Examination Committee which shall meet to scrutinise them, and shall prepare the results.

(viii) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his or her examination shall be reported to the Kula Sachiva who shall place the matter before the Karya Karini Samiti.

(ix) There shall be no re-examination of examinees answer-papers. If any omission to mark any paper is discovered, the matter shall be placed for consideration before the Special Examination Committee, which shall order such action to be taken as it deems fit. If any such omission is discovered after the results are published by the Karya Karini Samiti, the Kula Sachiva shall call a meeting of the Special Examination Committee to consider the matter and it shall take such action with respect to it as it deems fit. If it orders the question or the paper to be marked, and if as a result of such marking, the examinee, having previously been declared to have failed, passes, the Upa Kulapati shall be requested in the exercise of his powers under sub-section (4) of section 13 of the Act, to declare him to have passed in the division in which his marks entitle him to be placed.

(x) Except as decided otherwise by the Karya-karini Samiti the examination answer-books and the details regarding the marks obtained by the exami-

nees, except the tabulated results, shall be destroyed or otherwise disposed of after four months from the date of publication of the results in the Madhya Pradesh Gazette.

*Publication of Results:—*

6. The Karya Karini Samiti shall publish the results of the Vishwavidyalaya examinations in the Madhya Pradesh Gazette.

The Kula Sachiva shall place the proceedings of the Special Examination Committee before the Karya-karini Samiti along with the list of successful examinees as prepared by the Committee. The cross lists of examinees showing the subject or subjects in which examinees have failed to obtain the prescribed minimum number of marks, shall be prepared by the tabulators before the results are published; and it shall be the duty of the Kula Sachiva to compare with the cross lists, the list of examiners reported as successful and, where necessary to ask the tabulators to make the necessary corrections in the lists.

*Scrutiny of results:*

7. (i) The answer-books of examinees at Vishwavidyalaya examinations shall not be reexamined on their merits, but they may be scrutinised for verification of the correctness of the total marks recorded. Any examinee may submit an application for such scrutiny through the Principal of his college, if he is college student, and otherwise to the Kula Sachiva direct. The application together with a fee of Rs. 5] must reach the Kula Sachiva within thirty days of the date of the publication of the results in question.

(ii) On receipt of such an application, the Upa Kulapati shall cause the marks of the applicant, as recorded on his answer-books, to be scrutinised by one of the tabulators or a member of the Karya-karini Samiti, as he may deem fit.

(iii) If, as a result of such scrutiny, it is found that the examinee should be declared successful at the examination or should be declared as having passed in a higher division or as obtaining a higher place in order of merit, the Upa Kulapati shall publish supplementary list embodying the results of the scrutiny.

*Supply of marks:*

8. After the publication of the results of an examination, an examinee shall, on submission of an application, accompanied by the prescribed fee of Rs. 2/- and presented within six months of such publication, be furnished with the marks obtained by him thereat; provided that, with the special sanction of the Upa Kulapati, the statement of marks may be supplied after the expiry of the above period, on submission of an application for the purpose together with additional fee of rupee one.

9. Notwithstanding any provisions to the contrary the Upa Kulapati may, in exceptional circumstances, vary the various dates fixed for preparing the lists of persons suitable to be appointed examiners and appointing them under this Ordinance.

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## ORDINANCE

### No. 19

#### **Remuneration to Examiners**

1. The following shall be the scale of remuneration payable to examiners:—

*For Madhyama Examination*

- |   |           |
|---|-----------|
| (I) For setting each question paper ..... | Rs. 25.00 |
| (II) For marking each answer book .....   | Rs. 00.75 |

- (III) For conducting practical examination of each examinee (subject to a minimum fee of Rs. 20|-) ..... Rs. 1.00

*For Vid Examination*

- (I) For setting each paper ..... Rs. 40.00  
 (II) For marking each answer book ..... Rs. 1.00  
 (III) For conducting practical examination of each examinee (subject to a minimum fee of Rs. 30|-) ..... Rs. 1.50

