

CHAPTER—XI

SECTION - I

Manipur aided College employees (service) Rules, 1974
approved vide Governor order no. 1/43/73-Se (Vol.I)
Dated the 4th October. 1974.

1. Short title and commencement—(1) These rules shall be called the Manipur Aided College Employees (Service) Rules, 1974.
 (2) These rules shall come into force at once.
2. Extent of application : These rules shall apply to all persons recruited to the service of an aided college and approved by the Director of Education and also to persons already in service to a Government Aided College on the date of commencement of these rules and approved by the Director of Education
3. Definitions : In these rules
 - (a) "Appointing Authority" means the Governing Body of the College concerned.
 - (b) "Government" means the Government of Manipur.
 - (c) "Director of Education" Director of Education means the Director of Education in charge of University Education in Manipur.
 - (d) "Governing Body" means the Governing Body of the colleges constituted in accordance with rule 10 of the General Principles and Conditions Governing Payments of Grant-in-aid to Aided College in Manipur.
 - (e) "Selection Committee" means the relevant Selection Committee constituted under these rules.
 - (f) "Year" means the calendar year : and

TRUE COPY

GOVERNMENT OF MANIPUR
SECRETARIAT : EDUCATION DEPARTMENT.

NOTIFICATION

Imphal, the 18th May, 1993 .

No. 6/14/91-S/SE(PE, II) : The Government of Manipur is pleased to make the following Rules to amend the Manipur Aided College Employees' (Service) Rules, 1974 :-

1. Short title and commencement:- (1) These rules may be called the Manipur Aided College Employees' (Service) (Amendment) Rules, 1993.
(2) They shall come into force from the date of their publication in the official Gazette.
2. Amendment of rule 4 :- For Sub-Clause (ii) of Clause (A) of rule 4 of the Manipur Aided College Employees' (Services) Rules, 1974, the following shall be substituted, namely, -

- (ii) The Selection Committee for appointment of the Principal shall consist of the following officials:-
- | | |
|---|-------------|
| (a) The Secretary ^{Higher} Education), Manipur | - Chairman. |
| (b) The Director of Education(U), Manipur. | - Secretary |
| (c) The Chairman of the College Governing Body. | - Member. |
| (d) One nominee of the Manipur University, Candhipur. | - Member. |
| (e) One educationist to be nominated by the Government. | - Member. |

By Orders, etc.

Sd/- (P. Sharat Chandra)
Secretary (Edn) to the Government of Manipur.

- Copy to:-
1. The P. S. to the Hon'ble EY/MOS (Edn), Manipur.
 2. The Director of Education(U), Manipur.
 3. The Secretaries/Principals of Grant-in-aid Colleges in Manipur.
 4. The Director, Printing & Publicity, Govt. of Manipur.
 5. The Director of Printing & Stationery, Govt. of Manipur for publication in the Gazette.
 6. The Secretary (Law), Govt. of Manipur.

(g) "Aided College" means a college receiving recurring maintenance grants from the Government of Manipur.

4. Method of recruitment :—

(A) Principals :—

(i) The appointment of the Principal of an Aided College shall be made by direct recruitment. The post should be advertised in time at least two news papers and State Gazette for a reasonable period of time. The particulars of the candidates in respect of educational qualifications and other experiences will be scrutinised carefully by the Selection Committee before interview :

(ii) The Selection Committee for appointment of the Principal shall consist of the following officials :—

- | | |
|--|-----------|
| (a) One member of the
Manipur Public
Service Commission : | Chairman |
| (b) Director of Education : | Secretary |
| (c) Director of University
Centre, Imphal and | |
| (d) Another Senior member of the teaching staff of
that centre (to be nominated by him) to
represent the faculties of Arts and Science : | Member |
| (e) One Principal nominated by the
Government : | Member |
| (f) One Educationist nominated
by the Government : | |
| (g) President/Chairman of the
Governing Body of the College
concerned : | Member |
- (iii) The headquarters of the Selection Committee shall be at such place as may be decided by the Chairman of the Selection Committee from time to time.

- (iv) The Selection Committee after scrutiny of the particulars and after interview shall prepare a list of candidates in order of preference and shall forward the list so prepared to the Governing Body, concerned with recommendation for appointment.
- (v) The Governing Body shall make appointment after necessary verification of character, antecedents and fitness after obtaining the prior approval of the Director of Education.
- (vi) The list of candidates shall ordinarily remain valid for one year from the date of selection.
- (vii) Appointment of Principals already in service shall be regularised on the recommendation of the Selection Committee in accordance with Rule 6 of these Rules, principals not having the requisite qualifications and experience as set forth in Rule 6 below, but retained or taken on for non-availability of duly qualified persons shall get their grade pay and a special pay but not the pay of Principal.

- (B) Teaching staff including Senior Lecturers, Demonstrators/Tutors etc.

