



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 1

TERMS & CONDITIONS OF SERVICE OF THE KULPATI

w.e.f. 01/07/2005

[Refer Section 13, 14 & 36 (3)]

1. Since the state Government has accepted the recommendations of University Grant Commission (UGC) on matters pertaining to pay scale, the Kulpati shall receive the basic salary of Rs. 25,000=00 per month and other allowances and medical facilities admissible to officers of similar status in Government of Chhattisgarh, irrespective of the pension and the pension equivalent of gratuity whichever may be admissible to him.
2. "During his tenure of office, the Kulpati shall be entitled to a rent free furnished residential accommodation maintained by the University at Raipur/Bhilai. In case, the University has no residential accommodation, a house equivalent to "B" type will be taken on rent (at market price fixed by Govt. of Chhattisgarh) at Raipur/Bhilai and furnished and maintained by University should be given to Kulpati or House Rent Allowance, admissible to officers of similar status of All India Services"
3. The Kulpati shall be entitled to have a University vehicle for official purposes. The Kulpati shall also be eligible to use the University vehicle for private purposes however for such journey, he will be liable to pay such charges as per the rules prescribed by the Government time to time for the private use of Government vehicles by the Government officers.
4. The Kulpati shall be entitled to all kinds of leave and leave salary and such other privileges as granted by the University to its full time officers. The Kulpati shall be eligible to opt for the G.P.F. pension-Gratuity scheme of the University if he has not attained the normal age of superannuation prior to commencement of his tenure and provided he has been eligible for pension schemes as an employee of a Central/State Government or a Central/State autonomous bodies or a Central/State Universities before joining as Kulpati. If he opts for G.P.F. cum Pension Gratuity Scheme of the University, the Kulpati shall be entitled to benefit of combining his past services with the service as Kulpati until he allows the normal age of superannuation. For this purpose, the University will receive pension/contributory provident fund contribution from the organizations, where the incumbent has come. The period of service rendered by the Kulpati in the University after attaining superannuating shall not qualify for the purpose of pensionary benefits.

If the Kulpati assumes his office after superannuation, he will not be entitled for any pension cum gratuity scheme/contributory provident fund schemes.



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**STATUTE No. 2
POWERS OF KULPATI**

w.e.f. 01/02/2006

[Refer Section (15)]

1. The Kulpati may constitute such committees, as he deems necessary to help him for discharging of the duties entrusted to him by or under the Adhiniyam.
2. The Kulpati may sanction honorarium to a person for the consultancy/expertise services rendered for the University or an allowance to an employee of the University for any special duties/tasks performed by him, which in the opinion of the Kulpati warrants such payment however subjected to rules laid down in this regard by Chhattisgarh Government from time to time.

Provided that any action taken under this Statute shall be reported to the Executive Council in its subsequent meeting immediately following such action.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
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**STATUTE NO. 03
THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF
SERVICE, POWERS AND DUTIES
w.e.f. 01/02/2006
(Refer section 17, 18 & 36 (5))**

1. The Registrar shall receive salary in the scale as sanctioned by the Kuladhipati under the State University Service Rules 1983, on the recommendation of the University Grants Commission.
2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down under State University Service Rules 1983
3. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident fund and other benefits as prescribed by State Government to officers of University.

Provided that if the Registrar is a retired Government servant, he shall not be entitled to the benefit of Contributory Provident fund.

Provided further that the benefit of non-contributory provident fund (General Provident Fund) will be admissible to such Registrar at his option. The Statutory provisions relating to Provident Fund, except in so far as they relate to contribution by the University, shall be applicable in such a case.

4. The Registrar shall retire on completing the age of sixty years.
Provided that the Kuladhipati may appoint on contract for the period not exceeding two years after his retirement.
5. It shall be the duty of the Registrar –
 - (a) to be the custodian of the records, the common seal and such other property of the University, as the Executive Council shall commit to his charge;
 - (b) to issue all notices convening meeting of the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees appointed under the Adhinyam of which he is to act as Secretary;
 - (c) to keep the minutes of all meetings of the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees of the University appointed under the Adhinyam of which he is to act as Secretary;
 - (d) to conduct the official correspondence of the University, the Executive Council, the Academic Council and the Academic Planning and Evaluation Board;
 - (e) to arrange and superintend the examinations of the University;

- (f) to supply to the Kuladhipati –
 - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
 - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
 - (iii) such other papers and information as the Kuladhipati may direct him to supply from time to time;
 - (g) to collect the income, disburse the payments and maintain the accounts of the University, in case no Finance Controller is appointed in the University;
 - (h) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Kuladhipati, Kulpati or various authorities or bodies of the University of which he acts as Secretary;
 - (i) to discharge such other functions as may be assigned to him from time to time by the Kulpati to whom he shall be responsible for the same;
 - (j) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
 - k) to render such assistance as may be desired by the Kulpati in the performance of his official duties.
 - l) Subject to the power of Executive Council, the Registrar shall, be responsible to check that all moneys are expensed only for the particular purpose for which they are granted or allotted.
 - m) Unless, otherwise provided for by or under the Act, all contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the Vishwavidyalaya.
6. Subject to the control of the Kulpati the Registrar shall have power to appoint the Class III and Class IV staff of the University and shall exercise disciplinary control over them.
7. The Registrar may, if desired by the Chairman of any authority or body, of which he is the secretary, speak at a meeting of such authority or body.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
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Established under Act No.25 of 2004

STATUTE No. 04

Dean Innovation, Entrepreneurship & Student Welfare

w.e.f. 01/02/2006

(Refer Section 19 (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, cease to hold office on completing the age of sixty-two years.

Provided further that before the expiry of his term of three years the Executive Council may, on a report from the Kulpati, terminate the appointment of Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students' Welfare will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving reasonable opportunity of being heard.

2. Where the Dean of Students' Welfare is a full-time salaried officer, he shall;
 - (a) Possess atleast PhD Degree in Engineering subject and five years of experience of teaching post-graduate classes or twelve years experience of teaching degree classes, preferably experience of guiding extra-curricular activities and under standing of students' problems.
 - (b) Draw salary in the pay scale of Professor or Reader.
3. The Dean of Students' Welfare, if appointed on full time basis amongst the Teachers of the University/affiliated colleges, 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 for his appointment as Dean of Students' Welfare.
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, and provident fund, medical and other benefits as admissible to the officers of the State Government.
5. Notwithstanding anything contained in the provision of this Statute, a full time salaries 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 sixty two years.

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

(2) Subject to the control of the Kulpati, the Dean of Students' Welfare shall –

- (a) Make arrangements to ensure suitable housing facilities for students;
- (b) Arrange for employment of students in accordance with the plans approved by the Kulpati;
- (c) Communicate the guardians of the students regarding the welfare of students;
- (d) Obtain travel facilities for students;
- (e) Assist the students in obtaining Scholarship, Studentships, etc. by giving them information relating thereto;
- (f) Perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulpati.



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STATUTE NO. 05

**Other officers of the University Conditions of Service, Power and Duties
w.e.f. 01/02/2006
(Refer section 20)**

1. In addition to the officers mentioned in classes (i) to (vi) of Section 10 of the Adhiniyam the following shall be the officers of the university if sanctioned by the state government:-
 - (i) Controller of Examination.
 - (ii) Chief Finance officer.
 - (iii) University Librarian.
 - (iv) Chief information & Publication officer.
 - (v) Director international Relations.
 - (vi) Executive Engineer.
 - (vii) Deputy Registrar.
 - (viii) Deputy Controller of examination.
2. The Appointing Authority of the university may appoint one or more Deputy Registrar according to requirement of the University. The Controller of Examination if appointed prior to the coming in to force, of this statute, shall continue to hold office Subject to the terms and Conditions of their appointment.
3. The scales of pay for the posts mentioned in paragraph (I) above shall be as per the Scales declared by the University Grant Commission, New Delhi and approved by the state Government for following cadre, namely:-
 - (i) Controller of Examination.
 - (ii) Chief Finance officer.
 - (iii) University Librarian.
 - (iv) Chief information & Publication officer.
 - (v) Director international Relations.
 - (vi) Executive Engineer.
 - (vii) Deputy Registrar.
 - (viii) Deputy Controller of examination.

Provided that where an Officer serving under the Central Government or a State Government or Non Government, Institutions is on deputation to the University

his emoluments and terms and conditions of service shall be such as laid down by the Government while placing the service of the officer at the disposal of the University.

Provided further that where a retired Government servant is appointed to any of the posts mentioned above he shall draw salary equal to the last pay drawn in Government service minus the pension admissible to him and where this amount is less than the minimum of the Scale of pay of the post he shall draw as his salary at the minimum of pay of the post concerned irrespective of the pension.

4. The executive Council shall prescribe the qualification, which a candidate should possess for being eligible to hold any post mentioned in Statute 1. The Selection Committee shall select the candidates for such post with due regard to the prescribed qualifications.
5. 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 offices mentioned in Statute 1. 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 any post other than the post of Deputy Registrar and Assistant Registrar, the Selection Committee shall have, in addition to the members mentioned above, two members appointed by the Executive Council and not connected with the University who have special knowledge of Finance, Library Science, Physical Education, Engineering or Printing Technology as the case may be.

6. The Officer mentioned in this Statute shall be entitled to leave, leave salary, allowances, medical benefit, provident fund and their 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, he shall not be entitled to the benefits of contributory provident fund.
7. The powers and duties of each Officer except the Finance Officer/Finance Controller shall be such as the Executive Council may determine. .
8. The post of Registrar and such other Cadres of other officers shall be filled from the officers of the State University Services constituted under the Chhattisgarh Vishwavidyalaya Adhiniyam 1973 (No. 22 of 1973). In case of non-availability of such officers, the posts shall be filled by the Kuladhipati by securing services of suitable officers on deputation.



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**STATUTE NO. 06
FUNCTIONS AND DUTIES OF FINANCE OFFICER/CONTROLLER
FINANCE**

w.e.f. 01/02/2006

(Refer section 24)

1. Subject to the control of Kulpati it shall be the duty of the finance Officer/Controller Finance: -
 - (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 Executive Council for recurring and nonrecurring 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 investment.
 - (d) to suggest measures of additional internal revenue generation for the university
2. Subject to the control of the Registrar, the Finance Officer/Controller Finance 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 of equipment and other consumable materials in all 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 Officer/Controller Finance may call from any Office or institution of the University and information or returns that he may consider necessary for the performance of his duties.
4. The Finance Officer/Controller Finance shall see that all bills for payments be pre-audited after residential audit set up is established.
5. Notwithstanding anything contained in the Statute, the Finance Officer/Controller Finance shall perform the other duties as assigned by the Kulpati/Executive Council/State Government.



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**STATUTE No. 07
BRANCHES OF LEARNING**

**w.e.f. 01/02/2006
(Refer Section 5 (1))**

The following shall be the Branches of learning for the purpose of subsection 1 of section 5 of the Adhiniyam.

- (i) Engineering
- (ii) Computer Science
- (iii) Humanities and Management
- (iv) Pharmacy and Biomedical Engineering
- (v) Applied Sciences
- (vi) Emerging Technologies



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STATUTE No. 08

FACULTIES

w.e.f. 01/02/2006

(Refer Section 27 (1))

1. As enumerated in sub-section (1) of section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely:-

- (i) Faculty of Computer and Information Technology
- (ii) Faculty of Electrical, Electronics & Telecommunication Engineering and Instrumentation.
- (iii) Faculty of Mechanical, Production and Industrial Engineering
- (iv) Faculty of Civil Engineering and Water Resources
- (v) Faculty of Humanities and Management
- (vi) Faculty of Materials and Metallurgical Engineering.
- (vii) Faculty of Mining Engineering and Geology
- (viii) Faculty of Pharmacy, Biomedical engineering **and Biotechnology**
- (ix) Faculty of Chemical **and Biochemical Engineering**
- (x) Faculty of Architecture and Town Planning
- (xi) Faculty of Applied Sciences
- (xii) Faculty of Emerging Technologies
- (xiii) **Faculty of Agriculture Engineering**



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STATUTE No.09

CONSTITUTION AND POWERS OF THE FACULTY

w.e.f. 01/02/2006

(Refer section 27 (2))

1. Each faculty shall consist the following members, namely-
 - a) the Dean of the Faculty -CHAIRMAN
 - b) all Chairman of the Boards of Studies for 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 Principals, other than College Professors, of affiliated Colleges teaching any of the subjects comprised in the Faculty by rotation according to seniority.
 - f) two Readers of University Teaching Departments/Schools of studies, two Readers in affiliated colleges, six Lecturers teaching any of the subjects comprised in the faculty by rotation

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

 - g) three persons assigned to the Faculty by the Academic Council from amongst its members,
 - 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.
2. Subject to the provisions of the Adhiniyam, each faculty shall have the following powers namely-
 - a) subject to the control of the Academic Council to organize, coordinate and regulate teaching and research activities of Departments assigned to the faculty.
 - b) to approve the courses of studies for the different examinations in the Faculty Proposed by the Boards of Studies and to remit matters to Boards of Studies.
 - c) to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees;

- d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council the Academic Planning and Evaluations Board or the Kulpati,
 - e) to hold meetings with the approval of the kulpati jointly with any other faculty of Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Kulpati.
 - f) Such other powers as any be assigned to it by the Ordinances.
- 3. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
 - 4. One-third of the total membership of the Faculty shall constitute a quorum.



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STATUTE No. 10

BOARD OF STUDIES

w.e.f. 01/02/2006

(Refer Section 28 (1))

There shall be a board of studies of each of the subjects or groups of subjects mentioned in column (ii) of the table below under the faculty mentioned in column (i) thereof:-
column (i) column (ii)

S.No.	Name of Faculty	Subject or Group of Subjects
1	Faculty of Computer and Information Technology	(i) Compute Science and Engineering (ii) Information Technology (iii)Computer applications
2	Faculty of Electrical, Electronics Telecommunication Engineering and Instrumentation	(i) Electrical Engineering (ii) Electronics and Telecommunication (iii)Electronics and Instrumentation (iv) Electronics Engineering/Electrical and Electronics Engineering
3	Faculty of Mechanical, Production and Industrial Engineering	(i) Mechanical Engineering (ii) Industrial and Production Engineering (iii)Mechatronics (iv)Auto Mobile Engineering
4	Faculty of Civil Engineering and Water Resource	(i) Civil Engineering (ii) Fire Technology (iii)Water resource Engineering (iv)Environmental Engineering
5	Faculty of Humanities and Management	(i) Humanities (ii) Technology Management (iii)Technical Education Management (iv)Entrepreneurship and Management Development (v) Modern Office Management
6	Faculty of Materials and Metallurgical Engineering	(i) Metallurgical Engineering
7	Faculty of Mining Engineering and Geology	(i) Mining Engineering (ii) Applied Geology
8	Faculty of Pharmacy, Biomedical Engineering and Biotechnology	(i) Pharmacy (ii) Biotechnology (iii)Biomedical Engineering
9	Faculty of Chemical and Biochemical Engineering	(i) Chemical Engineering (ii) Biochemical Engineering (iii)Plastic Engineering & Technology

10	Faculty of Architecture and Town Planning	(i) Architecture (ii) Town Planning (iii) Urban Planning
11	Faculty of Applied Sciences	(i) Applied Physics (ii) Applied Chemistry (iii) Applied Mathematics (iv) Industrial Mathematics and Scientific computing
12	Faculty of Emerging Technologies	(i) Nano-technology
13	Faculty of Agriculture Engineering	(i) Agriculture Engineering



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**STATUTE No. 11
POWER & FUNCTION OF BOARD OF STUDIES
w.e.f. 01/02/2006
(Refer section 29)**

1. Each Board shall have the following powers, namely –
 - (a) to make scheme/syllabus for all the courses of the University,
 - (b) to consult specialist regularly each year to review the syllabus and course scheme and recommend the modifications necessary to keep pace with changing knowledge base and requirement of the industries,
 - (c) to recommend schemes for preparation and translation of books in the subject or subjects with which it deals.
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 within the purview 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 shall be counted more than once for the purpose of determining the quorum.
4. Constitution of the Board: Each Board of studies shall consist of: -
 - (a) Chairman Board of Studies: Professor and Head of Department by rotation based on seniority.
 - (b) Two Professors by rotation based on seniority.
 - (c) Four Readers by rotation based on seniority.
 - (d) Six Lecturers by rotation based on seniority.
 - (e) Two Student members.
 - (f) Two External members to be nominated by the Academic Council.



