

**THE MANIPUR HIGHER EDUCATION RULES
FOR PRIVATE COLLEGES, 2015**

PREAMBLE

1. These Rules may be called Manipur Higher Education Code for Private Colleges, 2015
2. It shall come into force from the date of publication of these Rules in the Official Gazette.
3. In these Rules, unless the context otherwise requires:-
 - i) **“College”** means a Private College.
 - ii) **“Department”** means the Department of University and Higher Education, Government of Manipur.
 - iii) **“Director”** means the Director of University and Higher Education, Government of Manipur.
 - iv) **“Government”** means the Government of Manipur.
 - v) **“Head of Institution”** means the Principal of the Private College.
 - vi) **“Appointing Authority”** means the Governing Body of the Private College concerned.
 - vii) **“Governing Body”** means the Governing Body of the Private College.
 - viii) **“Selection Committee”** means the relevant Selection Committee constituted in accordance with these Rules.
 - ix) **“Year”** means the Calendar Year.
 - x) **“Private College”** means a College affiliated/Permitted to / by the Affiliating University.
 - xi) **“Competent Authority”** means the Director of University and Higher Education, Government of Manipur.
 - xii) **“University”** means the Affiliating University.

SECTION – I

**THE MANIPUR HIGHER EDUCATION RULES FOR PRIVATE COLLEGE
EMPLOYEES (SERVICE), 2015.**

1. Short title and Commencement: - (1) These rules shall be called the MANIPUR PRIVATE COLLEGE EMPLOYEES (SERVICE) RULES, 2015.
2. These rules shall come into force from the date of the publication or on such date as the State Government may by notification in the Official Gazette.
3. Extent of Application of these rules: These rules shall apply to all employees recruited to the service of a Private College against approved posts and also to the employees

already in service of a Private College on the date of the enforcement of these rules and approved by the Competent Authority.

4. Methods of Recruitment:-

(A) Principal :-

- (i) The educational qualification for the Principal of Private College shall be strictly as per UGC norms as amended from time to time. It may be noted that as on date, the University Grants Commission (UGC) Regulation on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and colleges and Measures for Maintenance of Standards in Higher Education, 2010 which was notified by UGC vide No. F3-1/2009 dated 30th June 2010 and the subsequent amendments thereof, are the UGC norms to be followed.
- (ii) The appointment of the Principal of Private College shall be made by direct recruitment.
- (iii) The post should be advertised by the Governing Body of the College. The advertisements shall be made 45 days prior to the date for DPC in at least 3 leading local dailies having State-wide circulation for a minimum of 3 consecutive days.
- (iv) The particulars of the candidates in respect of educational qualifications/ experiences as per Recruitment Rules of the U.G.C. adopted by the Government from time to time will be scrutinized carefully by the Selection Committee before the interview.
- (v) The Selection Committee for appointment of the Principal shall consist of the following:-

| | | |
|----|---|--------------------|
| a) | Chairman of the Governing Body of the concerned college | -Chairman. |
| b) | Principal of the Concerned College | -Member Secretary. |
| c) | Nominee of Director/Hr Edn Dept. | -Member. |
| d) | Authorized Nominee of the Registrar of the Affiliating University. | -Member. |
| e) | One Principal of a Government College to be nominated by the Government | -Member. |

- (vi) The venue, time and date of the Selection Committee Meeting shall be decided by the Governing Body.
- (vii) The Selection Committee after scrutiny of the particulars of the candidates and their performance in the interview shall prepare a list of candidates in order of merit and shall forward the list so prepared to the concerned Governing Body, with recommendation to appoint the person listed at Sl.No. 1. in the merit list.
- (viii) The Governing Body shall make appointment after making necessary verification of character, antecedents and fitness.
- (ix) The posts of Principal being a Direct Recruitment post, the case of any eligible persons already in service as in-charge Principal shall NOT be regularized under any circumstances. Such eligible persons shall invariably apply when posts of Principal are advertised for Direct Recruitment as provided at para (i) to (iv) above only to be eligible for consideration for the posts of Principals of Private colleges. Existing i/c Principals not having the requisite qualifications and experience as required under UGC norms, but assigned as i/c Principal due to non-availability of duly qualified persons, shall get their pay fixed by the concerned Governing Body. Further, such i/c Principals shall have no

right to claim the post, pay or any other remuneration or facility pertaining to the posts of Principal of such Private Colleges under any circumstances.