The Selection Committee for the teaching staff will be constituted with the following officials :—

- (a) Principal of the College . Chairman
- (b) Head of the Department concerned. .. Member
(Where there is no Head of Department concerned in the College, the Governing Body may invite the Head of Department in the subject concerned from another College).
- (c) One nominee of the Director of Education to be nominated by the Director of Education for each occasion from among experts in the subject concerned : Member

Provided that the Principal/Secretary shall advertise all vacancies in the papers and the state Gazette for a reasonable period of time and that the Governing Body shall make the appointment on the recommendation of the Selection Committee after obtaining the prior approval of the Director of Education, Manipur.

(C) Non-Teaching Staff :

The Selection Committee for non-teaching staff shall be constituted with the following members :—

- (a) President/Chairman of the Governing Body Chairman
- (b) Principal of the College Member Secretary
- (c) One nominee of the Director of Education...Member

Filling up of temporary vacancies and appointment of substitutes :

Except where it is otherwise provided in these rules, the Governing Body shall have power to fill up any temporary vacancy and appoint substitutes on ad-hoc basis without advertisement which may not extend beyond 3 (three) months subject to the approval of the Director of Education, Manipur. The Principal/Secretary will immediately there after advertise the post for recruitment through the normal procedure prescribed in these rules before the expiry of the period of three months.

Academic & other qualifications :

Principal A candidate should be the holder of at least a second class Master's Degree with 10 years experience as a teacher in a Degree College or University or as an Education Administrator. In special cases of outstanding scholarship with administrative ability the length of experience may be relaxed upto five years His minimum age should be 35 years.

- (ii) Senior Lecturer/Lecturer :— A candidate shall hold at least second class Master's Degree in the subject concerned, preferably with Honours in the subject in the first degree. A senior lecturer shall also possess the minimum teaching experience prescribed for the post in the grant-in-aid rules.
- (iii) Lecturer in Modern Indian Languages : For any Modern Indian Languages for which no MA Degree has been instituted, a candidate shall hold at least a second Class Master's Degree in any language subject, preferably in English or Hindi, and should have passed his first Degree with language in question as one of the subject if the language in question is his mother-tongue and if his appointment is approved by the University, provided that in the case of lecturers who are already in service on the date of notification of these rules relaxations may be made on the recommendation of the Selection Committee if they are otherwise found suitable.
- (iv) Demonstrator/Tutor : A candidate shall hold at least a Bachelor Degree with the subject in question as one of subjects in the Degree Examination provided that preference will be given to the candidate holding Honours Degree in the subject.
- (v) Librarian : A candidate shall be the holder of a Bachelor Degree in Library Science (E. Lib. Sc.) or a Graduate with Diploma in Library Science of a recognised University:
- (vi) Head Clerk : A candidate shall be a Matriculate of a recognised University or equivalent. He should be trained in Accounts and must have office experience.
- (viii) U.C.D. : The candidate shall be a Matriculate of a recognised University or equivalent. Preference should be given to the candidate who holds a Bachelor Degree.

- viii) L.D.C. : The candidate shall be at least a Matriculate of a recognised University with knowledge of typing having a speed of 40 (forty) words per minute.
6. A) No person is eligible for appointment to any post unless he/she possesses the prescribed qualifications in respect of that post mentioned above. He should also be a bonafide citizen of India.
7. Probation : All employees of Aided College shall be on probation for a period of two years.
- Provided that in the event of unsatisfactory work or conduct during the period of probation for which written warning was given to a probationer, or in the event of failure to pass examinations or training or test that may be prescribed, the period may be extended by another year.
8. Discharge of a Probationer :
- A probationer will be liable to discharge from the service.
- a) If he/she fails to give satisfaction during or at the end of the period of probation.
- b) If on any information received relating to his/her nationality, age, health, character and antecedents, the appointing authority is satisfied that probationer is in eligible or otherwise unfit for holding the appointment.
9. Confirmation : Where a Probationer has completed his/her period of probation to the satisfaction of the appointing authority. He/She will be eligible for confirmation in the service with the prior approval of the Director of Education, Manipur provided that vacancies in permanent posts are available.
- The inter-seniority of permanent employees shall be determined in accordance with the date of confirmation in the grade and that

of temporary employees in accordance with the date of regular appointment to the Grade.

For the purpose of conversion of temporary posts into permanent ones, only the period after 1-4-1966 will be counted in respect of posts which were created before that period. Rules, and instructions for conversion of temporary posts into permanent ones under the Government as may be in force from time to time shall also apply to the conversion of temporary posts into permanent ones in Aided Colleges, provided that prior approval of the Director of Education will be required for such conversion.

