

Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

STATUTE NO.7

ADMISSION OF COLLEGES/INSTITUTIONS TO THE PRIVILEGES OF THE UNIVERSITY AND WITHDRAWAL THEREOF

(Refer Section 33(k) of the Act.)

(For the purpose of this Statute, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (15 of 2008))

1. An application for admission of an educational institution, here-in-after referred to as college, to the privileges of the University shall be made:
 - (a) In the case of a college to be owned and maintained by the state government, here-in-after referred to as “government college”, or a new subject/faculty/post-graduate class to be added in such a college, by an officer authorized by the state government in writing for the purpose;
 - (b) In the case of a college to be owned and maintained by an association, society or trust, here-in-after referred to as the ‘Foundation Society’, by the Secretary of the Foundation Society, authorized by a resolution to make the application;
 - (c) In the case of a college to be owned and maintained solely by a person, here-in-after referred to as the ‘Founder’, by the Founder; and
 - (d) In the case of a new subject/faculty/post-graduate class to be added in an existing non-government college (i.e., the colleges referred to in sub-para (b) & (c) above) by the Chairman of the Governing Body constituted under the Statute of ‘College Code’;

to the state government not later than 30th September preceding the academic year for which or from which affiliation /permission is sought.
2. Following conditions must be fulfilled by the Foundation Society or Founder or Governing Body, as the case may be while applying for permission:
 - (i) Founder/Foundation Society must be registered with the Registrar, Firms and Societies, for Educational purpose. In case of a charitable society or trust it must be registered under the Public Trust Act.
 - (ii) The society should have adequate building and/or land for starting the institution/college/course of the faculty, provided that it should have not less than 3 acres of land owned or leased for a period of 30 years for opening of college/institution within municipal area of Bhopal, Jabalpur and Indore and 5 acres of land owned or leased for a period of 30 years for all other cities/towns which will be developed within 5 years as per-requirement of the village etc.. The said land shall be used for the courses to be opened.

The state government may issue directions or issue standards about minimum requirements of building and accommodation from time to time keeping in view the course or faculty proposed to be opened.

- (iii) The society shall have to deposit either a fixed deposit receipt of Rs. 1.00 lakh in the joint name of Commissioner, Higher Education and the Secretary/Chairman, of the society for minimum period of 5 years in a nationalized bank or a bank guarantee of a nationalized bank, which will be renewed after every five years.
 - (iv) Society shall have to submit a certificate from the Collector of the district, certifying solvency of value not less than Rs. 10 lakh in the form of immovable property, building or land in the name of the society, and not borrowed on lease in the personal name of the members of the society.
 - (v) Society shall have to submit their project report for the next five years indicating the approximate income and expenditure to run the proposed institution/college duly certified by a chartered accountant
 - (vi) Society shall have its own land for play ground. If it does not, the agreement with other institution will have to be submitted.
 - (vii) Society will have to submit its previous background or experience of its members in the field of education.
 - (viii) Requisite no objection from Town and Country Planning and local body for using that land for setting up of a college/institution.
 - (ix) College will be permitted to start post-graduate courses only after satisfactorily running the undergraduate course continuously for three years in the concerned subject/course.
 - (x) Society will have to deposit an amount prescribed by the state government for permission of the state government through challan into state treasury under the prescribed head.
 - (xi) The Commissioner, Higher Education, M.P. Government shall decide the case within three months. If permission is refused an appeal will lie to the state government.
3. (a) On receipt of permission from Commissioner, Higher Education, M.P. Government to start new college or new subject/course/faculty, the society will apply for affiliation of starting new college or starting new subject/course, as the case may be, to the Registrar of the University along with the copy of the permission/N.O.C. from Commissioner, Higher Education, M.P. Government and if it relates to any professional course also N.O.C./permission from the concerned state/central agency latest upto 31st December. The University will take decision as to the affiliation latest by 28th February.

- (b) Such an application shall be made in the form prescribed by the Executive Council of the University along with the fees mentioned below :

1. For undergraduate courses.

- (a) Admission fees for opening a new college with one faculty with not more than four subjects thereof :

	Traditional	Self financed/Vocational
First year	Rs. 10,000	Rs. 25,000
Second year	Rs. 10,000	Rs. 25,000
Third year	Rs. 10,000	Rs. 25,000

- (b) Admission fees per each additional faculty with not more than four subjects thereof :

	Traditional	Self financed/Vocational
First year	Rs. 5,000	Rs. 15,000
Second year	Rs. 5,000	Rs. 15,000
Third year	Rs. 5,000	Rs. 15,000

- (c) Admission fees for each additional subject :