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STATUTE No. 12

QUALIFICATIONS OF STUDENT MEMBER OF BOARD OF STUDIES

w.e.f. 01/02/2006

(Refer section (29))

1. 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 who possess the following qualifications: -
 - (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 had obtained the highest percentage of marks in the subject/subjects at the post-graduate examination of the University immediately preceding the appointment in 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 in the Board and who had obtained the highest percentage of marks in such subject/subjects at the qualifying examination of the University for the post-graduate course and has no backlog to clear.
 - (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 and 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 and has no backlog to clear:
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 and 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 and has no backlog to clear.
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 who amongst the students enrolled for the course in the year of appointment on the Board and 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 member of the board.
 - (e) Where under any of the foregoing provisions two to 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.



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**STATUTE No. 13
STANDING COMMITTEE OF THE ACADEMIC COUNCIL
w.e.f. 01/02/2006
(Refer section 26 (2))**

1. The Standing Committee to be constituted under sub section (2) of Section 26 shall be composed as under;
 - i) The Kulpati
 - ii) The Registrar, and
 - iii) Deans of all the Faculties.
 - iv) The Registrar shall act as the Secretary of the Committee.
2. The Standing Committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.
3. Meeting of the Committee shall be convened under the direction of the Kulpati.
4. It shall be the duty of the Standing Committee to render advice on equivalence of examinations in consultation with the Faculty concerned and such matters as may be referred to it by the Academic Council, the Executive Council or the Kulpati.
5. Subject to the provisions of the Adhiniyam 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.



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**STATUTE No. 14
PREPARATION AND MAINTENANCE OF SENIORITY LISTS
w.e.f. 01/02/2006
(Refer section 5)**

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professors, College Professors, Readers, Readers in Colleges, and Lecturers complete and up-to-date seniority lists in accordance with procedure laid down in the Statutes of this Statute hereinafter appearing.
2. All Principals/Professors/Readers/College Professors/Readers in Colleges/ Lecturers shall apply for inclusion of their names in the cadre concerned through the Principals of the College/Head of the Teaching Department by 15th October each year at the latest. Persons, whose applications, complete in every respect and supported by the necessary evidence are not received within 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 inter-se seniority of Principals, Professors, College Professors, Readers, College Readers, Lecturers in University, Lecturers in colleges respectively and publish the said lists for inviting objection.
4. The publication of the Lists for inviting objections shall be made on or before the 15th November and shall be effected 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.
 - (1) Any Principal/Professor/College Professor/University Reader/Reader in College/Lecture of College/University 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 Department, file an objection stating the 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.
 - (2) The Kulapati shall, before the 30th November 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 Kulapati shall nominate one of them to be the Convenor of the Committee.
 - (3) The Committee appointed by the Kulapati shall meet at such time and on such dates as the Convenor of the Committee may fix.
 - (4) 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,

- (5) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
- (6) The Committee shall report its decision as also the reasons thereof.
- (7) All decisions of the committee shall be taken by majority and Communicated to the Registrar not later than 24th December in each year.
- 6. (1) The seniority list, as finalized by the Committee shall be published by the Registrar not later-than 31st December each year by forwarding two copies to each College/Teaching Department for displaying one copy on the staff notice-board of the college/teaching department concerned and the other copy for making it available for reference to the members of the staff of the college.
- (2) The objector may, on request, obtain a copy of the decision of the Committee from the Registrar on payment of Rs.500/-.
- 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. Notwithstanding anything contained in the Statutes 2, 4, 5 (1), 5 (7), and 6 (1) of this Statute the dates respectively for the submission of the application in the form appended to this Statute to the Registrar for inclusion of name in the seniority list by Principals/Professors/Readers/College Professor/Readers in colleges/ Lecturers, for publication of lists, for objections, for filing objection to the lists, for appointment of Committee to deal with objections, for communication of the decision of the committee on objections, and for publication of finalized seniority lists in the case of the first year of preparation of seniority lists immediately following the date on which the Adhiniyam came into force, may be determined by the Kulpati in variation of the respective dates prescribed by the above mentioned Statutes after considering such curriculum as may necessitate such variation.
- 9. A copy of the finalized list may be supplied to a person on payment of Rs.500/- only.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 15

SENIORITY OF TEACHERS OF THE UNIVERSITY

w.e.f. 01/02/2006

(Refer section 5)

In this Statute, unless the context otherwise requires

1. (1) For The propose of the Adhiniyam, the statues and the ordinances, the Seniority of the teachers shall be in the following manner, namely: -

Group “A” The teaching department, schools of studies/ constituent College/Colleges maintained by the University: -

- (a) Professor,
- (b) Reader,
- (c) Lecturer,

Group “B”The Colleges affiliated to the University: -

- (a) Full time and salaried Principal other than College Professor,
 - (b) College Professor,
 - (c) Reader,
 - (d) Lecturer,
- (2) "Service" shall mean service in a Teaching Department, School of Studies, or constituent college/colleges maintained by or affiliated to the University, and/or in a Teaching Department, School of Studies, or constituent college/colleges maintained by or affiliated to any other University established under any Central or State Act.
- (3) If a teacher who holds a permanent post in the University or a College is on leave or on 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.
- (4) Those teachers who have been appointed in accordance with the norms, qualifications and procedure approved by All India Council for Technical Education/University shall be included in the seniority list.
- (5) The inter-se-seniority of full time salaried Principals other than college Professors shall be determined in accordance with the provision of the Statute relating to the seniority of Principals.

2. The seniority of a professor, College Professor, Reader in College or Lecturer shall be determined in accordance with length of continuous service of such person in the cadre concerned taken together with length of continues 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, his seniority as College Professor shall be determined in accordance with: -

- (a) the length of continuous service 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.

N.B.:- For the purpose of seniority:-

- (i) The post of Professor in a college shall be deemed to be lower than the post of Professor in a University Teaching Department in a constituent college,
 - '(ii) The post of a Reader in the University Teaching Department/Schools of Studies shall be deemed to be equivalent to the post of Reader in a college,
 - (iii) The post of Lecturer in a college and Lecturer 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 para 2 of this Statute above is equal, their inter-se seniority 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 para 3 of this Statute above, the inter-se seniority of two or more teachers in any cadre is equal, their inter-se seniority shall be determined in accordance with the length of continuous service in the cadre, if any, immediately below the cadre considered under para 3 above.
 5. If after calculation in accordance with the foregoing provisions to the extent possible, the inter-se-seniority of two or more teachers in any cadre is equal, their inter-se seniority 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 is equal, their inter-se-seniority shall be determined in accordance with the seniority in age.
 7. Professor/Reader promoted by departmental channel or merit promotion scheme including Time Bound Promotion and those officers recruited from Public Service Commission or by authentic/approved selection committee shall not be distinguished.
 8. The teachers, who have completed 65 years of age and have retired but re-appointed or on extension without the approval of the Kuladhipati shall not be included in the seniority list.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 16
SENIORITY OF PRINCIPALS**

w.e.f. 01/02/2006

(Refer section 5)

1. For the purpose of the Adhiniyam 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 of 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 forgoing 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



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 17
SENIORITY OF HEAD OF DEPARTMENT IN AFFILIATED
COLLEGES**

w.e.f. 01/02/2006

(Refer section 36)

1. The inter-se seniority of Heads of Departments in affiliated colleges shall be in the order of cadres given below:-
 - (a) College Professor.
 - (b) Full time and salaried Principals other than college Professors.
 - (c) Reader
 - (d) Lecturer
2. If there is no post of Head of Department in Chhattisgarh Engineering Colleges senior most professor, or a professor as may be decided by the Principal of the college for the purpose of administration, be designated as Head of the Department. If there is no professor in a department, senior most Reader or a reader as may be decided by the Principal shall be the head of the department. If there is no reader in a department, Senior most lecturer or a lecturer as may be decided by the Principal shall be the head of the department.
3. At the discretion of the Principal of a college, the professors in a department may head the department by rotation. The term of rotation can be decided by the principal.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 18

**Admission of Colleges to the Privileges of the University and Withdrawal
Thereof.**

w.e.f. 01/02/2006

(Refer section 26 (5))

AFFILIATION OF COLLEGES

1. An application for admission for an educational institution/college to the privilege of the University shall be made
 - a) In the case of a college to be owned and maintained by Government for new programmed/course/subject/faculty/post-graduate class to be added or intake of existing course to be increased in such a college/institution by an Officer authorized/programme by Government in writing for the purpose;
 - b) In the case of a college/institution to be owned and maintained by a Society or a Trust (here-in-after referred to as the Society), by the Secretary of the Society, authorized by a resolution to make such an application.
 - c) In case of a new course/programme/subject/faculty/post-graduate class to be added in an existing Non-Government college/institution aided by the Government by the Chairman of the Government body, Principal of the College/institution authorized by a resolution of Board of Governors to make the application to the Registrar of the University not later than the 31st December preceding the academic year from which affiliation is sought:-
 - d) ***Before applying for affiliation/extension of affiliation institute must clear all the fees/dues of University.***
2. Such applications shall be made in the form prescribed by the Executive Council of the University along with the fees
 - (a) Prescribed by the University from time to time.
 - (b) Such other colleges of Engineering, Architecture, Pharmacy or Master of Computer Application in the State of Chhattisgarh falling under the category of Existing Engineering College which were affiliated to other Universities of the State their affiliation shall be automatically transferred to Chhattisgarh Swami Vivekanand Technical University with effect from the academic session 2005-2006. For the purpose of transfer of affiliation these colleges shall apply to Chhattisgarh Swami Vivekanand Technical University. They shall pay a fee as prescribed by the University from time to time for the purpose of affiliation for the academic session 2005-2006. With effect from the session 2006-2007 the colleges shall pay the fees as prescribed by the University from time to time for admission to the privileges of the University degree/Post Graduate and Diploma examination.

3. In case of a Institution not maintained or managed by Government, the application shall also be accompanied by an undertaking that within three months of the admission of the Institution to the privileges of the University the Institution shall be put under the control of a Governing Body constituted in accordance with the provisions of the Statutes and any change in the composition of the Governing Body or any transfer of management in respect of the Foundation Society or Founder or any change in the teaching staff shall be forthwith to the University.
4. The application for affiliation in a new Subject in Diploma, graduate or post- graduate programme shall be accompanied by: -
 - (a) A copy of the constitution of the Foundation Society (Memorandum of Understanding);
 - (b) Certified copies of Trust deeds and title deeds of the property, if any;
 - (c) A certificate from the All Indian Council for Technical Education, New Delhi/ Directorate of Technical Education showing that they have permitted the establishment of the Institution, addition of new/programme/subject, or opening of new faculty, increase in intake of one or more diploma programmes or more courses or postgraduate courses sought by the institution;
 - (d) An undertaking to the effect that the Foundation Society shall deposit with the University Endowment Fund as required by the College Code Statute, before the Institution is granted affiliation.

Provided that (a), (b) and (c) above shall not be required in case of an Institution maintained or managed by the Government.

Such applications shall be made in the form prescribed by the Executive-Council of the University alongwith the fees as prescribed by the University form time to time.

5. The authorized officer or the Secretary of the Foundation Society, or the Chairman of the governing Body as the case may be, shall supply information in the prescribed application, with respect to the following matters, namely:-
 - (a) that having regard to the educational facilities available in the neighborhood there is a genuine need of a new institution/College in that particular locality or for adding the new programme/subject/faculty/post-graduate class;
 - (b) that the qualifications and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the All India Council for Technical Education/ University/Government from time to time;
 - (c) that the financial resources of the institution/College shall be such/so as to make due provision for its continued maintenance and efficient working;
 - (d) that no student has been or shall be admitted to the institution/College until the admission prayed for has been granted by the Director Technical Education or University as the case may be;
 - (e) That the buildings in which the institution/College is to be located has sufficient number of class-rooms, the floor space of class rooms is suitable and

sufficient and the buildings are properly located and are owned by the foundation society as per the All India Council for Technical Education Guide Lines.

Provided that such condition shall not be required in case of an Institution/College maintained by Government.

- (f) that adequate provision is made/shall be made for its Library and reading room.
- (g) that suitable provision shall be made for the general supervision and Physical Welfare of the students under a duly qualified Physical Instructor on the staff of the college. The institution should have adequate infra structural facilities.
- (h) That, if admission is sought in any programme/branch that (which) requires the following laboratory facilities:-
 - (a) Arrangements have been or shall be made, for which the institution/College has necessary funds at its disposal, for imparting instruction in that programme/branch of science or subject, in a properly equipped laboratory and, where necessary, a museum; and
 - (b) The gas and water-supply, the apparatus, Computers, test set-ups and the chemicals, and the design and general electrical and water fittings in the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.
- (i) that the institution/College, if not maintained by the Government has sufficient funds to deposit as Endowment Fund and the founder of the Foundation Society is prepared to pledge the same with the University in such manner as may be decided by the Executive Council as a condition precedent to the grant of admission and to authorize the University to utilize the amount at its discretion for payment of the caution money and the salaries of the staff of the college if such salaries fall into arrears for a period of more than three months;
- (j) that the Institution/College has significant infrastructure including modern laboratories commensurate with the requirements of the courses being offered in the institution/College.
- (k) that the fees, if any, payable by the students, shall be fixed in accordance with the rates prescribed by the University/Government:

Provided that all fees, by whatever name, called, paid by the students shall be accounted for in the books of account of the college and shall form part of the receipts of the college.