10. Character Rolls : Character rolls in respect of principals of Aided Colleges shall be initiated by the Chairman/President of the Governing Body and reviewed by the Director of Education and accepted by the Secretary to the Government in charge of Education. In respect of Vice-Principal and Heads of Department, the Principal shall initiate, the chairman/President shall review and the Director of Education accept the character rolls in respect of other teachers, they shall be initiated by the respective Heads of Department and reviewed by the Vice-Principal and accepted by the Principal. In respect of non-teaching staff, the Vice-Principal shall initiate and the Principal review the Character Roll.

11. Appeals by the Governing Body : (i) A Governing Body aggrieved by an order passed by the Director of Education under these rules may within 30 days of the receipt of such orders prefer an appeal to the Government against the orders passed by the Director of Education, Manipur. A copy of the order appealed against must invariably accompany such application. The order of the Government on appeal shall be final.

(ii) An employee aggrieved by any order of the Governing Body concerned may within 15 days of receipt of such order

prefer an appeal to the Director of Education, Manipur and to the Government against the orders of the Director of Education within 30 days of receipt of the Director's orders through proper channel.

12. (a) All appeals and other matter pending before any authority on the of commencement of these rules shall be transferred to, and treated as pending before, the appropriate authority under these rules.

(b) Notwithstanding anything contained in the foregoing rules in respect of appointment, Government may at any time call for the records and pass necessary orders after examination there of.

(c) On the basis of reports of inspection the Director of Education may direct the Governing Body of a college to enquire into the conduct of any employee and also take such actions as may be considered appropriate by him.

SECTION - II

Rules regarding conduct and discipline of the employees of aided College

1. Definition : "Employee" means every person employed in any Aided College receiving maintenance grants from the Government, i.e. all employees covered by grant-in-aid.

2. Conduct : No employee shall, accept with the previous sanction of the Director of Education, engage in any trade or accept any private employment accept private tuition subject to a maximum of two hours a day.

Provided that an employee may undertake honorary work of a social and charitable nature subject to the condition that his normal duties do not thereby suffer, but he/she shall not undertake and shall discontinue such work if so directed by the Governing Body.

3. Discipline : (i) The Appointing Authority may place an employee under suspension if—

(a) A departmental enquiry into his/her conduct has become necessary or is pending and when his/her continuance in service is prima facie detrimental to the interest of education and discipline, or to the enquiry in itself.

(b) The employee is being prosecuted on a criminal charge with his/her position as an employee of the Institution or is likely to embarrasa him/her in the discharge of his/her duties as such it involves moral turpitude

(2) For the period of suspension an employee may be paid a subsistence allowance of not less than one third of his pay which should be fixed by the authority ordering suspension considering the circumstances of the case.

(3) The period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charges for which he was suspended. Otherwise, the period may be treated in such manner as the Governing Body may deem proper in accordance with the circumstances of the case.

(4) (a) The following penalties may for good and sufficient reasons be imposed upon any employee by the authority which appoints him/her.

(i) Censure.

(ii) With holding of increments.

(iii) Reduction in rank.

(iv) Recovery from pay.

(v) Removal from service, which does not disqualify for future employment.

(b) None of these penalties shall be imposed on an employee/until he/she has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her, and without approval of the Director of Education provided that this clause shall not apply—

(i) Where a person is dismissed or removed or reduced in rank on the ground of conduct which had led to his/her conviction on a criminal charge.

(ii) Where the authority empowered to dismiss or remove an employee or to reduce him/her in rank is satisfied that for special reasons to be recorded in writing, it is not reasonably practicable to give to that person opportunity of showing cause or.

(iii) When the appointing authority is satisfied that in the interest of the institution or security of the State, it is not expedient to give the persons such an opportunity.

Interpretation :— If any question arises relating to the interpretation of these rules it shall be referred to the Government whose decision there on shall be final.

5. No employees shall publish or cause to be published in his own name or anonymously or contribute to the Press any matter which is likely to lead to academic indiscipline or promote defiance of authority.
6. No employee shall offer himself as a candidate for election to a legislative Body or for holding office of any political organisation except in accordance with provisions of Rule 7 below.

Provided that an employee may seek election as an independent candidate of a Panchayat with the previous approval of the Governing Body but he shall not be entitled to accept any office thereunder except in accordance with the provisions of Rule 7 below :—

7. Any employee desiring to seek election to a Legislative Body or to hold office of any Political Organisation or Local Bodies shall be on compulsory leave without pay from the date of filling his nomination till the end of the next academic session or till the termination of the term of his office to which he may be elected as the case may be. Such employee, however, shall not be allowed to retain a lien on his post for a period exceeding five years.