(B) Teaching Faculty:-

- (i) The educational qualifications for Assistant Professors / Associate Professors / Professors of Private Colleges shall be strictly as per the UGC norms, namely, the University Grants Commission (UGC) Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education, 2010 notified vide UGC No. F3-1/2009 dated 30th June 2010 and subsequent amendments thereof, as amended from time to time.
- (ii) The post(s) shall be advertised by the Governing Body of the College. The advertisements shall be made 45 days prior to the date for DPC in at least 3 leading local dailies having State-wide circulation for a minimum of 3 consecutive days.
- (iii) The particulars of the candidates in respect of educational qualifications as per Recruitment Rules as set forth in Rule (i) above, shall be carefully scrutinized by the Selection Committee for Interview.
- (iv) The Selection Committee for recruitment of Teaching staff shall be constituted as follows:-

| | | |
|----|---|--------------------|
| a) | Chairman of the Concerned Governing Body | – Chairman. |
| b) | Principal of Concerned College | – Member Secretary |
| c) | Nominee of Director/Hr Edn Dept. | – Member |
| d) | One Principal of a Government College, nominated by the Government. | – Member |
| e) | 2 (Two) Subject Experts from the Affiliating University – to be nominated by the VC on the request of the Governing Body. | – Members |

- (v) Date, time and venue of the DPC shall be decided by the Governing Body.

(C) Librarians & Equivalent posts:-

- (i) The appointment of Librarians & Equivalent posts which are Non-Teaching Faculty but requiring fulfillment of UGC norms as stipulated of Private Colleges, in respect of Direct Recruitment posts and for entry level appointments, shall be made by Direct Recruitments only.
- (ii) The educational qualifications for Non-Teaching Faculty posts of Librarians & Equivalent in Private Colleges shall be strictly as per the UGC norms, namely, the University Grants Commission (UGC) Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education, 2010 notified vide UGC No. F3-1/2009 dated 30th June 2010 and subsequent amendments thereof, as amended from time to time.
- (iii) The post(s) shall be advertised after obtaining due approval of the Governing Body. The advertisements shall be made 45 days prior to the date for DPC in at least 3 leading local dailies having State-wide circulation for a minimum of 3 consecutive days.

- (iv) The particulars of the candidates in respect of educational qualifications as per Recruitment Rules as set forth in Rule (i) above, shall be carefully scrutinized by the Selection Committee for Interview.
- (v) The Selection Committee for recruitment of Librarians and Equivalent posts shall be constituted as follows:-

| | | |
|----|---|-----------------------|
| a) | Chairman of the Concerned Governing Body | – Chairman. |
| b) | Principal of Concerned College | – Member Secretary |
| c) | Director's Nominee | – Member |
| d) | 2 (Two) Subject Experts from the Affiliating University – to be nominated by the VC on the request of the Governing Body. | – Members |

- (vi) Date, time and venue of the DPC shall be decided by the Governing Body.

