

CODE OF CONDUCT FOR ADMINISTRATOR

SECTION – IV

MANIPUR GOVERNMENT AIDED COLLEGES PAYMENT OF GRANT-IN-AID RULES, 2015.

1. These Rules shall be enforced with effect from the date of publication of Manipur Higher Education Rules for Government Aided Colleges, 2015 in Official Gazette.
2. In these orders, unless the context otherwise requires:
 - (a) "The Government" means the Government of Manipur.
 - (b) "Private College" means a privately managed college for general or professional education in Manipur.
3. Conditions for grant-in-aid: Only such private colleges as are affiliated to the Affiliating University, assessed, and accredited by NAAC or any other Statutory Body of Assessment and Accreditation institute by the Ministry of Education, Government of India, or the University Grants Commission will be eligible for Grant-in-aid under these rules. The Government, however, reserves to itself the right to determine the number of colleges which may receive recurring Grant-in-aid.
4. The authority to approve a college for grant-in-aid under these rules shall vest in the Government of Manipur. All applications from new colleges for grant-in-aid should be addressed to the Director.
5. On receipt of an application, the Director or nominee 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 Governing Body/Managing Committee gives an undertaking in writing that it shall comply with the conditions hereinafter laid down and other conditions as maybe 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 aided college list.
7. A college applying for grant-in-aid shall be an institution affiliated to the affiliating University of Manipur and fulfill all conditions of affiliation. The management of the college shall also have to satisfy the Director of Univ. & Higher Education that the college is well managed and maintains satisfactory discipline and acceptable standard of academic sufficiency. Above all the college should be a private college assessed and accredited by NAAC or any other statutory body of assessment and accreditation.
8. The college should serve a useful educational purpose of the locality which it is situated and the facilities provided by it are available to all sections of students without any distinct of religion, caste, creed or race.

9. An inspecting officer authorized by the Government or a nominee of the accountant general, may at any reasonable time, without notice, inspect the college and such of its records as are required by the competent authority provided that such officer, expecting the inspecting officer shall not inspect and comment upon the tuition and instructional work of the college, but they may record their remarks of visitors's book. Provided that the institutional and academic work of a college should be regulated in accordance with the relevant rules, regulations, syllabi, ordinance and statutes of the University. No college shall be admitted to the grant-in-aid list if it is nonprofit to any individual or body of individuals.
10. Accreditation: All colleges shall undergo the mandatory assessment and accreditation of colleges and higher educational institutions as already stipulated by the UGC vide its notification dated 19th January, 2013. Such assessment and accreditation shall be done by NAAC or any other statutory body as may be constituted and notified by UGC or the Govt.
11. Composition of the Governing body and functioning of the Government Aided College shall be as follow:
 - (a) An Aided College must be registered as a Society under the Societies Registration Act, 1989, or a Public Trust under any law for the time being in force. The Society shall consist of members not exceeding 10 in number which shall include: -
 - (i) The Principal of the College shall function as Ex-Officio Member Secretary.
 - (ii) Three members to be nominated by the Government, one of whom shall be an officer of Directorate of University & Higher Education, Manipur not below the rank of Joint Director / OSD or a Principal of a Government College. The other two shall be nominated from amongst the local educationists having all the essential educational qualifications and experiences as detailed below:
 - A. Educational qualification of a Master's Degree.
 - B. Retired Lecture or Assistant Professor or Associate Professor or Professor of a Govt. College or University or a retired person having 15 years experience in Government service in the rank and pay-scale of a class/gazette officer of either the State or central Government, to whom preference shall be given to retired IAS/MCS Officers or Professionals having more than 30 years of experience in their respective fields.

The college shall prepare a panel and submit the same to the Director of Univ. & Hr. Education for due verification and thereafter notification submission to the Govt. from which the Govt. may select 2 (two) persons as local educationist purely for the purpose of the particular college for 1(one) term of 3 (three) years which shall not be extendable under any circumstances. Any person already nominated as local educationist purely for the purpose of a particular college for 1(one) term of 3(three) years shall, however, be eligible for fresh nomination subsequently, depending on his/her performance and contribution to the welfare of the college as may assessed by the Directorate of Univ. Hr.