SECTION—III

**The Manipur aided College Employees, (Leave) Rules-1974
(Approved under Government order No. 1/43/73 SE (Vol.)
Dated 7-10-1974**

1. These rules may be called the Manipur Aided College Employees' (Leave) Rules, 1974.
These rules shall come into force with immediate effect.
2. Leave included Earned Leave, Half-Pay Leave, Commuted Leave, Extra-Ordinary Leave, Maternity Leave and study Leave and Leave is earned by actual duty only.
 - (a) "Earned Leave" means leave earned in respect of period spent on duty
 - (b) "Half-Pay Leave" means leave earned in respect of completed years of service.
3. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to the exigencies of public service.
4. Casual Leave cannot be accumulated and cannot be combined with any other kind of leave, vacation or holidays. It can be granted upto 12 days in a Calendar Year and ordinarily shall not be more than 8 days at a time.
5. No person in an Aided College shall be granted leave of any kind for continuous period exceeding 5 years. If he/she does not resume duty after remaining on leave for a continuous period of 5 years he/she shall be deemed to have resigned the post and shall accordingly cease to be in service.
6. Any kind of leave (excluding casual leave) under these rules may be granted in combination with or in continuation of any other kind of leave.

7. Earned Leave :

- (a) An employee not in permanent employ is not eligible for any earned leave in respect of the first year of service.
- (b) Earned Leave is not admissible to an employee in permanent employ in respect of duty performed in any years in which he/she avails himself of the vacation.
- (c) Earned Leave is admissible to such an employee in respect of any year in which he/she is prevented from availing himself/herself of the full vacation days as the number of days of vacation not taken bears to the full vacation.
- (d) Normally all teaching staff should be permitted to enjoy vacations. The provisions of clauses (b) and (c) of this rule shall, therefore, apply only to the Principal or a member of the staff looking after the post of Principal, Office Assistants and Grade-IV staff. Provided that if in any year the employee is prevented from availing himself of all the vacations earned leave will be admissible of him in respect of that year 1/11 th of the period spent on duty.

An Officer ceases to earn earned leave when the earned leave due amounts to 180 days.

Earned leave whether taken in combination with or in continuation of other leave or not, shall not at a time exceed 120 days or the amount of earned leave due whichever is less. Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days

8. Half-Pay Leave :- Half pay leave admissible to an employ in permanent employ in respect of each completed year of service in 20 days.

The half-pay leave may be granted on medical certificate or on private affairs.

No half-pay leave may be granted unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on expiry of the leave.

9. Commuted Leave :- Commuted Leave not according half the amount of half-pay leave due may be granted on medical certificate only, to an employee in permanent employ subject to the following conditions :-
 - (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (b) When commuted leave is granted twice the amount of such leave shall be debitted against the half-pay leave due.
 - (c) Total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
10. Extra-ordinary leave :- (a) Extra-Ordinary Leave may be granted to an employee in special circumstances :-
 - i) When no other leave in by rule admissible or
 - ii) When other leave is admissible, but the employee concerned applied in writing for the grant of extraordinary leave :
 (b) The duration of extra-ordinary leave on any one occasion shall not exceed the following lists :
 - i) Three months ;
 - ii) Six months including the three months in case where the employee has completed three years continuous-service on the date of expiry of leave of the kind due and admissible

under the rules and his/her request for such leave is supported by a medical certificate.

iii) 18 months where officer is undergoing treatment for—

(a) Pulmonary Tuberculosis in a recognised Sanatorium or (b) Tuberculosis of any other part of the body by a qualified tuberculosis or by a Civil Surgeon, or.

(c) Leprosy in a recognised Leprosy Institution or a Civil Surgeon or a specialist in Leprosy recognised as such by the Government.

(iv) 24 months—where the leave is required for the purpose of prosecuting studies certified to be in the public interest provided that the employee concerned has completed three year continuous service on the date of expiry of leave of the kind due.

(v) Extra-Ordinary Leave is not counted for increment.

(vi) The authority empowered to grant leave may retrospectively commute period of absence without leave into extra-ordinary leave.

11: (a) Maternity Leave :— It may be granted to a female employee for a period which may extend upto the end of three months from the date of its commencement or to the end of six months from the date of confinement whichever is earlier. The leave is granted on full pay.

(b) Maternity leave may be combined with leave of any other kind, but any leave applied in continuation of the former may be granted only if the request is supported by a medical certificate.

(c) It is admissible to temporary incumbents also.

(b) It may be granted in the case of miscarriage including absorption subject to the following conditions that.

(i) The leave does not exceed six months, and

(ii) The application for the leave is supported by a Certificate from the authorised medical officer.

(e) Maternity leave is not debited to the leave account.

12. Study leave :- It may be granted on half average pay to an employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject leaving a direct and close connection with the sphere of his duty. The conditions for granting study leave are given below :-

1) It shall not ordinarily be granted to an officer/lecturer or who does not hold a post which corresponds to a Gazetted post in Government College, or who has not rendered at least five years service in such grade or who is due to retire, or has option to retire within three years of date on which he is expected to return to duty after the expiry of the leave.

ii) It is not debited after the leave account.

iii) It counts as service for promotion but for leave,

iv) The leave salary drawn by the employee during the period of study leave should be borne by the authority granting him/her leave. Such leave salary may be included in the grant-in-aid given by the Government if prior approval of the Government is taken to the grant of such leave.

v) Period of 12 months at a time may be granted for the first time. It should not exceed 24 months in the whole service of the person concerned. In combination with other kind of leave the period should not exceed 26 months, inclusive of vacation.