(D) Non-Teaching Staff other than Librarian:-

- (i) The appointment of Non-Teaching staff of Private Colleges shall be made by Direct Recruitment within the Recruitment Rules approved for the respective post(s) by the Government for Government Colleges, which shall be adopted invariably by all Private Colleges.
- (ii) The post(s) shall be advertised by the Governing Body. The advertisements shall be made 45 days prior to the date for DPC in at least 3 leading local dailies having State-wide circulation for a minimum of 3 consecutive days.
- (iii) The Selection Committee of Non-Teaching Staff of Private Colleges shall consist of the following:-

| | | |
|----|--|--------------------|
| a) | Chairman of the concerned Governing Body | – Chairman. |
| b) | Principal of the College concerned | – Member Secretary |
| c) | Director's Nominee | – Member |
| d) | One Member of the concerned Governing Body nominated by the Chairman | – Member |

- (iv) Date, time and venue of the DPC shall be decided by the Director.

5. Academic and other qualifications:

The U.G.C. Recruitment Rules adopted by Government from time to time in respect of Government College Principals / Teaching Staff / Non-Teaching Staff / Librarians and equivalent posts, etc. shall be adopted strictly in all Private Colleges with immediate effect from the date these Rules comes into force by a notification of the Government.

6. The Governing Body shall make all appointments only based on the recommendations of the Selection Committees for each category of employees as stipulated above in these Rules, after ensuring all necessary verification of educational qualifications by way of cross-checking the genuineness of the Universities or Higher Educational Institutions and the courses / degrees furnished by the selected candidates, due verification of their character, antecedents and medical fitness from the relevant competent authorities, after obtaining prior approval of the competent authority.
7. The panel of the list of recommended candidates on merit basis of all posts shall be valid for 18 (eighteen) months from the date(s) of the selection Committee meeting and its validity shall not be extended.

8. Temporary/Leave vacancies shall be filled up from the said merit list on purely temporary basis as Guest Lecturers, etc., subject to the strict provision (i) that such engagements shall categorically stipulate the exact period of engagement, which shall NOT exceed 11 (eleven) months under any circumstances, (ii) that such temporary engagements are made for the specific temporary / leave periods only and (iii) shall not be eligible for any further engagement beyond the stipulated period or for indefinite engagements or regularisation against the posts under any circumstances. In case of Study Leave Vacancies beyond 11 (eleven) months which may extend to 2 or 3 years, specific approval of the Governing Body which shall categorically document the full details of the Study Leave, approval thereof, exact period involve, course of study, details of University or Higher Educational Institutions, etc.
Such temporary engagements against temporary / leave vacancies shall be made only with the prior written approval of the Governing Body after furnishing certified information of such temporary / leave vacancies with full details, including but not limited to, reasons for vacancies, rationale for urgent need to fill-up the temporary / leave vacancies, details of posts including details of post creation, etc.
9. The Reservation Policy of the State Government as applicable from time to time shall be adopted in all Private Colleges for all recruitments under these Rules under all circumstances. Any violation of the Reservation Policy of the State Government shall be considered as adequate ground for cancellation of any recruitment.
10. Probation: All employees of Private Colleges shall be on probation for 2 years.
Provided that in the event of unsatisfactory work or conduct during the period of probation for which written warning has been given to a probationer, or in the event of failure to pass examination or training or test prescribed as per the relevant Recruitment Rules (if any), the period of probation may be extended by one year only with due approval of the Governing Body. Such extension shall not be beyond one year under any circumstances and the service of any employee on probation who fails to meet the requirements within this extended period shall be terminated without delay.
11. A Probationer shall be liable to be discharged from service if he/she fails to perform his/her duties to the satisfaction of the competent authority during or at the end of the period of probation, including the extended period of one year.
12. 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 Governing Body. The inter-se-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.
13. Character Roll: Character Rolls in respect of Principals and all Teaching Faculty and Non-Teaching Faculty of Private Colleges whose terms of service in terms of educational qualification, etc. come within the purview of the University Grants Commission (UGC), shall be initiated by the Chairman/President of the Governing Body and reviewed by the Governing Body and accepted by the Administrative Secretary to the Government in charge of Higher Education. In respect of lower posts and non-teaching staff which come within Class III & IV categories, the character rolls shall be initiated by the Principal and the Chairman / President shall review them while the Governing Body shall accept them after satisfying themselves that the same are complete, proper and in order in all respects.

