

मध्यप्रदेश शासन
उच्च शिक्षा विभाग
मंत्रालय

Phone No. 0755-2557460

Email: osdheducell@mp.gov.in

क्रमांक /486/सीसी/17/अडतीस
प्रति,

भोपाल, दिनांक

कुलपति
समस्त विश्वविद्यालय,
मध्यप्रदेश।

विषय:-विश्वविद्यालय समन्वय समिति द्वारा अनुमोदित अध्यादेश/परिनियम।

-0-

उपरोक्त विषयान्तर्गत विश्वविद्यालय समन्वय समिति की 93 वीं बैठक दिनांक 25.10.17 के कार्यवाही विवरण में विषय क्र. 01 प्रदेश के विभिन्न विश्वविद्यालय में प्रचलित अध्यादेशों एवं परिनियमों में लिए गए निर्णय अनुसार एकरूपता समिति से अनुमोदित अध्यादेश/परिनियम संलग्न कर आवश्यक कार्यवाही हेतु आपकी ओर प्रेषित है।

संलग्न:-उपरोक्तानुसार

(डॉ.अजय प्रकाश खरे)
विशेष कर्तव्यस्थ अधिकारी,
म0प्र0शासन, उच्च शिक्षा विभाग
मंत्रालय

भोपाल, दिनांक 21/3/18

पृ.क्रमांक 275 /486/सीसी/17/अडतीस
प्रतिलिपि:-

1. निज सचिव, अपर मुख्य सचिव, उच्च शिक्षा, मंत्रालय।
2. प्रमुख सचिव, मा. राज्यपाल सचिवालय, राजभवन, भोपाल।
3. आयुक्त, उच्च शिक्षा, सतपुड़ा भवन, भोपाल।
4. विशेष कर्तव्यस्थ अधिकारी, उच्च शिक्षा विभाग, शाखा-3, मंत्रालय।
5. सचिव, म.प्र.निजी विश्वविद्यालय विनियामक आयोग, ज्ञानवाटिका वाल्मी रोड, कलियासोत डेम एक्सीलेंस कालेज के सामने, कोलार रोड, भोपाल।
6. प्रभारी, कम्प्युटर शाखा कार्यालय आयुक्त, उच्च शिक्षा, सतपुड़ा भवन, भोपाल की ओर प्रेषित कर लेख है कि कृपया विभागीय वेबसाइट पर अपलोड करने का कष्ट करें।


विशेष कर्तव्यस्थ अधिकारी,
म0प्र0शासन, उच्च शिक्षा विभाग
मंत्रालय

WUJIA BANDESH UNIVERSITIES COMMON STATUTES



Department
GOVERNMENT

CONTENTS
STATUTES

Statute. No.	Common Statutes for all Universities of Madhya Pradesh	Page No.
1.	STATUTE NO. 2 Powers of The Kulpati	05
2.	STATUTE NO. 4 The Dean of Students Welfare-Terms and Conditions of Service, Powers and Duties	6-7
3.	STATUTE NO. 5 Learned Professions	08
4.	STATUTE NO. 6 Meeting of the Court	09
5.	STATUTE NO. 7 Standing Committee of the Academic Council	10
6.	STATUTE NO. 8 Other Faculties	11
7.	STATUTE NO. 9 Constitution And Powers of the Faculty	12
8.	STATUTE NO. 10 Board of Studies	13-18
9.	STATUTE NO. 11 Powers of the Board of Studies	19
10.	STATUTE NO. 12 Qualifications of Student Members of Board of Studies	20-21
11.	STATUTE NO. 13 Annual Report	22
12.	STATUTE NO. 14 Honorary Degree	23
13.	STATUTE NO. 15 Registration of Graduates	24-28

14.	STATUTE NO. 16 Seniority of Teachers of the University	29-31
15.	STATUTENO. 17 Seniority of Principals	32
16.	STATUTE NO. 18 Seniority of Heads of Departments in Affiliated Colleges	33
17.	STATUTE NO. 19 Preparation and Maintenance of Seniority Lists	34-36
18.	STATUTE NO. 20 Other Officers of the University-Conditions of Service, Powers and Duties	37-38
19.	STATUTE NO. 21 Functions and Duties of Finance Controller	39
20.	STATUTE NO. 22 Qualifications of Teachers in Affiliated Colleges	40
21.	STATUTE NO. 23 Election of Registered Graduates to the Court	41-56
22.	STATUTE NO. 24 Election of Student Members to the Court	57-61
23.	STATUTE NO. 25 Election of Teachers Representatives on the Court	62-75
24.	STATUTE NO. 29 Appointment Of Examiners	76-86
25.	STATUTE NO. 30 Administration of Endowments	87
26.	STATUTENO. 31 Conditions of Service for University employees [Refer Clauses (D) and (N) of Section 35]	88-118
27.	STATUTE NO. 32 Building Committee	119
28.	STATUTE NO. 33 Convocation	120-126
29.	STATUTE NO. 34 Election or Representative of Non-Teaching Employee on	127-137

	the Court Clause (Xx-A)	
30.	STATUTE NO. 37 Sports Committee	138-140
31.	STATUTE NO. 39 College Development Council	141-143
32.	STATUTE NO. 40 विश्वविद्यालय और संबंधित महाविद्यालयों में रैगिंग की प्रथा रोकने के लिये विशेष परिनियम	144-145
33.	STATUTE NO. 41 The Board Of Students' Welfare	146-147
34.	STATUTE NO. 42 The Superintending Staff of the Hostel	148

STATUTE NO. 2

POWERS OF THE KULPATI

[Refer Section 15 (9)]

1. The Kulpati may constitute such committees as he deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Adhinyam.
2. The Kulpati may sanction an allowance to any employee of the University for any Special Duties assigned to such employee or additional duties performed by him/her which in the opinion of the Kulpati warrants such payment.

"Provided that such allowance shall not exceed ten percent of the basic pay of such employees. No employee of the University shall be entitled to any other financial benefits except as mentioned above."

Lajawal

~~_____~~

STATUTE NO. 4

THE DEAN OF STUDENTS WELFARE-TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES

[Refer Section 17(3)]

1. The Dean of Students Welfare shall be appointed for a term of three years and shall be eligible for reappointment.

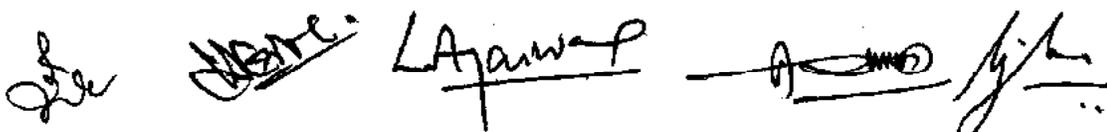
Provided that he shall notwithstanding the fact that his term of three years has not expired, cease to hold office on completing the age of superannuation.

Provided further that notwithstanding the fact that his term of three years has not expired the Executive Council may, on a report from the Kulapati terminate the appointment of Dean of Student's Welfare if it is satisfied that further continuance of the Dean of Students' Welfare will be detrimental to the cause for which he has been appointed or to the interests of the University.

2. Where the Dean of Students' Welfare is a full-time salaried officer, he shall:
 - (a) possess experience of guiding extra-curricular activities and understanding of students' problems.
 - (b) Draw salary in the pay scale of Associate Professor.
3. The Dean of Students' Welfare if appointed from amongst the Teachers of the University shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him before his appointment as Dean of Students' welfare
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund medical and other benefits as may be prescribed by the University for the employees of the University.
5. Notwithstanding the provision of this Statute a full time salaried Dean of Students' Welfare appointed before the date of coming into force of this Statute shall continue to hold office subject to the terms and conditions of his appointment.

Provided that such Dean shall not be continued in service after he has completed the age of superannuation.

6. (i) The Dean of Students Welfare shall be the Advisor cum Treasurer of the University Students Union and the head of the information bureau and the Employment bureau in the University.



(ii) The Dean of Students' Welfare shall, if the Executive Council, the Academic Council or the Court so desires, be present at any meeting of the authority concerned when matters relating to Student's Welfare come up for consideration therein.

(iii) Subject to the control of the Kulpati, the Dean of Students' Welfare shall:

- i. make arrangements to ensure suitable housing facilities for students;
- ii. arrange for employment of students in accordance with plans approved by the Kulpati;
- iii. communicate with the guardians of the students concerning the welfare of students;
- iv. obtain travel facilities for students;
- v. assist the students in obtaining Scholarships, etc. by giving them information relating thereto;
- vi. perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulpati.



STATUTE NO. 5

LEARNED PROFESSIONS

[Refer section 20(I) (XVI)]

The following shall be the learned professions for the purpose of item (xvi) of sub section (I) of section 20 of the Adhiniyam:

- (i) Education
- (ii) Medicine, AYUSH and Pharmacy
- (iii) Engineering/Technology/ Engineering Sciences
- (iv) Law
- (v) Science
- (vi) Arts
- (vii) Social Sciences
- (viii) Commerce
- (ix) Management
- (x) Physical Education
- (xi) Life Sciences
- (xii) Home Science
- (xiii) Fine Arts including Music, Drama, Dance and Painting
- (xiv) Vocational Education
- (xv) Actuarial Science
- (xvi) Eminent scientists, Scholars and Men of Letters

[Handwritten signatures and text]

STATUTE NO. 6
MEETING OF THE COURT
[Refer Section 21]

1. The ordinary meeting held in a calendar year shall be the Annual General Meeting of the Court.
2. A special meeting of the Court may be convened by the Kulpati.
3. The Kulpati shall, on a requisition signed by not less than forty members of the Court and specifying the business to be discussed, call a special meeting of the Court.
4. No special meeting of the Court shall be convened unless a period of three months has elapsed since the meeting last held whether annual or special.

[Handwritten signatures and text]
The word "AND" is written in the center, with a horizontal line passing through it. To the left of this line are two signatures, and to the right are two more signatures. The word "AND" is also written below the line.

STATUTE NO. 7

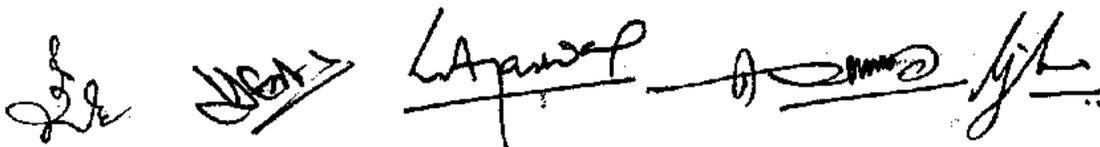
STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 26 (2)]

1. (i) The Standing Committee to be constituted under Sub Section (2) of Section 26 shall be composed as under
 - (a) The Kulpati
 - (b) Rector
 - (c) Deans of all the Faculties
 - (d) Dean/Director, College Development Council
 - (e) The Registrar shall act as the Secretary of the Committee

One-third of the total members will form the quorum. The quorum shall not be applicable for adjourned meeting.

2. The Standing committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.
3. Meetings of the Committee shall be convened under the direction of the Kulpati.
4. It shall be duty of the Standing Committee to render advice on equivalence of examinations in consultation with the faculty concerned and all other matters as may be referred to it by the Academic Council, the Executive Council or the Kulpati.
5. Subject to the provisions of the Adhinyam and the Statutes, the Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported to the Academic Council.

The block contains several handwritten signatures and stamps. From left to right: a signature that appears to be 'L. K.', a rectangular stamp with illegible text, a signature that appears to be 'L. K.', a signature that appears to be 'A. K.', and a signature that appears to be 'L. K.'. There are also some faint, illegible markings and lines.

STATUTE NO. 8
OTHER FACULTIES
[Refer Section 27 (l) (X)]

In addition to the Faculties enumerated in Sub-Section (l) of Section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely.

- (i) Arts
- (ii) Social Science
- (iii) Science
- (iv) Life Sciences
- (v) Engineering
- (vi) Law
- (vii) Commerce
- (viii) Education
- (ix) Physical Education
- (x) Home Science
- (xi) Technology
- (xii) AYUSH
- (xiii) Medicine
- (xiv) Non formal Education
- (xv) Dentistry
- (xvi) Prachya Sanskrit
- (xvii) Management Studies
- (xviii) Engineering Sciences
- (xix) Vocational Studies
- (xx) Rehabilitation Science
- (xxi) Mathematical Science

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

STATUTE NO. 9

CONSTITUTION AND POWERS OF THE FACULTY

[Refer Section 27 (2)]

1. Each faculty shall consist of the following members, namely:

- (a) The Dean of the Faculty-CHAIRPERSON.
- (b) All Chairpersons of the Boards of Studies of the subjects comprised in the Faculty.
- (c) All Professors in the Departments assigned to the Faculty.
- (d) One College Professor from each department assigned to the Faculty by rotation according to seniority.
- (e) Two Readers/ Associate Professors of University Teaching Departments/Schools of Studies, two Associate Professors in Affiliated colleges, six Lecturers/ Assistant Professors teaching any of the subjects comprised in the Faculty by rotation according to seniority.

Provided that there shall not be more than one teacher of any single category from any one of the Departments assigned to the Faculty.