10. Leave not due : (a) Leave not due may be granted to an aided College employee in permanent employ or quasi permanent employ subject to the following conditions :-

- a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- b) Leave not due shall be limited to the half-pay leave is likely to earn thereafter.
- c) Leave not due during the entire service shall be limited to a minimum of 360 days, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate.
- d) Leave not due shall be debited against the half pay leave, the employee may earn subsequently.
- e) The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resigning or retiring voluntarily from service shall be refunded the leave salary paid to him.

(2) (a) Where an aided College employee who has been granted leave not due, resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where an aided College employee who having availed himself leave not due returns to duty but resigns or retires from service before he has earned such leave, shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill health incapacitating the employee for further service or in the event of his death.

14. Leave pay :— The calculation of leave salary and half-pay salary will be made on the same basis as for the Manipur State Government Employees:

15. Leave Accounts :— The leave account will be maintained by the Principal of the College. The same shall be audited by the Internal audit Unit of the Finance Department, Government of Manipur.

16. Authority competent grant leave : The power to sanction various kinds of leave under these Rules may be delegated by the Governing Body of the College in consultation with Government of Manipur.

17. Savings : The leave at the credit of the employees shall cease on the date of endorsement of these Rules and their account will be opened with the number of days earned according to the provisions of these Rules with effect from 1-4-1971, less the leave availed to other that date.

SECTION IV

General principles and condition governing payment of grant-in-aid in the aided Colleges in the state of Manipur

1. These orders have been enforced with effect from the 1st April, 1966 (Subsequent amendments have been incorporated).
2. In these orders, unless the context otherwise requires :—
 - (a) "The Government" means the Directorate of Education, Government of Manipur.
 - (b) "The Director" means the Director of Education Government of Manipur.
 - (c) "College/Private College" means, a privately managed college for general education in Manipur.
3. Categories of College eligible for grant-in-aid
Only such private colleges as are affiliated to the University of Manipur and are also considered well managed by the Government of Manipur will be eligible for grant-in-aid under these rules. The Government of Manipur, however, reserves to itself the right to determine the number of colleges in an area which may receive grant-in-aid
4. Sanctioning Authority :—
The authority to approve a college for grant-in-aid under these orders shall vest in the Government of Manipur. All applications from new colleges for grant-in-aid should be addressed to the Director of Education, Government of Manipur in the form prescribed by him.
5. On receipt of an application, the Director will personally inspect the college with a view to determine its suitability or otherwise for payment of grant-in aid. The decision of Government

regarding the admission or otherwise of the college to the grant-in-aid list shall be final.

6. No grant-in-aid shall be made to any college unless its Managing Committee gives undertaking in writing that it shall comply with the conditions hereinafter laid down and other conditions as may be prescribed by the Director from time to time. Breach of any or all of these conditions shall tender the college liable to be removed from the grant in-aid list.
7. Conditions for grant-in-aid.
A college applying for grant.in-aid shall be an institution affiliated to the University of Manipur and fulfil all conditions of affiliation. The management of the college shall also have to satisfy the Director of Education that the college is well managed and maintains satisfactory discipline and acceptable standard of academic efficiency.
8. The college should serve a useful educational purpose of the locality in which it is situated and the facilities provided by it are available to all sections of pupils without any distinct of religion, caste, creed or race.
9. No college shall be admitted to the grant-in-aid list if it is non for profit to any individual or body of individuals.
10. A college applying for grant-in-aid must be registered as a Society under the Societies Registration Act 1880 or a Public Trust under any law for the Society shall consist of members nor exceeding 11 in number which shall included :—
 - (a) (i) The Principal of the College (Member)
 - (ii) Three members to be nominated by the Government one of whom shall be an officer of the Education Department not below the rank of a Deputy Director Education. The other two shall be nominated from amongst the local men. ✓

- (iii) One member to be a representative of the teaching staff to be elected by them from among themselves. If the number of teaching staff exceeds 20 one more representative shall be elected so as to make a total of two teacher representatives.
- (iv) The representative of the University to be nominated by the university Authorities.
- ✓(v) Two representatives of the parents/legal guardians of the students studying in the college to be elected from among themselves provided such a representative, shall cease to be a member of the Governing Body if and when his/her ward discontinues his/her study in the college.
- ✓(iv) One nominee of donors of Rs. 50,000/- and above. In the absence of such donors one representative of donors of Rs. 10,000/- and above to be elected from among themselves provided that there are at least 5 (five) such donors.
- (vii) The term of the Governing Body should be three years. Action should be taken by the Governing Body, failing which by the Principal to constitute a new Governing Body before the expiry of the term of the outgoing Governing Body so as to enable the new Governing Body to take over charge from the outgoing Governing Body immediately, on the expiry of the term latter.
- (viii) It shall be the duty of the Director to satisfy himself that the Governing Body is constituted properly Prior approval of the Director will be necessary before a Governing Body start functioning. Only after such approval the Governing Body shall be deemed as regulary constituted. Prior approval of the Director will also be necessary for any changes made in the Governing Body.