Education. However, no person shall be nominated as a local educationist for more than 3 terms totaling 9 years under any circumstances. In the event of the failure of a college to submit such nominations within a period of 1 (one) month before the expiry of the existing nominations, the Directorate shall forthwith prepare a list in constitution with or without the college to submit the same to the Govt. for its consideration so as to ensure that there is minimum lapse of time between the expiry of tenure of the previous nominations and the start of tenure of the succeeding nominations.

The local educationist shall invariably be from the same district where the college is located. No local educationist so nominated shall be a member of the Governing body of another college. Further, no serving Govt. employee of the central or state Govt. or of any institution, organization or body, including elected bodies receiving any Govt. grant, shall be eligible for local educationist under any circumstances. No member of parliament, assembly or local elected bodies, sitting or formally sitting, shall be eligible for nomination as local educationists.

Provided that the principal of the college being the member secretary of the governing body shall convene the meeting of the governing body to elect its chairman.

Provided further that no meeting for any election to the governing body of any aided college shall be held in the absence of the Govt. nominee and that no meeting of the governing body shall be held without prior intimation to the Directorate of Univ. & Hr. Education, at least 7 days before the date of such meeting

- (iii) Two heads of departments to be elected by the approved teachers limiting to only one from one stream of courses shall act as teacher's representatives. If there are three streams in a Govt. aided college, the streams to be represented shall be decided by lot among the three streams.
- (iv) One representative to be nominated by the affiliating university.
- (v) Two representatives of the parents/legal guardians of the student studying in the college to be elected from among themselves, provided that such a representative shall automatically cease to be a member of the Governing Body if and when his/her ward cease to be regular student of the college. Only parents/guardians of 1st year (1st semester/2nd semester) students shall be allowed to contest for the post of guardian representatives.
- (vi) One nominee of donors of Rs. 500,000/- (Rupees five lakhs) only and above. In the absence of such donors, one representative of donors of Rs. 50,000/- (Rupees fifty thousands) only and above, to be elected from among themselves provided that there are at least 10 (ten) such donors.
- (vii) No Govt. / Semi Govt. employee and employee of the college shall be allowed to be elected as chairperson of the governing body of the college. In absence of the

principal-cum-member-secretary, the senior most teacher of the college shall function as acting secretary

- (viii) The term of the Governing Body should be three years. Provided that, three months prior to the expiry of the term of the governing body the principal/member secretary will inform in writing to the competent authority to re-constitute the governing body at the end of the term. In the event of the failure to do so, the Director, **suomoto**, shall take steps to reconstitute the governing body.
- (ix) Two-thirds of the members present shall form the quorum of the meeting of the Governing Body. The member secretary shall convene meeting of the governing body by giving 7 days notice.
- (x) The Chairman of the Governing Body shall be elected from among the members in a meeting to be convened by the principal specifically for such election. The teacher's representative cannot contest for the post of chairman. Similarly, no Govt. employee of semi-govt. organization/ aided college/NGO receiving any grant from any Govt. sources, etc. shall be the secretary of the governing body.
- (xi) The principal of the aided college shall be the secretary of the governing body.
- (xii) It shall be the duty of the director to satisfy the govt. that the governing body is constituted properly. Prior approval of the director will be necessary before the governing body starts functioning. Only after such approval shall be the governing body be deemed to be regularly constituted. Prior approval of the director will also be necessary for any changes made in the governing body. Provided that:
 - a) Any change in the constitution of the Governing Body, or in the office bearers therefore shall be reported to the Director immediately.
 - b) The Governing Body shall must at least 4 (four) times in a year within the premises of the college.
 - c) The Governing Body will comply with the order and directive issued by and furnish information and returns called for by not only the Government but also the University.
- (xiii) whereas, resignation of the chairman or any other member(s) of the governing body, the concern governing body shall accepted resignation to the director for approval.

12. The College shall have 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 scales prescribed by the Government.

13. An Aided College shall have adequate reserve fund as prescribed by the University. The reserve fund of a College shall be invested in a schedule bank in form of fixed deposit in

the joint name of the Chairman and member Secretary of the Governing Body of the College.