	Traditional	Self financed/Vocational
First year	Rs. 2,500	Rs. 5,000
Second year	Rs. 2,500	Rs. 5,000
Third year	Rs. 2,500	Rs. 5,000

2. For post-graduates courses

- (a) Admission fees for one faculty with not more than four subjects thereof:

	Traditional	Self financed/Vocational
First year (Previous)	Rs. 15,000	Rs. 50,000
Second year (Final)	Rs. 15,000	Rs. 50,000

- (b) Admission fees for additional subject :

	Traditional	Self financed/Vocational
First year (Previous)	Rs. 5,000	Rs. 10,000
Second year (Final)	Rs. 5,000	Rs. 10,000

3. For admission fees for opening diploma courses:

	Traditional	Self financed/Vocational
First year	Rs. 5,000	Rs. 15,000
Second year (If any)	Rs. 7,500	Rs. 20,000

4. Late fee for submission of application form :

	Traditional	Self financed/Vocational
	Rs. 5,000	Rs. 5,000

Provided that the Executive Council of the University may revise the above fees from time to time.

The fees shall not be refunded unless the application is withdrawn before an inspection has taken place.

4. The application for affiliation of new institution shall be accompanied by :-
 - (a) Copy of the constitution of the Foundation Society.
 - (b) Certified copies of trust deeds and deeds of the property, if any.
 - (c) A certificate from the Commissioner, Higher Education, M.P. Government showing that the state government has permitted for the establishment of the institution/college.
 - (d) An undertaking that the Founder or the Foundation Society shall, before the institution is granted affiliation, deposit the money with the University endowment fund as required under the Statute of 'College Code'.
 - (e) Copy of the detailed project report including details about proposed teachers, books & journals and teaching aids and equipments for running the said course.
 - (f) List of apparatus/equipment prescribed for the courses/subjects.

Provided that looking to the requirements of the syllabus of the subject or course, the University after approval from Academic Council may provide for list of books and journals, teaching equipments and aids, and such other items as it may think fit in the interest of standard of instructions in the subject or course.

Provided further that (a), (b,) and (d) above shall not be required in case of college or institution managed by the state government.

5. In case of an institution not maintained or managed by the state 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 or college shall be controlled by the Governing Body constituted in accordance with the provisions of the Statute of 'College Code' and any change in the composition in respect of the Foundation Society or Founder or any change in the teaching staff shall be reported forthwith to the University.
6. The application for affiliation in a new course/subject/faculty or post-graduate class shall be accompanied by a certificate from the Commissioner, Higher Education, M.P. Government showing that the state government has permitted the addition of new course or subject or opening of new faculty or post-graduate classes sought by the institution or college.
7. Along with the application as mentioned in para 7 above the authorized officer (viz. secretary) of the Foundation Society, or the Founder or the Chairman of the Body as the case may be, shall supply information and undertaking in the application, with respect to the following matters, namely :-
 - (a) That having regard to the educational facilities available in the neighbourhood there is a genuine need of a new 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 University from time to time.

Provided that every college shall have a full time salaried Principal and atleast one full time salaried Assistant Professor in each subject. Regular teachers shall have to be appointed gradually according to the need of the courses, number of students etc. or as directed by the University.

Provided also that the requirement of teacher in professional courses will be as per norms of the concerned state/central agencies regulating the instructions in that professional course.

- (c) That the financial resources of the college are such as to make due provision for its continued maintenance and efficient working;
- (d) That no student has been and shall be admitted to the college until the affiliation prayed for has been granted by the University.
- (e) That the buildings, in which the college is to be located has sufficient number of classrooms, that the floor space and cubic space of class rooms is suitable and sufficient and that the buildings are otherwise properly located and where the building is not owned by the Foundation Society/Founder, it/he is prepared to make an annual contribution as required by the statutes till the college has its own building adequate for its purposes.
- (f) The 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 duly qualified physical instructor on the staff of the college;
- (h) That, if admission is sought in any branch of experimental science or a subject which requires laboratory instructions:
- (i) Arrangement have been or shall be made, for which the college has necessary funds at its disposal imparting instruction in that branch of science or subject, in a properly equipped laboratory and, where necessary, a museum; and
 - (ii) The gas and water-supply, the apparatus and the chemicals, and the design and general fittings of the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.

With respect to the provision of sub para (e), (f), (g) and (h), the University after consultation with Academic Council may provide for minimum standards of quality, quantity and design required looking into the requirement of syllabus, number of students etc.

The University may also provide for the time period within which all those

conditions shall have to be complied with, by the applicant, after making the application as referred in para (5) above.