14. Appeals by the Governing Body:
- (i) A Governing Body aggrieved by an order passed by the Director of University & Higher Education under these Rules may, within 30 days from the date of issue of such orders, prefer an appeal to the Government through proper channel against the orders passed by the Director. A copy of the order appealed against must invariably accompany such an application. The Government shall examine the appeal and after giving due opportunity to both the aggrieved appellant and the Director of University & Higher Education as the authority whose order is appealed against, arrived at a decision which may be issued in the form of an order and the orders of the Government on the appeal shall be final.
 - (ii) An employee aggrieved by any order of the Governing Body concerned may, within 30 days from the date of issue of such order, prefer an appeal to the Director of University and Higher Education, Manipur and to the Government against the orders of the Director of University and Higher Education within 30 days from the date of issue of the Director's orders through proper channel.
 - (iii) All appeals and other matter(s) pending before any authority on the commencement of these Rules shall be transferred to, and treated as pending before the appropriate authority under these Rules.
 - (iv) Notwithstanding anything contained in the foregoing *paras* of these Rules in respect of appointment, the State Government may, at any time, call for the records and pass necessary orders after examination thereof as it deems necessary in public interest or to promote the three pre-requisites of access, equity and quality in Higher Education or to meet the ends of justice.
15. The Director of University and Higher Education may direct the Governing Body of a Private College to enquire into the conduct of any employee and also take such actions as may be considered appropriate by him.

SECTION – II

THE MANIPUR HIGHER EDUCATION RULES FOR PRIVATE COLLEGE EMPLOYEES (CONDUCT AND DISCIPLINARY), 2015.

1. "Employee" means every person employed in any Private College affiliated/Permitted to/by the Affiliating University.
2. Conduct: No employee shall engage in any trade or accept any private employment or private tuition.
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, with prior approval of the competent authority.
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 which his/her position as an employee of the Institution or is likely to embarrass his/her in the discharge of his/her duties as such it involves moral turpitude.
 - (c) For the period of suspension an employee may be paid a subsistence allowance of not less than one half of his pay which should be fixed by the Governing Body ordering suspension considering the circumstances of the case.
 - (d) The period of suspension may be treated as a period spent on duty if the employee is honorably acquitted of the charge 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 University and Higher 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 his/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 thereon shall be final.

5. No employee shall publish or caused to publish in this own name or anonymously or contribute to the Press a matter which is likely to lead to academic indiscipline or promote defiance of authority.
6. No employee shall offer himself/herself as a candidate for election to a Legislative Body or for holding office of any political organization except in accordance with provisions of Rule 7 below:-

7. Any employee who aspires to seek election to a Legislative Body or to hold office of any Political Organization or Local Bodies shall be on compulsory leave without pay from the date of filing his nomination till the end of the next academic session or till the termination of the term of his office to which he/she 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 HIGHER EDUCATION RULES FOR PRIVATE COLLEGE EMPLOYEES (LEAVES) , 2015.

***Leave Rules enforced by the Government in respect of its employees shall also be applicable to all the employees of Private Colleges.**

SECTION – IV

THE MANIPUR HIGHER EDUCATION RULES FOR PRIVATE COLLEGE (ISSUE OF NO OBJECTION CERTIFICATE (NOC), LUMPSUM GRANTS, PAYMENT OF GRANT-IN-AID, ETC.), 2015.