*For Kovid Examination (Part I & Part II)*

- (I) For setting each paper ..... Rs. 50.00  
 (II) For marking each answer book ..... Rs. 2.00  
 (III) For examining thesis Kovid Part II Rs. 25.00  
 (IV) For conducting practical Examination of each examinee (subject to a minimum fee of Rs. 50|-) ..... Rs. 2.00

*For Ph.D. Examination*

- For reading a thesis and reporting on it at the Ph.D. Examination ..... Rs. 75.00

2. If the setter of a paper is unable to examine the answers to the paper he has set, the fee for setting the paper shall be equally divided between him and the person appointed for examining the answers.

3. For doing any examination work for which no fee is prescribed under this Ordinance, the Karyakarini Samiti shall fix such fee as it may consider reasonable.

4. An examiner who comes from an outstation to conduct any Viva-Voce or practical examination shall be paid T.A. as per Ordinance No. 10.



## CHAPTER V

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### REGULATION

#### No. 1

#### **First Regulation of the Indira Kala Sangeet Vishwavidyalaya, Khairagarh**

##### *Meetings of the Vishwavidyalaya Sabha :*

Subject to the provisions of the Act, Statutes and Ordinances, the following rules will regulate the meetings of the Vishwavidyalaya Sabha.

1. If both the Kulapati and the Upa Kulapati are absent from any meetings the members present shall elect a Chairman for the meeting.

2. At the annual meeting of the Vishwavidyalaya Sabha the Koshadhyaksha shall present the Budget for the ensuing financial year, and the representatives of the Vishwavidyalaya Sabha shall be elected to such authorities, Councils, Committees and Boards as included the representatives of the Vishwavidyalaya Sabha.

3. *Quorum*:— At a meeting of the Vishwavidyalaya Sabha 10 members inclusive of the Chairman shall form a quorum.

4. If a quorum is not present, 15 minutes after the advertised time of the meeting, the Chairman may declare that there shall be no meeting.

5. If in the course of a meeting any member calls attention to the absence of a quorum, the Chairman shall dissolve the meeting.

6. *Notice* :— Notice in writing of meetings of the Vishwavidyalaya Sabha shall be despatched to all members of the Vishwavidyalaya Sabha not later than 30 days before the meeting and shall be further published by a notice posted on the notice board of the Kula Sachiva's office.

7. Notice of a motion or resolution to be moved at a meeting of the Vishwavidyalaya Sabha must be in the hands of the Kula Sachiva not less than 20 days before the meeting.

8. Notice of an amendment to a motion or resolution of which notice has been given must be in the hands of the Kula Sachiva at least 10 days before the meeting of the Vishwavidyalaya Sabha at which the motion or resolution is to be moved.

9. No business other than that contained in the Agenda paper shall be transacted at a meeting unless with the consent of the Chairman of the meeting and unless permission is given to introduce it be a vote of 2/3rd of the members present.

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

11. *Motions without notice* :—

(a) No motion or resolution of which due notice has not been given, may be moved at any meeting of the Vishwavidyalaya Sabha, except :—

- (1) to adjourn the debate,
- (2) to adjourn the meeting,
- (3) to dissolve the meeting,
- (4) to change the order of business,
- (5) to refer any matter to any authority of the Vishwavidyalaya,

- (6) to pass to the next item of business,
- (7) to appoint a committee,
- (8) to propose that the question be now put.

(b) A motion under (1), (2), (6) or (8) above shall be put to vote without discussion.

(c) Motions under (1), (2), (3) and (4) shall be moved only with the consent of the Chairman.

12. *Amendment*:— No amendment of which due notice has not been given shall be moved to a motion or resolution before a meeting of the Vishwavidyalaya's Sabha unless —

- (i) The chairman rules it to be in order as arising out of the debate, and
- (ii) permission to move the amendment is given by majority of the members present.