- (ix) Two-thirds of the members present shall form the quorum of the meeting of the Governing Body.
 - (x) The chairman and the Secretary of the Governing Body shall be elected from among the members in a meeting to be convend by the principal specifically for such election.
 - b) If at the time of submitting application for grant-in-aid the constitution of the Governing Body of the Society running the college is not in conformity with the above provisions, the Society shall taken suitable steps to attend the constitution of the Governing Body in the manner indicated above in accordance with the requiremts of the Societies Registration Act, 1880. No college shall be given grant-in-aid unless the Governing Body in reconstituted in the above manner.
 - c) Any change in the consitution of the Governing Body, or in the office bearers there of shall be reported promptly to the Director.
 - d) The Governing Body shall must at least 6 (six) times in a year within the promitee of the college.
 - e) The Governing Body will comeply with the order and directive issued by and furnish information and returns called for by not only the Government but also the University.
11. The College shall adequate permanent income from endowments and other sources : (excluding fees) which when supplemented by grant-in-aid shall be adequate to enable it to carry on its work efficiently and to pay salaries of staff regularly and in time in accordance with the stales prescribed by the Government/University. Ths Director will fully satisfy himself about the financial stability of the institution before it is approved for being included in the grant-id-ain list.

The provision under this para will not, however apply to Colleges which have been in existence at the time when these orders come into force.

12. A College applying for grant-in-aid shall have adequate reserve fund as prescribed by the University. The reserve fund of a College shall be invested in the National Defence Certificates in the joint name of the Director of Education and the Secretary of the Governing Body of the College. A College which has already been approved for grant-in-aid and does not fulfil the conditions shall be required to do so within a period of six months from the date of commencement of rules.
13. All moneys realised as fees from students, contribution and donations received from the public, the reserve funds, sums earned for building or other capital purposes and all grant-in-aid shall constitute the college fund which be placed in a post office Saving bank account or in a scheduled Bank approved by the Government for the purpose. Withdrawals from the College fund shall be made only by a person/persons duly authorised by the Governing Body to operate the fund and only for maintenance or improvement of the College.
14. The College shall keep the accounts of income from all sources and of expenditure in forms and registers prescribed by the Director and they shall be open to examination by the Inspecting Officers of the Department and/or any officer authorised by the Government or the Comptroller and Auditor General in this behalf. Every college shall also made arrangements for the annual audit of its accounts by a Chartered Accountant or any other audit officer approved by the Government.
15. Miscellaneous lavies on account of games, library, examination and such other charge as are approved by the Director shall constitute the students fund and shall be maintained sparately

from the College fund by the Principal of the College. The accounts of the students' fund shall also be subject to audit in the same manner as indicated in Para 14 above.

16. Any Inspecting Officer authorised by the Government or a nominee of the Controller and Auditor General, may at any reasonable time, without notice, inspect the college and such of its records as are required by the Director of Education to be maintained provided that such officers, excepting the Inspecting Officer shall not inspect and comment upon the tuitional and instructional work of College, but they may accord their remarks in the visitors' book. Provided that the instructional and academic work of a college should be regulated in accordance with the relevent rules, regulations, syllabus, ordinances and statuted of University.
17. A college applying for grant-in-aid shall provide the follwing minimum amenities :
 - a) Adequate accommodation—at least 10 sq. ft. of floor area per student. The building in which the college is housed should provide for the following :—
 - i) Proper sanitary conditions.
 - ii) Adequate arrangements for lighting and ventilation so that the eyesight and general health of the students is not injure.
 - iii) Arrangement for the supply of good drinking water to students and facilities to enable them to partake of refreshments.
 - b) A well equipped library.
 - c) Well equipped laboratories (in case of colleges with science subjects).
 - d) Proper play-grounds and other amenities for outdoor college activities.

N.B. These amenities should be entirely in accordance with the requirements laid down by the University in the "Ordinance on Affiliation of Colleges".