- (f) Three persons assigned to the Faculty by the Academic Council from amongst its members.
- (g) Not more than two persons not connected with the University or any college and having expert knowledge of the subject or subject comprised in the Faculty including from persons from professional and regulatory bodies can be co-opted as members under clauses above.

Provided that not more than one person representing any one Department of the Faculty shall be co-opted.

- (h) Not more than two persons not connected with the University or any College and having expert knowledge of the subject or subjects comprised in the Faculty co-opted by persons becoming members under clauses (a) to (g) above. Provided that not more than one person representing any one department of the faculty shall be co-opted.
 - (i) Member(s) may be co-opted as per requirement of the concerned Regulatory Body.
2. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
3. One-third of the total membership of the Faculty shall constitute a quorum.

Vide amendment approved by co-ordination committee at its meeting dated 20-12-2000 and 06/07/2007.



STATUTE NO.10

BOARD OF STUDIES

[Refer Section 28 (1)]

There shall be a Board of Studies for each of the subject or groups of subjects mentioned below under the each Faculty thereof:

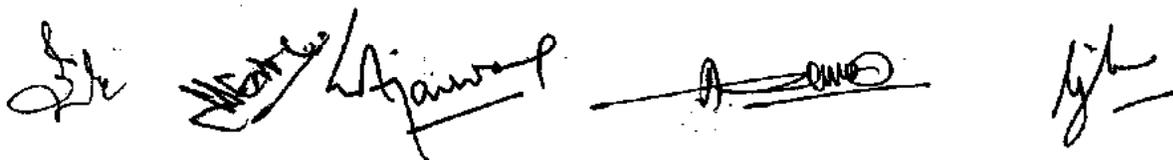
Name of Faculty & Department

(A) Faculty of Arts

1. English and other Foreign Languages
2. Sanskrit, Functional Sanskrit and Prachya Sanskrit
3. Pali, Prakrit
4. Hindi, Functional Hindi, Linguistics and Translation
5. Urdu, Arabic, Persian
6. Other Indian Languages
7. Philology
8. Philosophy
9. Music (Vocal, instrumental) and Dance
10. Fine Arts (Drawing and Painting)
11. Performing Arts (Theater and Sculpture)
12. Library and Information Science
13. Journalism and Mass Communication
14. Fashion Designing (in case there is no Faculty of Vocational studies)
15. Interior Designing (in case there is no Faculty of Vocational studies)
16. Jyotirvigyan

(B) Faculty of Social Science

1. History, Modern History, Medieval History.
2. Ancient Indian History Culture and Archaeology, Indology.
3. Political Science, International Relations. Public Administration, Human Rights.
4. Economics, Business Economics, Applied Economics
5. Sociology, Social work and Community, Demography and Population Science



6. Anthropology
7. Geography
8. Psychology
9. Military Science & Defense Studies
10. Rural Development
11. Home Science (if there is no separate Faculty of Home Science in the University).

(C) Faculty of Home Science

1. Home Science
2. Clothing and Textile/Fabric and Apparel Sciences
3. Food and Nutrition

(D) Faculty of Science

1. Physics, Laser Technology.
2. Chemistry, Industrial Chemistry, Environmental Chemistry, Pharmaceutical Chemistry, MICA
3. Mathematics
4. Geology, Remote Sensing, Earth Science
5. Statistics
6. Criminology and Forensic Science
7. Computer Science (if faculty of Engineering Science does not exit)
8. Oceanography, Meteorology

(E) Faculty of Life Science:

1. Botany, Ethno-biology, Forestry, Horticulture
2. Zoology, Fisheries, Aquaculture, Genetics, Neuroscience
3. Environmental Sciences / Environmental Biology, Limnology
4. Bio-Chemistry
5. Life Science/Bio- Science, Microbiology
6. Biotechnology, Seed Technology, Bio informatics, Food Technology.

(F) Faculty of Engineering (Only if UTD in University)

Handwritten signatures and notes:
A signature on the left, followed by "Lajawal" and "NOTE" written below it. To the right, there is a signature with a horizontal line through it, and another signature to its right.

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics and Tele-Communications
5. Chemical Engineering
6. Mining
7. Metallurgy
8. Planning and Architecture
9. Humanities and Social Sciences
10. Applied Physics
11. Applied Chemistry
12. Applied Mathematics
13. Applied Geology
14. Electronics and Instrumentation
15. Computer Engineering
16. Information Technology
17. Biotechnological Engineering

(G) Faculty of Law

1. Law

(H) Faculty of Commerce

1. Commerce

(I) Faculty of Education

1. Education
2. Physical Education, Yogic Sciences (Where there is no Faculty of Physical Education)

(J) Faculty of Physical Education

1. Physical Education
2. Yogic Sciences

[Handwritten signatures]

[Handwritten signature]

[Handwritten signature]

(K) Faculty of Technology

1. Pharmaceutical Science

(L) Faculty of AYUSH

1. Sharir, Dosh Dhatu Mal Vigyan, Sanskrit
2. Dravyagun, Ras Shastra Vigyan
3. Kaaya chikitsa, Vikriti Vigyan and Swasthavritta.
4. Shalya Tantra, Shalakyia Tantra, Prasuti Tantra Kaumaryabhritya, Agad Tantra and Vyavaharyurveda
5. Ashtang Sangrah, Charak Samhita, Padarth Vigyan, Ayurved ka Itihas
6. Sharir Rachna Vigyan, Sharirkiriya Vigyan
7. Rog Vikriti Vigyan evam Swastha Vritta
8. Unani, Siddha
9. Homeopathy
10. Alternative Medicine (Accupressure, Magnetic therapy etc.)

(M) Faculty of Medicine

1. Anatomy, Physiology and Bio-Chemistry.
2. Pharmacology, Forensic Medicine and allied subjects.
3. Preventive and Social Medicine,
4. Pathology, Microbiology.
5. Medicine, Skin and Venereal diseases, Tuberculosis,
6. Psychiatry.
7. Neurology
8. Surgery
9. Anesthesiology
10. Orthopedics
11. Ear, Nose and Throat.
12. Gynecology
13. Pediatrics
14. Ophthalmology

15. Radiology
16. Nursing
17. Physiotherapy

(N) Faculty of Non-Formal Education

1. Life Long Learning, Continuing and Extension Education
2. Population Education
3. Distance Education
4. Peace Education

(O) Faculty of Dentistry

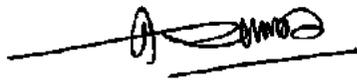
1. Dentistry

(P) Faculty of Prachya Sanskrit

1. Ved
2. Darshan
3. Sahitya
4. Jyotish
5. Vyakaran
6. Dharma Shastra
7. Adhunik Bhasha
8. Adhunik Gyan-vigyan
9. Puran evam Etahas

(Q) Faculty of Management Studies

1. Business Administration/ Industrial Relations and Personnel Management/ Human Resource Development/ Financial Administration/ Foreign Trade/ Disaster Management
2. Tourism Administration
3. Chemical Sales and Marketing
4. Hospital Administration
5. E-Commerce



(R) Faculty of Engineering Sciences

1. Energy Studies, Environmental Science
2. Computer Science / Computer Applications/ Information Technology
3. Electronics
4. Instrumentation
5. Electronic Media
6. Data Science

(S) Faculty of Vocational Studies

1. Vocational Education courses (B.Voc, M.Voc)
2. Skill Development Courses (B.Voc, M.Voc)
2. Fashion Designing
3. Interior Designing

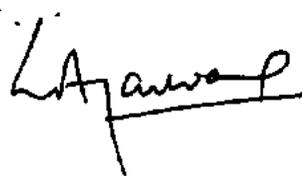
(T) Faculty of Rehabilitation Sciences

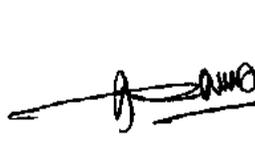
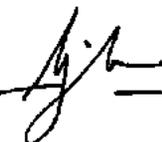
1. Special Education
2. Prosthetics & Orthotics
3. Audiology and Speech Language Pathology
4. Rehabilitation Science

(U) Faculty of Mathematical Science

1. Bio-mathematics *
2. Statistics *

*University where there is no Faculty of Mathematical Science these subjects would be in Faculty of science

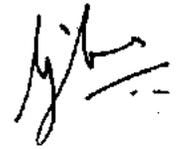
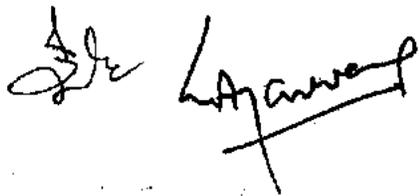
 

STATUTE NO. 11

POWERS OF THE BOARD OF STUDIES

[Refer Section 29]

1. Each Board shall have the following powers, namely.
 - (a) To finalize scheme and syllabus of programmes with which it deals and to recommend books for different courses.
 - (b) To recommend schemes for preparation and translation of books in the subject or subjects with which it deals.
 - (c) Board may co-opt/consult subject experts who are not members of the Board for its functioning.
2. It shall be the duty of the Board of Studies to consider and report on any matter referred to it in accordance with the Adhiniyam, Statutes, Ordinances or Regulations by the Executive Council or by the Academic Council or by the Faculty concerned or by the Kulpati.
3. Any two or more Boards may and at the request of the Executive Council or the Academic Council shall meet and make a joint report upon any matter which lies with the preview of both. In such cases the joint meeting shall elect its own Chairman and the quorum for such a joint meeting shall include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.



STATUTE NO. 12

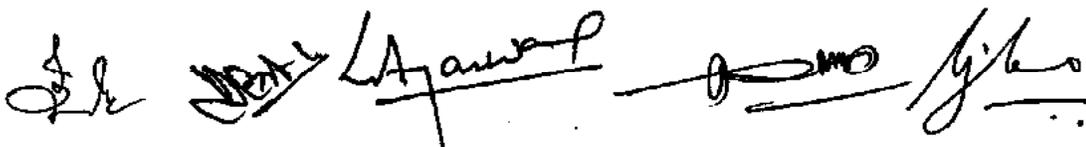
QUALIFICATIONS OF STUDENT MEMBERS OF BOARD OF STUDIES

[Refer Section 28 (2) (VI)]

Subject to the provisions of the Adhiniyam, a student appointed as a member of any Board of Studies shall be a student enrolled in a College, Teaching Department or School of Studies of the University and possess the following qualification;

- (a) Where post-graduate degree examination in the subject/subjects pertaining to the Board is held in two or more parts in the University, he shall be the student who amongst the final year students and obtained the highest percentage of marks in the subject/subjects at the post-graduate examination of the University immediately preceding the Final year examination and held in the academic year immediately preceding the appointment on the Board.
- (b) Where post-graduate degree examination of the University in the subject/subjects pertaining to the Board is a single examination at the end of the course he shall be the post-graduate student enrolled for the course in the year of appointment on the Board who had obtained the highest percentage of marks in such subject/subjects at the qualifying examination of the University for the post-graduate course.
- (c) Where only a degree examination in the subject/subjects pertaining to the Board is held in the University, he shall be the student from amongst the final year students of the Degree Course who had obtained the highest percentage of marks in the subject/subjects pertaining to the Board at the examination of the University immediately preceding the Final Year examination.

Provided that if the degree examination is held in two or more parts, but the examination in the subject/subjects concerned is held only at the end of the Final Year of the Course he shall be the student who amongst the Final Year students had obtained the highest percentage of marks at the examination of the University immediately preceding the Final Year Examination and held in the academic year immediately preceding the appointment on the Board. Provided also that if the degree examination of the University in the subject concerned is a single examination at the end of the course he shall be the student enrolled for the course in the year of appointment on the Board had obtained the highest percentage of marks at the qualifying examination for the degree course.



- (d) Where a post-graduate degree examination in the subject/subjects pertaining to the Board is held in the University and no student qualifies for membership of the Board under clause (a) or clause (b) above, the student possessing the qualification given in clause (c) above shall be appointed as a member of the Board.
- (e) Where under any of the foregoing provisions two or more students qualify for membership of the Board of Studies, the student oldest in age shall be appointed as a member of the Board of Studies.

~~Signature~~ L. Agarwal Signature ~~Signature~~ Signature

STATUTE NO. 13

ANNUAL REPORT

[Refer Section 47]

1. The Annual Report of the University shall cover the period from the 1st July to the 30th June following and shall be submitted to the Court at its annual meeting held after the expiry of the said period.
2. Copies of the Annual Report of the University shall be circulated amongst the members of the Court on or before the 31st of December immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the Court after the expiry of the said period is held, whichever is earlier.
3. The University shall thereafter send a copy of the annual report to the State Government and the State Government shall as soon as may be, cause the same to be laid on the table of the State Legislative Assembly.*

* Inserted as per amendment to section 47 of the Act.