13. *Vote & Casting Vote*:— The chairman at a meeting of the Vishwavidyalaya Sabha shall have a vote and a casting vote.

14. *Motion*:— Every motion shall be affirmative in form and shall begin with the word 'that'.

15. Every motion must be seconded, otherwise, it shall drop. Seconder of a motion may reserve his speech with the permission of the chairman.

16. When a motion that is in order and has been seconded it shall be started from the chair before it is discussed.

17. If no member arises to speak on the motion after it has been started from the chair, the chairman shall proceed to put the question to the vote.

18. Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.

19. A motion once disposed off shall not be again brought forward at the same meeting or at any adjournment thereof.

No member shall be allowed to speak more than once in the course of a discussion, of a motion or of an amendment, except the proposer of the substantive motion who will have a right of reply in either case at the close of the discussion, provided that the member who has spoken on a motion before the proposal of an amendment thereto shall be entitled to speak once upon such amendment.

20. *Amendments*:—

(i) Any proposal before the meeting may be amended —

(a) by leaving out a word or words,

(b) by leaving out a word or words in order to add or insert some other word or words, or

(c) by adding or inserting a word or words.

(ii) When an amendment is of the first kind the form in which it shall be proposed and handed to the Chair will be “that the words (mentioning them) be omitted”.

(iii) When an amendment is of the second kind the form will be “that the words (mentioning them) be omitted in order to add (or insert) the words (mentioning them)”.

(iv) When an amendment is of 3rd kind the form will be “that the words (mentioning them) be added or inserted”.

21. No amendment shall be proposed which in effect constitutes a direct negative to the motion.

22. Every amendment must be relevant to the motion upon which it is moved.

23. No amendment shall be proposed which substantively raises a question already disposed by the meeting or which is inconsistent with any resolution already passed by it.

24. The order in which amendments of previous notice has been given are to be brought forward shall be determined by the Chairman.

25. An amendment must be seconded in the same way as a motion, otherwise it shall drop. Secunder of an amendment may reserve his speech with the permission of the Chairman.

26. When an amendment that is in order has been moved and seconded, it shall be stated from the Chair.

27. *Procedure in discussion:—*

The mover of an amendment or of a motion for dissolution or adjournment has no right of reply.

28. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original resolution may reply upon the whole debate.

29. No member shall speak to the question after the mover has entered on his reply.

30. When the debate is concluded, the Chairman shall after summing up, if he so desires, put the question to the vote, thus —

- (i) If there is an amendment, the Chairman shall state the motion and amendment and take the vote of the meeting on the amendment.
- (ii) If the amendment is negatived, the original motion shall be again stated from the Chair

and subject to the foregoing rules, any other amendment which is in order may then be proposed;

- (iii) If an amendment is carried, the motion, as amended shall be stated from the Chair and may then be debated as a substantive question to which any further amendments to the original motion which are in order may be proposed, subject to the foregoing rules. Such further amendments shall be disposed off in the same manner as the original amendment. When all the amendments have been thus dealt with the Chairman shall take the vote of the meeting on the motion as amended as the substantive resolution.

31. *Adjournments, etc.*— A motion “that this meeting be now dissolved “or” that this meeting be now adjourned” may be moved at any time as a distinct question, but not as an amendment for so as to interrupt a speech.

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

33. If a motion for adjournment is carried, the meeting shall be adjourned, and the business shall be resumed at the adjourned meeting.

34. A motion “that the debate may now be adjourned” may be moved in the manner prescribed in resolution 31, and if it be carried shall have the effect of postponing the debate on the question under consideration, and the other items on the agenda paper shall be proceeded with. If the motion be negatived, the debate shall be resumed.

35. A meeting or a debate, renewed or continued after an adjournment, is to be deemed one with that preceding the adjournment.

36. A motion "that the meeting pass on to the next business on the Agenda paper" may be made, at any time, in the like manner and subject to the same rules as one for adjournment. If such motion be carried, the motion under consideration and the amendment thereon, if any, shall drop.