18. a) An aided College shall have to employ an adequate number of qualified teaching and other staff as may be required by the University. Provided that prior approval of the Government would be required for opening a new subject or a new section in a class.
- b) The teaching staff including the Principal shall be remunerated at the usual rates of Day and allowances including special pay/allowances for Vice-Principal and special pay/charge allowance for Needs of Departments prescribed for similar posts and under similar terms and conditions as under the Government of Manipur.
- i) Provided that such staff shall possess the minimum qualifications laid down by the University and their appointment shall be made in accordance with the procedure prescribed by the Government in this behalf and prior approval of the Director will be necessary in each specific case.
- ii) Provided that no special pay/allowance shall be sanctioned for the Vice-Principal or Head of the Department without prior approval of the Director of Education.
- iii) Provided that no person shall be given the scale of Senior Lecturer unless he or she has already put in a total of ten years' service in the grade of Lecturer in an approved College or Colleges.
- iv) Provided further that no person shall be given the scale of the principal unless he or she has already put in a total of ten approved College or Colleges.
- v) Provided also that any person who is officiating as principal shall draw pay in the grade of the Senior Lecturer and

shall also be entitled to a special pay of Rs. 150/- in addition to this.

- vi) Provided further that in case any person officiating as Principal in an aided College happens to have earlier been given the scale of the Principal without satisfying the above conditions with the provisions given above under these revised rules but the difference between the actual pay drawn by him and the pay he entitled to under these revised rules shall be treated as personal pay.
- vii) Provided also that Hill and Winter Allowance will be given to teachers and other staff of aided colleges in the Hills.
- viii) Provided that the members of the teaching staff including the Principal of a College which is granted affiliation by the University standard shall be remunerated at the rate of pay and allowance prescribed for similar Posts in a Government Higher Secondary School.
- ix) Provided further that in case the Government decided to detach pre University classes from colleges in pursuance of a change in the pattern of education proportionate staff shall be retrenched from the colleges, but arrangement shall be made so that such retrenched teachers and other staff may be given preference in the appointment of staff for Higher Secondary Schools.
- c) No person who does not possess the qualifications and experience prescribed for similar posts under the Government shall be appointed. The pay of an unqualified teacher and the staff appointed by the Governing Body without the prior approval of the Director or the Government as the case may be, shall not be an admissible charge for assessment in grant-in-aid to the College.

19. That a college applying for grant-in-aid shall have to establish Contributory Provident Fund for the staff or any similar scheme approved by the Government in accordance with the staff or any similar scheme approved by the Government in rules to be prescribed by the Government of Manipur. The rate of employee contribution to the Provident Fund of the staff shall be $8\frac{1}{3}$ percent of their basic salary. An equal amount shall be subscribed by the employer.
20. a) That service conditions of the entire staff, including the Head of Institution shall be governed by the rules made for this purpose by the Government. And they shall be subject to such conduct and discipline rules as may be prescribed by the Government. It shall be the responsibility of the Governing Body to pay the salary of the staff in full and regularly by the 7th of the month following that for which it is due. No unauthorised cut or compulsory donation shall be made from the salary of the staff.
- b) Each college shall have a general working fund to be raised from contributions from staff salaries and other sources if any sufficient to cover staff salaries and the minimum contingencies for at least two months; and this shall be raised gradually to an amount sufficient to cover such expenses for four months. Staff salaries shall be paid out of this fund pending receipt of reimbursement from the Government.
21. A college shall charge tuition fees at the rates prescribed by the Government for Government colleges. Full fee concessions may be granted to the poor but meritorious students upto 10 per cent of the students on the roll of a class on the first september of each year provided these freeships or part there of may be converted into half freeships at the discretion of the principal of the College to benefit a large number of students.

22. No college shall be permitted to charge any donations on a compulsory basis from the students of their parents, provided that a building fee not exceeding Rs 5/- per head may be levied at the time of admission and the proceeds of this fee shall be set apart for the extension, construction and improvement of the College building and this will not form part of the approved income.
23. The Governing Body of an aided college shall give to the principal of the college full freedom and authority for the academic work and connected administrative functions including maintenance of discipline. No member of the Governing Body shall be allowed to interfere with the work of the principal.
24. No Govt. employee & no employee of the College should be allowed to be elected as Secy. or Chairman of the College. In the absence of the Secy. on leave, the Principal & in the absence of the Principal, the Vice-principal of the College shall function as the Acting Secy. (*Amended vide Govt. Orders No. 6/1/76-SE dt. 1/2/78).
25. No aided college shall introduce new courses of study or disband the existing ones, without the prior approval of the Government, provided that introduction of any new course of study shall be subject to the relevant rules of the University regarding permission and affiliation.
26. a) No student or any member of staff shall be compelled to attend the class in which religious instruction is imparted or to take part in any religious activity.
- b) A member of the staff or a student absenting himself from religious instruction or religious activity under the rules shall suffer no disability on that account.
- c) No student shall be refused admission to a college because of exemption from attendance at religious exercises or religious instruction claimed under this rule.