[Handwritten signatures]

STATUTE NO. 14

HONORARY DEGREE

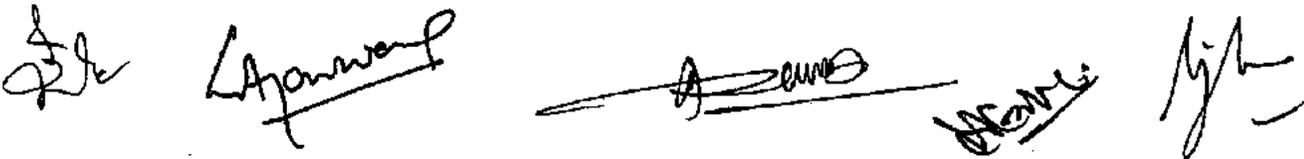
[Refer Section 35 (C)]

A proposal for conferment of Honorary Degree may be made by the Standing Committee of the Academic Council unanimously. It shall be placed before a committee consisting of the Kulpati, a nominee of the Kuladhipati and the Dean of the Faculty concerned. If the Committee unanimously recommends that an honorary degree be conferred on any person on the ground that he/ she is in its opinion a fit and proper person to receive such degree, its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall go before the Executive Council.

If not less than two-thirds of the members of the Executive Council recommend and when their recommendation is supported by a majority of not less than two-thirds of the members present and voting at a meeting of the Courts, such majority being not less than one-half of the total membership of the Court for the time being, the Court may, if such recommendation is confirmed by the Kuladhipati, confer on such person, the honorary degree so recommended;

Provided that in cases of urgency the Kuladhipati may act on the recommendation of the Executive Council.

Provided further that in cases of emergency such proposal may be confirmed by Kuladhipati if the said Committee's recommendation has been approved by the Executive Council.

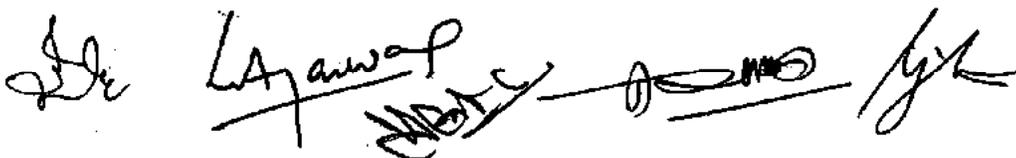


STATUTE No. 15
REGISTRATION OF GRADUATES

[Refer Section 46]

1. Persons entitled to registration in the Register of Registered Graduates under Section 46, shall apply to the Registrar of the University in form 'A' given in the Appendix.
2. Graduates shall be registered as members only on payment of a fee of Rs. 500/- for the period of three years or as prescribed by the University time to time.
3. Application for registration may be made at any time during a year, provided that only those graduates who are registered as Registered graduates of the University ninety days prior to the date of election of Registered Graduates for membership of the court shall be eligible to vote at such election.
4. For the purpose of enrolment in the Register of Registered Graduates;-
 - (a) The period of three years standing shall be reckoned from the date on which the applicant's degree was signed by the Kulpati or other competent authority of the University
 - (b) The following evidence shall be produced by the applicant in support of graduation: -
 - (i) His degree or a copy thereof duly attested by a Gazetted Officer or a Professor or a Principal of a college; or
 - (ii) A certificate from the Registrar of the University conferring the degree of the effect that he has been admitted to the degree, or
 - (iii) The calendar or other authorized publication of the University,
 - (iv) Any other evidence to the satisfaction of the Registrar.
 - (c) The following evidence shall be produced in support of residence, viz: -
 - (1) A Certificate from:
 - (i) A Statutory Officer of the University.
 - (ii) A Principal of a College in the University.
 - (iii) A Professor, College Professor or Reader of the University.
 - (iv) A Magistrate
 - (v) A Gazetted Officer of the State of Madhya Pradesh or the Central Government.

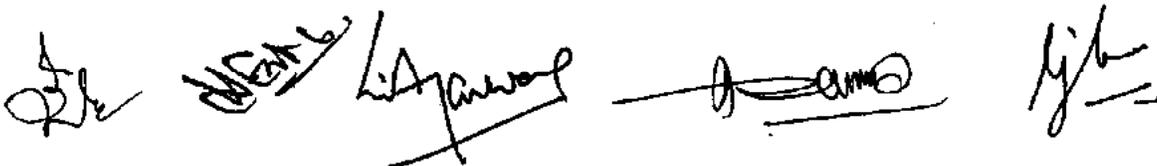
OR



(2) Such other evidence of residence as may be accepted as satisfactory by the Registrar in this behalf.

5. The name of the applicant, if he is duly qualified and has paid the enrolment fee, will be entered in the Register.
6. The Registrar shall maintain in his office the Register of Registered Graduate showing their names and addresses including place of residence and district, distance of the place of residence (more than 15 km or less than 15 km) from the Administrative office of the university, name of the Degree and the year of award of the degree together with the name of the University which awarded the Degree and the signature of the Registrar against the entry of each name in the Register. The Register shall be available for inspection.
7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.
8. The Registrar shall by a notice along with one blank Form B (as given in the Appendix) to each person registered as a Registered Graduate of the University on the date on which the Adhinyam came into force and in such news papers as the Kulpati may approve, call upon every such registered graduate to declare if he is enrolled as a Registered Graduate of any other University and to exercise his opinion under Section 45 of the Adhinyam his option, if necessary, to continue as a registered graduate of the University. Such declaration and option shall be sent to the Registrar before the date fixed by the University.

Note: - This statute came into force from 25th Sept. 1973 vide Kuladhipati's order no. 4391-G. S. dt. 21/9/73



FORM - A

APPLICATION FOR THE REGISTRATION OF GRADUATES

To.

The Registrar,
.....

Self Attested
Photograph

Sir,

I desire to be enrolled as Registered Graduate of (M.P.) and I am enclosing herewith a receipt issued by the University for prescribed fee.

My particulars are as given below:

1. Name
2. (a) Details (e.g. B. A., B. Sc., B.Com. etc.) and year of award of Bachelor's Degree.
(b) Details and year of award of Post Graduate Degree, if any.
3. Name of University which awarded the Bachelor's Degree/Post Graduate Degree.
4. Place of Residence.
5. District in which place of residence is located.
6. Whether enrolled as Registered Graduate of any other University. If so, give the name of the University and Registration Number.
7. Whether prepared to cease to be a Registered Graduate of the University/ Universities shown in (6) above if this application for registration succeeds.

I declare that the particulars given above are correct.

Necessary evidence in support of graduation, photoidentity, residence and two additional passport size self attested photographs are enclosed.

Yours faithfully

Signature of the applicant.....

Full Name in Block letters.....

(Surname underlined)

Permanent Address.....

Mobile No. _____

E-mail: _____

Aadhar No. _____

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

[Handwritten signature]
[Handwritten signature]

Note:

Unless a change in address is duly intimated to the University in writing all communications to a Registered Graduate shall be sent to the address given above.

To be filled in by the University Office

Rs..... received and entered at

No.....of the Receipt Register.

Cashier

Dated.....

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

~~*[Handwritten signature]*~~

[Handwritten signature]

FORM - B

Declaration under the first proviso of Section 46 of the M.P. Vishwavidyalaya Adhiniyam 1973

[Last date for receipt at University Office 4.11.73]

To :
The Registrar,
.....University,
.....

Sir,

1. I hereby declare that I am not registered as a Registered Graduate of any other University.

OR

I hereby declare that I am registered as a Registered Graduate of the following other Universities under registration number mentioned against each.

Name of the University	Registration No.
1.....
2.....
3.....
4.....
5.....

2. I am a graduate of..... University.
Evidence in support of award of degree is enclosed/has been filed with my original application for registration.

3. I am a resident of.....in.....district of
(Name of Village/Town)

Madhya Pradesh. The place of my residence is more than/less than 15 kms from the administrative office of the University.

Necessary evidence in support of residence is enclosed.

4. I opt to continue as a Registered Graduate of.....University and I declare that I have resigned from Registered Graduateship of other Universities.

5. I declare that the information given above is correct.

Yours faithfully,

Signature.....
Full Name.....
Registration No.....

[Handwritten signatures and names]

STATUTE NO. 16
SENIORITY OF TEACHERS OF THE UNIVERSITY
[Refer Section 35 (O)]

1 (i) For the purpose of the Adhiniyam, the Statutes and the Ordinances the seniority of teachers in:

(a) The teaching Departments. Schools of Studies and colleges maintained by the University, and

(b) The colleges affiliated to the University shall be respectively in order of cadres in Groups A and B below

GROUP 'A'

- (a) Professor
- (b) Reader / Associate Professor
- (c) Lecturer/ Assistant Professor

GROUP 'B'

- (a) College Professor
- (b) Full time and salaried Principal other than college Professor.
- (c) Reader / Associate Professor
- (d) Lecturer / Assistant Professor

- (ii) 'Service' shall mean service in a Teaching Department, School of Studies or College maintained by or affiliated to the University and or in a Teaching Department. School of Studies or College maintained by or affiliated to any other University established under any Central or State Act.
- (iii) If a teacher who holds a permanent post in the University or a college is on leave or deputation he shall be deemed to be in continuous service on his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.
- (iv) The inter-se seniority of full time salaried Principals other than College Professors shall be determined in accordance with the provisions of the Statute relating to the seniority of Principals.

[Handwritten signatures and initials]

2. The seniority of a Professor, College Professor, Reader/ Associate Professor, Reader/ Associate Professor in College, Lecturer/ Assistant Professor shall be determined in accordance with the length of continuous service of such person in the cadre concerned taken together with the length of continuous service in a cadre which is equivalent to or superior to the cadre concerned.

Provided that where a Principal is included in the cadre of College Professor in accordance with the provision of sub-section (4) of section 63 of the Adhiniyam, his seniority as college Professor shall be determined in accordance with:

- (a) The length of continuous services as such Principal if he was not a college Professor prior to his appointment as such Principal.
- (b) The length of total service as a college Professor and as such principal thereafter if the Principal was a College Professor prior to his appointment as such Principal.

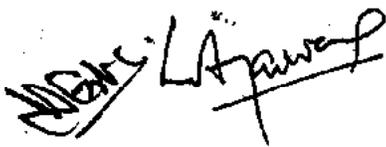
For the purposes of seniority:

- (i) The post of Professor in college shall be deemed to be lower than the post of University Professor,
 - (ii) The post of Reader/ Associate Professor in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent to the post of Reader /Associate Professor in a College.
 - (iii) The post of Lecturer/ Assistant Professor in a college and Lecturer /Assistant Professor in the University Teaching Departments/Schools of Studies shall be deemed-to be equivalent posts.
3. If the length of service of two or more teachers in any cadre calculated in accordance with paragraph (2) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any.
4. If after calculation in accordance with paragraph (3) above, the seniority inter-se shall of two or more teachers in any cadre is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre, if any immediately below the cadre considered under paragraph (3) above.

[Handwritten signatures and initials]

5. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter-se of two or more teachers in any cadre is equal; their seniority inter-se shall be determined by the total period of continuous service as a teacher in any cadre.
6. If after applying the foregoing provisions to the extent possible, the seniority of two or more teachers are equal, their seniority inter-se shall be determined in accordance with seniority in age.

*In accordance with sub-section (3) of Section 63 Assistant Professors in Teaching Department/School of Studies/Colleges maintained by the University rank as Lecturers.

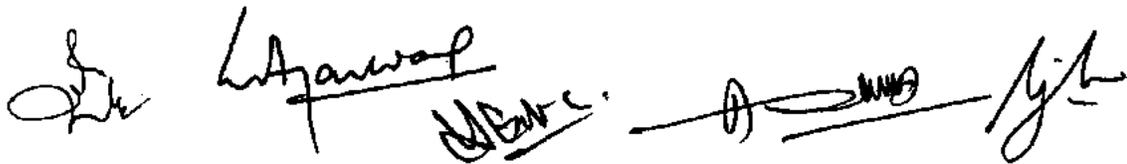


STATUTE NO. 17

SENIORITY OF PRINCIPALS

[Refer Section 35 (O)]

1. For the purpose of the Adhinyam and the Statutes, the seniority of a Principal shall be determined in accordance with the length of continuous service as the Principal of a college/colleges affiliated to the University or any other University established under any Central or State Act.
2. If the length of service of two or more Principals calculated in accordance with paragraph (1) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service as college Professor in a College/Colleges affiliated to the University or to any other University established under any Central or State Act.
3. If after calculation in accordance with paragraph (2) above, the seniority inter-se of two or more Principals is equal; their seniority shall be determined by the total period of continuous service as a teacher in the University and/or in any other University established under any Central or State Act.
4. If after applying the foregoing provisions the seniority of two or more Principals is equal their seniority inter-se shall be determined in accordance with seniority in age.
5. If a Principal who holds a permanent post as Principal in a college is on leave or deputation, he shall be deemed to be in continuous service in his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.

The block contains several handwritten signatures and initials. On the left, there is a signature that appears to be 'S. K. Singh'. In the center, there is a signature 'L. Agarwal' with 'D. B. S.' written below it. To the right, there is a signature 'A. S. Singh' with 'S. K. Singh' written below it.