- (l) that the rules regarding payment of fees by students in institution/college shall not be framed with a view to attracting student away from an existing institution in the same neighborhood
6. (1) where an institution/College has been given admission to the privileges of the University for a limited period and desires to apply for extension of admission for a further period or permanently, the authorized officer or the Chairman of the Governing Body constituted in accordance with the Statutes

shall apply in the form prescribed for the purpose and so far as may be necessary supply:-

- (i) Full factual information pertaining to the compliance of all the points, the assurances, and undertakings mentioned in Statute -2 and 3 of this Statute;
 - (ii) Full factual information about compliance of any conditions laid down by the Executive Council at the time of giving admission for a limited period; and
 - (iii) Such other information as the Executive Council may call for.
- (2) An institution/Colleges shall not be eligible for permanent affiliation unless it has 10 years standing as affiliated Institution/College in the programme/courses concern, it has its own buildings adequate for its purpose, a suitable library, adequately equipped laboratories commensurate with the course requirements and a modern administrative office, adequate faculty. **Pay Scales, Service Conditions, Minimum qualifications for faculty/other Academic Staff and Standards** as per All India Council for Technical Education Norms; and such conditions as may be prescribed by regulation for the purpose. **The 60% of coursed should be NBA Accredited and must not be suffering from any deficiency in last three years.**
- (3) For yearly affiliation, the application shall be made to the Registrar on or before the 31st December of the year preceding the Academic Year from which the extension of affiliation is sought and shall be accompanied by a fee as prescribed by the university from time to time along with the inspection fees as prescribed by the University from time to time. The inspection fees shall not be refunded unless the application is withdrawn before inspection has taken place. The non-refundable affiliation fees can be deposited with a non-refundable late fee as prescribed by the University form time to time till 31st January of that year. Grace period of not more than a month shall be granted against payment of late fees.
- (4) **“If any institute fails to apply for affiliation for 01 year or more; it shall be treated as New institute. However, institutes request for affiliation after gap (as old institute) may be considered on submission of fees as applicable to New institute”.**

Eligibility and conditions for granting autonomous status to affiliated institutes:

- a. Permanent affiliated institutes can apply for Academic Autonomy with prescribed fees.
- b. On the basis of Inspection reports and proposal from Academic Council, the Executive Council may grant Academic Autonomy for 05 years subject to the satisfaction of reports. An agreement between the Institute and University Institute and University must be signed for the said purpose with terms and conditions clearly stated.
- c. An Institute with Academic Autonomy status will have complete freedom of designing its syllabus promoting research, innovation and latest industrial trends.

- d. Academic autonomy will be for Diploma, UG and PG Programmes only; admission of students to the Diploma, UG and PG Programmes offered by the institute/college shall be under the process of Directorate of Technical Education.
 - e. The students admitted under Autonomous status must be enrolled in University, as per the University norms.
 - f. Faculty selection & recruitment process will be followed as per the Statute 19 norms of the University.
 - g. The University will conduct inspection every six months for the first three years. If the observations are satisfactory, the inspection and compliance will be conducted yearly for the rest of the autonomy period.
 - h. As the scheme and syllabus of autonomous shall be different, the Kulpati shall appoint paper-setter, co-examiners, practical/Viva-Voce examiners from amongst persons recommended by the Examination Committee (from the panel of at least four names for appointment of the paper setters sent by Principal/Director of the institute). Kulpati 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 provision of the following Statute. In order to ensure quality, the University will conduct examination as per University Act/Statute/Ordinance applicable. The procedure regarding conduct of examination to be followed by institute must be in accordance to University Act/Statute/Ordinance as applicable.
 - i. The Executive Council of the University shall have power to monitor the functioning of the college through periodic review. It will have power for inspection or cause inspection to be made by such person or persons to the college and its building, workshops etc. and would also have the right to scrutinize the process of teaching, examination and other work conducted or done by the college. The Executive Council would also have the power to make inquiry and issue notice to the Principal on any educational matter that may deem fit.
 - j. The Executive Council of the University shall have power to revoke the autonomy at any time after scrutiny and after due notice of such intention to the college before the expiry of such period granted from time to time, in case of deteriorating standards or for any other causes as deemed fit.
 - k. The University will charge an affiliation fees each year as according to the University norms.
 - l. The University will charge an Autonomy Fee as per prevailing fee for the period of Autonomy granted.
7. The application received under para 1 or 6 of this Statute shall be submitted to the Registrar. He shall refer the application to the Standing Committee of the Academic Council for appointing a Committee of Inspection consisting of not more than 3 persons and for specifying the date on/or before which the report of the Committee shall be submitted:

Provided that where the Academic Council is not likely to meet early, the Standing Committee of the Academic Council may make recommendations to the Executive Council and such recommendation shall be reported to the Academic Council at its meeting immediately following such recommendation by the Standing Committee.

8. (1) After considering the report of the Inspection committee and the recommendations of the Academic Council/Standing Committee and making such further enquiry as it deems fit, the Executive Council may either:-
 - (a) Communicate to the Directorate of Technical Education about the same, and grant affiliation to the institution/College for the programmes/courses ;or,
 - (b) Reject the application, mentioning reasons thereof.
 - (c) ***Penalty may be impressed according to deficiencies of institutes not rectified in past 02 years or more. Penalty shall be decided by Executive Council.***
- (2) Where the Executive Council proposes to grant the affiliation or any part thereof it shall specify:
 - (a) The programme/course or courses of instruction with intake capacity in which and the standard upto which the institution/College is to be admitted to the privileges of the University; and
 - (b) The conditions, if any, which the' Executive Council considers it proper to impose and the time and manner of fulfillment of such conditions.
- (3) The orders passed under clause (b) of sub-para (1) or sub-para (2) above shall be communicated to the applicant by the Registrar.
9. (1) Wherever as a result of a prejudicial report or otherwise the Executive Council considers it necessary to initiate action for the withdrawal of all or any of the privileges granted to an institution/College, the Executive Council shall issue a notice to the Governing Body or the Government as the case may be, apprising the said body of the intention of the Executive Council and requiring the said body to show cause why action as intended should not be taken.

Provided that where an institution/College is admitted to the privileges of the University for a definite period and the admission is not extended for a further period, it shall not amount to withdrawal of privileges.

- (2) The notice under sub-para (1) shall state:
 - (a) the reasons for which the intended action is contemplated; and
 - (b) the period within which the reply to the show cause notice must reach the Registrar of the University.
- (3) The Executive Council, for reasons considered sufficient by it, may extend the period for reply from time to time but the total period shall not exceed three months.
- (4) On receipt of the reply of the show cause notice within the period allowed to the institution/College under sub-statute (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the institution/College concerned, and if no such reply is received, it

may consider the matter on the expiration of the said period, and may after consulting the Academic Council/Standing Committee of the Academic Council make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the institution/College.

- (5) Where a resolution withdrawing wholly or partially the privileges granted to an institution/College is passed by the Executive Council, a copy of the same shall be sent to the Government, Chairman of the Governing Body of the institution/College concerned who may make an appeal to the Chancellor against such a resolution and the decision of the Chancellor in such appeal shall be final.
10. (1) Every institution/college admitted to the privileges of the University shall, during all the time continues to enjoy such privileges, comply with all the provisions of the Adhiniyam, the Statutes, the Ordinances, the Regulations, and any orders directions given or resolutions passed by the Executive Council or Academic Council in so far as they apply to such college.
- (2) Without prejudice to the generality of the provision contained in sub-statute (1) the institution/College shall in particular comply with the following provisions, namely;
- (a) All conditions imposed at the time of granting admission shall be duly fulfilled with proper check.
 - (b) It shall not suspend any course of instruction in respect of which it is admitted to the privileges of the University without giving 6 months prior notice to the University;
 - (c) The Governing Body required to be constituted under the Statutes shall be so constituted within three months from the date of admission and all matters assigned to it by the Statute shall be administered by it;
 - (d) Any transfer of management shall be reported to the University forthwith;
 - (e) The qualifications and adequacy of the teaching staff and the conditions governing their recruitment and term of employment shall be strictly according to the provisions of the Statutes;
 - (f) All changes in the teaching staff shall be reported to the University within one month of their taking place;
 - (g) No lecture shall be delivered to more than sixty students at a time unless the Academic Council, considering the size, structure, seating arrangements and acoustic properties of each lecture room, and arrangements for tutorials, permits a large number of students as may be decided by the Academic Council;
 - (h) The maximum number of students in a batch for laboratory work under one teacher shall not exceed 15.
 - (i) Every vacancy in the teaching staff of the institution/College that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefor;

- (j) It shall maintain records and registers in accordance with directions issued by the University from time to time;
 - (k) It shall submit such annual and periodical returns and other information, in such form and in such manner, as may be required to be submitted by any authority or officer of the University.
- (3) Every College or Institution admitted to the privileges of the University shall pay to the University each year by the 31st July -an annual affiliation fee as prescribed by the University from time to time, if the –institution/college fails to do so the affiliation may be withdrawn.

Provided that the Kulpati may permit the requisite fee to be paid together with an additional amount equal to 25% of the requisite fee within a period of three months from the. date mentioned in sub-para (3)of Statute 5 of this Statute. In the case of such disaffiliation, the University may take such necessary steps as are feasible in the interest of the students.

11. If, for any reason, an institution/college is unable to impart instruction for two years in any programme/subject for which it is granted affiliation, such affiliation shall be regarded as lapsed.
12. (1) The Principal and the Teachers in a college admitted to the privileges of the University shall not be appointed on scales of pay lower than those sanctioned by the State Government/All India Council for Technical Education for the Principals and Teachers of Corresponding Status in Government Institution/Colleges/All India Council for Technical Education.
- (2) A part-time teacher in an institution/College shall be paid monthly honorarium as prescribed by the University from time to time and he has to deliver lectures per week as per norms of All India Council for Technical Education norms.
- (3) Accounts, registers, proceedings of meetings, and other records of a college shall be open at all times for inspection by the persons appointed for the purpose or authorized by the Executive Council or the Academic Council to conduct any inspection.
- (4) Every institution/College shall provide adequate and suitable space for outdoor and indoor games and physical exercises.
- (5) (i) Every institution/College shall arrange for medical examination of all its student in the manner prescribed by the Executive Council and for the medical aid of student residing in hostel of the college.
- (ii) For the above purpose, the institution/College shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
- (6) Every institution/College shall, when called upon by the Registrar to do so, make available its institution/College building, laboratories, furniture, equipment and staff for the conduct of University examinations.
- (7) The Executive Council may, in consultation with the Academic Council, require any institution/College either permanently or for a specified period to participate in a system of centralized admission by the University or to restrict the number of students in any programme/class or subject, or require the teaching in a college to be confined only to some particular branch. Any such

direction or order of the Executive Council shall be given effect from the beginning of the ensuing academic year after the direction or order is received.

- (8) ***In all affiliated institutes the ratio of ratified faculties/teachers under Statute 19 of University mandatorily shall be minimum 60% of required cadre ratio. It may be increased by executive council as per the need.***

13. Every college or institution admitted to the privileges of the University shall pay to the University each year by the 31st July an annual affiliation fee at the rates mentioned below:

Annexure – (A)
Relevant to STATUTE No. 18 (Fee – Payable)
Admission of Colleges to the Privileges of the University and Withdrawal Thereof
Refer Section 26 (5)

Such application shall be made in the form prescribed by the Executive Council of the University alongwith the fees mentioned below.

For Under Graduate Courses

1.
 - (a) Admission fee for opening a new College with one Faculty and not more than four subjects thereof.
 - (b) Admission fee for each additional Faculty with not more than four subjects thereof.
 - (c) Admission fee for each additional subject.

For Post Graduate Course

- (a) Admission fee per Faculty with not more than four subjects thereof.
 - (b) Admission fee per additional subject
 - (c) Application fee
2. Every College or institution admitted to the privileges of the University shall pay to the University each year by the 31st July an annual affiliation fee whose rates will be mentioned time to time.
 - (a) Per faculty for the Bachelor's Degree
 - (b) Master's Degree
 - (c) Diploma Courses
 - (d) Diploma and Certificate Courses



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE NO. 19
COLLEGE CODE
w.e.f. 01/02/2006
(Refer Section 23)**

PART - I

Definitions and Applicability

Proposed Provision -

Objectives, Definitions and Applicability

Objectives -

- (i) To promote and maintain academic standard.
- (ii) To promote collaboration of industries of Chhattisgarh with National laboratories.
- (iii) To provide adequate security of services to the college teachers.
- (iv) To promote entrepreneurship.

1. In the statute unless the context otherwise requires:

Definitions -

- a) **"College"** means an educational institution admitted to the privileges of the University.
- b) **"Foundation Society"** means a body of persons, registered or incorporated under any law for registration or Statutory incorporation which founds and maintains an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superceded under Section 33 of the Chhattisgarh Society Registrickaran Adhiniyam 1973. The person or persons appointed by the State Government to manage the affairs of the Society. In case of educational institution maintained and run by Local Bodies, the Foundation Society shall be the Council of the Local Body and in case the Local Body is superceded the persons who acts for the Body.
- c) **"Governing Body"** means the Governing Body constituted in accordance with the provisions of this Statute.
- d) **"Teachers"** means members of the teaching staff of a college and includes the Principal.
- e) **"President of the Foundation Society"** means a person who is duly elected as its president (by whatever name called) by the Foundation Society and is the executive head there of and where the Society is superceded under Section 33 of the Chhattisgarh Society Registrickaran Adhiniyam 1973 the person or the head of the body of persons appointed by the state Government to manage the affairs of the society.

- f) **"Donor"** means an individual, association, charitable trust or any other institution other than the Foundation Society giving a donation of not less than five lacs rupees in cash or immovable property for the use of the College.

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

- g) **"Grantee College"** means a College receiving maintenance grant from State Government.
- h) **"Non-Grantee College"** means a College not receiving the regular maintenance grant from the State Government.
- i) **"Private College"** means a College, which is running on self-financed scheme.
- j) **"State Government"** means the Government of Chhattisgarh.

Part - II

The Foundation Society

2. The Foundation Society of a college shall be responsible for providing the necessary funds for the maintenance and upkeep of the college up to standard required by the University
3. No employee of the college including an honorary or part time who is paid an honorarium shall be an office bearer or member of the Foundation Society.
4. (1) The Foundation Society of every college shall deposit Endowment Fund as prescribed by the University from time to time with the University in the form of Fixed Deposit Receipts **in the name of the Registrar CSVTU** for: -
 - (a) The college has faculty only at the undergraduate level
 - (b) Every additional faculty at the Under Graduate level including Pharmacy and Architecture
 - (c) The first course at Post Graduate level
 - (d) Each additional course at the post graduate level
- (2) In case of a college in existence in the date of coming into force of this statute the foundation society shall deposit with the University in every academic year commencing from the year 2005-06 an amount equal to one fifth of the value of the Endowment Fund necessary till the Endowment Fund as required in clause (i) above is deposited in full.
- (3) The deposit for creating the Endowment Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.
- 5 (1) The income from the Endowment Fund shall be made available to the ~~college~~ **University** for its use.

- (2) When the salary due to the teachers is not paid for three months, the University may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn there from.
 - (3) In the event of closure of the college or in the event of college being taken over by the Government the caution money and the salary due to the employees, including teachers, of the college shall be the first charge on the Endowment Fund.
6. The Foundation Society shall carry out all directions of the University and shall maintain and run the college in accordance with the Adhiniyam and the Statutes, Ordinance and Regulations made there under:-

Provided that the Foundation Society of the Grantee college shall maintain and run the College in accordance with the Chhattisgarh Ashasakiya Shikshan sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan ka Sandaya) Adhiniyam, 1978 and the rules framed thereunder. Provided also that the autonomous college shall function in accordance with the statute of the Adhiniyam formulated for the purpose.