1. These Rules shall be enforced with effect from the date of the publication of the Manipur Higher Education Rules for Private 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. No Private College shall be opened, started or shall begin its operation or functioning, including taking of admission, conduct of classes, etc, without the prior written “No Objection Certificate” from the State Government Department of Higher & Technical Education. The State Government Department of Higher & Technical Education shall issue “No Objection Certificate” only after it is fully satisfied of the necessity of establishment of a new Private College at the place of its proposed location including its ability, competency, objectives, adequate experience, infrastructural requirements, etc. as are categorically laid down in these Rules through inspections and inquiries conducted by the Director of Higher Education Department, Govt. of Manipur.
4. Only such private Colleges as are affiliated to the Affiliating University and assessed and accredited by NAAC, or any other Statutory Body of Assessment and Accreditation instituted by the Ministry of Human Resources, Government of India or the University Grants Commission will be eligible for Lump-sum Grants or 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.
5. The authority to approve a College for Lump-sum Grants or Grant-in-Aid under these Rules shall vest in the Government. All applications from new Colleges for Lump-sum

Grants or Grant-in-Aid should be addressed to the Director. On receipt of an application, the Director or his nominee(s) will personally inspect the College with a view to determine its suitability or otherwise for payment of Lump-sum Grants or Grant-in-Aid. The decision of Government regarding the admission or otherwise of the College to the Lump-sum Grants or Grant-in-Aid list shall be final.

6. No Lump-sum Grants or 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 may be prescribed by the Director of University and Higher Education from time to time. Breach of any or all of these conditions shall tender the College liable to be removed from the Private College list.
7. A College applying for Lump-sum Grants or Grant-in-Aid shall be an institution affiliated to the Affiliating University 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 efficiency. 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 in which it is situated and the facilities provided by it are available to all sections of students without any distinction of religion, caste, creed or race.
9. **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 (National Assessment and Accreditation Council) or any other Regulatory Body as may be constituted and notified by UGC or the Government.
10. **Composition of the Governing Body and Functioning of the Government Private Colleges** shall be as follows :

A Private College must be registered as a Society under the Societies Registration Act 1989 or a Private 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 Nominated Members, who are to be nominated as follows :

One nominated Member from the Government / Dept. of Higher Education, who shall be an Officer of the 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 by the Governing Body from amongst the **Local Educationists** having all the following essential educational qualifications and experiences as detailed below :-

 - (A) Educational qualification of a Master's Degree
 - (B) Retired Lecturer 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 I Gazetted 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 University & Higher Education for due verification and thereafter notification and submission to the Government, from which the Government may select 2 (two) persons as Local Educationists purely for the purpose of that particular College for 1 (one) term of 3 (three) years which shall not be extendable under any circumstances. Any person already nominated as Local Educationists 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 be assessed by the Governing Body. However, no persons shall be nominated as a Local Educationists for more than 3 (three) terms totaling 9 (nine) years under any circumstances.

The Local Educationists 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 Government employee of the Central or State Government or of any institution, organisation or body, including elected bodies receiving any Government grant, shall be eligible for nomination as Local Educationist under any circumstances. No Member of Parliament, Assembly or Local Elected Bodies, sitting or formerly 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 first meeting of the Governing Body to elect its Chairman.

Provided further that no meeting for any election to the Governing Body of any Private College shall be held in the absence of the Government nominee and that no meeting of the Governing Body shall be held without prior intimation to the Director of University & Higher Education, at least 7 days before the date of such meeting.

- (iii) Two Heads of Department to be elected by the approved Teachers limiting to only one from one stream of courses shall act as Teachers' representatives. If there are three streams in a Government Private College, the two 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 students 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 a 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 donor(s) of Rs.2,00,000/- (Rupees two lakh) only and above. In the absence of such donors, one representative of donors of Rs. 50,000/- (Rupees fifty thousand) only and above, to be elected from among themselves provided that there are at least 4 (four) such donors.
- (vii) No Government / Semi-Government employee and no employee of the College shall be allowed to be elected as Chairman 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 shall be three years only. 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 failure to do so, the Director, *suomoto*, shall take steps to reconstitute the Governing Body.