STATUTE NO. 18

SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES

[Refer Section 35 (O)]

1. The seniority of Heads of Departments, inter-se, in affiliated colleges shall be in the order of cadres as given below:
 - (a) College Professor
 - (b) Full time and salaried Principal other than College Professor
 - (c) Reader / Associate Professor
 - (d) Lecturer / Assistant Professor
2. The seniority of the Heads of Departments under each of the categories specified above inter-se shall be determined by their seniority as a College Professor, Principal, Reader (Associate Professor) in a college, Lecturer (Assistant Professor) as the case may be.
3. If the Head of a Department in a college proceeds on leave for a period exceeding six months his office shall be deemed to have become vacant and the Principal of the College shall communicate to the Registrar without delay the name of the successor Head of the Department.



STATUTE NO. 19

PREPARATION AND MAINTENANCE OF SENIORITY LISTS

[Refer Section 35 (O)]

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professors, College Professors, Readers/ Associate Professors, Readers/ Associate Professors in Colleges, and Lecturers/ Assistant Professors complete and up-to-date seniority lists in accordance with procedure laid down in the clauses here in after appearing.
2. All Principals/Professors/Readers/Associate Professors/ College Professors/Readers/ Associate Professors in College/ Lecturers/ Assistant Professors shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix-1 through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons, whose applications are complete in every respect and supported by the necessary evidence are not received by the prescribed date shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principal, Professors, Readers/ Associate Professor, College Professors, Readers/ Associate Professor in Colleges and Lecturers/ Assistant Professor respectively and publish the said lists for objection.
4. The publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each College/Teaching Department for displaying one copy on the staff notice board of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.
5. (a) Any Principal/Professor/college Professor/Reader (Associate Professor)/ Reader (Associate Professor) in College/ Lecturer (Assistant Professor) who feels aggrieved by any entry or omission made in the said lists may within twenty days from the date of the publication of the lists on the staff notice board of the College/ Teaching

Let *NAME* *L. Agawal* *[Signature]* *[Signature]*

Department file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.

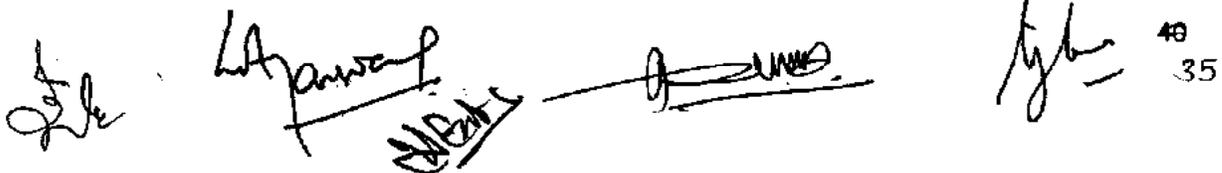
- (b) The Kulpati shall, before the 30th October appoint a Committee consisting of a member of the Executive Council and two Principals/Professors other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulpati shall nominate one of them to be the Convener of the Committee.
- (c) The Committee appointed by the Kulpati shall meet at such time and on such dates as the Convener of the Committee may fix.
- (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any college maintained by or affiliated to the University.
- (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
- (f) The Committee shall report its decision as also the reasons therefore.
- (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 1st December.

6. (a) The seniority list, as finalized by the Committee shall be published by the Registrar not later than **10th December** each year. In case of any objection an appeal may be filed before Kulpati within seven days and Kulpati's decision will be final. The final list will be published on or before 31st December by the Registrar by forwarding two copies to each College/Teaching Department for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the members of the staff the college.

(b) The objector may, on request, obtain a copy of the decision of the committee from the Registrar on payment as decided by the University time to time.

7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.

8. A copy of the finalized list may be supplied to a person on payment as decided by the University time to time.

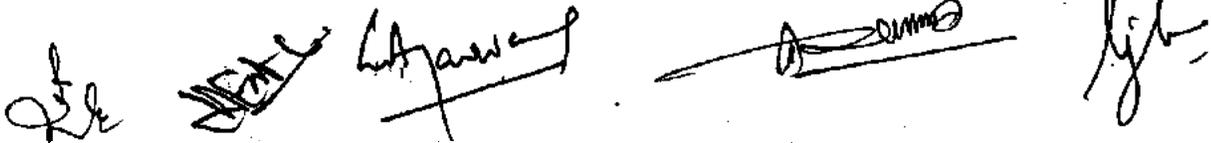
The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S. K.', a signature that appears to be 'K. Anand', a signature that appears to be 'M. S.', a signature that appears to be 'A. S.', and a signature that appears to be 'S. K.'. To the right of these signatures, the number '49' is written above the number '35'.

STATUTE NO. 20

OTHER OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWERS AND DUTIES

[Refer Section 18]

1. In addition to the Officers mentioned in clauses (i) to (v) of Section II of the Adhiniyam, the following shall be the Officers of the University:
 - i. Dean/Director College Development Council
 - ii. Examination Controller
 - iii. Finance Controller
 - iv. University Librarian
 - v. Director of Physical Education
 - vi. Deputy Registrar
 - vii. Finance Officer
 - viii. Controller, University Information Technology
 - ix. Deputy Librarian
 - x. University Engineer
 - xi. Deputy Librarian
 - xii. Deputy Director of Physical Education
 - xiii. Assistant Registrar
 - xiv. Deputy Controller University Information Technology
 - xv. Assistant Director of Physical Education
2. The scales of pay and selection procedure for the posts mentioned in item no. one (ii, iii, vi, vii, viii, x, xiii, xiv) shall be as prescribed by the State Govt. from time to time:
3. The Executive Council shall appoint a Selection Committee consisting of the Kulpati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the Kuladhipati not connected with the University to recommend the names of candidates for appointment to the officers of the University scientific instrumentation center & computer center and otherwise also.



The Registrar shall be the Secretary of the Selection Committee. The Committee so constituted shall recommend not more than three and not less than two names for each post in order of merit and the Executive Council shall make appointment from the panel.

Provided that in case of appointment to the following posts, the Selection Committee shall be constituted in accordance with the provision contained under Section 49(2) of MP. Vishwavidyalaya Adhiniyam 1973.

Library

1. Librarian
2. Deputy Librarian
3. Assistant Librarian/Senior Technical Assistant

Physical Education

1. Director
2. Deputy Director
3. Assistant Director/Sports Officer.

Provided also that the selection committee for the posts of University scientific instrumentation center & computer center shall be such as prescribed in the regulation made by the Executive council of the University for the purpose under section 40 of the Act.

6. The Officers mentioned in this Statute shall be entitled to leave, Leave salary, allowances, medical benefit, provident fund and other benefits and their other terms and conditions of service including the age of retirement shall be such as may be prescribed by the University for the employees of the University;

Provided that where an officer is a serving or retired employee of the Central Government or any State Government, he shall not be entitled to the benefit of contributory provident fund.

7. The powers and duties of each Officer, except the Finance Controller / Finance Officer, mentioned in this Statute shall be such as the Executive Council may determine.

Note:

- Save as otherwise the provisions of this statute are not in contravention to provisions of section 15-C of Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 and MP. State University Service rules, 1983 for officers included in the State University Service.



STATUTE NO. 21

FUNCTIONS AND DUTIES OF FINANCE CONTROLLER/FINANCE OFFICER

[Refer Section 18]

1. Subject to the control of Kulpati, it shall be the duty of the Finance Controller:
 - (a) To hold and manage the property and investments of the University including trusts and endowed property;
 - (b) To ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
 - (c) To keep a constant watch on the state of the cash and bank balances and on the state of investments.
2. Subject to the control of the Registrar, the Finance Controller shall:
 - (a) Collect the income, disburse the payments and maintain the accounts of the University,
 - (b) Be responsible for the preparation of annual accounts and the budget of the University for the next Financial year:
 - (c) Have the accounts of the University regularly audited;
 - (d) Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumable materials in the offices and institutions maintained by the University;
 - (e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
3. The Finance Controller may call from any office or institution of the University any information or returns that he may consider necessary for the performance of his duties.


L. Anwar

STATUTE NO. 22

QUALIFICATIONS OF TEACHERS IN AFFILIATED COLLEGES

[Refer Section 35 (1)]

The qualifications/ eligibility for appointment of Lecturers/ Assistant Professors, Readers/ Associate Professors, College Professors in affiliated colleges will be as per UGC regulations and their amendments from time to time and adopted by the State Govt.

Dr. [Signature] *[Signature]* *[Signature]* *[Signature]*

STATUTE NO. 23

**ELECTION OF REGISTERED GRADUATES TO THE COURT
[REFER EXPLANATION (IV) (C) UNDER SECTION 20 (1)]**

1. The Statute may be called the Election of Registered Graduates to the Court.

Definition

2. In this Statute :-

- (1) "Continuing candidates" means the candidates not elected or not excluded from the poll at any given time.
- (2) "Count" means and includes:
 - (a) All operations of first preferences counting; or
 - (b) Transfer of surplus of an elected candidate; or
 - (c) Transfer of the total value of votes of excluded candidate.
- (3) "First Preference" means the figure I set opposite the name of a candidate; Second Preference" means the figure II set opposite the name of a candidate; Third Preference" means the figure III set opposite the name of a candidate, and so on.
- (4) "Unexhausted Papers" means voting papers on which a further preference is recorded for a continuing candidate.
- (5) "Exhausted Paper" means a voting paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted whenever :-
 - (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 by a figure not following consecutively after some other figure on the voting paper or by two or more figures.
- (6) "Original votes" in regard to any candidate means the votes derived from voting papers on which a first preference is recorded for such candidate.
- (7) "Transferred votes" in regard to any candidate means votes, the value or part of the value of which is credited to such candidate and which are derived from voting papers on which a second or subsequent preference is recorded for such candidate.

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S. S.', followed by a signature that looks like 'M. S. K. S.', then a signature that is partially obscured and appears to be 'S. S.', and finally a signature that is 'S. S.' with the number '46 41' written next to it.

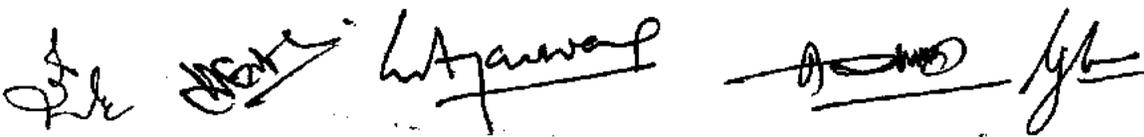
- (8) "Surplus" means the number by which the value of the votes of any candidate, original and transferred exceeds the quota.
- (9) "Registrar" of the University also means the Returning Officer for the election and the Presiding Officer for the Poll.
- (10) "Attesting Officer" means any of the following persons, not being a candidate for the election, viz.:
- (i) A Statutory Officer of the University.
 - (ii) A Principal of a College.
 - (iii) A Professor or College Professor or Reader or Assistant Professor in any Teaching Department or College.
 - (iv) A Magistrate.
 - (v) A Gazetted Officer of the State of Madhya Pradesh or of the Central Government.
 - (vi) A member of Madhya Pradesh Vidhan Sabha or the Parliament.
- (11) "Sealed" means sealed with sealing wax.

Manner of Election

3. The election of representatives on the Court by the registered graduates of the University from amongst themselves under item (xix) of sub-section (I) of section 20 of the Adhiniyam shall be in accordance with the system of proportional representation by means of single transferable vote.

Elector

4. (a) Every person who is a registered or re-registered graduate at least ninety days prior to the date of election fixed by a notice issued under paragraph 5 shall be qualified to stand as a candidate for and vote at the election of representatives of registered graduates on the Court under item (xix) of sub-section (I) of section 20.
- (b) No salaried employee of any University or any college within the State shall be eligible for the election, as laid down in the explanation to sub-section (I) of section 20 of the Adhiniyam.

The bottom of the page features several handwritten signatures and initials in black ink. From left to right, there are approximately five distinct marks, including what appears to be a signature, a set of initials, and another signature.

Nominations and Fixing of Programmes

5. Whenever it is necessary to hold election of representatives of registered graduates on the Court, the Registrar shall by notice, publish by affixing a copy thereof on the Office Notice Board and on website of the University and in such newspapers, as the Kulpati may direct:

- (i) Declare the last date for registration or re-registration as Registered Graduate which would entitle a person to stand as a candidate for and vote at the election, such last date being ninety days prior to the date of election.
- (ii) Call upon the Registered Graduates who are registered on or before the last day fixed in (i) above to elect members to the Court specifying the number of members to be elected.
- (iii) Fix the last date for receipt of nominations, such last date being the forty-fifth day after the date of publication of the notice,
- (iv) Fix the date and time for scrutiny of nominations which shall be the fifth day after the last date for receipt of nominations.
- (v) Fix the last date and time for the withdrawal of candidature which shall be tenth day after the date for the scrutiny of nominations.
- (vi) Fix the place, date and hours for poll for voters residing within the radius of 15 kms from the administrative office of the University, the date will as far as possible be the same as in (viii) below.
- (vii) fix the last date for dispatch of ballot papers to voters residing outside the radius of 15 kms from the Administrative Office of the University. The last date shall be the fifteenth day after the last date for the withdrawal of candidature.
- (viii) fix the last date for the return of ballot papers referred to in (vii) above which shall be the thirtieth day after the last day for dispatch thereof.
- (ix) Fix the place, date and hour for counting of ballot papers which shall not be later than two days after the date of the poll.