7. (1) If the Executive Council after giving reasonable opportunity to the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions :
 - (a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body of the Governing Body of the college;
 - (b) Withdrawal of the powers vested in the Foundation Society by this Statute;
 - (c) Withdrawal of the affiliation of the college.
 - (2) Where any action is taken by the Executive Council under the sub-statute (1) the Foundation Society may appeal to the State Government against the decision of the Executive Council. The decision of the State Government in the matter shall be final.
8. (1) The Foundation Society shall have the following powers, namely:-
- (a) To appoint the first principal and other members of the teaching staff of the college in accordance with the provisions of this code till the Governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University whichever is earlier.
 - (b) To sanction on the recommendation of the Governing Body the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation, on the Foundation Society, subject to approval of the State Government in case of Non-grantee college and Executive Council in case of Non-grantee colleges.
- Provided that where the Foundation Society does not take a decision on the proposal made by the Governing Body within a period of sixty days from the date on which the Governing Body submits its proposal.
- The proposal shall be deemed to have approved by the proposal Foundation Society;

(c) To sanction items of new expenditure exceeding Rs. 10,000/- in the case of non-recurring expenditure and exceeding Rs 50,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society;

(d) To consider and pass resolutions on the Annual Estimates of Income and Expenditure and the Audit Report of the college and forward them to the Governing Body for its consideration;

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

(e) To call for information regarding the functioning of the college from the Governing Body and to suggest to the Governing Body measures for the improvement and development of the college;

(f) To appoint the Auditors of the college from out of a panel of names approved by the Registrar of Firms and Societies;

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

(2) In case of any difference of opinion between the Foundation Society and the Governing Body any of them may refer the matter to the Executive Council decision of the Executive Council shall be binding.

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

Part - III

Governing Body

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

(a) the Chairman of the Governing Body appointed by the Foundation Society from amongst its members or by the individual maintaining the college;

(b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college;

(c) Nominee of the All India Council for Technical Education- Regional Officer (Ex-Officio);

(d) an Industrialist/Technologist/Educationist from the region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the chairman of the all India Council for Technical Education;

- (e) An Industrialist/Technologist/Educationist for region nominated by the State Government;
 - (f) two representatives of the University other than members of the Foundation Society of the college nominated by the Executive Council at least one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college;
 - (g) One representative of the donors of the college to be elected by the donors;
 - (h) One nominee of State Government from amongst the senior teachers not below the rank of college professors working within the Jurisdiction of the University (excluding the concerned College);
 - (i) One nominee of State Government- Director of Technical Education (Ex-Officio);
 - (j) Two representatives elected by the teachers of the college who have completed two years of service other than the principal from amongst themselves in such manner as may be prescribed by the college council;
Provided that the restriction regarding two years of service shall not apply for the first three years of the existence of a college;
 - (k) The principal of the college-Ex-Officio Member Secretary
Provided that the following shall not be eligible to be a member of the Governing Body under clauses (a) to (i) above: -
 - (i) A person who is related to any member of the college;
 - (ii) A person having pecuniary interest in the affairs of the college;
and
 - (iii) An employee of the college.
- (2) The chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years.
 - (3) The chairman and members appointed by the foundation society before the super session of the Governing Body of the Society and their places shall be filled by the appointees of the person/persons appointed by the State Government to manage the office by virtue of which he has become a member.
 - (4) An office bearer or member of the Governing Body may resign from the Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of Governing Body shall take steps to fill all vacancies as they occur.
 - (5) When a vacancy occurs in the office of a members other than a ex-officio member, before the expiry of his term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment as the case may be, of a member who shall hold office so long as the member in whose place he has been elected, nominated or appointed, would have hold it if the vacancy had not occurred.

- (6) Every change in the office-bearers of membership of the Governing Body of a college shall be reported immediately to the University by the Secretary.
- (7) The Governing Body shall meet at least thrice a year. Five members of the Governing Body shall form a quorum.. If the quorum is not present within thirty minutes of the time given in the notice no meeting shall be held. No quorum shall be necessary for an adjourned meeting
- (8) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting
- (9)
 - (a) The Secretary shall give at least ten days notice of an ordinary meeting of the Governing Body.
 - (b) An emergent meeting of the Governing Body can be convened on three clear days notice.
 - (c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. At least ten days notice to a special meeting shall be given.
 - (d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.
 - (e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.
- (10) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provided otherwise all acts of the Governing Body and all questions coming or arising at its meeting shall be dealt with and decided by the majority of members present and vote.
- (11) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.
- (12) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulpati regarding decisions affecting adversely for the smooth working of the college and violation, of the Statutes, Ordinances, Regulations or instructions of the University.
- (13) No act or proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership or any defect of irregularity in the appointment, nomination or election of a member.

(14) (a) The Governing Body shall be responsible for the general administration of the college including :-

- (i) Management and regulation of the finances, accounts, investments, property and other assets of the college.

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

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

- (iii) The institution and abolition of new department of Studies or new teaching and non-teaching posts in the college.

Provided that if the institution or a new department or a new teaching post involves additional financial obligation on the Foundation Society, such power shall be subject to the provisions of Statute 1 of this Statute of the code.

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

- (iv) Appointment, promotion, suspension and punishment of the teachers of the college and any other action affecting their services:

Provided that the Governing Body of “Grantee College” shall take these actions in accordance with the provisions of the Chhattisgarh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya karmachariyon ke Vetan ka Sandaya) Adhiniyam, 1978 and the rules framed there under.

Provided further that the services of a teacher of no-grantee college other than the one appointment on the in a leave vacancy or temporarily for a specified period shall not be terminated for any reason whatsoever without the prior approval of the Executive Council.

Provided also that the power of appointment shall be subject of the provision of clause (a) sub-statute (1) of Statute 10 of this Statute.

- (v) Maintenance of the college upto the academic standard required by the University and compliance by the college of the Adhiniyam; Statutes, Ordinances, Regulations and directions issued by the University from time to time.

- (b) In the matter of the management of the college, the Governing Body shall be the final authority bound by Statutes, Ordinances, Regulations

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

11. The Governing Body shall submit to the Foundation Society:-
 - (a) Not later than the 31st July of each year a Statement of Annual Accounts of the college for the immediately preceding financial year together with the audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college ending 30th June for the immediately preceding academics year.
 - (b) Not later than 31st September each year the budget estimates of the college for the following financial year.
 - (c) Proposals for such items of new expenditure exceeding Rs. 25,000/- (Rupees Twenty Five Thousand) in the case non-recurring and exceeding Rs. 10,000/- (Rupees Ten Thousand) in case of recurring obligation on the Foundation Society.
12. The Governing Body may make rules consistent with the Provisions of the Adhiniyam, Statutes, Ordinances with regard to:
 - (a) The procedure to be observed at its meetings.

Provided that decision affecting the service conditions of teachers shall not be taken at a meeting of the Governing Body in which at least one teacher representative and one University representative are not present.
 - (b) The management of the college; and
 - (c) The manner in which its decisions shall be given effect to.
13. The Governing Body shall exercise all powers not otherwise provided in this Statute and not inconsistent with the provisions of the Adhiniyam, Statutes and Ordinances.
14. The Traveling Allowance and Daily Allowance of nominee of the University or the State Government attending a meeting of the Governing Body or Selection Committee or any other body or committee constituted for the college shall be paid by the college at the rates admissible to a member of the authorities of the University as per the provisions made under this Adhiniyam for the purpose.
15.
 - (1) The Governing Body shall be constituted in accordance with Provisions of this Statute within a period of ninety days from the date of admission of the college to the privileges of the University.
 - (2) **The Governing Body in existence on the date immediately preceding the date of enforcement of this Statute shall continue to function till the new Governing Body is constituted in accordance with the provisions of this Statute but such period shall not extend beyond a period of ninety days from the date of enforcement of this Statute.**

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

Part - IV
The College Council

16. (1) There shall be for each college a college council consisting of the Principal and all teachers of the college. The Principal and the Vice Principal if any, of the college shall respectively be the ex-officio President and Vice President of the council.
- (2) The Secretary shall be elected by the Council from amongst its members; He shall hold office for one year, but not more than two consecutive terms. He shall convene meetings of the College Council under the directions of the Principal.
- (3) The Council shall meet at least thrice during the academic year. It shall perform the following duties namely: -
- (a) To discuss the progress of studies in the college;
 - (b) To bring to the notice of the Governing Body the needs of the students and teachers;
 - (c) To make recommendations to the Principal or the Governing Body for improvement of the academic efficiency, effectiveness of the college;
 - (d) To advice the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
 - (e) To advice and assist the Principal in the preparation of the timetable, allocation of teaching work and for the organization of the extra-curricular activities of the college;
 - (f) To consider and to bring to the notice of the Governing Body matters affecting the interests, rights and privileges of the teachers cadre.

Part - V
The Powers and Duties of the Principal

17. (1) The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.
- (2) Subject to the general control of the Governing Body the Principal shall be responsible for :-
- (a) the administration of the college generally as an institution admitted to the privileges of the University;
 - (b) the management of the college library and hostels;
 - (c) maintenance of the accounts, receipts and expenditure of the college;
 - (d) correspondence of the college and custody of the records of the college;
 - (e) administration of the amalgamated fund;
 - (f) execution of the decision of the Governing Body;

- (g) quality of teaching and learning process and standard of education provided by the college.
- (3) The Principal shall have the following powers namely :-
 - (a) To admit students to the college; as per Government. directions and as per provision of the concerned ordinances.
 - (b) To assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof;
 - (c) To appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;
 - (d) To maintain discipline in the college.

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

Provided further that in the case of restriction of student from the college, the college council may review the decision of the Principal;

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

Part VI Teachers of the College

- 18. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except.
 - (a) after duly and widely advertising the post together with the minimum qualifications as prescribed by the *All India Council for Technical Education (AICTE) OR Pharmacy Council of India (PCI) OR Council of Architecture(CoA) OR University Grants Commission (UGC) (i.e. AICTE for Engineering & Technology, MBA, MCA Institutions, PCI for Pharmacy Institutions, CoA for Architecture disciplines & Institutions and UGC for teachers of Science & Humanities discipline)*, therefore and the emoluments of the post and allowing the reasonable time within which the applicants may in response to the advertisements, submit their applications; **However University shall assure that the recruitment standard should not be lower than AICTE, norms.**
 - (b) on the recommendation of the Selection committee constituted in accordance with the provisions of paragraph 19 below for the “Non – grantee colleges” and the Rules framed under Chhattisgarh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Karmachariyon ke vetano ka sandya) Adhiniyam 1978 for “Grantee Colleges”.
- 19. (1) The Selection Committee for the appointment of the Principal shall consist of -

- (i) Kulpati of the University or his nominee Chairman.
 - (ii) One representative of the Governing Body nominated by it from amongst its members other than the teachers' representatives.
 - (iii) One of the Deans of Faculties, which comprise subjects taught/proposed to be taught in the Colleges, nominated by the Kulpati.
 - (iv) One person nominated by the Executive Council
Provided that in case of the appointment of the First Principal by the Foundation Society instead of the Chairman of the Governing Body the President of the Foundation Society shall be the Chairman of the Selection Committee and one representative of the Foundation Society nominated by it from amongst its members shall be a member of the selection committee instead of the representative of the Governing Body.
- (2) The Selection Committee for the appointment of a teachers of the college, other than the Principal shall consist of
- (a) Kulpati of the University or his nominee Chairman.
 - (b) The President of the Foundations Society or the Chairman of the Governing Body is the appointing authority.
 - (c) One representative of the appointing authority the foundation Society or the Government Body, as the case may be, nominated by it from amongst in members other than the Teachers representatives.
 - (d) Two experts in the subject concerned nominated by the Kulpati
 - (e) The Principal of the College-Member Secretary.
- (3) The quorum for the meeting of the selection committees shall be-
- (i) All the members in the case of the selection for the post of Principal.
 - (ii) Chairman and three members in the case of the selection to the post of a teacher other than the Principal.
- (4) The Selection Committee shall interview, adjudge the merits of each candidate in accordance with the qualifications advertised and report to the appointing authority the names arranged in order of merit, of the person or persons, if any, whom it recommends for appointment to the post advertised.

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

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

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

- (2) Appointments to part-time teaching posts may be made by the Foundation Society or the Governing Body as the case may be on the recommendation of

the Principals from amongst persons who possess the minimum qualifications prescribed for a lecturer.

21. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made shall be deemed to be validly made.
22. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years;
(ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise the reasons for such temporary appointment shall be communicated by the Principal to the university.
- (2) The work of the probationer is found to be unsatisfactory and he is not informed for the same by the Governing Body at least one month before the expiry of the probation period, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- (3) (i) Every teacher other than the teacher appointed on part-time or temporary basis shall be appointed on a written contract in the form prescribed in the Appendix. A copy of the contract shall be given to the teacher and a copy shall be lodged with the University;
(ii) It shall be the duty of the Governing Body to get such contract executed within a period of one month from the date on which the appointee joins the post.
Provided that the Governing Body shall get the contract executed: -
 - (a) Within a period of one month from the date on which the Governing Body starts functioning in case of appointments made by the Foundation Society.
 - (b) Within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.
 - (iii) In case of any conflict between the contract in the form prescribed in the appendix and any other contract between a teacher and the college or its Governing Body, the terms and conditions laid down in the contracts as in the Appendix shall be deemed to apply.
23. The posts of Professors shall ordinarily be filled by promotion from amongst the qualified teachers in the college on the basis of seniority-cum-merit.

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

24. (1) The scales of pay for different categories of teachers in the college including the Principal shall be such as are prescribed from time to time for the State Government colleges or as prescribed by All India Council for Technical Education as the case may be.
- (2) A part-time teacher shall be paid honorarium at the rates prescribed by the State Government from time to time.
- (3) Salary of every teacher shall be paid by a cheque drawn in his favour latest by the 5th of the month following the month to which the salary relates.
- (4) The Governing Body or the Foundation Society shall not require or accept any donation or loan from the employees including the teachers of the colleges.
- (5) Every teacher other than the part-time teacher shall be entitled to annual increment in the prescribed pay scale on the due date as a matter of course unless it is withheld after due enquiry.

25. if there no break of service during the period preceding the substantive appointment the period of service of a teacher of the college for any purpose, shall be counted from the date of his the first appointment, Short breaks of service not exceeding 7 days may be Condoned.

26. A temporary teacher who has been in the service of a college for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a teacher for less than a full academic year but for more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of this service bears to the total period in the academic year.

Provided that such teacher shall not be entitled to any pay for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacation.

27. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.
- (2) No member of the teaching staff except a part-time teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.
- (3) A teacher other than a part-time teacher shall be a whole time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work other than as an examiner or author of books which is likely to interfere with the duties of this appointment.
- (4) No teacher shall except with the prior written sanction of the Governing Body participate in the editing or management of any newspaper other than learned journals.
- (5) (i) A teacher shall obey all lawful directions of the Principal and the Governing Body of the college. He shall in addition to the ordinary

duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the college or duties in connection with examinations, administration and the keeping of discipline in the college.

- (ii) Teacher shall be required to take teaching periods as per rules of All India Council for Technical Education.
- (6) (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.
- (ii) No teacher shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in aid for assist in any other manner any political movement or activity nor shall canvass or otherwise interfere in or use his influence in connection with or take part in any election to Legislative Assembly or local authority.