- (ix) Two-thirds of the members shall form the quorum of the meeting of the Governing Body. The Member-Secretary shall convene meetings of the Governing Body by giving 7 (seven) 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 Teachers' Representatives cannot contest for the post of Chairman. Similarly, no Government employee or any employee of semi-Government organisation / Private College / NGO receiving any grants from any Government sources, etc. shall be eligible for the post of Chairman.
 - (xi) The Principal of the Private College shall be the Secretary of the Governing Body.
 - (xii) It shall be the duty of the Director of Hr Edn Dept to satisfy the Government that the Governing Body is constituted properly. The Governing Body shall submit a written intimation to the Director before the starts functioning. Written intimation to the Director will also be necessary for any changes made in the Governing Body in case of any change in the constitution of the Governing Body or the office bearers thereof.
 - (xiii) The Governing Body shall meet at least 4 (four) times in a year within the premises of the College.
 - (xiv) The Governing Body will comply with the orders and directives issued by the Director and furnish information and returns called for by not only the Government but also the Affiliating University.
11. The College shall have adequate permanent income from endowments and other sources 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 Governing Body.
12. A Private College shall have adequate reserve fund as prescribed by the University. The reserve fund of a College shall be invested in a scheduled bank in the form of Fixed Deposit in the joint name of the Chairman and Member Secretary of the Governing Body.
13. 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 grants-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 by the Principal concerned or a person duly authorized by the Principal.
14. A Private College shall provide the following minimum essential amenities:
- (A) Basic Infrastructure :**
- (i) Land: All Colleges shall have clear and full ownership (undisputed) of land in the name of the College. The minimum area of such land shall be 02 acres in urban areas and 05 acres in rural /hill areas.
 - (ii) Buildings: All Colleges shall have proper buildings that meet the minimum standards of prescribed building laws as may be adopted by the State Government at the time of their establishment.

- (iii) Classrooms: All Colleges shall have proper classrooms that meet the requirement of size and other specifications as may be laid down by the UGC, the affiliating University or the State Government or the NCTE as may be applicable or adopted by the State Government.
- (iv) Libraries: All Colleges shall have proper Libraries with adequate number of books, journals, magazines, reference books, encyclopedia, e-library, internet libraries, etc. alongwith adequate space and facilities for reading and studies.
- (v) Laboratories: All Colleges shall have proper Laboratories for Science or other Subjects along with adequate equipment's, raw materials, chemicals, supplies, etc. as may be required for each of the streams of studies offered by the College, with adequate space for conduct of classes, experiments, etc.
- (vi) Equipments: All Colleges shall have proper equipments as per the need of the courses of study provided by the College to facilitate the proper conduct of classes, both practical and special classes, to meet the requirements of the students.
- (vii) Playgrounds: All Colleges shall have proper playgrounds for adequate recreation of the students in games and sports. The playgrounds may have football fields, basket ball grounds, etc. for outdoor games alongwith provisions for indoor games like badminton, table tennis, etc, These facilities can be used as venues for functions of the Colleges as well.
- (viii) Electricity: All Colleges shall have proper electric connection to ensure adequate lighting of all classrooms, libraries, laboratories, etc. Proper lighting shall be essentially provided to all the College Hostels, if any.
- (ix) Computer & Internet Facilities: All Colleges shall have proper Computer Facilities alongwith internet connection to ensure adequate provision of all students to their basic need for computers and internet facilities. Proper Computer Facilities alongwith internet connection shall also be provided to all the College Hostels, if any.
- (x) Other Educational Facilities: All Colleges shall have proper higher educational facilities as may be required for the proper imparting of higher education at a standard that meets the requirement of the high standards set by the UGC, the affiliating University or the State Government, etc.

- (B) The building in which the College is housed should provide the following :
 - (a) Proper sanitary facilities.
 - (b) Adequate arrangements for lighting and ventilation so that the eyesight and general health of the students are not affected/injured.
 - (c) Arrangement for the supply of good drinking water to students and facilities to enable them to partake of refreshments.