37. At any time after the motion or amendment has been made, a member may request the Chairman to put the question, and if it appears to the Chairman that there has been sufficient discussion, he may call upon the mover for his reply and may then put the question to the vote.

38. *Time Limit*:— No member other than the Chairman shall speak for more than 10 minutes in proposing a motion or amendment, or for more than 5 minutes when seconding or speaking to a motion or amendment, or when replying.

39. *Proposals of a special nature*:— Proposals relating to the conferring of honorary degrees, vote of thanks, messages of congratulations or condolences, addresses and other matters of a like nature, may be moved from the chair without previous notice.

40. *Intervention of Chairman*:— The Chairman may at any stage of the proceedings at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting.

41. If the Chairman desires to take 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 present appointed by the Chairman. The acting Chairman shall, during the debate in question, exercise all the rights of the Chairman.

42. *Interruption*:— Any member may, with the permission of the Chairman, rise, even while another is speaking, explain any expression used by himself which may have been mis-understood by the Speaker, but he shall confine himself strictly to such explanation.

43. *Points of Order*:— Any member may call the Chairman's attention to points of order even while the member is addressing the meeting but no speech shall be made on such points of order.

44. The Chairman shall be the sole judge on any point of order and may call any member to order and may, if necessary, dissolve the meeting, or adjourn it to some hour on the same or the following day.

45. *Withdrawal*. A motion or amendment may be withdrawn by permission of the Chairman by any member who has given notice of such motion or amendment.

46. *Absence of Mover*:— Any motion or amendment standing in the name of a member who is absent from a meeting may be brought forward by any other member.

47. *Voting*:— On putting any question to the vote the Chairman shall call for an indication of the opinion of the Vishwavidyalaya Sabha by a show of hands in the affirmative, and negative, and shall declare the result thereof according to his opinion.

48. Any six members may then demand a division, except on a motion contemplated in para 11. The Chairman shall thereon give special directions for effecting the division as he shall consider expedient and shall nominate scrutineers to count the votes.



49. *Committee*:— A motion for the appointment of a committee on a subject under debate may be made by any member at any time, and without the notice required by paras 7 and 8.

50. A motion for appointment of a committee must define the purpose for which the committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member moving, shall name the persons whom he wishes to form the committee. It shall thereupon be open to members to propose and second other names. A ballot shall then be taken, if necessary, and the requisite number appointed from those who obtained the largest number of votes.

51. The quorum for the committee shall be not less than a majority of the members appointed.

52. At the time of appointment of a committee one of its members shall be elected as Chairman of the committee by the Vishwavidyalaya Sabha.

53. The resolution of the committee appointed by the Vishwavidyalaya Sabha shall be embodied in a report. The report shall be presented to the Vishwavidyalaya Sabha at its next meeting, subject to the provisions of the Regulations respecting notice.

54. *Elections*:— In all cases of Election other than those specifically provided for the candidates shall be proposed and seconded. If no more candidates are nominated than there are vacancies to be filled, the Chairman shall declare those candidates to be elected. If the number of candidates exceeds the number of vacancies the voters shall state on the ballot paper the names of the candidates they desire to vote for upto the limit of the number of vacancies.

55. *Reconsideration*:— No matter which has been decided by the Vishwavidyalaya Sabha, shall within

a period of 12 months, be reconsidered, except at a special meeting of the Vishwavidyalaya Sabha convened for the purpose. No motion for revision shall be carried unless 3/4th of the members present at such meeting vote in favour thereof.

56. Once every 12 months, or at such other intervals as the Vishwavidyalaya Sabha shall direct, the Karyakarini Samiti shall cause the Minutes of the meeting of the Vishwavidyalaya Sabha to be printed and a copy thereof to be forwarded to each member.

57. *Emergency*:— In any case not provided for by these Regulations, the Chairman shall be entitled to give his own ruling as to procedure.

58. *Press and Visitors*:— Representatives of the Press and Visitors may be admitted to the meeting of the Vishwavidyalaya Sabha, provided they have obtained the permission of the Kula Sachiva.