Provided that: -

- (1) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall not give any indication of the manner in which he proposes to vote or has voted;
 - (2) the employee shall not be deemed to have contravened the provisions to this Sub-Statute by reason only that he assist in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.
- (7) Teachers shall be governed by the rules of conduct if any framed by the Governing Body in conformity with the Adhiniyam, the Statutes, Ordinances and Regulations of the University.
 - (8) Infringement of the provisions of the college code shall be regarded as subversive of good discipline and would amount to misconduct and justify the initiation of disciplinary action against such teacher.
28. A permanent teacher shall be entitled to be in the service of the college until he completes the age of **sixty-five** years or as decided by the State Government. from time to time. No extension after the retirement age shall be granted.
- Provided that where the date of retirement of a teacher falls due during the course of the academic session the Governing Body shall allow the teacher to continue till the end of the academic year.
29. A teacher in temporary service cannot discontinue his service in the college without giving one month's notice or one month's salary in lieu thereof. The Governing Body shall similarly give by calendar one month's notice or one month's salary in lieu thereof to a temporary employee when terminating his service.

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

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

31. (1) The service of a teacher other than person appointed on temporary or part-time basis or on probation shall not be terminated after confirmation except on the following grounds and without the approval of the Executive Council.
- (i) Misconduct including willful neglect of duty.
 - (ii) A Breach of the terms of the contract.
 - (iii) Physical or mental unfitness.
 - (iv) Incompetence provided that the plea of incompetence shall not be used against a teacher after two years of his confirmation.
 - (v) Abolition of the post with the prior approval of the Executive Council.

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

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

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

Part VII

Suspension, Penalties and Disciplinary Authority

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

- (a) Where a disciplinary proceeding against him is contemplated or is pending;

Or

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

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

- (2) An employees of the college shall be deemed to have been placed under suspension by an order of the appointing authority.
 - (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forth with dismissed or removed or compulsorily retired consequent to such conviction.
- (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than six months.
- (4) During the period of suspension, the employee shall be paid subsistence allowance equal to fifty percent of the emoluments last drawn by him.
- (5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deduction the subsistence allowance already paid to him.

- 33. (1) The appointing authority may, for good and sufficient reasons, impose on an employee of the College (including a teacher) the following penalties:
 - (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
 - (c) With-holding of increments of pay.
 - (d) Reduction to lower time scale of pay, grade or post;
 - (e) Compulsory retirement;
 - (f) Removal from service;
 - (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the College.

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

- (2) The appointing authority may institute disciplinary proceedings against an employee of the college.
- (3) No order imposing any of the penalties specified in sub-paragraph (1) above than fine shall be made except in accordance with the procedure for imposing penalties on Government servant prescribed by the Madhya Pradesh

Government and in force at the time the appointing authority orders an inquiry against the college employee concerned.

Provided that no proposal to reduce in rank or pay a teacher confirmed in the Service of the College or to remove or dismiss him from Service or to retire him compulsorily shall be deemed to have been passed by the Governing Body unless it is supported by a majority of two-thirds of the members present at the meeting of the Governing Body in which it comes up for consideration and where a decision is duly taken it shall not be given effect to unless it is approved by the Executive Council.

- (4) Following lapses would constitute misconduct on the part of teacher of the College, including the Principal:
- (i) Failure to perform his academic duties such as lecturers, demonstrations, assessment, guidance, invigilation etc.
 - (ii) Gross partiality in assessment of students, deliberately over-marking/under-marking of attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present.
 - (iv) Raising questions of caste, creed, religion, race or sex in his relationships with the colleagues and trying to use the above considerations for improvement of his prospects.
 - (v) Refusal to carry out the decision by the appropriate officers/bodies of the University and/or the Governing Body/Principal of the College. This will not inhibit his right to express his differences with their policies or decision.
34. (1) Where any penalty is imposed on an employee of the college by Principal, the employee concerned may prefer an appeal to the governing Body of the college within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (2) Where a penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of:
- (a) A nominee of the Kulpati, other than a member of the Executive Council who will act as the Chairman.
 - (b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and
 - (c) A nominee of the Governing Body.
- Provided that in case a person in clause (c) above is not nominated by the body concerned within three months, the Kulpati shall have the powers to appoint on behalf of the body concerned, a nominee not connected with the University in any manner.
- Provided further that an appeal under this sub-Statute shall be submitted to the Kulapati not later than forty-five days from the

- date on which a copy of the order appealed against is delivered to the appellant.
- (4) The appeal shall except where provided otherwise, be presented to the authority to whom the appeal lies. A copy of appeal shall be forwarded by the appellant to the authority, which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language and shall be complete in itself.
 - (5) The authority which made the order against which the appeal is preferred shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
 - (6)
 - (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.
 - (ii) The authority which made the order against which the appeal is preferred shall give effect to the orders passed by the appellate authority.

Part VIII Provident Fund and Leave

35. (1) The Governing Body shall maintain a Provident Fund for the benefit of its employees.
- (2) Every whole time teacher and employee of the college other than the person whose Services have been lent to the college by Government or another Institution, permanently appointed to a substantive post shall, become a depositor of the provident fund and family benefit scheme of Life Insurance Corporation of India Limited in the college.

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

- (3) The provisions of rules regarding Pension, General Provident Fund and Gratuity on being approved by the State Government shall become applicable to Grantee and Non-Grantee Colleges.
- (4) The contribution of each depositor to the fund shall be twelve percent of the salary of the depositor, such contribution shall be deducted monthly from the salary of the depositor and the amount so deducted together with an equal amount to be contributed by the college shall be deposited in the Saving Bank of any Post Office or Scheduled Commercial Bank in a separate Provident Fund Account in the joint name of the teacher/employee and the Principal of the college.

Provided that in the case of the account of the Principal, it shall be in the joint name of the Principal and the Chairman of the governing body;

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

- (5)
 - (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund and premium of Family Benefit Scheme, during the period of such leave.
 - (ii) A teacher/employee under suspension shall not contribute to, the Provident Fund during the period of suspension nor shall the contribution of college be due in this case. The premium of Family Benefit Scheme of such suspended employee shall be deposited to Life Insurance Corporation of India Limited from the suspension allowance.
- (6)
 - (i) The Governing Body may, under such conditions as may be laid down by it permit the payment of premium of life assurance policy or policies on the life of the depositor or family benefit scheme, out of his personal contribution to the Provident fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premium. In all such cases, the life Insurance Policy for which the premium is so paid shall be assigned in favour of the college.
 - (ii) On retirement of the depositor from the service of the college policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full amount of the policy shall be credited to the Provident fund account of the depositor. In the event of the death of the depositor during his service in the college the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.
- (7) When a depositor's service in the college comes to an end by his retirement, Resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident fund and family benefit scheme.

Provided further that a depositor whose service have been dispensed with on gross misconduct the Governing Body or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the provident fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.

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

Note: The provisions of the first proviso shall not be invoked in the case of an employee, who is prevented from rendering the minimum two years service by reason of death, disability which in the opinion of the Governing Body

prevents him from rendering further service or any scheme of retrenchment affecting such employee.

- (7) The Governing Body shall frame rules for temporary advances from the Provident Fund, which shall, interlaid include the following as the legitimate objects for such advance;
 - (i) To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him;
 - (ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;
 - (iii) For meeting obligatory expenses, on a scale appropriate to the applicant's status, in connection with marriages, funerals and religious ceremonies;
 - (iv) To purchase land or building for his residence or for the construction of a residential house.
36. (1) The employees including the teachers of the college shall be entitled to leave in accordance with the leave rules of the Government of Chhattisgarh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.
- (2) In case of teachers leave other than casual leave shall be sanctioned by the Governing Body. Casual leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

Part IX **Miscellaneous**

39. (1) The College shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the fund.
- (2) All moneys belonging to the Fund shall be deposited in such Bank or Invested in such manner as the Governing Body may decide.
- (3) All expenditure, as may be sanctioned by the Governing Body, for the Purpose of the College, shall be met from the Fund.
- (4) The fund of the college shall not be used for meeting any expenditure or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.
40. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meetings and other records of the College shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.

41. No person connected with the management of the college and no Principal or, other teacher or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in kind, other than or in excess of the fees prescribed by the University, from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall from part of the receipts of the college.
42. Any dispute arising out of the contract of service between the Governing Body of the College and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulpati to a tribunal consisting of one nominee of the Kulpati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.
43. Notwithstanding any thing contained the provisions of this Statute a Non-government College of Engineering/Technology or a Regional College of Engineering may be administered by the Executive Body of the institution by whatever name called constituted in accordance with the bye-laws/regulations of the institution.

Provided that: -

- (i) The executive body of the institution shall have amongst its members at least two representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed at least two years of service in the institution.
- (ii) All the appointments to teaching posts in the institution, not lower that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members at least two expert in the subject concerned nominated by the Kulpati.
- (iii) The provisions of “Part VII-Suspension, Penalties and disciplinary authority” of this statute shall apply in case of both the teaching and non-teaching staff of the institutions.

APPENDIX
Form of Agreement of Service for Teachers
Relevant to Statute-19

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

Whereas the Governing Body has appointed Shri _____ as a member of the Teaching Staff of the _____ . College upon the terms and conditions hereinafter set out and as provided in the College Code Statute. Now this agreement witnesses that party of the first part and the Governing Body hereby contract and agree as follows:-

1. That this agreement shall begin from the _____ day of _____ and shall be determinable as hereinafter provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. _____ in the pay scale of Rs. _____. The period of probation may be extended by such further period as the party of second part may deem fit, but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. _____ and no increment shall be withhold without the approval of the Governing Body.
4. That the teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College code.
5. That the date of birth of the party of the first part is _____ and the age of Superannuation will be sixty two years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty two years.
6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.
7. That the teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties, but this prohibition shall not apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.
8. **That the party of the first part shall, in addition to the ordinary duties perform such other duties as assigned to him by the Principal of the college in connection with the social, intellectual or athletic activities of the college or examination or administration or the keeping of discipline in the college.**
9. **That after the confirmation, the services of the party of the first part can be terminated only on the following grounds:-**

- (a) **Misconduct including willful neglect of duty;**
- (b) **Breach of any of the terms of contract;**
- (c) **Physical or mental unfitness;**
- (d) **Incompetence**
- (e) **Abolition of post.**

Provided that

- (i) **The plea of incompetence shall not be used against the party of the first part after he has served at the party of the second part for two years or more after his confirmation.**
 - (ii) The services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
 - (iii) the services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under sub clause (a) or (b) of Statute 9 above neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
 11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under Statute 42 of the College Code.
 12. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, records, and such other articles belonging to the College or to the University as may be in his possession.

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

Signature Day of 20----

(1) (Party of the first part)

(2) (Party of the second part)

In the presence of

(1) (Witness 1)

(2) (Witness 2)

Annexure – (B)
 Relevant to STATUTE No. 19 (Fee – Payable)
College Code

Refer Section 23

1. The Foundation Society of every College shall deposit Endowment Fund as prescribed by the University from time to time with the Universities in the form of Fixed Deposit Receipts in the joint names of the Registrar and the College for: -
 - (a) The college has faculty at the undergraduate level
 - (b) Every additional faculty at the undergraduate level including Pharmacy and Architecture.
 - (c) The first course at postgraduate level.
 - (d) Each additional course at the postgraduate level.
2. In case of a college in existence in the date of coming into force of this statute the foundation society shall deposit with the University in every academic year commencing from the year 2005-2006 an amount equal to one fourth of the value of the Endowment Fund as required above is deposited in full.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 20

**QUALIFICATIONS OF TEACHERS IN AFFILIATED COLLEGES AND
DUTIES**

w.e.f. 01/02/2006

(Refer section 26 (6))

1. The qualification of teachers including Principal in affiliated colleges shall be as prescribed by the All India Council for Technical Education (AICTE) **OR Pharmacy Council of India (PCI) OR Council of Architecture(CoA) OR University Grants Commission (UGC) (i.e. AICTE for Engineering & Technology, MBA, MCA Institutions, PCI for Pharmacy Institutions, CoA for Architecture disciplines & Institutions and UGC for teachers of Science & Humanities discipline),.**
2. Notwithstanding any thing contained in this Statute a teacher of any category other than Principal in any Faculty appointed in accordance with the provisions of the Statutes/Ordinance of any University prior the date of coming into force of this statute shall be entitled to continue as a teacher in the concerned category



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 21
APPOINTMENT OF EXAMINERS**

w.e.f. 01/02/2006

(Refer section 45 (1))

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 centre.
 - 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 Registrar 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, Schools of Studies or Colleges maintaining by the University 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 Registrar's 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 diploma, 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 45 of the Adhiniyam together with the names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the name and experience of Persons qualified for appointment as examiners but not included therein.
5. The Registrar's 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 Statute, recommend -

- (i) A panel of three names for 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 shall be sufficient for the conduct of practical/viva-Voce examination at different centers.
7. The Kulpati shall appoint paper-setter, co-examiners, practical/Viva-Voce examiners ordinarily from amongst persons 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 provision of the following Statute
8. The qualification of the Paper-setters and co-examiners shall as follows, namely: -

(A) Paper-setter:

Qualification :

Examination –

Experience of teaching

- (i) Post-graduate examination in all Faculties

(i) The Subject at the post graduate level for at least three years,

or

Experience of teaching the subject at the Post Graduate level for at least one year together with research experience/total teaching experience at the degree and/or post Graduate level for at least ten years.;

- (ii) Degree examination in all Faculties

(ii) Teaching the subject at Degree and post graduate level for at least five years.

- (iii) Diploma examination

(iii) Teaching experience of at least three years of Degree and/or five years of Diploma classes.

or

Ten years professional experience.

(B) Co-examiners:

The Qualifications shall be the same as for Paper-setter 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 examination where sufficient number of internal co-examiners in a subjects with aforesaid qualifications is not available, teachers in the University Teaching Department/School of Studies and Colleges of the University with at least three years experience at the degree/post graduate level in the subject shall be eligible for appointment as Co-examiners.