Note:

- a) The last date under (i) shall ordinarily be a working day.
- b) If the day fixed under any of the clauses above except (i) is a holiday, the immediately succeeding day which is not a holiday shall be fixed for the purpose.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Availability of Nomination Forms

6. Nomination form is Form-A appended to this Statute may be obtained from the University Office during the office hours on any working day after the issue of notice under paragraph 5

Filing of Nomination Forms

7. On or before the date appointed under clause (iii) of paragraph 5, each candidate shall:
- (i) either in person or by his proposer or seconder, between office hours. deliver in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper completed in Form A appended hereto and signed by the candidate and by two electors as proposer and seconder; and duly attested, or
 - (ii) send by registered post in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper complete in Form A appended hereto and signed by the candidate and by two electors as proposer and seconder and duly attested.
8. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
9. On receipt of nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers not received during office hours on or before the date fixed under clause (iii) of paragraph 5 shall be treated as rejected.

Scrutiny of Nomination Papers

10. On the date and time fixed for scrutiny of nominations under clause (iv) of paragraph 5, the candidate, their proposers or seconders but no other person may attend at such time in the office of the Registrar as the Registrar may have fixed and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph 7.

Rejection of Nomination Paper

11. (1) The Registrar shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may either on such objections or on his own

[Handwritten signatures and marks]

[Illegible handwritten signatures]

44

motion, after such summary enquiry if any, as he thinks necessary. Rejection of any nomination on any of the following grounds:

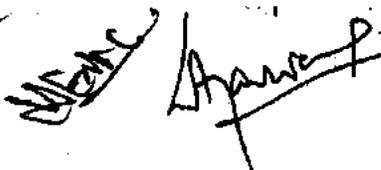
- (a) That the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under
 - (b) That there has been a failure to comply with any of the provisions of paragraph 7 and 8:
 - (c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine:
 - (d) That the cover containing the nomination paper is not sealed.
- (2) Nothing contained in sub-clause (b) or (c) of clause (1) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.
 - (3) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

List of Validly Nominated Candidates

- (4) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of validly nominated candidates that is to say, candidates whose nominations have been found valid and affix it on his office notice board. This list shall contain the names in alphabetical order and the addresses of contesting candidates as given in the nomination papers.

Withdrawal of Candidature

12. (1) Any candidate may withdraw his/her candidature by a notice in writing duly signed by him and delivered to the Registrar or his nominee either by such candidate in person or his/her proposer or seconder, during office hours on or before the date fixed for withdrawal under clause (v) of paragraph 5.
- (2) No person who has given a notice of withdrawal of his candidature under clause (1) above shall be allowed to cancel the notice.



- (3) The Registrar shall, on receiving notice of withdrawal under clause (1), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

List of Contesting Candidates

13. (1) Immediately after the expiry of the period within which candidatures may be withdrawn under clause (v) of paragraph 5, the Registrar shall prepare and affix on his Office Notice Board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period.
- (2) The said list shall contain the names in alphabetical order and the addresses of the contesting candidates as given in the nomination papers.
14. (1) If the number of contesting candidates is equal to the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be duly elected to fill those seats.
- (2) If the number of contesting candidates is less than the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be elected. The remaining seats shall remain unfilled till the next constitution of the Court.
- (3) If the number of contesting candidates is more than the number of seats to be filled, voting shall take place in the manner hereinafter provided.

Mention of Names of Candidates on Ballot Paper

15. The names of candidates shall be printed on the ballot paper in the same order as in the list of validly nominated candidates affixed on the University Office Notice Board under paragraph 13.

VOTING

Voting in Person

16. All voters shall record their votes in person by poll to be taken as hereinafter prescribed.

Method of Casting Vote

17. (1) Every elector shall have as many preferences as there are vacancies to be filled.
- (2) An elector in giving his vote:
- (a) shall place on his ballot paper the figure 1 in the space opposite the name of the candidate whom he chooses to give first preference; and

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

- (b) may in addition, mark as many subsequent preferences as he wishes by placing on his ballot paper the figures II, III, IV and so on, in the spaces opposite the names of other candidates in order of preference.

The Poll Returning Officer

18. The Registrar shall be the Returning Officer for the election and he may appoint such number of officers as he thinks fit to act as Assistant Returning Officer for election and as Presiding Officers for the poll.

Display of list of Contesting Candidates

19. Outside the polling station there shall be displayed on the notice board, a copy of the list of the contesting candidates prepared under paragraph 13.

Design of Ballot Box

20. Every Ballot Box shall be of such design as may be approved by the Kulpati.

Voting Compartments

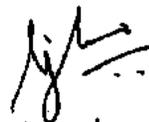
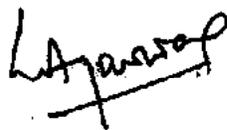
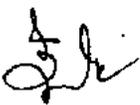
21. At the polling station there shall be set up one or more voting compartments in which electors can record their votes screened from observation.
22. At the polling station a sufficient number of ballot boxes, copies of the electoral roll and ballot papers will be provided.

Regulating the entry of electors at the Polling Station

23. The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling station and shall exclude there from all persons other than the polling officers, the candidates and their election agents (one polling agent of each candidate).

Appointment of Polling Agent

24. The appointment of a Polling Agent shall be made in Form F, and shall be made over to the Polling Agent for production at the polling station or the place fixed for the poll.



24. (1) immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agent and other persons present that the ballot box is empty; and
(2) the ballot box shall then be closed, sealed, and secured and placed in full view of the Presiding Officer and the Polling Agents, the ballot box will, however, be sealed in such a manner that the slit for the insertion of the ballot paper therein remains open.

Identification of Electors

26. (1) the Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the Poll;
(2) each Registered Graduate shall be issued an identity card by the Registrar on payment of appropriate fee to be determined by the Executive Council from time to time. This card will have affixed on it the photograph of the Registered Graduate, duly attested by the Registrar.
(3) as each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf, shall check the electors name and other particulars with the relevant entry in the electoral roll, registration number and the name of elector;
(4) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or the Polling Officer as the case may be, shall overlook merely clerical or printing errors in any entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.
27. At the time of issuing a ballot paper to an elector at the place of poll the polling officer shall obtain the signatures of the elector on the counter foil of the ballot paper and put his initials on the Identity Card of the elector in token of a ballot paper having been issued to him.

Voting Procedure at the place of poll

28. The elector on receiving the ballot paper shall forthwith:
- (a) Proceed to the voting compartment;
 - (b) There make a mark on the ballot paper as provided in paragraph-17, fold the ballot paper so as to conceal his vote;
 - (c) Insert the folded ballot paper into the ballot box and quit the polling station.

W. K. L. Agnew
L. L.

[Signature]

Closing the Poll

29. The Presiding Officer shall close the polling station at the hour fixed in that behalf under paragraph-5 and shall not thereafter admit any elector into the polling station.

Sealing of Ballot after Polling

30. As soon as practicable after the closing of the poll the presiding officer shall close the slit of the ballot box, seal it up and also allow any polling agent present to affix his seal.

The ballot box shall thereafter be sealed and secured. The sealed ballot box or boxes will be placed in safe custody till they are collected from the polling stations and brought to the office of the Returning Officer/Registrar under his instructions. The ballot papers will be placed in safe custody.

Counting of Votes

31. The counting of votes will be done by the Returning Officer at the place, date and time fixed under paragraph 5. Counting to be conducted in the presence of a committee

Counting to be conducted in presence of a committee

32. The counting shall be conducted in the presence of a committee of three persons appointed by the Kulpati. However, the candidate or his agent will have the right to be present at the time of counting, provided that by their presence, in the opinion of the Returning Officer, no disturbance is caused in the Counting.

Rejection of Ballot Papers

33. The Returning Officer shall scrutinize the ballot papers. He/She shall reject a ballot paper:-
- On which the figure I is not marked, or
 - On which figure I is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate the preference is intended to apply; or
 - On which the figure I and some other figure or figures are set opposite the name of the same candidate; or
 - If it is unmarked or void for uncertainty; or
 - If it is signed or any identification mark made by the elector.

Handwritten signatures and marks:
A signature that appears to be "L. Anwar" with a checkmark above it.
A signature that appears to be "S. S." below it.

Handwritten signature:
A signature that appears to be "A. S. S." with a checkmark above it.

Handwritten signature:
A signature that appears to be "S. S." with a checkmark above it.

Counting Procedure

- 34. All ballot papers rejected will be kept separately and the remaining ballot papers will be divided into parcels according to the first preference recorded for each candidate. The Returning Officer shall then count the number of papers in each parcel.
- 35. In carrying out the provisions of paragraphs hereinafter appearing the Returning Officer shall
 - (a) Disregard all fractions;
 - (b) Ignore all preferences recorded for candidates already elected or excluded from the poll.
- 36. For the purpose of facilitating the processes prescribed by the paragraph herein after contained, each valid ballot paper shall be deemed to be of the value of one hundred.

Ascertainment of Quota

- 37. The Registrar 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. The result increased by one shall be the number sufficient to secure the return of a candidate, hereinafter called the quota.

Candidates with quota declared elected

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

Transfer of surplus

- 39. (1) Any candidate the value of whose parcel, on the first preference 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 ballot papers as next in the order of the voter's preference in the manner prescribed in the following paragraph.
- 40 (1) If and whenever as the result of any operation prescribed by this paragraph. A candidate has a surplus that surplus shall be transferred in accordance with the provision of this paragraph.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

- (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 on the first count of votes is dealt with before those arising on the second count and so on.
- (3) Where two or more surpluses are equal the Registrar shall decide as hereinafter provided in paragraph-45 which shall be dealt with first.
- (4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Registrar 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 thereon. 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 the parcel of the exhausted 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 at which each paper shall be transferred, shall be ascertained by dividing the surplus by the total number of unexhausted papers.
- (5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Registrar shall re-examine all the papers in the sub-parcel last transferred to the candidate and divide the unexhausted papers 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).
- (6) The papers transferred to each candidate shall be added in the form of the sub-parcel to the papers already belonging to such candidate.
- (7) All papers in the parcel or sub-parcel of an elected candidate not transferred under this paragraph shall be set aside as finally dealt with.

W. H. M. C.
L. J. G. A. S. W. A. L.
[Signature]
[Signature]

Exclusion from the Poll

41. (1) If after all the surpluses have been transferred as hereinbefore directed, less than the number of candidates required has been elected, the Registrar 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 preference recorded thereon. Any exhausted papers shall be set aside as finally dealt with.
- (2) The papers containing original votes of an 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 transfer shall be deemed to be a separate transfer but not a separate count.
- (5) The process directed by this paragraph 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 within the quota or as hereinafter provided.
42. If, as the result of transfer of papers under this Statute, the value of the votes obtained by a 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.

Declaration of elected candidates

43. (1) If, after the completion of any transfer under this Statute, the value of the votes of any candidate be equal to or greater than the quota, he shall be declared elected.
- (2) If the value of the votes of any such candidate be equal to the quota, the whole of the papers on which votes are recorded shall be set aside as finally dealt with.
- (3) If the value of votes of any such candidate be greater than the quota, his surplus shall thereupon be distributed in the manner hereinafter provided before the exclusion of any other candidate.
44. (1) When the number of continuing candidate is reduced 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 someone continuing candidate exceeds the total value of all the votes of the other continuing candidates, 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

State
Laganway
De
[Signature]
[Signature]
52

surplus remains capable of transfer, one candidate shall be declared excluded under the next succeeding paragraph, and the other declared elected.

Lot to be drawn for exclusion in case

45. If when there is more than one surplus to distribute two or more surpluses are equal, or if 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 Registrar shall decide by lot which candidate shall have his surplus distributed or be excluded.

Re-Counting

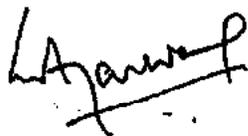
46. (1) Any candidate or, in his absence, his Polling Agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) requests the Registrar to re-examine and re-count the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Registrar shall forthwith re-examine and tie-count the same accordingly.
- (2) The Registrar in his discretion may re-count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count: Provided that nothing in this sub-Para shall make it obligatory on the Registrar to re-count the same votes more than once.

Election Petition

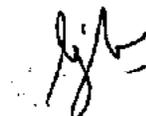
47. An election petition against any returned candidate may be presented to the Kulpati by any candidate or elector or his agent authorized in that behalf within fifteen days from the date of the publication of the result of the election on the Notice Board of the University. The Kulpati's order on the petition shall be final.

Kulpati Final Authority for interpretation

48. If any question arises as to the interpretation of this Statute it shall be referred to the Kulpati for decision.





FORM A
NOMINATION PAPER

(FOR ELECTION TO THE COURT OF UNIVERSITY UNDER SECTION 20(1)
(XIX) OF THE ADHINIYAM).

Name of Candidate in full

Registration No. of the Candidate

Address of the Candidate

I propose the name of Shri Registration No. To be a candidate for election to the Court from among the Registered Graduates.