The Chairman may at any time during the sitting of the Vishwavidyalaya Sabha direct all representatives of the press and visitors to withdraw.

59. *Interpellation*:— Any member of the Vishwavidyalaya Sabha shall, subject to the Regulations of Vishwavidyalaya Sabha, be entitled to put questions regarding any matter connected with the administration of the Vishwavidyalaya. A member so putting a question or any other member of the Vishwavidyalaya Sabha shall be entitled to put supplementary questions. Notice of questions to be answered shall be given not less than 20 days before the date of the meeting.

60. The Upa Kulapati may decline to answer any question if he considers it contrary to the best interests of the Vishwavidyalaya. Such a decision shall be final. The Upa Kulapati may decline to answer supplementary questions for the same reason.

61. No question may be put which reflects upon the personal character of competence of a member of the Vishwavidyalaya Sabha.

62. The Upa Kulapati may ask for the notice of a supplementary question which he is not prepared to answer without further enquiry into the facts of the case.

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## R E G U L T I O N

### No. II

#### **Regulations of the procedure of the election of members to represent the Vishwavidyalaya Sabha on the Karyakarini Samiti and the Shiksha Samiti.**

1. (i) No person's name shall be proposed for election unless he has given to the Chairman, of the meeting a statement in writing expressing his willingness to serve as a member of the Karyakarini Samiti, as the case may be.

(ii) Every candidate for election shall be nominated in writing, and the nomination paper shall be signed by the two members as proposer and seconder. The Chairman shall read out to the meeting the names of the candidates together with those of their proposers and seconders.

(iii) If the number of candidates is equal to or less than the number of persons to be elected, they shall be declared elected. If the number of candidates exceeds the number of persons to be elected, the members, shall proceed to record their votes.. The votes shall be given by the ballot. The ballot of each member shall consist of a paper showing the name or names of the person or the persons he votes for when

more than one person is to be elected, every member shall have as many votes as the number of persons to be elected, but no member shall give more than one vote to any one person.

(iv) Where an equality of votes is found to exist between any candidates and the addition of a vote would entitle any of such candidate to be declared elected, the Chairman of the meeting shall give such additional or casting vote.

2. No person whose name has been proposed for election shall preside at the meeting whereat such election is to take place.

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## R E G U L A T I O N

### No. III

#### **Meetings of the Karyakarini Samiti.**

1. The Karyakarini Samiti shall meet ordinarily on Sunday while the Vishwavidyalaya Sabha is in session and at such other time as the Upa Kulapati may for special reasons direct.

2. Five members inclusive of the Chairman shall form a quorum.

3. Ordinarily a fortnight's notice of a meeting shall be given by the Kula Sachiva.

Provided that when the nature of the business to be brought before the Samiti, in the opinion of the Upa Kulapati, necessitates an immediate meeting, shorter notice may be given but at such meetings no business that is not of immediate urgency shall be transacted.

4. At the meeting of the Karyakarini Samiti the Chairman shall have a vote and a casting vote,

5. The Chairman at any meeting may, at his discretion, apply the regulations prescribed for discussion of matters at meetings of the Vishwavidyalaya Sabha, in so far as he thinks fit.

6. Any member of an Authority or body of the Vishwavidyalaya may make any recommendation or proposal to the Karyakarini Samiti. Such recommendation or proposal shall be sent in the form of a letter through the Kula Sachiva, and shall be considered by the Samiti at the earliest possible date.

7. All, propositions for the conferment of an Honorary Degrees shall be put to vote —

- (i) without discussion, and
- (ii) by ballot.

## REGULATION

### No. IV

#### **Meetings of the Shiksha Samiti**

1. The Upa Kulapati shall convene to the Kula Sachiva a meeting of the Shiksha Samiti at any time on his own initiative or on receipt of a requisition signed by not less than 5 members of the Samiti.