9.
 - (1)
 - (a) In case of practical and viva-Voce examinations at postgraduate level, the external examiner shall be a person not below the rank of a Reader or a Senior Lecturer.
 - (b) 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.
 - (c) The internal examiner in case of Viva-Voce examination at the post-graduate level shall be the Head of Department in the Institution whose regular candidates are to be examined at the center or a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.
 - (d) 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.
 - (2) 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.
 - (3) 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 shall be external (from colleges not affiliated to the University).
 - (2) **Ordinarily not more than 50 percent of the paper-setters at the Under-Graduate examination shall be external (neither from UTD nor from colleges affiliated to the University)**
 - (3) Where in any paper more than one examiner is appointed, the paper-setters shall be the Head. examiner. Examiners other than the paper-setters be the Co-examiners.
 - (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) None shall ordinarily be given more than one theory examinership (Paper Setting or Co-Examiners ship. In case the Kulpati or examination Committee considers it necessary to recommend more than one examiner ship it shall be permitted on specific grounds.)
 - (2) Ordinarily not more than one paper-setter shall be appointed from anyone University Teaching Department, School of Studies or College at anyone examination in one subject.
 - (3) No one who is a paper-setter at any Post-graduate examination shall ordinarily be appointed as an external Viva-Voce examiner at the examination.
 - (4) No one shall ordinarily be given more than two external Practical examiner ships.
 - (5) In case of under-graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
 - (6) In case of written examination, an examiner shall not ordinarily value more than 200 scripts of each question paper and Co-examiner(s) shall be appointed if the number of candidates appearing in the paper is more than 200.
- 12
 - (1) Examiners shall be appointed for the examinations of one academic 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, ordinary, 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 shall 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, further 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 at 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) mistakes 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 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. Another valuer shall be appointed only on his refusal who will receive the remuneration for preparing solution if necessary.
 - (2) In a paper for which more than one examiner has been appointed, the paper setter 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-book by his co- examiners;
 - (3)
 - (i) The Paper Setter shall, as soon as possible shall forward to the University a memorandum of instructions alongwith the question paper allotted to him in a separate envelop.
 - (ii) A co-examiner shall on receipt of the memorandum of instructions start valuation of the answer-books allotted to him.
 - (iii) The co-examiners shall comply with all instructions given to them by the Paper Setter.
 - (4) The Head Examiner, the Deputy Head Examiner, if any and every co-examiner shall carry out all the instruction received by them from the University in the matters incorporated in the instructions.
 - (5) Notwithstanding anything contained in the provisions of sub-para (2) to (4) above where the Academic Council so decides in case of a paper where 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 them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and installments of marked answer-books between the paper-setter and other examiners.

14. Provided that if the paper-setter dies before he completes the valuation of answer-books full remuneration prescribed for paper setting shall be paid to the heirs of such paper setter.
15. Even though paper set for any examinations 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 examinations, where the ordinances provided for second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations. The paper setter shall be an examiner at both the Main and the Second / Supplementary Examinations. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ships at the Main Examination.
17. In any subject if 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.
18. In the case of a subject for postgraduate examinations where thesis is permissible, an examiner will be appointed for reading the thesis. The maximum number of marks for the thesis shall be suitably divided between the marks on the thesis and those in the Viva-Voce examination.
19. Notwithstanding anything contained in the foregoing Statute Ordinarily the external examiner of the board shall be the Chairman of the Board concerned, the marks shall be submitted under the signatures 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.
20. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of at least six names of person who: -
 - (a) Posses a research degree in the subject and at least ten years teaching experience at the post-graduate level, or
 - (b) Are scholars of repute in the subject.
21.
 - (1) No person shall act as paper setter or examiner either in theory, Viva-Voce or practical examination if any of his relations a taking the examination, provided hat this provision shall not debar a person from acting as an examiner for practical at a Centre other than that Centre at which his relation is appearing,
 - (2) No person shall act as a moderator or tabulator for any examination if any of his relations is appearing/has appeared at that examination.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 22
ADMINISTRATION OF ENDOWMENTS
w.e.f. 01/02/2006
(Refer section 23 (15))**

1. The Executive Council may accept donations for the creation of an endowment, for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring character.
2.
 - (1) Each endowment shall be secured by investment in securities described in Section 20 of Indian Trusts Act, 1882 or in immovable property in India. Money received in cash shall be invested by the Executive Council in any of the securities referred to above or in fixed deposits in a scheduled bank.
 - (2) The value of the endowment necessary for instituting an award shall be prescribed by the Executive council.
3. The Executive Council shall be the administrator of all endowment.
4. The award shall be made out of the annual income accruing from the endowment any part of the income, which is not so utilized, shall be added to the endowment.
5. The Academic Council shall prescribe the conditions of award after consulting the donor and effect shall be given to his/ her wishes as far as possible
6. In case of each endowment accepted by the Executive Council shall make a regulation giving the name of the donor, the name, initial value and purpose of the endowment.
7. **No two endowments** shall confer/award on the same candidate for the same purpose in the same year.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 23

BUILDING COMMITTEE

w.e.f. 01/02/2006

(Approved by Co-ordination Committee at its meeting held on 06-08-1977)

(Refer section 23 (14))

1. There shall be a Building Committee consisting of: -
 - (a) The Kulpati–Ex-Officio-Chairperson
 - (b) The Chief Engineer–Public Work Department (Buildings & Roads) Chhattisgarh or his nominee not below the rank of Superintending Engineer-Member
 - (c) One nominee of the Municipal Corporation or Municipality at the headquarters of the University. -Member
 - (d) The Collector of the Durg District. -Member
 - (e) Two members nominated by the Executive Council not necessarily from amongst themselves. -Member
 - (f) The Registrar. -Member
 - (g) The University Engineer–Member Secretary.
2. Four members of the Building Committee shall form a quorum and members other than ex-officio members shall hold office for two years.
3. The Building Committee shall–
 - (a) advise the Executive Council on all matters relating to the construction of buildings repairs, alterations, additions to existing buildings, which it may think necessary or urgent;
 - (b) Select and recommend site for acquisition by the Executive Council.
 - (c) Accord technical sanction to the detailed plans and estimates and make provisions of funds in budget.
 - (d) Recommend the acceptance of tenders.
 - (e) Sanction expenditure incidental to the execution of each work subject to the allotment made for it by the Executive Council.
 - (f) Make recommendations to the Executive Council about the order in which work should be carried out.
 - (g) Recommend to the Executive Council for creation of posts of the Engineering staff subject to the availability of funds in budget.
4. The Building committee may appoint sub-committees for carrying out its directions.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 24
HONORARY DEGREE**

w.e.f. 01/02/2006
(Refer section 5 (II))

1. 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 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 to the Executive Council.
2. Provided 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.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 25
ANNUAL REPORT
w.e.f. 01/02/2006
(Refer section 34)**

1. The Annual Report of the University shall cover the period from the 1st of July to the 30th of June following and shall be submitted to Executive Council at its annual meeting held after the expiry of the said period.
2. The University shall, thereafter send a copy of the annual report to the State Government and the State Government shall, as soon as may cause the same to be laid on the table of the State Legislative Assembly.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 26
SPORTS COMMITTEE**

w.e.f. 01/02/2006
(Refer Section 23 (18))

1. Constitution
For the purpose of promoting sports and physical welfare of the students there shall be a Sport Committee, which shall consist of-
 - i) The Kulpati-Ex-Office-Chairman.
 - ii) Two Principals of Colleges and not more than three Professors of University Schools of Studies or Teaching Department nominated by the Kulpati.
 - iii) Three teachers of the affiliated colleges one of whom shall be already teacher and one teacher of the School of studies or teaching Department by the Kulpati.
 - iv) Two persons of whom waitlist one shall be a non-teacher appointed by the Executive Council.
 - v) Not more than two persons possessing expert knowledge or experience of a branch or branches of sports to be co-opted by the Sports Committee.
 - vi) Two Physical Training Instructors of colleges or Schools of Studies or Teaching Department nominated by the Kulpati.
 - vii) Two Captains of the University Team which represented the University at Inter-University Games during the preceding year and who are still students to be nominated by the Kulpati.
 - viii) The Registrar.
 - ix) The Director of Physical Education, Ex-Officio Member secretary.
2. Duration
The term of all members except ex-officio and student members shall be three years. The term of student members shall be one year. Five members shall form a quorum. Ordinarily, no member shall be eligible for nomination for a second consecutive term.
3. The Sports Committee meets ordinarily twice every year. The date for the meeting shall be fixed by the Secretary with the approval of the Kulpati.
4. Powers and Function
 - i) Subject to the control of the Executive Council the Sports Committee shall organize control, manage and supervise either by itself or through various sub-committees, Inter collegiate Sports and Tournament and to foster under take Inter university competition.

- ii) The Sports Committee shall subject to the approval of the Executive Council frame and adopt all rules to be following by all the affiliated colleges, schools of students and teaching departments of the University.
- iii) It shall decide whether the University shall participate the Inter University Competitions and prepare the budget the expenses involved in such participation subject to the overall budgetary limits laid down by the Executive Council.

5. The Committee shall have the Following powers

- i) To appoint Organizing Committee to Conduct and arrange Inter-University Completion where required.
- ii) To issue certificates of proficiency in games to the players.
- iii) To conduct Inter-collegiate sports and tournaments.
- iv) To appoint Selection Committee to choose University teams for Inter-varsity Tournaments.
- v) To prepare Budget for approval of the Executive Council.
- vi) To appoints managers, coaches and Captains for teams participating in Inter-university Tournaments.
- vii) To propose disciplinary action against the players and college teams for violation of the Sports Rules, Regulation and for misconduct either on the play ground or our side.
- viii) To prepare Annual Report of the Sports activities.
- ix) To frame, modify or amend rules for the efficient control and carrying out of the activities of sports.
- x) To awards crest and certificates or both to the players and competitors participating in Inter-University or Inter-collegiate Tournaments.
- xi) To organize physical training in the college and School of studies or Teaching Deptt. of the University.
- xii) To advise the Executive Council on all the matters connected to Sports and games in the colleges, Schools of Studies and Teaching Departments.
- xiii) To take such steps as may be necessary in due discharge of their responsibilities and to perform such functions as may be the Executive Council.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 27
PROVIDENT FUND SCHEME**

w.e.f. 01/02/2006
(Refer section 50(1))

In this Statute, unless the context otherwise requires:

1. Definition:

- (a) **“Employee”** means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years but does not include persons whose services have been lent to the University by Government;
- (b) **“Dependent”** means any of the relation of deceased subscriber viz. a wife, husband, son, daughter, parents, minor brother and unmarried sisters and where no parent of the subscriber is alive, paternal grand-parent;
- (c) **“Interest”** means the interest which is to be paid on a deposit in the account of the Saving Bank of the Post Office or the Scheduled Bank from time to time;
- (d) **“Pay”** means the amount drawn monthly by the University employee as under: -
 - (i) The pay, other than special pay or additional pay granted in lieu of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) Special pay, personal pay, technical pay and;
 - (iii) Any other emoluments, which may be specially classed as pay by the State Government;
- (e) **“Pension & Gratuity and Commutation of Pension”** means an amount payable to the University employees after his retirement shall be such as the State Government employees are entitled under the Chhattisgarh civil service(pension) rules 1976 and Chhattisgarh civil (commutation) rules, 1976 ;
- (f) **“Saving Bank”** means Saving Bank of any Post Office or any Scheduled Bank as defined in Reserve Bank of India Act, 1934 (No 11 of 1934);
- (g) **“Subscriber”** means an employee on whose behalf a deposit is made under this Statute;

- (h) **“State Government”** means the Government of Chhattisgarh.
- (i) Words and expression used but not defined in this statute shall have the meaning assigned to them in the Adhiniyam

2. Every employee of the University shall subscribe to the Provident Fund at the rate of 12% percent of his salary for which an account will be opened in the Saving Bank. The deduction shall be made by the University from every salary bill. In the calculation of this deduction, fractions of a rupee shall be omitted. The amount so deducted together with the contribution by the University under Para 3 shall be deposited in the Saving Bank. The payments in respect of the monthly deductions and contributions shall, so far as possible be made into the bank within two days of the receipt of the money in order that interest may accrue. The following procedure will be adopted: -

The Post Office or the Scheduled bank will open an account in the name of the individual subscriber to the Provident Fund. The account will be operated by the Registrar only and all sums to be credited in these accounts shall be sent to the Post Office or the Bank accompanied by: -

- (a) Saving Bank pass book and
- (b) A list in such form as may be prescribed by the Registrar showing in detail the amount to be credited to each account.

Note:

- (i) Subscriber to the Provident Fund shall have option of raising their subscription to the Provident Fund upto any amount not exceeding the pay drawn by them.
 - (ii) A subscriber during the leave have option not to subscribe into the said fund. He shall intimate his election not to subscribe during leave by written communication to the Registrar before proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe during leave. The Subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.
 - (iii) No subscriber shall subscribe to the fund while on leave of half average pay or leave without pay or absent without leave or while under suspension.
3. The University shall make a contribution at the rate of 12 percent of salary Provided that no contribution shall be made by the University out of its funds for the period during which a subscriber does not or is not permitted to subscribe to the fund.

Provided further that the Provisions of this Para of the statue shall be applicable only in respect of the employees who are not covered under the pension and gratuity scheme of the University but continue to be governed by the Contributory Provident Fund Scheme.
 4. (1) Investment in the Post Office Cash Certificates or in Government Securities or in fixed deposit with the bank of the amount to the credit of a subscriber in his provident fund is also permissible if the subscriber so desires on the condition

that no security/fix deposit receipt of the face value of less than 1000/- is invested at one time.

- (2) The Post Office Cash Certificates, securities and fixed deposit receipts shall remain in the custody of the Registrar.
5.
 - (1) The Kulpati may, under such conditions as may be laid down by him, permit the payment of premium of life insurance policy or policies on the 'life of the subscriber out of his personal subscription to the Provident Fund Account. The amount to be deposited in the Saving Bank Account of the subscriber shall be reduced to the extent of such premium. In all such cases the life insurance policy for which the premium is so paid shall be assigned in favour of the University.
 - (2) On the retirement of the subscriber from the service of the University the policy shall be reassigned to him by the University. In case of the maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber during the service of the University, the full amount of the policy shall be paid to the legal representative of the deceased entitled to the Provident Fund.
6.
 - (1) Final withdrawal shall be permitted when a subscriber's service in the University come to an end by his retirement, resignation, death or otherwise provided that-
 - (a) No employee whose services have been dispensed with and, in the opinion of the Executive Council, is gross misconduct, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon;.
 - (b) No employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he has been in the service of the University, for continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.
 - (2) Any Contribution and interest thereon withheld under this statute shall belong to the University and shall be credited to the University Fund.
7. The Kulpati may permit a subscriber to take a temporary advance from the amount standing at the credit of the subscriber in the Fund. Temporary advance will be admissible for the following purposes: -
 - (i) To pay expenses in connection with the prolonged illness of the subscriber or any person actually dependent upon him.

N.B. Expenses connected with prolonged illness shall also include expenses incurred on the purchase of artificial teeth and hearing sets viz., battery hearing instrument.
 - (ii) To pay for overseas passage for reasons of health or higher education of the Subscriber or any person actually depending on him.
 - (iii) To meet the cost of education of the subscriber or of any person actually dependent on him.

- (iv) To pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other ceremonies of the subscriber or marriage, funeral and other ceremonies of any person actually dependent on him.
- (v) To make good the loss of University money in the interest of the subscriber.
- (vi) to meet expenses in connection with any departmental enquiry or legal proceeding in which the subscriber is a party.
- (vii) to meet the expenses connected with the purchase of site for the subscriber's building and erection of and repairs to the subscriber's building.

Provided that the sum advanced shall not exceed nine months pay of the subscriber or 75% the sum subscribed by him together with the interest accumulated thereon, whichever is less.

Provided further that in case of an advance for the purchase of a site for and for the construction of the subscriber's own building, the sum advanced shall not exceed 75% of the amount at the credit of the subscriber in the Fund.