27. Grant may be suspended or withdrawn at any time by the Government if the tone discipline, organisation or instruction is unsatisfactory or for non fulfilment of any conditions of grant-in-aid laid down in these rules. Grants are also liable to be withdrawn if any member of the Governing Body of the College or its staff or students organise or take part in any objectionable activity-political, commercial or any other considered undesirable by the Government after giving the Governing Body a show cause notice and reasonable opportunity to explain their position in this regard. And in particular the grants are liable to be withdrawn if :—

- a) In a college the percentage of pass in the University examination falls below University average for three consecutive years.
- b) Discipline is not properly maintained in College.
- c) For violation of any of the conditions of the grant.
- d) The Government reserves to itself the right of dissolving the existing Governing Body of the college in case of gross mismanagement provided that a caretaker Governing Body be constituted by the Government immediately after the dissolution to run the college until replaced by regularly constituted Governing Body within 6 months from the date of dissolution.

In case of misuse of grant by the management, the amount of grant paid shall be recovered by making it a first charge on the Reserve Fund of the institution.

27. A) In case the College has no other source of income and it is considered that suspension of grant-in-aid will cause undue hardship to the staff and/or the students, the Government reserves to itself the right of dissolving the existing Governing Body of the College for any one or more of the above reasons, provided that a caretaker Governing Body shall be constituted by the Government immediately after such dissolution

and the caretaker governing Body shall run the College until it is replaced by a regularly constituted Governing Body, and it shall be the duty of the Director of Education to take actions to constitute a new Governing Body in accordance with the provisions of these Rules before the expiry of six months from the date of constitution of the Caretaker Governing Body, provided also that, in the event of failure to constitute a regular Governing Body, the Director of Education, after recording reason therefore and with the approval of the Government, may extend the term of the Caretaker Government Body for a further period not exceeding six months for constitution of a regular Governing Body.

8. The Grant-in-aid shall normally be said to the Secretary of the college Governing Body or any other office bearer authorised by the Governing Body in this behalf. All correspondence with the Government/Education Department relating to Grant-in-aid shall be made by the Secretary or by a person authorised by the Governing Body for this purpose.
9. Notwithstanding anything contained in these rules, the Government reserves to itself the right to refuse or withdraw any grant at any time entirely at its discretion of and when the Government is not satisfied with the functioning of the college.
30. In calculating grant-in-aid for introduction of pay scale, deficit system shall be followed, that is to say, of grant-in-aid will be calculated on the basis of difference between approved income and approved expenditure.

A. Approved income will be determined by :—

- (a) Multiplying the number of students by the rates of fees and then.
- (b) Deducting 40% of the total fee income.

- B. Approved expenditure will include salaries of Lecturers, Clerks, Librarian, Laboratory Attendant, Physical Instructor, Grade-IV employees and Government's share of Provident Fund Contributions.

The number of persons of the above categories to be entertained in a college for calculating of approved expenditure will be fixed by the Government of Manipur. (Estimate or approved income will be based on actual enrolment).

31. In calculating the initial pay of teachers for the purposes of calculating grant-in-aid on the deficit system, the principles laid down by the Government for Government Servant should be followed subject to the provision that the service rendered in the college from 1-7-1957 will alone be counted for calculating the length of service and completed years of service.
32. For the purposes of conversion of temporary posts into permanent ones, only the period after 1-4-1966 will be counted in respect of posts which were created before that period. The rules and instruction applicable from time to time to the conversion of temporary posts of Government College teachers into permanent ones will also apply to similar conversion of the temporary posts of aided college teachers.
33. 40% of the monthly fee income will have to be set apart for fee remissions, buildings, repairs, furniture, librarians, equipments, contingencies, etc.
34. In order to be eligible for consideration for grant-in-aid, a pre-University College should have minimum enrolment of Arts-200, Science-80, in case of Degree Colleges, the minimum enrolment required will be : Arts-300, Science-120.

In respect of Colleges located outside Imphal both in hill and rural areas the condition of minimum enrolment laid down may be relaxed upto 50% by the Government.

35. No part-time professor/lecturer shall be entertained without approval of the Director of Education and the University.
36. (a) No teacher of Aided College shall take more than one private institution for which prior approval of the Director shall be obtained.
- (b) No employee of Aided Colleges shall accept office not connected with his College work without prior approval of the Director irrespective of whether such office is honorary or paid.
- (c) The Principal, Professors and other staff shall not engage themselves in activities detrimental to the educational interest of those or any other educational institutions.
37. Increments of the members of the staff of Aided Colleges may be stopped on reasonable grounds by the Governing Body with the approval of the Director of Education. The Director of Education may also direct stopped of increment if and when necessary.
38. No person over 50 years of age shall be detained in the teaching staff.
39. Before the sanctioning of grant-in-aid to a new College under these rules an offer in a form to be prescribed by the Government for the purpose shall be made to the Governing Body of the college and only after acceptance of the offer by the Governing Body of that College in another form to be prescribed by the Government, the Government shall take to the question of sanctioning the grant-in-aid. In view of the revision of these rules, on offer of continuation and similar acceptance by the Governing Body shall be required in continuation cases also, and other such acceptance by the Governing Body, within the time limit prescribed by the Government, the Government shall sanction continuation grants.