2. Not less than 3 week's notice shall be given of the time and place of meeting.

3. 6 members inclusive of the Chairman shall form a quorum.

4. In absence of the Upa Kulapati the meeting shall elect a member to preside at the meeting.

5. At all meetings of the Samiti Chairman shall have a vote and the casting vote.

6. Notice of a motion or resolution to be moved at a meeting of the Shiksha Samiti must be in the hands of the Kula Sachiva not less than 14 days before the meeting.

7. Notice of an amendment to a motion or resolution, of which notice has been given must be in the hands of the Kula Sachiva at least 7 days before the meeting of the Shiksha Samiti at which the motion or resolution is to be moved.

8. Notwithstanding anything contained in paras 6 and 7 the Chairman may allow a motion of which the required time limit has not been given to be moved or discussed when the motion is one to accept or to act upon any recommendation or report of any authority, Board, Council, Committee or Sub-committee of the Vishwavidyalaya or of a committee or Sub-Committee of any such body and where it would have been impossible to give the notice required by paras 6 and 7 of this chapter, provided that the Chairman is satisfied that for the purpose of carrying on the work of the Vishwavidyalaya it is necessary to obtain an immediate decision upon the motion.

9. The regulation relating to notice a business and discussion at meetings of the Vishwavidyalaya Sabha shall be applied so far as may be at meetings of the Samiti.

10. There shall be a meeting of the Samiti every year to be called the annual meeting.

11. The following procedure shall be followed in respect of propositions for the conferment of Honorary Degrees, viz:—

(a) Every proposition for the conferment of an honorary degree shall be referred for consideration to a committee consisting of the Upa Kulapati and the Adhyacharyas, before it is included on the agenda paper of a meeting of the Shiksha Samiti.

(b) The committee shall consider if the person proposed.

- (i) is distinguished for his learning; or
- (ii) has rendered eminent services to the cause of education; or

- (iii) has, by his munificence promoted the cause of education;
- or (iv) has rendered outstanding public service in other ways, and is otherwise fit in all respects for the conferment of the degree.

If, after such consideration, it commends the proposition to the acceptance of the Shiksha Samiti its report shall be placed before Shiksha Samiti along with the proposition.

(c) If the committee is of opinion that it is advisable to drop all further proceedings relating to the proposition the opinion shall be communicated to member giving notice of the proposition and no further action shall be taken in the matter unless he confirms in writing his intention to move the proposition in which case the proposition shall be placed before the Shiksha Samiti along with the proceedings of the committee on the subject.

(d) All propositions for the conferment of the honorary degree shall be put to vote (i) without discussion and (ii) by ballot.

(e) No propositions for the conferment of an Honorary Degree shall be declared to have been passed by the Shiksha Samiti, unless a majority of not less than 2/3rds of the members present at the meeting vote in its favour.

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## REGULATION

### No. V

#### Account Rules

1. Receipts of every kind shall be paid intact into the Local Banks. All cash receipts shall be remitted to the Bank not later than the first day following on which the Bank is open. Under no circumstances

should the amount left in the custody of Accountant exceeds Rs. 300|- when the balance is in excess the Kula Sachiva will make special arrangement for the safe custody of the surplus.

2. The Books of account and registers shall be strongly bound paged and attested corrections shall be made in red ink initialed and erasers shall on no account be permitted.

3. Every person making a payment to the Vishwavidyalaya shall fill in a pay-in-slip in triplicate, entering there in the amount paid in figures as well as in words and mentioning the purpose for which the amount is paid. One pay-in-slip will be given to the payee, one will be sent to the department or Section of the Vishwavidyalaya Office concerned for record and the original pay-in-slip will be in the custody of the Accountant.

4. All pay-in-slips for amounts not exceeding Rs. 100|- shall be signed by the Accountant and those exceeding Rs. 100|- shall be signed by the Kula Sachiva, or if so authorised, by the Upa Kula Sachiva or the Sahayak Kula Sachiva.