- (C) **Any Other Infrastructure and other essential pre-requisites:** The State Government may incorporate, adopt or formulate appropriate guidelines and essential conditions for Colleges in the State as may be required from time to time and such guidelines and essential conditions for the improvement of the standards of Higher Education in the State shall have effect at par with the provisions of these Rules.

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

- 15. A Private 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 shall be required for opening a new subject or a new section in a class.

16. That a Private shall have to introduce 'Employees' Provident Fund'. The Governing Body shall contribute the same rate of amount contributed by an approved employee towards the said Fund or at the rate prescribed by the EPF Organisation.
17. That service conditions of the entire staff, including the Head of Institution shall be governed by the rule 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. No unauthorized cut or compulsory donation shall be made from the salary of the staff.
18. The Private College shall charge tuition fee, admission fee, library fee and development fee etc. at the rates prescribed by a Committee constituted by the Government for the purpose.
19. The Governing Body of a Private College shall empower 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.
20. In absence of a regular Principal due to casual or regular vacancy for a reasonable period, the Governing Body may consider designating the senior-most regular Private College Teacher not below the rank of Associate Professor to function temporarily as in-charge Principal, provided any in-charge Principal shall not designate himself as "Principal" but strictly used the designation of "In-charge Principal" at all time in any communication, orders, notice, letter-heads, visiting cards, file noting, etc. under all circumstances. Any instance of illegal use of the designation of "Principal" by any In-Charge Principal shall be adequate ground for his / her removal from the temporary function of In-Charge Principal which shall be immediate acted upon by the Director of University & Higher Education under intimation to the Government and the College concerned.
21. The retirement age for Teaching and Non-Teaching staff of Private Colleges shall be 65 years and 60 years, respectively or notified by the Department / Government.
22. There shall be a Students' Cell comprising of meritorious students to be nominated by the Principal of the College, who shall be its President, based on their good academic performance (not below 50% score in aggregate in the last Board / University Exam), regular attendance (not below 75% classroom attendance or such minimum attendance as fixed by the affiliating University from time to time), maintenance of discipline, etc. which shall be the authorized body to represent students' related issues in the College.
23. All Colleges shall establish a proper, full- fledged Career Counseling and Guidance Center that shall be the epicenter for providing the necessary platforms for placement of the students of the University The Career Counseling and Guidance Center shall be equipped with modern facilities ensuring latest information, adequate numbers of computers with online and offline support for Career opportunities, adequate stock of Career Guidance book, journals, magazine, news papers, etc. along with trained or experienced Staff to conduct Career Counseling courses, seminars, workshops and exposures, establish linkages with relevant job market, industry, business, etc. The Center shall have proper and functional dynamic website to facilitate its students in placement.

24. All Private Colleges in Manipur shall strictly follow all the mandatory norms as laid down by the University Grants Commission (UGC), National Assessment & Accreditation Council (NAAC), the Affiliating University, the State Government Department of Higher & Technical Education or the Ministry of Human Resources Development, Government of India or any other Government body or regulator as may be established from time to time. Any gross violation of the mandatory norms shall be adequate ground for immediate closure of the Private College by an executive order of the State Government Department of Higher & Technical Education.
25. All Private Colleges in Manipur shall be subjected to periodic / quarterly / biannual / annual inspections by the Director of Higher Education, Government of Manipur or his nominated Officials not below the rank of Joint Director or OSD, so as to ensure their adherence to these Rules and the Director of Higher Education, Government of Manipur shall exercise all necessary powers to instruct and ensure the proper adherence of all Private Colleges in Manipur to these Rules.
26. **Removal of Difficulty** : In the event of any difficulty arising in respect to the enforcement of these Rules or giving effect to any section, sub-section, clause, sub-clause or any of the provisions of these Rules, the Director may, at any time with the written approval of the Administrative Department of the Government, act or execute any appropriate action in order to remove such difficulty or difficulties.