Name of the Proposer in full

Registration No. of the Proposer

Signature of Proposer

DateAddress

I second the above proposal.

Name of the Seconder in full

Registration No. of the Seconder

Signature of the Seconder

DateAddress

Consent of the Candidate

I hereby give my consent to the above nomination and agree to stand for the election mentioned by the proposer.

I affirm that as laid down in the explanation to sub-section (I) of section 20, I am not a salaried employee of any University or any College within the State.

Date

Signature of the Candidate

.....

Name in Block Letters

AddressRegistration No.Certificate

[Handwritten signatures: Shri N. S. ... , L. Agarwal, ...]

Certified that the proposer, seconder and the candidate have signed in my presence.

Date

Signature of the Attesting Officer

Address of Attesting Officer

Name in Block Letters

Designation

Note:

1. Each candidate shall be nominated by a separate Nomination Paper.
2. Not more than one Nomination Paper shall be sent in one cover.
3. Nomination Paper should be delivered in a sealed cover to the Registrar or his nominee personally or by Registered post.
4. Every elector is entitled to nominate as many candidates as there are vacancies.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

FORM 'B'

APPOINTMENT OF POLLING AGENT

ELECTION OF REPRESENTATIVES OF REGISTERED GRADUATES ON THE COURT UNDER ITEM (XIX) OF SECTION 20 (1) OF THE ADHINIYAM.

I (Here state the name of the candidate and registration number), a candidate at the above election does hereby appoint:

Shri/Smt Of as 3 Polling Agent to attend the polling station/the place fixed for the poll of the above election.

Place.....

Signature of the Candidate

Date.....

I agree to act as such Polling Agent.

Place.....

Date

Signature of Polling Agent

.....
Name in Block Letters

Declaration of Polling Agent to be signed before the Presiding Officer.

I hereby declare that at the above election I will not do anything forbidden by Statute No. Election of Registered Graduates to the Court, which I have read.

Date

.....
Signature of Polling Agent

Signed before me

.....
Name in Block Letters

Place.....

Signature of Presiding Officer

ABHI.

Agarwal
Sh

[Signature]

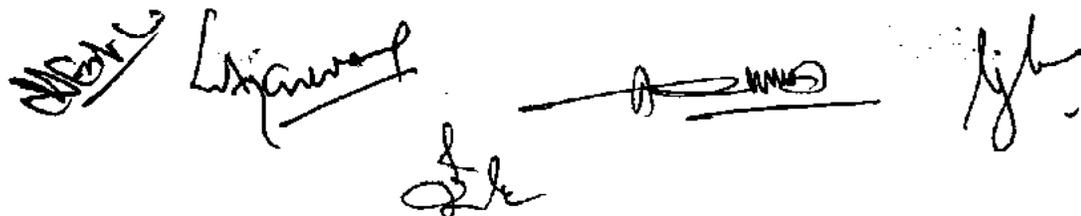
[Signature]

STATUTE NO. 24

ELECTION OF STUDENT MEMBERS TO THE COURT

[Refer Section 20(1) (iv)]

1. All elections shall be by simple majority vote and by secret ballot.
2. The Registrar shall be the Returning Officer and he shall conduct the poll.
3. Wherever any election under Group D of Sub-section (I) of Section of the Adhiniyam is to be held, the Registrar shall by a notification put up on the Notice Board at the University Office, announce the item under which the election is to be held, the number of members to be elected and the date of the poll which shall be no earlier than 21 days from the date of the announcement of the date of the poll.
4. (1) Simultaneously with the announcement of the date of the poll, the Registrar shall:
 - (a) Publish the names of the electors separately for election under each item by affixing a copy of the list containing such names on the notice-board at the University office;
 - (b) Dispatch to every elector by registered post a copy of the notification issued under (3) above, the list of names of the electors and a notice to the electors to be present at the University office on the date of the poll at a given time to elect members on the court;
- (2) (a) For journey to the headquarters of the University in accordance with the provisions of sub Para (I)
- (b) Above, T. A. and D.A. at the rates applicable in case student participants of Inter- Collegiate tournaments shall be paid to the elector by the college to which he belongs.
5. On the date of the poll at the time fixed under clause (b) of Paragraph 4 (i) the Registrar shall:
 - (a) Satisfy himself in regard to the identity of each elector by checking the Identity Card or photograph attested by the Principal of the College, Head of the University Teaching Department or School of Studies;
 - (b) Call upon the electors to nominate candidates for the election in Form D appended to this Statute and allow an hour for filing nominations. Each candidate shall be

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a signature that appears to be 'N. S. R.', followed by a signature that looks like 'L. S. R.', then a signature that is mostly illegible but seems to have 'M. S.' in it, and finally a signature that looks like 'S. R.'. There are also some initials and scribbles below these signatures.

proposed and seconded by an elector. Each candidate shall be nominated by a separate nomination paper;

- (c) On the expiry of the time fixed for filing nominations the Registrar shall scrutinize the nomination paper in the presence of the electors and decide all objections which may be made to any nomination. The Registrar may on such objection or on his own motion reject any nomination paper which is incomplete or defective in any manner:
- (d) After the scrutiny of nomination papers, the names of validly nominated candidates shall be announced in the meeting and half-an-hour shall be allowed for withdrawal of nominations;
- (e) After the expiry of the time for withdrawals the Registrar shall announce the names of contesting candidates who were validly nominated and have not withdrawn. If the number of such contesting candidates is equal to or less than the number of members to be elected, all such candidates shall be declared elected. However, if the number of contesting candidates who were validly nominated and have not withdrawn exceeds the number of members to be elected, voting shall take place;
- (f) Where voting is necessary, the Registrar shall call upon the electors to vote and fix the time for the poll which shall not be less than two hours. Each voter shall be given by the Registrar a voting paper in Form D-1 showing the names of candidates in alphabetical order. Each voter can vote for as many candidates as the number of Members to be elected. An elector in giving his vote shall put a cross mark (x) in the space opposite the name of the candidate, he wishes to vote for;
- (g) At the close of the poll the votes shall be counted and the Registrar shall draw up a list showing the names of candidate arranged in order of the votes received the name of the candidate securing the highest number of votes appearing at the top of the list. Candidates equal in number to the number to be elected who have secured the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lot:
- (h) A voting paper shall be rejected if:
 - (a) It is unmarked or void for uncertainty.
 - (b) It is signed by the elector.

W. G. C. *L. Agarwal* *[Signature]* *[Signature]*

(c) The elector has recorded votes for more candidates than the number to be elected.

Provided that where an elector has not voted for more candidates than the number to be elected and there is uncertainty in respect of some but not all votes given by him. The voting paper shall be rejected only to the extent to which the vote is uncertain;

6. No election shall be invalid by reason of non-receipt of any notice of election by the elector.
7. An election petition against any returned candidate may be presented to the Kulpati by any candidate or elector within ten days from the date of publication of the result of the election on the notice-board of the University. The Kulpati's order on the petition shall be final.

Dr. C. S. Lakshmi

Dr. C. S. Lakshmi

Dr. C. S. Lakshmi

Dr. C. S. Lakshmi

FORM - D
NOMINATION PAPER

(Election of.....students on the Court of.....University under item No.....of Sub-Section (1) of Section 20 of the Adhiniyam).

I..... propose the name of Shri.....
(Full Name)

..... as the member of the Court of.....
University under item.....of Sub-Section(1) of Section 20 of the Adhiniyam.

SIGNATURE OF PROPOSER

I.....Second the above proposal.
(Full Name)

SIGNATURE OF SECONDER

I.....give my consent to my nomination
(Full Name)

as a candidate for a seat on the Court of.....University under item.....of Sub-Section(1) of Section 20 of the Adhiniyam.

SIGNATURE OF THE CANDIDATE

Dr. K. S. Srinivasan
Dr. K. S. Srinivasan
Dr. K. S. Srinivasan
Dr. K. S. Srinivasan

FORM - D - 1

BALLOT PAPER

(Election of.....students on the Court of.....University
under item No.....of Sub-Section (1) of Section 20 of the Adhiniyam).

Serial No.	Name of the candidate	Vote
------------	-----------------------	------

N.B. :- (1) The elector should put a cross mark (x) in the space opposite the name of the candidates he wishes to vote for.

(2) The elector can give as many votes as the number of seats to be filled by election.

Handwritten marks and signatures:
A large handwritten mark resembling a stylized '2' or '3' is on the left.
Below it, the name 'M. K. C.' is written and underlined.
To the right, the name 'L. Agawar' is written and underlined.
Further right, a signature is written and underlined.
On the far right, another signature is written.

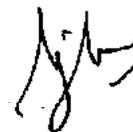
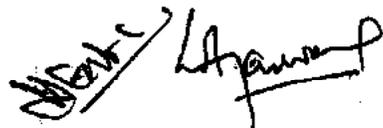
STATUTE NO. 25

ELECTION OF TEACHER REPRESENTATIVES ON THE COURT

[Refer Group B of Sub-Section (1) of Section 20]

1. (i) The election of representatives under Group B of sub-section (1) of section 20 shall be by simple majority vote.
- (ii) Every teacher whose name is included in the Final Electoral Roll for election under each of the items under Group B shall be an elector qualified to be a candidate and vote at the election, under each such respective item.
2. Whenever it is necessary to hold an election under all or any item of Group B of sub-section (1) of Section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch by registered post of two copies thereof to each affiliated college, Teaching Department and School of Studies for display on the notice board of the institution and for reference;
 - (a) call upon the electors to elect members on the Court specifying the item/items of subsection (1) of Section 20 under which members are to be elected and the number of members to be elected under each item;
 - (b) fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll, such date being twenty one days from the date of the publication of the notice and if the twenty first day is a holiday, the following working day;
 - (c) fix the date of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for the receipt of claims and objections;
 - (d) fix the last date for the publication of the final electoral (in the same manner as that for provisional electoral roll) such date being not later than seven days from the date fixed for inquiry into claims and objections to the provisional electoral roll;
 - (e) fix the last date for the receipt of nominations at the University office which shall not be later than twenty one days from the last date for the publication of final electoral roll;

- (f) fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations;
- (g) fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday;
- (h) fix the place, date and hours for poll which shall not be later than seven days from the date for withdrawal of candidature.
- (i) fix the place, date and hours for counting of votes. Such date being not later than three days from the date of the poll.
3. (i) The Registrar shall prepare separate provisional electoral roll for election under each item in Group B of sub-section (1) of Section 20 showing the names of teachers in each College/Teaching Department/School of Studies under the category concerned as on the date of issue of notice under paragraph 2 of this Statute.
- (ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this Statute by affixing a copy thereof on the notice board at the University office and dispatching two copies thereof to every Principal of an affiliated college and Head of University Teaching Department/School of Studies for display on the notice board of the institution concerned and for reference by teachers.
4. (i) Any teacher whose name is not included in the provisional electoral roll may make in Form-1 a claim for inclusion of his name in the electoral roll.
- (ii) Any teacher whose name has not been correctly given in the provisional electoral roll may make in Form-2 a claim for correction of his name.
- (iii) Any teacher whose name is included in the provisional electoral roll may object in the Form-3 to the inclusion of the name of any person in the roll.
- (iv) All claims and objections shall be delivered to the Registrar in person or by registered post in a sealed envelope with "claims and objections" super scribed thereon.
5. (i) All claims and objections to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two Deans of Faculties nominated by the Kulpati and the Registrar at the University Office on the date fixed for the purpose



and the teacher filing the claim or the objection shall be entitled to be present at such scrutiny.

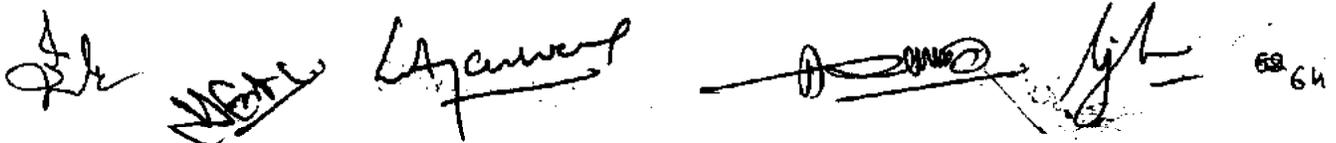
The Kulpati shall appoint one of the Deans to be the Chairman of the Committee.

- (ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the inquiry.
- (iii) An appeal by the person preferring a claim or raising an objection shall lie with the Kulpati, whose decision in the matter shall be final. Every appeal shall be lodged in writing with the Registrar within two days of the date of the decision appealed against.

6. After all claims and objections have been decided upon the provisional electoral roll shall be revised, if needed, and the final electoral roll shall be prepared and published by the Registrar.
7. The Registrar shall send to every College/Teaching Department/School of Studies blank nomination forms in Form- 4 not later than the date fixed for inquiry into claims and objections to the provisional electoral roll with the request that the forms be supplied to teachers who may require them. Teachers may obtain blank nomination forms from the University office, if they so desire.
8. On or before the date appointed under clause (c) of paragraph 2, each candidate shall:
 - (i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.

or

 - (ii) send by registered post in a sealed cover marked "Nomination Paper" to the Registrar a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.
9. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
10. On receipt of a cover containing nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'R. K.', followed by another signature that is partially obscured and difficult to read. To the right of these is a signature that looks like 'L. J. ...'. Further right is a signature that appears to be 'S. ...'. At the far right, there are initials 'S. S.' and the number '64'.

entry. Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or thereafter shall be treated as rejected.