5. Each pay-in-slip in triplicate will be allotted a serial number for the year and shall be entered in the Daily Collection Register.

6. Remittance to the Bank shall be accompanied by a Challan which shall be prepared in duplicate in the Bound Book supplied by Bank and the first part shall remain in the book and the second part shall be given to the bank with the money. The Accountant shall keep the book in his personal custody.

7. The Pass Book granted by the Bank shall remain with the Kula Sachiva and shall be sent to the Bank after every fortnight for being written up-to-date. After its return by the Bank, the Kula Sachiva shall prepare a bank Reconciliation Statement and satisfy himself after tallying all entries.



8. Expenditure shall ordinarily be met by means of Cheques drawn on the banks but petty and emergent expenditure may be drawn to meet several items of expenditure. The Cheque book granted by the Bank shall remain in personal custody of the Accountant under lock and key.

9. Every bill presented for payment shall first be examined by the Accountant and he shall initial it in token of his having done so. If the claim be admissible, the authority good, the signature true and in good order and the receipt a legal acquittance, the Kula Sachiva shall, after satisfying himself on these points, shall authorise payment by cheques or in cash.

10. In the former case, an entry shall be made in the 'Cash Book and the bill having been stamped "Paid" it shall be retained in the custody of the Accountant. The bills shall be numbered consecutively for the year in the order of payment and pasted in a bound book with fly leaves. Salary bills shall be filed separately. Adjustment vouchers shall bear a separate series of numbers from cash vouchers and also be filed separately.

11. (a) The salary bill shall be in a prescribed form.

(b) Salaries fall due on the first working day of the month for which they are due.

(c) Income tax, subscription to Provident Fund, house rent and dues to the University shall be deducted from the salaries of Officers and Teachers before payment is made to them.

(d) Payment of salaries of officers and teachers shall ordinarily be made by cheque. If any officer or teacher desires payment in cash he will attend Kula Sachiva office to receive it in person.

(e) Save with the special sanction of the Upa Kulapati no claim by an officer or teacher or a member

of any Vishwavidyalaya shall be valid unless made within six months of the date at which the payment fell due.

12. There shall be maintained a register in which all record of appointments, promotions leave, suspensions, fines, reductions or enhancement of salaries and office arrangement regarding all members of the Vishwavidyalaya staff be entered.

13. Contingent charges for sums below ten rupees need not be supported with vouchers. A certificate by the Kula Sachiva that they have been disbursed shall be sufficient, but charges above Rs. 10/- shall be supported by vouchers.

14. A permanent advance of Rs. 250/- may be made to the the accountant for the contingent expenditure. Sufficient security should be obtained from the person who handles the cash.

15. A daily Collection Register shall be maintained for all receipts. Amounts of all pay-in-slip will be entered in the daily Collection Register in the order in which they are received. The daily Collection Register will be totalled at the end of each day's transactions and tallied with the amount received and certified accordingly by the Accountant and counter signed by the Kula Sachiva or any officer so authorised. Daily receipts under each head in Daily Collection Register shall be entered in the Cash Book under the relevant heads.

16. All money received and spent shall be immediately brought to account in the cash book. It shall, as far as may be balanced at the close of every day and signed by the Kula Sachiva. After the close of each month on receipt of the bank Pass Book from the Bank, the Cash Book shall be compared with the Pass Book. Both the books should be correctly posted. The balance according to Cash Book minus the Cash in the hand of the Cashier plus the amount

of uncashed cheques must agree with the balance in the pass book.

The total of the office establishment and contingent charges shall be entered in the Cash Book. Every item of expenditure shall contain reference to the voucher or certificate of payment as the case may be.

17. Besides the Cash Book, there shall be maintained an abstract register or ledger of all transactions appearing in the Cash Book. There shall be as many columns as they are needed as per heads of Expenditures and Income. Under each head shall be entered in the appropriate column the transactions of the date as appearing in the Cash Book. They will be totalled at the end of the month.