14. All the money realized as fees from students, contributions 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 shall be placed in a scheduled Bank approved by the Government for the purpose. Withdrawals from the College fund shall be made only by the principal concerned or a person duly authorized by the principal.
15. 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 other officer authorized by the Government or the Comptroller and Auditor General in this behalf. Every college shall also made arrangements for the annual audit or its accounts by a Chartered Accounts or any other audit officer approved by the Government.
16. Miscellaneous levies on account of games, library, examination and such other charges as are approved by the Director shall constitute the students fund and shall be maintained separately from the College fund by the Principal of the College. The accounts of the students' fund shall also be subjective to audit in the same manner as indicated in Para 14 above.
17. Any Inspecting Officer authorized 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 work of the College, but they may accord their remarks in the visitors' book. Provided that the instructional work of the 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 relevant rules, regulations, syllabus, ordinances and statured of University.
18. A college applying for grant-in-aid shall provide the following minimum amenities:
 - (a) Adequate accommodation – at least 10 sq. ft. of floor area per student. The building in which 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 injured.
 - 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 of 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.

19. (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 years' service as Lecturer/Senior Lecturer in an approved College or Colleges.
 - (v) Provided also that any person who is officiating a 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 up to Pre-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.
20. That a college applying for grant-in-aid shall have to establish Contribution Provident Fund for the staff or and similar scheme approved by the Government in accordance with the rules to be prescribed by the Government of Manipur. The rate of employee contribution of 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.
21. a) That service conditions of the entire staff, including the Head of Institution shall be governed 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 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 re-imbusement from the Government.
22. 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 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.
23. 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 from part of the approved income.
24. 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 in these matters.
25. A teacher or any other staff excluding the principal shall not be allowed to function as Secretary of the College provided that in the absence of the principal on leave or otherwise, the Vice-Principal if there be any, or the Professor-in-charge of the college

shall function as the acting secretary during the period of absence of the Principal in case the Principal is the Secretary.

26. 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.
27. a) No student or any member of staff shall be compelled to attend the class in which religious instruction is imparted or 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.
28. Grant may be suspended or withdrawn at any time by the Government if the tone discipline, organization or instruction is unsatisfactory or for non-fulfilment of any conditions of grant-in-aid laid down on these rules. Grants are also liable to be withdrawn if any member of the Governing Body of the College or its staff or students organize 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 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 after a 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.

29. 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 id

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 her approval of the Government, may extend the term of the Caretaker Governing Body for a further period not exceeding six months for constitution of a regular Governing Body.

- 30.** The Grant-in-aid shall normally be said to the Secretary of the Governing Body or any other office bearer authorized by the Governing Body in this behalf. All correspondence with the Government/Education Department relating a Grant-in-aid shall be made by the Secretary or by a person authorized by the Governing Body for this purpose.
- 31.** 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.
- 32.** In calculating grant- in-aid for introduction of pay scale, deficit system shall be followed, this is to say, the 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)** Deduction 40% of the total fee income.
 - B.** Approved expenditure will include salaries to 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 on a college for calculating of approved expenditure will be fixed by the Government of Manipur. (Estimate or approved income will based on actual enrolment).
- 33.** 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.
- 34.** For the purpose of conversion of temporary posts into permanent ones, only the period after 1-4-1986 will be counted in respect of posts which were created before that period. The rules and instructions applicable from time to time to the conversion of temporary to permanent ones will also apply to similar conversion of the temporary posts of aided college teachers.
- 35.** 40% of the monthly fee income will have to be set apart for fee remissions, buildings, repairs, furniture, librarians, equipments, contingencies etc.

36. 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.
37. 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.
38. No part-time Professor/Teacher shall be entertained without approval of the Director of Education and the University.
39. (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 the 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.
40. 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.
41. No person over 50 years of age shall be detained in the teaching staff.
42. 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 of revision these rules, on offer of continuation and similar acceptance by the Governing Body, within the time limit prescribed by the Government, the Government shall sanction continuation grants.