11. On the date and time fixed for scrutiny of nominations under clause (f) of paragraph 2, the candidates, their proposers or seconders, but no other person, may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph (8).

12. (i) The Registrar shall examine the nomination papers and shall decide all objections, which may be made to any nomination, and may either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds:

(a) that the candidate is not qualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under:

(b) that there has been a failure to comply with any of the provisions of paragraphs (8) and (9);

(c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine;

(d) That the cover containing the nomination paper is not sealed.

(ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

(iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

(iv) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nominations have been found valid and affix it on his office notice board.

(v) The said list shall contain the names of candidates in alphabetical order and the names of Colleges/teaching Department or Schools of Studies to which they belong. Provided that in case of election under item (x) of Sub-Section (1) of section 20 the names of candidates shall be in the following order.

(a) Principals of Women's Colleges.

(b) Principals of Government Colleges.

(c) Principals of Colleges other than those in (a) and (b) above.

Provided also that in case of election under item (xv) of Sub-section (1) of Section 20, the names of the candidates shall be in the following order;

(a) Lecturers/Assistant Professor of University Teaching Department/Schools of Studies.

(b) Lecturers/Assistant Professor other than those in (a) above.

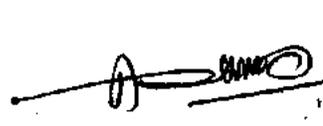
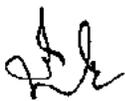
13. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.

(ii) No person who has given a notice of withdrawal of his candidature under clause (i) shall be allowed to cancel the notice.

(iii) The Registrar shall, on receiving notice of withdrawal under clause (i), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

14. Immediately after the expiry of the period within which candidatures may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period. The list shall contain the names of contesting candidates together with the names of colleges. Teaching Departments or School of Studies to which they belong in the same order as the list of validly nominated candidates under paragraph 12.

15. (i) If the number of contesting candidates is equal to or less than the number of seats to be filled in. all the candidates shall subject to the provisions appearing hereafter in this paragraph be declared elected.



Provided that if there is more than one contesting candidate from any University Teaching Department, School of Studies or College, one of them shall be declared elected on the basis of election held by secret ballot.

Provided further that the contesting candidates under item (x) or item (xv) shall not be elected unless they include at least one Lady Principal.

- (a) they include not less than four Principals from colleges belonging to the State Government and one Principal from a Women's College or one Lecturer from the University Teaching Departments or Schools of Studies as the case may be, or
- (b) the number of contesting candidates eligible to fill the reserved states is less than the number of such reserved seats and the number of remaining contesting candidates is also equal to or less than the number of non-reserved seats.

Provided also that if the number of contesting candidates eligible to fill the reserved seats under item (x) or item (xv) is less than the requisite number of seats to be filled in all of them shall, subject to the first provision, be declared elected.

- (ii) Seats not filled in and for which there are no eligible contesting candidates shall be declared vacant and shall remain so till the next constitution of the Court.

16. If the number of contesting candidates is more than the seats to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhiniyam and this Statute.

Provided that such contesting candidate under item (x) or item (xv) include four or less Principals from Colleges belonging to the State Government and from a Women's college or one Lecture from the University Teaching Department or Schools of Studies as the case may be, all such candidates eligible for the reserved seats shall be declared elected to the reserved seats subject to the condition laid down in clause (ii) of the Explanation to sub-section (1) of Section (20) and:-

- (a) The reserved seats for which there are no eligible candidates shall be declared vacant and shall remain so till the next constitution of the Court.
- (b) Voting shall take place to fill the seats not filled in or declared vacant.

17. Where voting is necessary the names of contesting candidates from whom the elector has to elect, shall be printed on the ballot paper in the same order as in the list of valid nominations affixed on the University office Notice Board under paragraph (12) together with the names

of colleges, Teaching Departments or Schools of Studies to which they belong. Each ballot paper shall bear the signature of the Registrar.

18. (i) Every elector shall have as many votes as there are seats to be filled through voting.
(ii) An elector in giving his vote shall place on his ballot paper a cross mark (x) in the space opposite the name of each candidate for whom he wishes to vote.
19. a) All elections shall be held by ballot at the place/s and between the times on the date fixed by the Registrar.

Provided that for the teachers of outstation colleges the polling centre shall be at such place/s as notified by the Registrar.

- (b) The Registrar shall appoint the requisite number of Polling Officers for conducting the poll.
- (c) No person other than a voter shall be permitted to enter the polling station. The area of the polling station shall be fixed by the polling officer.
- (d) The polling officer shall regulate the number of voters to be admitted at any one time inside the place fixed for the poll and shall exclude there from all other persons except
- (a) The candidate or his agent.
(b) Persons on duty.
(c) Person or persons authorized by the officer.
(d) Such other persons as the polling officers may from time to time admit for the purpose of assisting him in taking the poll. The polling officer shall close the doors of entry to the polling station at the hours fixed by him for this purpose and shall not admit thereto any voter after that hour. Provided that all voters who have sought entry to the polling station before the expiry of the closing time shall be entitled to record votes even after the expiry of the closing time.
- (e) Ten minutes before the polling commences, the polling officer shall show to the candidates, or their authorized agents present at the polling centre that the ballot box is empty and shall then lock and seal it for use; but in case no candidates or his agent is present at the appointed time, he shall lock and/or seal the ballot box.

St

W.P.A.C.

L. Anwar

[Signature]

- (f) No voting paper shall be delivered to a voter unless he has put signature against his name in the electoral roll in token of the receipt of the voting paper.
- (g) The voter on receiving the voting paper shall forthwith proceed to the polling booth, where he shall mark and put his voting paper in to the ballot box.
- (h) If a voter spoils his voting paper inadvertently he/she may be given another voting paper on surrendering the spoilt paper which shall be cancelled by the polling officer before issuing a fresh voting paper. All voting papers cancelled under this rule shall be kept in a separate packet and preserved for a period of one month.

20. A ballot paper shall be void:

- * If the elector has given more votes than the number of seats to be filled, or
- * If it is signed by the elector, or
- * If it is unmarked or void for uncertainty.

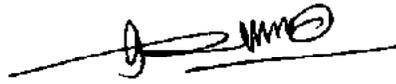
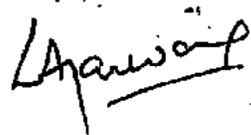
Provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.

21. All proceeding for counting of votes shall be conducted in the presence of a Committee of three persons appointed by the Kulpati. Every elector shall have the right to be present at the proceedings provided that in the opinion of the Registrar, no disturbances of the proceedings is caused thereby.

22. On the date and at the place fixed for counting of votes the Registrar shall open the boxes containing the ballot papers. He shall then examine the ballot papers and shall reject the ballot papers which are invalid under paragraph. He shall count the votes cast in favor of the different candidates in the remaining ballot papers.

23. After all votes are counted, the Registrar shall prepare a list of candidates arranged in order of votes they received, the candidate obtaining the highest number of votes being placed first in the list.

Provided that if there are two or more candidates from any University Teaching Department, School of Studies or College, only the candidate getting the highest number of votes among candidates from each such Teaching Department, School of Studies or college shall be included in the list and the rest shall be excluded.



24. (a) If the seats for which voting has taken place, include any seat/seats reserved for any particular category of contesting candidates, contesting candidates belonging to such category, equal in number to the number of seats reserved for such category and highest in the list referred to in paragraph 25 above shall be declared elected.
- (b) After the result of election to the reserved seats is declared, contesting candidates equal in number to that of remaining seats to be filled and highest in the list amongst the candidates not declared elected under sub-clause (a) above shall be declared elected. (2) If the seats for which voting has taken place do not include any reserved seat/seats contesting candidates equal in number to the number of seats to be filled shall be declared elected in the order in which their names appear in the list referred to in paragraph 25 above.
25. An election petition against any elected candidate may be presented to the Kulpati by a candidate or elector within ten days from the date of the publication of the result of the election on the notice board of the University. The Kulpati's order on the petition shall be final.
26. For ensuring free and fair election, the Registrar shall have power to issue instructions, appoint inspection committees, and take all other steps as may be deemed necessary by him.

[Handwritten signatures and text]

FORM - I

(ELECTION OF REPRESENTATIVES ON THE COURT OF JIWAJI VISHWAVIDYALAYA
UNDER ITEM _____ of SUB-SECTION (1) OF SECTION 20 OF THE ADHINIYAM
Claim Application for inclusion of Name in the Electoral Roll

To,
The Registrar,
.....

Sir,

I am a (Designation e.g. Professor/Lecture)

in College/teaching Department/School of Studies since (Month
& Year).

I request that my name be included in electoral roll for election under Item of sub
section (1) of section 20 of the Adhiniyam.

Signature

Full Name.....

Designation

Name of Institution Where

employed.....

Place

Date

I..... Principal of College/Head, Teaching Department or School of Studies of
..... Certify that Shri is a..... (Designation) in College/
Teaching Department or School of Studies since
(Months & Year)

Signature

Full Name.....

Designation

Name of Institution Where

employed.....

Place

Date

FORM - 2

(ELECTION OF REPRESENTATIVES ON THE COURT OF
VISHWAVIDYALAYA UNDER ITEM ____ OF SUB-SECTION (I) OF SECTION 20 OF THE
ADHINIYAM).

CLAIM FOR CORRECTION OF NAME

To.
The Registrar.

Sir,

I submit that the entry relating to myself which appears at Serial No. of the provisional electoral roll as

"....." is not correct. It should be corrected to read as follow:

"....."

Signature
Full Name
Designation

Place.....

Date

Institution where employed

MR. K. Anand

FORM - 3

(ELECTION OF REPRESENTATIVES ON THE COURT OF
VISHWAVIDYALAYA UNDER ITEM OF SUB-SECTION (1) OF SECTION 20 OF THE
ADHINIYAM)

OBJECTION OF INCLUSION OF NAME

To,
The Registrar,
.....

Sir,
I object to the inclusion of the name of at Serial No. Of the provisional
electoral roll for the following reasons:

REASONS:

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief. My
name has been included in the provisional electoral roll at Serial No

Signature

Full Name

Designation

Place

Date

Institution where employed

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

FORM - 4

NOMINATION PAPER

(ELECTION OF REPRESENTATIVES ON THE COURT OF

VISHWAVIDYALAYA UNDER ITEM.....OF SUB-SECTION (1) OF SECTION 20 OF THE
ADHINIYAM).

I..... Propose the name of Shri/Shrimati/Kumari..... (Full Name) Whose
name appears at Serial No? of the final electoral roll as member of the Court of Jiwaji
University, Gwalior under Item of sub-Section (1) of Section 20 of the Adhinyam.

Signature.....

Full Name

Serial No. in the Final Electoral Roll

Designation.....

Institution where employed

I..... Second the above Proposal.

(Full Name)

Signature.....

Full Name

Serial No. in the Final Electoral Roll

Designation.....

Institution where employed

I Give my consent to my nomination as a candidate for a seat on the court of
..... University under Item of sub-Section (1) of Section 20 of the
Adhinyam.

*I am a candidate as the Principal of a Government College/Women's' College.

Signature

Full Name

Serial No. in the Final Electoral Roll

Designation.....

Institution where Employed

*In case of election under item (X) of Sub-Section (I) of Section 20 the Principal of a Women's'
College belonging to the State Government who is a candidate for the election, shall opt and indicate
her status by scoring out the portion not applicable.

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

39 74

FORM - 5

..... UNIVERSITY,
BALLOT PAPER

Election of to the Court under Item No.in
(Category of Teacher)

Group B of sub-Section (1) of Section 20 of the M.P. Vishwavidyalaya Adhiniyam.

Total Number to be elected

Number of Seats reserved for

(a)

(b)

S.No.	Name of Candidate	Institution where employed	Nature of Institution - Govt./Non. Govt./Women's/Teaching Department/School of studies	Vote

Note:

- (1) The Elector has as many votes as the number of seats to be filled.
- (2) While voting, the elector should bear in mind the number of seats reserved for any special category.
- (3) The elector should put a cross mark (x) in the vote column in the blank space against the name of the candidate he wishes to vote for.
- (4) Not more than one person shall be elected from any University Teaching Department, School of Studies or College.
- (5) The elector should not put his signature on the ballot paper.