- (i) That the college, if not maintained by the state government has sufficient funds to deposit as endowment fund and the Foundation Society/Founder is prepared to deposit 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 utilise the amount at its discretion for payment of the money and the salaries of the staff of the college, if such salaries fall into arrears for a period of more than three months, or to pay/adjust towards any arrears that is due to the University.
- (j) That the fees or any other amount, by whatever name it may be called, payable by the students, shall be fixed in accordance with rates prescribed by the University/state 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.

- (k) That the rules regarding payment of fees by students in the college shall not be framed with a view to attracting students away from an existing institution in the same neighbourhood.

8. (1) Where a college has been given admission for a limited period and desires to apply for extension for a further period or permanently after running the course/subject continuously upto five years, 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 paragraphs 2 and 3;
- (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) A college shall not be eligible for permanent affiliation unless it fulfills the following conditions :-

- (i) The college is on undisputed possession of land.
- (ii) The college has constructed its own building as per blue print submitted.
- (iii) The college has deposited in full the endowment fund
- (iv) The college has a duly constituted managing committee.

- (v) The staff has been appointed as per prescribed norms and qualifications under the provision of Statute of 'College Code'.
- (vi) The college fulfils all the conditions stipulated in Statutes and Ordinances of the University.
- (vii) The staff is being paid full salaries and other allowances regularly and timely.
- (viii) The college has a duly constituted College Council as per provision of the Statute of 'College Code' with proper representation of its teaching staff to advise the Principal on the functioning of the college.
- (ix) College has sufficient number of books and journals, CD's., cassettes etc. as required for the course/subject.
- (x) The college has completed at least 5 years of satisfactory performance and fulfilled all the conditions of affiliation and has attained the academic and administrative standards as prescribed by the University from time to time.

(3) The application for permanent affiliation shall be made to the Registrar on or before 31st December of the year preceding the academic year from which the extension is sought and shall be accompanied by a fee of Rs. 15000/- in each course/subject (post-graduate) which shall not be refunded.

9. The application received under paragraphs 4 or 9 of this Statute shall be submitted to the Registrar. He shall refer the application to the Academic Council for appointing a Inspection Committee consisting of not more than 3 persons and for specifying the date on or before which the report of the Committee shall be made. In the Committee there shall be atleast one member who is an expert in the subject/course proposed to be started.

The Inspection Committee shall visit the proposed site of the college to inspect its facilities, interview its Principal and teachers, Founder/members of Foundation Society. It may call for such information as it may think proper.

On receipt of the report of the Committee, the Academic Council shall make appropriate recommendation to the Executive Council for the acceptance or rejection of the application.

10. (1) After considering the report of the Inspection Committee and the recommendations of the Academic Council and after making such further enquiry as it deems fit the Executive Council may either:
- (a) Communicate to the Commissioner, Higher Education and the applicant that it proposes to grant the affiliation or any part thereof permanently or for a limited period.
 - (b) Reject the application mentioning reasons therefor.

- (c) Communicate to the applicant about the shortcoming found by the University before a final view on the issue of affiliation can be taken by it.
 - (2) Where the Executive Council proposes to grant affiliation for any or all the subject/courses prayed for, it shall specify:
 - (a) The course or courses of instruction in which and the standard upto which the 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) Where a communication has been made under sub-para 1(a) or (c) of para 11 above, the compliance of the deadline mentioned in para 4 (a) shall be deemed to be fulfilled.
 - (4) The orders passed under clause (b) of sub-para (1) above shall be communicated to the applicant by the Registrar.
 - (5) Where a Communication under Para 11 (1)(c) had been made to the applicant, and the applicant after fulfilling the shortcoming indicated in such communication, informs the Registrar about its readiness, the procedure as mentioned in para 10 and 11(1) shall be followed by the University.
 - (6) Where a college is granted a conditional affiliation as mentioned in para 11(2) (b), the college shall submit the compliance report within the time frame prescribed in the communication. Such compliance report shall be presented before the Executive Council which shall take a final decision on that. Where compliance report is not submitted, Executive Council may withdraw the affiliation after giving an opportunity to state its case in writing to the college.
 - (7) No college shall admit any student for instruction in any subject/course without first receiving a communication under para 11 (2).
 - (8) While granting admission to the students, it shall be the duty of the Founder/Foundation Society/Governing Body/Principal to inform and explain status of the affiliation of the college including conditions imposed, if any, under para 11(2) (b) with respect to the concerned subject/course.
 - (9) Courses governed by other central statutory bodies normally require consent of affiliation by the concerned university. It must be mentioned in the consent of affiliation that no student should be addmitted by the institution on the basis of consent of affiliation.
11. (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 a college, the Executive Council/Kulpati shall issue a notice to the Founder/Foundation Society or the Governing Body of the college, 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 a 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/Kulpati 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 to the show cause notice within the period allowed to the college under sub-paras (2) and (3), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the 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 make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the college.
- (5) Where a resolution withdrawing wholly or partially the privileges granted to a college is passed by the Executive Council, a copy of the same shall be sent to the Commissioner, Higher Education, M.P. Government and Chairman of the Governing Body of the college concerned.