Note:

- (i) A second advance may be granted to an employee who has repaid atleast 6 regular monthly installments of the first advance sanctioned to him/her. Even a third advance may be granted as a special case by the Executive Council to an employee when he has repaid 6 regular monthly installments of the second advance.
 - (ii) Where the subscriber was sanctioned an advance for the construction of his own building, he shall not be sanctioned any further advance during the period of his entire service for building a second house though a second advance may be sanctioned for extension to his own building.
8. The amount advanced under Para 7 shall be refunded in the fund by thirty six equal monthly installments in all cases except when the advanced is for the purchase of site for or for the construction of the subscriber's own building in which case the number of installments shall be ninety six. A subscriber may, however, at his option, make payment in less number of installments or may repay two or more installments at the same time. Recoveries shall be made monthly commencing from the first payment of a full month's salary after the advance is granted. The installments shall be paid by compulsory deduction from salary or leave salary and will be in addition to the usual subscription.
9. (1) Each subscriber must file in the office of the University a nomination in such form as may be prescribed by the Registrar showing how he wishes the amount of his accumulation in the fund to be distributed in the event of his death or becoming insane;

Provided that if the subscriber has got dependents he shall not be permitted to nominate any outsider;

Provided further that where a subscriber has no dependent at the time of nomination but subsequently comes to have one or more dependents he shall, as soon as change the nomination in favour of such dependent or dependents.

- (2) The subscriber may from time to time, change his nominees by a written application, duly witnessed to the Registrar. A register of such nominees shall be kept in the University office under the personal custody of the Registrar.
10. Any sum standing to the credit of any subscriber to the fund at the time of his death and payable to any dependent of the subscriber or to such persons as may be authorized by law to receive payment on his behalf, shall, subject to any deductions authorized by the Statutes vest in the dependent and shall be free of any debt of other liability incurred by the dependent before the death of the subscriber;
- Provided that if no nomination has been made by the subscriber such sum shall be paid to the dependents in order of preference given in clause (b) of para 1.
11. When the sum outstanding to the credit of any depositor becomes payable, there may, if the Executive Council directs, be deducted there from and paid to the university Fund any amount under a liability incurred by the subscriber to the University but not exceeding any sums or sums contributed by the University and interest or other profit thereon



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE NO. 28

Terms, Conditions of Service and Powers and Duties of the Rector

w.e.f. 01/02/2006

(Refer section 10 (VII))

1. A Rector shall be appointed by the Executive Council on the recommendation of the Kulpati . If the Executive Council does not accept the recommendation of the Kulpati, the matter shall be referred to the Kuladhipati whose decision thereon shall be final.
2. No person who has completed the maximum age as fixed for the appointment of Kulapati under the Adhiniyam, shall be appointed as Rector.
3. The term of the Rector shall be co-terminus with the term of the Kulpati.
Provided that in the event of the occurrence of a vacancy in the office of the Kulpati by reason of expiry of his term, death, resignation or otherwise, the Rector may continue to hold office thereafter until his successor enters upon office but this period shall not exceed one year;
Provided further that the Rector in office at the time of occurrence of a vacancy in the office of the Kulapati, shall also be eligible for appointment as Kulpati if he has not completed the maximum age fixed for the appointment of Kulapati.
4. The Rector shall be a salaried officer of the Vishwavidyalaya and he shall receive a salary on the pay scale of Rs. 18400-500-22400 per month. He shall be entitled to other allowances at the rates admissible from time to time to the officers of the equal grade of the Vishwavidyalaya.
5. The Rector shall also be entitled to such leave, medical reimbursement/or medical allowance in lieu of medical reimbursement, and such other privileges as are granted by the Vishwavidyalaya to its whole-time officers, and shall also like-wise be entitled to the benefits of Contributory Provident Fund.
Provided that the Contributory Provident Fund shall not be admissible to a Rector, who prior to his appointment was in the service of the Central Government or a State Government and who is in receipt of, had received or had become entitled to receive any retirement benefit such as pension or gratuity or both;
Provided further that the benefit of non-contributory Provident Fund /General Provident Fund will be admissible to such Rector, at his option. The statutory provisions relating to Provident Fund except in so far as they relate to contribution by the University shall be applicable in such a case.
6. The Rector shall perform such duties and exercise such powers of Kulpati as may be assigned to him by the Kuladhipati in consultation with Kulpati and he shall perform such other duties and exercise such other powers as may be prescribed by regulation prepared by the Executive Council.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 29
CONSTITUTION OF BUREAU FOR PUBLICATION
w.e.f. 01/02/2006
(Refer Section 36)

1. Subject of the Control of Kulpati there shall be a bureau for publication headed by chief of Information and Publication officer.
2. Bureau for Publication shall provide all documents of University on the internet and make available the copy of the same to person seeking information after payment of fee decided by University from time to time.
3. Subject to permission of Registrar, it shall publish the annual report of University.
4. It shall bring out periodicals or Bulletin of university Provided the Registrar may decide to publish or not to Publish any matter under his Consideration.
5. Subject to approval of academic council it shall edit and publish journals of University.
6. It shall make available to University technical information from print and electronic media.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 30
WITHDRAWAL OF DEGREES**

w.e.f. 01/02/2006

(Refer Section - (36))

1. A degree may be withdrawn as per provisions of Section 36 of the Chhattisgarh Swami Vivekanand Technical University Act, 2004
2. Whenever any case for withdrawal of the Degree of a person is brought to the notice of the Executive Council, the Executive Council shall, on satisfying itself that there is a prima facie case for withdrawal of the degree, constitute a Committee of not more than three persons from amongst its own members. This Committee shall give to the person from whom the degree is proposed to be withdrawn, an adequate opportunity for being heard in his defence. He may either be heard in person or may be represented by a person of his choice.
3. The grounds, on which action for withdrawing the degree is to be taken, shall be stated in the form of a Show-Cause Notice, served by Registered Post Acknowledgement Due on his address, such notice being issued by an Officer not below the rank of an Assistant Registrar, on the orders of the Executive Council. The notice shall be issued to the person concerned at least one calendar month before the date of hearing. He shall be given three weeks' time from the date of issue of the notice from the University office for replying to the Show-Cause. If such a notice is served and no reply is received within the prescribed period, the enquiry may be held ex-parte. If the registered notice comes back to the University by avoidance or for any other reasons, and further service of the same is not possible, an advertisement will be inserted in the news papers, giving the notice to the person concerned, for appearing before the Committee to have his say. Even inspite of this, if the person concerned does not appear, the Committee shall proceed ex-parte and formulate its recommendations.
4. If the Committee, after studying the reply to the show-cause Notice and after hearing the person concerned in his defence, feels that no action is called for so far as the withdrawal of the Degree is concerned, it shall so recommend to Executive Council. If the Committee feels that action for withdrawing the degree should be taken, it shall so recommend to the Executive Council, giving its specific grounds for such recommendation.
5. The Executive Council and the University shall take action on the recommendations of the Committee as provided by Section 36.
6. After the decision of the Chancellor, as contemplated by Section 36 of the Act, is received, the University records shall be amended accordingly and the person concerned shall be directed to surrender the degree. A Notification to this effect shall be displayed prominently on the Notice-Board of University. Action taken shall also be published in prominent newspapers and shall also be communicated to all the Statutory Universities and other authorities as may be directed by the Registrar.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. 31
CONVOCATION
w.e.f. 01/02/2006
(Refer Section 36)**

1. A convocation for the purpose of conferring postgraduate Degree and making awards shall ordinarily be held every year in the month of December at the Head Quarters of the University and shall be held at such time as may be found necessary and convenient date to be fixed by the Kulpati with the approval of the Kuladhipati.
2. Ordinarily not less than four weeks notice shall be given by the registrar for holding convocation. This period may however, be reduced to 10 days in the case of Special Convocation or in any other case where such a case is considered expedient by the Kulpati.
3. The candidates desiring to receive degree in person must apply to the Registrar 15 clear days before the date fixed for the convocation in the prescribed form together with a fee of Rs. 10/- intimating the intention to be present at the convocation. Provided that the Kulpati may in special cases permit the receipt of late applications up to seven days before the date of convocation, if such application are accompanied by a late of Rs. 10/-
4. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form one month after the date of convocation alongwith a fee of Rs.50/- and postal charges.
5. Every degree shall bear the signature of the Kulpati. The date on the degrees, whether to be awarded at the convocation or otherwise, will be the same as the date of the University convocation.
6. The Kuladhipati, Kulpati, Deans of faculties, members of the Executive Council, Academic Council, and the Registrar shall wear the academic costumes of the University of which they are graduates or the gowns or any other costumes prescribed by the Executive Council.
7. Candidates at the convocation shall put on the academic road prescribed by the executive Council and no candidate shall be admitted to the convocation without the academic road prescribed by the University.
8. Degree will be distributed to the candidates attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University.
9. The Kuladhipati the Kulpati, the Deans of the Faculties, Executive Council and Academic Council and the Registrar shall assemble at a place notified, at the appointed hour and shall walk in procession in the following order to the convocation ground-

- 1) The Registrar
 - 2) Members of the Academic Council
 - 3) Members of the Executive Council
 - 4) Deans of faculties
 - 5) The Kulpati
 - 6) The Chief Guest, if any
 - 7) The Kuladhipati.
10. The Kuladhipati, the chief Guest, the Kulpati the chief Minister, the Education minister, Deans of the Faculties members of the Executive Council, the Registrar and such other persons named by the Executive Council shall take their seats on the dias and the members of the Academic Council on both sides of the dias in places reserved for them.
11. The candidates present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation pandal, all those present shall rise and remain standing until the members of the procession have taken their respective seats.
12. The Registrar shall declare the convocation open with the permission of the Kuladhipati or in his absence with the permission of the Kulpati. On a request from the Kuladhipati and in the absence of the Kuladhipati the Kulpati will permit the candidates to be presented. The following shall be the order of the presentation-
- 1) Honorary Degrees, if any
 - 2) D. Sc.
 - 3) Ph. D.
 - 4) Post-graduates
- Degree in the following faculties-
- i. Faculty of Computer and Information Technology
 - ii. Faculty of Electrical and Electronics Engineering
 - iii. Faculty of Mechanical, Production and Industrial Engineering
 - iv. Faculty of Civil Engineering and Water Resources
 - v. Faculty of Humanities and Management
 - vi. Faculty of Materials and Metallurgical Engineering
 - vii. Faculty of Mining Engineering and Geology
 - viii. Faculty of Pharmacy, Biotechnology and Biomedical Engineering
 - ix. Faculty of Chemical, Environmental and Biochemical Engineering
 - x. Faculty of Architecture and Town Planning
 - xi. Faculty of Applied Sciences
 - xii. Faculty of Emerging Technologies
13. The Deans of their respective faculties shall present all the candidates for various degrees under the faculty and the Kulpati shall admit the candidates present also in absentia to the degrees concerned. The Citation for the Deans of the faculties and the Kulpati shall be as prescribed by the Executive Council. Recipients of the degree shall remain standing while the Dean and the Kulpati admits the candidates to the degree.
14. In the case of conferment of Honorary Degrees the citation admitting the recipient to the degree may be modified by the Kuladhipati in a suitable manner. After the degrees have been conferred, the Registrar shall declare the number of the degrees/diplomas

that have been conferred on regular and private candidates present at the convocation and also in absentia.

15. The Kuladhipati or in his absence the Kulpati shall then present the medals and prizes to the recipients of the medals and prizes who shall be called indients of the medals and prizes who shall be called individually by the Registrar and shall stand before the Kuladhipati shall be read out by the Registrar.
16. The Kuladhipati or in his absence the Kulpati shall then request the Chief Guest to address the convocation.
17. The convocation address will thereafter be delivered. The Registrar, with the permission of the Kuladhipati and in his absence with the permission of the Kulpati will then declare the convocation closed and the procession will leave the convocation All shall remain standing till the procession moves out of the arena.
18. Notwithstanding anything contained in the Statute the Kuladhipati may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the candidates duly signed by the Kulpati at their addresses. The Registrar shall notify the Suspension of the convocation and invite applications from the candidates who desire to take the degree and shall fix the last date for receipt of such applications. The degree will be sent to those candidates who have applied for obtaining the degrees on payment of a fee of Rs. 50/- plus postal charges. The candidates who do not apply within due date for obtaining degrees shall be given degree as in the case of absentia and the fee fixed for degree in absentia. The dates on such degree shall be the date fixed by the kulpati on the recommendation of the Standing Committee of the Academic Council.



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

**STATUTE No. -32
APPOINTMENT AND CONDITIONS OF SERVICE FOR UNIVERSITY
EMPLOYEES
w.e.f. 01/02/2006
(Refer Section –17)**

In this statute, unless the context otherwise requires;

Part – I

1. Definitions:

- (a) **“Adhiniyam”** means the Chhattisgarh Swami Vivekanand Technical University Adhiniyam, 2004 (No 25 of);
- (b) **“Dependent”** means any of the relation of deceased subscriber viz. a wife, husband, son, daughter, parents, minor brother and unmarried sisters and where no parent of the subscriber is alive, paternal grand-parent;
- (c) **“Employee”** means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes appointments on contract for a definite period of not less than three years but does not include persons whose services have been lent to the University by Government;
- (d) **“Pension & Gratuity and Commutation of Pension”** means an amount payable to the University employees after his retirement shall be such as the State Government employees are entitled under the Chhattisgarh civil service (pension) rules 1976 and Chhattisgarh civil (commutation) rules, 1976;
- (e) **“Pay”** means the amount drawn monthly by the University employee as under: -
 - (i) The pay, other than special pay or additional pay granted in lieu of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) Special pay, personal pay, technical pay and;
 - (iii) Any other emoluments, which may be specially classed as pay by the State Government;
- (f) **“Average pay”** means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave;

- (g) **“Substantive pay”** means pay other than special pay, personal pay or emoluments classed as pay under clause (e) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively by reason of his substantive position in a cadre;
- (h) **“Vacation Post”** means a post involving teaching duties in an educational institution entitled to winter and Summer Vacations.
 - (i) **“State Government”** means the Government of Chhattisgarh
- (j) Words and expression used but not defined in this statute shall have meaning assigned to them in the Adhiniyam

Part II – Classification of Posts, Appointment and Tenure

- 2. (1) Posts and scale of the pay in the University shall be such as may be sectioned by the State Government from time to time.
- (2) The rates of dearness allowance on pay drawn in the scales shall be such as may be sanctioned by the State Government for its employees in corresponding pay scales from time to time.

Provided that the rates at which dearness allowance is to be paid shall not be sanctioned by the Executive Council except with the prior approval of the State Government.

- 3. (1) (a) The Executive Council shall have power to appoint the teachers of the University paid by the University and the officers of the University other than the Kuladhipati, the Kulpati and officers of the State University services as provided in Section 17 of the Adhiniyam.
- (b) Subject to the approval of the Kulpati, the Registrar shall have the power to appoint the class III, class IV work charged and contingency paid staff of the University.

Provided that the posts in the University services, to be filled by direct recruitment or promotion shall be reserved for the members of scheduled castes, scheduled tribes and Other Backward Classes in accordance with the provisions of the Chhattisgarh Lok Seva (Anusuchit Jatiyan, Anusuchit Jan Jatiyan Aur Anye Pichde Vargo ke Liye Arakshan) Adhiniyam, 1994 and the rules made by the State Government for promotion of the State Government Employee

- (2) (a) Save as otherwise provided in the Statutes and the ordinances the qualifications for appointment to the posts in various classes in the University shall be such as may be determined by the appointing authority from time to time.
- (b) The category of posts (excluding teaching posts and posts of officers of the University), the percentage of such posts to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Executive Council. Such promotions shall be considered by the appointing authority once a year ordinarily in the month of October. All promotions shall be made on the basis of Seniority-cum-merit.