On the basis of this register, there shall be prepared every month an abstract progressive total of receipts and expenditure which will show the budget figures, the amount realised or spent as the case may be upto the end of the month and the balance remaining to be realised or available for expenditures for the rest of the financial year. This statement will be put up before the Koshadhyaksha and the Upa Kulapati after the 15th of the succeeding month.

18. Any money received in the form of earnest money or security deposit which does not come under any head as prescribed in 14, 15 and 16 of these rules shall be credited to a separate suspense head. If not claimed within 3 years, the amount shall be transferred to Misc. a/c. through the Adjustment Register or Journal.

19. Transfer entries by means of which transfer from one head of account to another are affected shall be made to correct errors of classification.

In case of deposits referred to in Para 18 adjustment shall take place when the amount is unclaimed for three years as therein prescribed.

20. Refund of revenue shall be made with the sanction of the Vitta Samiti.

- (1) Provided that in cases refer to Para 17 No. refunds shall be made except with sanction of the Karya Karini Samiti.
- (2) Provided further that the sums received in excess of the fees prescribed may be refunded to the remitters concerned without a formal application from them, with the sanction of the Kula Sachiva.
- (3) Provided further that the hostel caution money paid by a hosteler of the Vishwavidyalaya may be refunded by the Kula Sachiva if the Superintendent, of the hostel certifies that there are no dues outstanding against the hosteler.

21. *The Kula Sachiva shall have authority to sanction expenditure on Printing under the following heads:—*

- (i) Minutes of meetings.
- (ii) Vishwavidyalaya publications.
- (iii) General Matters.
- (iv) Diplomas.
- (v) Registers and forms and others papers for consideration of the various authorities and bodies.

22. Investments of sums not exceeding Rs. 20,000|- in Govt. securities or in fixed deposit in an approved Bank may be sanctioned by the Koshadhyaksha and similar investments of sums exceeding Rs. 20,000|- by the Vitta Samiti.

23. The Vishwavidyalaya Library Committee shall have authority to sanction expenditure on books and periodicals and in absence of the Committee the Upa Kulapati will sanction the same subject to the Budget allotment.

24. The Kula Sachiva shall be authority to countersign travelling allowance bills, as per ordinance No. 10 (T. A. rules).

25. The Kula Sachiva shall submit before hand an estimate of the expenditure on examinations to Karya Karini Samiti and where the estimate has been sanctioned he shall have authority to pass all expenditure under that head.

26. Remuneration to examiners shall be fixed by Karya Karini Samiti on recommendation of the Shiksha Samiti. The Kula Sachiva shall have authority to pass the bills in accordance with that sanction.

27. No unusual expenditure shall be incurred without the previous sanction of the Karya Karini Samiti.

28. A stock and store of all moveable property shall be kept in a register in such form as may be prescribed by the Karya Karini Samiti. There shall be half yearly physical verification of stock by the Kula Sachiva.

29. Separate registers for forms, stationery and stamp shall be maintained and shall be verified at the end of every month by Kula Sachiva.

30. The Kula Sachiva shall have powers to sanction bill of contingent expenditure upto Rs. 500|- only. The amount above Rs. 500|- shall be sanctioned by the Upa Kulapati.

### BUDGET

31. The budget for each financial year will be framed by the Karya Karini Samiti within the limits specified by the Vitta Samiti. The budget shall be ready on or before 31st December annually. If need be, a supplementary budget estimate shall be prepared for the amount exceeding the original allotment.

32. The budget estimates shall set forth the estimated receipts and expenditure for the full year and opening and closing balances (cash and investments).

33. The budget estimates shall be accompanied by necessary explanatory notes for variation to compare with previous year and necessary schedules to explain expenditure and income.

34. Reappropriation of sums allotted under one sub-head or minor head to another sub-head or minor head may be sanctioned by the Upa Kulapati on the recommendation of the Koshadhyaksha and of sums allotted under one major head to another major head by the Karya Karini Samiti on the advise of the Vitta Samiti.

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