Conditions governing continuance of admission to privileges of the University.

12. (1) Every college admitted to the privileges of the University shall, during all the time it continue to enjoy such privileges, comply with all the provisions of the Act, the Statutes, the Ordinances, the Regulations, and any orders, directions of Academic Council in so far as they apply to such college.
- (2) Without prejudice to the generality of the provision contained in sub-para (1) the 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 due expediency;
 - (b) Where the college intends to suspend any course/subject of instruction, the Governing Body shall have to submit prior notice to the University and the state government and after approval of the University and state government, the college may suspend the course/subject from the next session.

- (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 transference 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 terms of employment shall be strictly according to the provisions of the Statutes and state government and central government bodies regulating instructions regarding such course/subject.
 - (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 and high standing of the lecturers in academic excellence permits a larger number of students not exceeding eighty.
 - (h) The maximum number of students in a batch for laboratory work under one teacher shall not exceed 20;
 - (i) Every vacancy in the teaching staff of the 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 books of accounts 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 Registrar of the University.
 - (l) The University may lay down the procedure of admission of the students for instruction in any course/subject, which shall be binding on the college.
 - (m) The University may, for the purpose of raising the standards of instruction in any course/subject and achieving academic excellence, issue guidelines, list of facilities, equipments and teaching aids to be maintained in college, teaching methodology to be adopted, refresher courses to be participated by teachers, and such other directions as may be considered necessary by the Academic Council.
- (3) (i) The college shall submit itself to the inspection by the University from time to time, by one or more competent persons authorized in this behalf by the Executive Council/Kulpati and a report of the inspection shall be presented to the Academic Council/Executive Council.

(ii) 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 fees at the rates mentioned below:-

- (a) Rs. 5000/- per faculty for the Bachelor's degree or equivalent degree other than professional courses.
- (b) Rs. 8000/- per faculty for Bachelor's degree/diploma in professional courses.

Where the, affiliation of such colleges or institution is also in respect of Master's degree or equivalent degree, fees in addition thereto shall be payable at the rate mentioned below :--

- (a) Rs. 5000/- per subject in any of the faculties covered by item (a) above other than professional courses.
- (b) Rs. 10000/- for professional courses.

In the colleges/institutions located in sub-district level, 50% of the fees mentioned above will be charged.

(iii) If the fee payable under sub-para (3) (ii) is not paid by the date specified there in, the affiliation of the college or institution, 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)(ii). In the case of such disaffiliation, the University may take such necessary steps as are feasible in the interest of the students.

13. If, for any reason, a college is unable to impart instruction for two continuous years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.

14. Accounts, registers, proceedings of meetings, and other records of a college shall be shown at the time of inspection by the persons appointed for the purpose under this Statute by the Executive Council or the Academic Council/Kulpati to conduct any inspection.

15. Every college shall provide adequate and suitable space for outdoor and indoor games, physical exercises. cultural activities and such other activities as may be decided by the Executive Council of the University.

- (i) College will have to deposit with the University the fees of physical, cultural activities etc. as prescribed from time to time.
- (ii) College shall not collect any capitation fee or donation from any of their students/employees.
- (iii) The rates of tuition fee for each course shall be charged from the students as approved by the University/state government from time to time.

- (iv) All facilities may be provided to SC/ST/OBC/Handicapped/women students as per directives of the state government from time to time.
16. (i) Every college shall arrange for medical check up of all its students and for the medical aid for student residing in the hostels of the college.
- (ii) For the above purposes, the college shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
17. Every college shall, whenever called upon by the Registrar to do so, make available its college building, laboratories, furniture, equipments and staff for the conduct of the University examinations. Refusal or non-co-operation may entail loss of affiliation.
18. The Executive Council may, in consultation with the Academic Council require any college, either permanently or for a specified period, to participate in the system of centralized admission by the University or to restrict the number of students in any class or subject, or require the teaching in a college to be confined only to some particular branch. Any such directions or orders of the Executive Council shall be given effect to from the beginning of the ensuing academic year after the directions or orders are received.
19. Where the norms for lecture rooms, laboratories, library, canteen/cafeteria, hostel accommodation etc. are not laid down by the University/state government, the norms prescribed by the University Grants Commission, New Delhi, shall be applicable.

---{ { - } }----