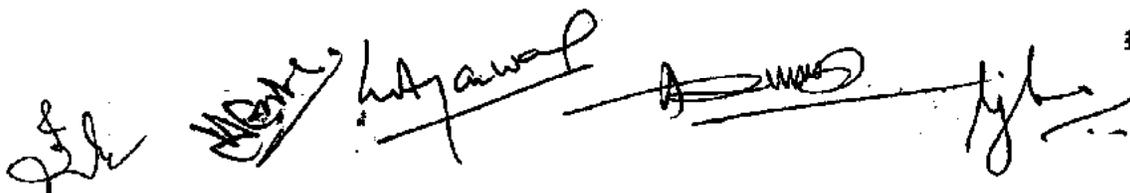
[Handwritten signatures and marks]

STATUTE NO. 29

APPOINTMENT OF EXAMINERS

[Refer Section 44]

1. In this Statute:
 - (i) "Internal Examiner" means:
 - (a) in case of a Theory Paper, an examiner including a paper setter who is a teacher in a University Teaching Department, School of Studies. Or College maintained by or affiliated to the University.
 - (b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination center.
 - (ii) "External Examiner" means an examiner other than an internal examiner.
 - (iii) "Co-examiner" means an examiner in a written paper other than the paper- setter.
2. The office of the Controller of Examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely
 - (a) The academic qualifications and teaching experience at degree and post graduate levels.
 - (b) The field of specialization.
 - (c) The examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted under Section 44 of the Adhinyam together with the names of persons appointed as Examiners in the University during the two proceeding years. The Committee may add to

The bottom of the page features several handwritten signatures and initials in black ink. From left to right, there are approximately five distinct marks, including what appears to be a signature 'S. S.', a signature 'M. S.', a signature 'K. S.', a signature 'A. S.', and a signature 'J. S.'. The signatures are written in a cursive style.

the list the names and experience of persons qualified for appointment as examiners but not included therein.

5. The Controller of Examination office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each Practical/Viva-Voce examination together with the estimated number of candidates thereat.
6. The Examination committee shall, in the light of the provisions of the following paragraphs, recommend:
 - (i) a panel of three names for the appointment of the paper- setter of each written paper,
 - (ii) a list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed,
 - (iii) A list of names of persons for appointment as examiners in each Practical/Viva-Voce examination, the number of names included in the list being sufficient for the conduct of Practical / Viva-Voce examination at different centers.

7. The Kulpati shall appoint paper setters, Co- examiners, and Practical/Viva-Voce examiners ordinarily from amongst people recommended by the Examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs

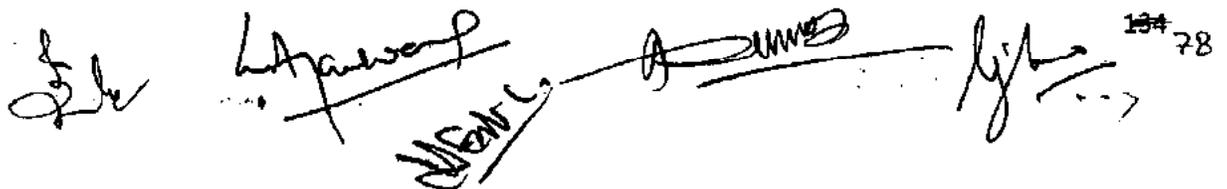
8. The qualifications of the Paper-setters and Co-examiners shall be as follows, namely:

(A) Paper-setters:

Examination:

(A)	Paper-setters: Examination	Qualification:
(i)	Post-Graduate Examination in all faculties other than Law	(i) Experience of teaching the subject at the post graduate level for atleast seven years, Or (ii) Experience of teaching the subject at the post-graduate level for atleast five years together with research experience/total teaching experience at the degree and/or Post- graduate

		level for at least ten years.
(ii)	L.L.M. For M.B.A.	(ii) Master's degree or higher degree in Law and teaching experience at LL.M Level for at least seven years. Or Experience as High court Judge. Or Standing of atleast fifteen year at the Bar. A person with three years' experience of teaching the subject concerned at the Post-Graduate level.
(iii)	Degree examinations in all Faculties other than Engg. Medicine and Ayurveda.	(iii) Teaching the subject at degree and post graduate level for atleast seven years.
(iv)	Degree examination in faculties of Engineering, Journalism and Mass Communication forming for part of Arts Faculty.	(iv) Teaching experience at Degree / Post-graduate level and/or Professional experience of atleast seven years.
(v)	Degree examination in the Faculty of Ayurveda.	(v) Teaching experience in the subject at degree and/or post-graduate level for atleast live years.
(vi)	LL.B.	(vi) Teaching experience of LL.B. and/or LL.M. classes for atleast seven years. Or Judicial experience as District Judge for atleast five years. Or Standing of atleast twelve years at the Bar.
(vii)	Diploma examination in all Faculties other than those in the faculty of medicine and postgraduate Diploma examination in business Administration	(vii) Teaching experience of atleast three years of Degree and five years of Diploma classes. Or Ten Years professional experience.
(viii)	Diploma examination in Post-graduate Diploma of a recogn University or an equivalent qualification in the subject and atleast five years teaching experience in the subject in any University or college recognized by the Medical Council of India.	(viii) A Doctor's or Master's Degree or a the Faculty of Medicine.
(ix)	Post-graduate Degree/Diploma in Business Administration	(ix) Atleast seven years teaching experience at the degree level or atleast five years teaching experience of Post graduate/Degree/Diploma classes in the subject.



 194 78

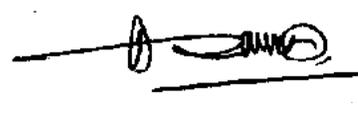
(B) Co-examiners:

The qualifications shall be the same as for Paper setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter.

Provided that in case of degree examinations where sufficient number of internal co examiners in a subject with the aforesaid qualifications are not available, teachers in the University Teaching Department/School of Studies and College in the University with atleast three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

9. (1) In case of Practical and Viva-Voce examinations at the post-graduate level.
The external examiner shall be a person not below the rank of a Associate Professor.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post-graduate level.
- (3) The internal examiner in case of Viva-Voce examination at the post-graduate level shall be the Head of the Department in the subject in the Institution whose regular candidates are to be examined at the Centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.
- (5) The external examiner at the post-graduate level in case of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ School of Studies or college maintained by or affiliated to the University.
- (6) Except in the Faculties of Medicine, Ayurveda, Engineering, Technology, Education and Physical Education all external examiners in case of practical examination at the first degree level shall as far as possible be appointed from amongst the teachers in any University Teaching Department. School of Studies or College maintained by or affiliated to the University.

10. (1) Ordinarily not more than 50 percent of the paper setters at the post-graduate examination and not than 25 percent of the paper setters at the first degree examination in any subject shall be external. All more external paper setters for the first degree examination and atleast 50 percent of the external paper setters at the postgraduate level shall ordinarily be from Madhya Pradesh.
- (2) Where in any paper more than one examiner is appointed, the paper setter shall be the Head-examiner. Examiners other than the paper-setter shall be the Co- examiners.
- (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co- examiners, external Co-examiners may be appointed.
- (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, Schools of Studies and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfillment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examinership (paper-setting or Co-examiner ship). In case the Examination Committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for Post-graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration of the Kulpati.
- (2) Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.
- (3) No one who is paper-setter at any Post-graduate examination shall be appointed as an external Viva-Voce examiner at that examination.
- (4) No one shall ordinarily be given more than two external practical examination ship, provided that in case of Centre where the total strength of candidates appearing at Part I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
- (5) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature] 126 80

- (6) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (7) While recommending names for examiner ship in faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.
- (8) The provisions of sub-paragraphs (1) and (2) above shall not apply in case of Examinations in the Faculties of Engineering, Technology, Education, Physical Education, Medicine and Ayurveda.

12. (1) Examiners shall be appointed for the examination of one year only but they shall be eligible for re-appointment.

- (2) Any person who has acted as an examiner (Paper setter. Co-examiner or external Viva-Voce examiner) for three consecutive years shall, ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re- appointed.

Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.

Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.

- (3) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory.

An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Executive Council to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the executive council there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (v) if there are serious

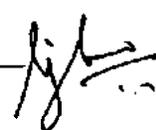
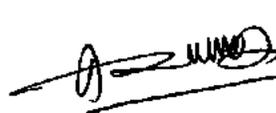
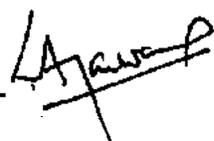
Sh

Shri. Agarwal

[Signature]

complaints against his paper e.g. That his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:
- (i) Set the paper;
 - (ii) Forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-books by his co-examiners.
 - (iii) Forward to each Co-examiner at least five answer-books duly marked by him to serve as models;
 - (iv) take care to see that the model answer-books shall, as far as possible, be representative of all grades of candidates, i.e. failure and third, second and first division;
 - (v) Assign duties to the Deputy-Head Examiners, if there be any
 - (vi) Value such number of answer-books as may be allotted to him;
 - (vii) Examine the latest installments of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
 - (viii) Report to the Registrar on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.
- (3) A Deputy head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the Head Examiner with respect to the co-examiners that may be allotted to him. He shall, however, forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.



- (4) (i) The Head examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions and within three days from the date on which he receives scripts forward to each co-examiner model scripts as provided for in clause (iii) of sub-para (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of the receipts of model answer-books from the Head Examiner send to the Head Examiner first test installment often marked answer books for re-examination. The Co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer Books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the Co-examiner does not receive the memorandum of instructions with in a week of the date of examination, from the Head Examiner, he shall remind the Head Examiner under intimation to the registrar. If the Head Examiner does not receive the first test installment and subsequent installment of answer-books, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head Examiner, the Deputy Head Examiner, if any, and every co-examiner shall carry out all the instructions received by them from the University in the matter of receipt, and dispatch of answer-books. Their valuation and all other matters incorporated in the instructions.
- (6) Notwithstanding the provisions of sub-paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions along with the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer books allotted to

20/11

20/11

Approved

[Signature]

[Signature]

them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments marked answer-books between the Paper-setter and other examiners.

14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books or acts as Head Examiner.

Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper setter.

15. Even though a paper set for any examination is not utilized in that year, the paper- setter shall be entitled to receive the full fee for setting the paper.

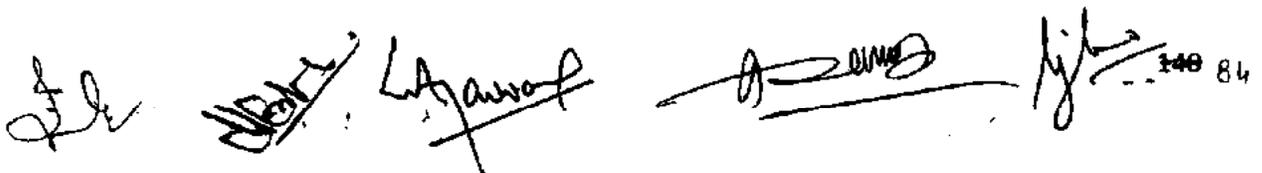
16. In case of examination, where the Ordinances provided for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the Second/Supplementary examination. The paper setter shall be an examiner at both the Main and the Second/Supplementary Examination. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ship at the Main examination.

17. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.

(2) Except in the case of M. Sc. (Previous) Examination in Chemistry, there shall be a Board consisting of two examiners, one internal and the other an external for conducting the practical examination in each subject or in each special branch of the subject as the case may be,

(3) In the case of M.Sc. (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom one shall be internal examiner and two shall be external examiners. The board shall be so constituted so as to represent all the three branches of Chemistry, namely, Inorganic, Organic and Physical.

Note: In the case of Viva-Voce for LLM. (Final) there will be two external examiners and one internal examiner.

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'J. L.', followed by a signature that looks like 'V. S.', then a signature that reads 'L. Agarwal', a signature that is mostly illegible but seems to start with 'A. S.', and finally a signature that reads 'N. S.' followed by the number '148 84'.

18. In the case of a subject for M.A., M.Sc., M.Com. and M.P.E. Examinations, where thesis is permissible in lieu of a paper there shall be a Board of two examiners for reading the thesis. The Maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by 20 percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.

19. Notwithstanding anything contained in the foregoing paragraphs:

- (a) the examination in written papers and the practical and oral and clinical or sessional test, in each subject or group of subjects for an examination in the Faculty of Medicine shall be conducted by a board of two or four examiners one or two be, as the case may be, of whom shall be external examiner(s) and the other/s internal examiner/(s).
- (b) There should be a Board consisting of four examiners, of whom atleast 50 percent shall be external examiners in each of the subject for M.D./M.S. Examinations for written papers and the practical's, oral and clinical tests. (Amendment approved by the Co-ordination Committee on 05.04.1981)
- (c) In the Faculty of Medicine, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or Master's Degree or a Post-graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated college of a University recognized by the Medical Council of India. In each subject there shall be at least one internal examiner (the Head of the Department).
- (d) The internal paper-setter for examination in each subject in the faculty of Medicine shall be appointed by rotation from amongst the Heads of the Departments of Medical Colleges affiliated to the University. If there is only one Medical college and the Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.

Dr. K. S. Arora
Dr. S. K. Arora

[Signature] *[Signature]* 85

20. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.
21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of atleast six names of persons who;
- (a) Possess a research degree in the subject and atleast ten years teaching experience at the postgraduate level, or
 - (b) A Scholars of repute in the subject?
22. (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing.
- (ii) No person shall act as moderator or tabulator for examination if any of his relations is appearing/has appeared at that examination.

S. S. S. *M. K. Lakshmi* *J. S. S.* *S. S. S.*