- (3) The Age of retirement of a University employee other than teachers shall be sixty years and the age of the teachers of the University shall be such as may be determined by the University Grant Commission/State Government. Provided that the Executive Council in a special case, may appoint to an employee or teacher who has reached the age of Superannuation on contract for a further period not exceeding two years if the council is satisfied that such appointment is in the interest of the University.
4.
 - (1) Ordinarily appointment against a permanent post shall be in the first instance, on probation for a period of one year. The period of probation may be extended for such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years.
 - (2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by Medical Board. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination shall be paid by the employee.
5. Temporary appointment may be made to a temporary post or in a leave vacancy against a permanent post. Where the temporary post is subsequently made permanent in an identical pay scale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis, shall be deemed to have been on probation for a period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.
6.
 - (1) The whole time University employee shall be at the disposal of the University and he may be engaged in any manner required by the proper authority, without claim for additional remuneration.
 - (2)
 - (a) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration there-from in the form of a fee. If it is satisfied that this can be done without detriment to his official duties of responsibilities.

 Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases covered by Exception Sr-2 of Rule 47 of Chhattisgarh Fundamental Rules.
 - (b) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character.

 Provided that the prior consent of the appointing authority should be obtained and the amount of the remuneration has been settled in advance.
 - (c) The Kulpati/Executive Council may depute a University Officer/Teacher/Employee to perform specified service for Private Institution / Body or Government on deputation. The terms and conditions of deputation shall be as per State Government rules in force from time to time.
7. The head of the Branch or Department or Institution under whom the employee is working shall send to the Registrar in the form prescribed by the Kulpati: -

- (a) every year not later 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
 - (b) At least one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post stating his opinion about the employee's fitness or otherwise for confirmation in service.
8. A temporary appointment may be terminated by either party without assigning any reason by giving one month's notice or one month's salary of the employee concerned in lieu thereof to other party. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.
9.
 - (1) If the appointing authority is satisfied that the work and /or conduct of the employee or probationer is not satisfactory, his services may be terminated. In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid one month's salary. The probationer may also terminate his appointment by giving one month's notice or one month's salary.
 - (2) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such revision shall not be deemed to be a penalty.
 - (3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall on satisfactory completion of his period of probation, be eligible for confirmation on that post.
10. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.
11. A permanent employee shall be required to give three month's notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served him three months before the date on which he is to be relieved. In the absence of such notice the University shall pay him three month's salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.
12.
 - (1) The services of a university employee may be terminated on any of the following grounds:
 - (i) Willful neglect of duty.
 - (ii) Misconduct
 - (iii) Physical or mental unfitness
 - (iv) When the post he is holding is abolished.
 - (v) Conviction in a court of law for an offence involving moral turpitude.
 - (2) The following lapses would constitute misconduct on the part of persons holding teaching posts in the University Teaching Departments / Schools of Studies / Constituent College:

- (i) Failure to perform his academic duties such as Lecturers demonstration, assessment, guidance invigilation etc.
 - (ii) Gross partiality in assessment of students, deliberately over-marking/under-marking or attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration. This does not interface with the right of a teacher to express his difference on principles in seminars or other places where students are present.
 - (iv) Raising questions of caste, creed, religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
 - (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries or the University. This shall not inhibit his right to express his differences with their policies or decision.
13. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorized to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any, inclusive of Municipal Taxes, water and electric charges etc. If he fails to do so, the Head of the Branch of Institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund, if he has any, or from any other sources.
14. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statute no. 27.
15. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.
16. (1) No University employee shall be granted leave of any kind for continuous period exceeding five years.
- (2) Where the University employee does not resume duty after leave for a continuous period of five years, it shall be deemed that he has resigned and shall accordingly cease to be in University employment.
- Provided that the Executive Council may determine otherwise in any case in view of the exceptional circumstances.
17. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Chhattisgarh Government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld

Part III-Residence Accommodation

The Executive Council may make regulation laying down the Principles governing the allotment of such building or such portions thereof, as may be available to employees serving under the administrative control of the University for residential purpose

When University employees are provided with unfurnished University quarters, they shall pay monthly rent as per State Government rules

Note: The tenant shall, in addition, be required to pay the water and electrical energy charges consumed by him

20. If the employee is not provided accommodation by the University such employees shall be eligible to house rent allowance at the rates sanctioned by the State Government for its employees subject to the conditions laid down by the Chhattisgarh Government for grant of such allowance.
21. For all kind of leave other than casual leave and special casual leave the rules applicable to the State Government employee shall apply to the University employee.

22. **(1) CASUAL LEAVE.**

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated absents from duty and his pay is not intermitted, casual leave cannot be claimed as a right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year.
- (ii) Casual leave may be granted at the discretion of the sanctioning authority, provided that the total period of absence, including Sunday and other holidays shall not exceed 8 days at a time.

Note: Holidays or Sundays falling between shall not count as casual leave.
Casual leave cannot be combined with any other kind of leave.

(2) SPECIAL CASUAL LEAVE:

An employee summoned to serve as juror or assessor or to evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are not at issue may be given special casual leave. The leave so granted should be sufficient to cover the period of absence necessary.

- (ii) Such leave may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences or Educational gathering of learned and professional society in the interests of the University or other academic work which shall include working on the committees appointed by the University/Government /University Grants Commission lecturing and examination work or such work as may specified by the Executive Council

Special Casual leave under clause (i) above shall be admissible only for non-remunerative work and shall not exceed fifteen days in a calendar year.

Provided that for non-remunerative work on the committees appointed by the University/Government/University Grant Commission, the Kulpati/the Kuladhipati may, at his discretion, sanction special causal leave for a period not exceeding fifteen days in a calendar year.

Provided also that in case of University employees selected under the cultural Exchange/Notional Lecture/Exchange Programme etc. sponsored bodies as a member of delegation or to deliver specialized lecture in India or abroad the period of absence from the University shall be counted as Duty.

23. Leave to the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each:-

Category	Sanctioning Authority
(i) Heads of Department and Registrar	Kulpati
(ii) Department employees (teachers other than Head of the Department) Laboratory, Ministerial and class IV staff.	Head of the Department Concerned
(iii) Registrar's Office Staff	Registrar Provided further that causal leave up to 5 days at a time may be sanctioned by the Deputy Registrar/Assistant Registrar to the ministerial and Class IV staff of their respective sections

All employees other than Kulpati	Kulpati
1.00	1.00
0.99	0.99
0.98	0.98
0.97	0.97
0.96	0.96
0.95	0.95
0.94	0.94
0.93	0.93
0.92	0.92
0.91	0.91
0.90	0.90
0.89	0.89
0.88	0.88
0.87	0.87
0.86	0.86
0.85	0.85
0.84	0.84
0.83	0.83
0.82	0.82
0.81	0.81
0.80	0.80
0.79	0.79
0.78	0.78
0.77	0.77
0.76	0.76
0.75	0.75
0.74	0.74
0.73	0.73
0.72	0.72
0.71	0.71
0.70	0.70
0.69	0.69
0.68	0.68
0.67	0.67
0.66	0.66
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0.61	0.61
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0.55	0.55
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0.53	0.53
0.52	0.52
0.51	0.51
0.50	0.50
0.49	0.49
0.48	0.48
0.47	0.47
0.46	0.46
0.45	0.45
0.44	0.44
0.43	0.43
0.42	0.42
0.41	0.41
0.40	0.40
0.39	0.39
0.38	0.38
0.37	0.37
0.36	0.36
0.35	0.35
0.34	0.34
0.33	0.33
0.32	0.32
0.31	0.31
0.30	0.30
0.29	0.29
0.28	0.28
0.27	0.27
0.26	0.26
0.25	0.25
0.24	0.24
0.23	0.23
0.22	0.22
0.21	0.21
0.20	0.20
0.19	0.19
0.18	0.18
0.17	0.17
0.16	0.16
0.15	0.15
0.14	0.14
0.13	0.13
0.12	0.12
0.11	0.11
0.10	0.10
0.09	0.09
0.08	0.08
0.07	0.07
0.06	0.06
0.05	0.05
0.04	0.04
0.03	0.03
0.02	0.02
0.01	0.01
0.00	0.00

24. The benefit of surrender and encashment of earned leave will be admissible to the University Employees as per rules application to the State Government Employees from time to time.

- 25 (1) The appointing authority may by an order place an employee under
suspension:

 where a disciplinary proceeding against employee is contemplated or is
pending,

Where a case against employee in respect of any criminal offence is under investigation, inquiry or trial.

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

	Category	Sanctioning Authority	Maximum period of sanction if any
(i)	Kulpati	Kuladhipati	To the maximum extent due
(ii)	Heads of Department And the Registrar	Kulpati Executive Council	More than 2 months
(iii)	All class I and class II Employees	Kulpati Executive Council	Up to 3 months More than 3 months
(iv)	Class III and Class IV staff, in teaching Deptts./Schools of Studies	Concerned Head of Department Kulpati	Up to one month More than one month
(v)	Class III and Class IV staff other than in (iv) Above	Registrar Kulpati	Up to one month More than one month

26 (1) The appointing Authority may, for good and sufficient reason, impose on a employee the following penalties:

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

Besides the above, the penalty of fine not exceeding rupees five may be imposed on a class IV employee for petty carelessness, unpunctuality, idleness similar misconduct of minor nature.

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

(3) No order imposing any of the penalties specified in sub-paragraph (1) above other than fine shall be made without conducting the enquiry in accordance with the rules for imposing penalties on government servant prescribed by the State Government.

27 (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Executive council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty is imposed on an employee by the Executive Council, he may prefer an appeal to the Kuladhipati within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

- (3) The appeal shall be presented to the authority to whom the appeal lies, with a copy of order appealed against. It shall contain all material statements and arguments on which the appellant relies. A copy of the appeal shall be forwarded by the Appellant to the authority who made the order against which the appeal is preferred.
 - (4) The authority who made the order shall on receipt of a copy of the appeal, forward the same with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
 - (5)
 - (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority fit which imposed the penalty with such directions as it may deem in the circumstances of the case.
 - (ii) When the case is remitted by the Appellate Authority, to the authority who made the order against which the appeal is preferred, the authority shall give effect to the orders passed by the appellate authority.
28. An University employee under suspension shall not be granted any leave.
29. An employee under suspension shall be entitled for the first year of suspension the subsistence allowance equal to one half of the amount of leave salary which he would have drawn under the leave rules. He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.
- Provided that payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, profession or vocation.
- Provided further that where the period of suspension exceeds one year, the Authority, who ordered the suspension: -
- (a) shall increase the amount of suspension allowance by an amount not exceeding 50% of amount paid during the first year, if the period of suspension has been prolonged for reason not attributable by the University employee, or
 - (b) may reduce the suspension allowance by a suitable amount, not exceeding 50 percent of the amount paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable by the University employee.
30. When a University employee who has been dismissed, removed or suspended, is reinstated, the authority competent to order reinstatement shall make a specific order.
- (a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty, and.
 - (b) Whether or not the said period shall be treated as period spent on duty for all purposes.
31. Save as otherwise provided in the statutes and Ordinance the rules/order/procedures in regard to suspension, penalties, reinstatement and disciplinary authority shall be such as may be made by the State Government for its employee.

Part V – Miscellaneous

32. Every employee shall at all times:

- (a) Maintain absolute integrity.
 - (b) Show devotion to duty, and
 - (c) Do nothing, which is unbecoming of an employee of the University.
33. No employee shall join or continue to be a member of such association the objects of activities of which are prejudicial to the interest of the University or public order, decency or morality.
34. No employee shall:
- (1) Engage himself or participate in any demonstration which is prejudicial to the interest of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or
 - (2) Resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.
35. (1) No employee shall except with the previous sanction of University own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical publication.
- (2) No employee shall except with the previous sanction of University or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any news paper or periodical or write a book.
- Provided that no such sanction shall be required of such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
36. No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, and official document or a part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.
37. No employee shall bring to attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
38. No University employee shall, except with the previous written sanction of the University, join any college/school or appear at any examination conducted by the University or any other University or Board. Permission to attend classes to or appear an examination shall be granted only if it is consistent with University interest but it cannot be claimed as a right.
39. No University employee except those specifically employed on a part-time basis, shall without the previous permission of the University, apply for any post outside the University.
40. Any infringement of the provisions of paras 33 to 39 of this Statue shall be treated as misconduct and shall be liable for disciplinary action.
41. State Government rules shall be applicable for all such cases for which no provisions are made in this Statute



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,
BHILAI**

Established under Act No.25 of 2004

STATUTE No. 33

**Terms, Conditions of Service and Power and Duties of the Kuladhisachiv
w.e.f. 23/06/2014
(Refer section 16)**

1. A Kuladhisachiv shall be appointed by the Executive Council on the recommendation of the Kulpati. If the Executive Council does not accept the recommendation of the Kulpati the matter shall be referred to the Kuladhipati whose decision shall be final.
2. No person who has completed the maximum age as fixed for the Kulpati under the Adhinyam, shall be appointed as Kuladhisachiv.
3. The term of the Kuladhisachiv shall be co-terminus with the term of the Kulpati.
Provided that in the event of the occurrence of a vacancy in the office of the Kulpati by reason of expiry of his term, death, resignation or otherwise, the Kuladhisachiv may continue to hold office thereafter until his successor enters upon office but this period shall not exceed one year.
Provided further that the Kuladhisachiv in office at the time of occurrence of a vacancy in the office of Kulpati, shall also be eligible for appointment as Kulpati if he has not completed the maximum age as fixed for the appointment of Kulpati.
4. The Kuladhisachiv shall perform such duties and exercise such powers of Kulpati as may be assigned to him by the Kuladhipati In consultation with Kulpati and he shall perform such other duties and exercise such other powers as may be prescribed by regulation prepared by the Executive Council.
5. The Kuladhisachiv shall be permanent invitee of the Executive Council of the University.
6. The Kuladhisachiv shall preside over the committees Including the Academic Council and Executive Council in the absence of the Kulpati or as assigned by the Kulpati
7. The Kuladhisachiv shall be a salaried officer of the University and shall receive a salary on the pay band 37400-67000 Grade pay 12000 and special allowance of 4000 Per Month. He shall be entitled to other allowances at the rates admissible from time to time to the officers of the equal with other payable allowances as applicable.
8. The Kuladhisachiv shall also be entitled to such leave, medical reimbursement or medical allowance in lieu of medical reimbursement, and such other privileges as are granted by the University to its whole-time officers and shall also like-wise be entitled to the benefits of Contributory Provident Fund.

Provided that the Contributory Provident Fund shall not be admissible to a Kuladhisachiv, who prior to his appointment was in the service of the Central Government or a State Government and who is in receipt of had received or had become entitled to receive any retirement benefit such as pension or gratuity or both;

Provided further that the benefit of non-contributory Provident Fund/General Provident Fund will be admissible to such Kuladhisachiv, at his option. The statutory

provisions relating to provident Fund except in so far as they relate to contribution by the University shall be applicable in such a case.
