

**MANIPUR HIGHER EDUCATION RULES
FOR GOVERNMENT AIDED COLLEGES, 2015**

PREAMBLE

1. These Rules may be called Manipur Higher Education Rules for Government Aided Colleges, 2015.
2. It shall come into force from the date of publication of these Rules in the Official Gazette.
3. These Rules shall supercede the Manipur Education Code, 1982 in respect of all provisions contained therein that pertain to the Government Aided Colleges and that the Manipur Education Code, 1982 shall cease to apply in whatsoever manner in respect of all matters pertaining to Higher Education issues relating to Government Aided Colleges with immediate effect from the date these Rules are enforced.
4. In these Rules, unless the context otherwise requires:-
 - i) **“College”** means a Government Aided 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 Government Aided College.
 - vi) **“Appointing Authority”** means the Governing Body of the Government Aided College concerned.
 - vii) **“Governing Body”** means the Governing Body of the Government Aided College constituted in accordance with the General Principles and Conditions covering payment of Grant-in-Aid to Government Aided Colleges in Manipur as per these Rules.
 - viii) **“Selection Committee”** means the relevant Selection Committee constituted in accordance with these Rules.
 - ix) **“Year”** means the Calendar Year.
 - x) **“Government Aided College”** means a College receiving recurring grants from Government of Manipur.
 - xi) **“Competent Authority”** means the Director of University and Higher Education, Government of Manipur.
 - xii) **“University”** means the Affiliating University.
 - xiii) **“Administrator”** means the Officer appointed by the Government to run the College with full administrative powers when the Governing Body of the concerned College is not in function / dissolved.

SECTION – 1

MANIPUR GOVERNMENT AIDED COLLEGES EMPLOYEES (SERVICE) RULES, 2015.

1. Short title and Commencement: - (1) These Rules shall be called the MANIPUR GOVERNMENT AIDED 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 appoint.
3. Extent of Application of these Rules: These Rules shall apply to all employees recruited to the service of a Government Aided College against approved posts as

approved by the Government and as notified in accordance thereof by the Director of University and Higher Education, Government of Manipur and also to the employees already in service of a Government Aided College on the date of the enforcement of these Rules, provided such employee(s) had been appointed through due process and procedure as laid down by the Government as may be applicable at the time of such appointments and with the prior approval of the Competent Authority.

4. Methods of Recruitment:-

(A) Principal:-

- (i) The educational qualifications for Principal of Government Aided Colleges shall be strictly as per the UGC norms as amended from time to time. It may be noted that as on date, 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 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 Government Aided College shall be made by direct recruitment.
- (iii) The post should be advertised by the Governing Body of the College after obtaining due Govt. approval through the Director of Higher Education. 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)	Administrative Secretary of Higher Education, Government of Manipur.	– Chairman.
b)	Director of University and Higher Education	– Member Secretary
c)	An Officer not below the rank of a Deputy Secretary of the Department of Personnel.	– Member
d)	The Registrar of the Affiliating University or his Authorized Nominee.	– Member
e)	One Principal of a Government College to be nominated by the Government.	– Member
f)	Chairman of the Governing Body of the concerned College	– Member

- (vi) The venue, time and date of the Selection Committee Meeting shall be decided by Government.
- (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 after obtaining Prior approval of the competent authority. The decision of the Selection Committee shall be binding on the Governing Body of the College.
- (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 the 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 Aided 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 grade pay but not the pay of Principal. 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 Government Aided Colleges under any circumstances.

(B) Teaching Faculty:-

- (i) The educational qualifications for Assistant Professors / Associate Professors / Professors of Government Aided 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 appointment of Teaching Faculty / staff of Government Aided Colleges in respect of their entry level appointments, namely, Assistant Professors, shall be made by Direct Recruitments only. The case for promotion of level appointments, namely, Assistant Professors to Associate Professors / Professors shall be considered under the Career Advancement Scheme (CAS) and relevant provisions for such promotions as provided in 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 the subsequent amendments thereof. However, the DPC for Promotions shall be similar to the Selection Committee as laid down at para (v) below.
- (iii) The post(s) shall be advertised by the Governing Body of the College after obtaining approval of the Government through the Director of Higher Education. 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 Teaching staff shall be constituted as follows:-

a)	Administrative Secretary of Higher Education, Government of Manipur	– Chairman.
b)	Director of University and Higher Education	–Member Secretary
c)	Principal of the College concerned	– 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 concerned.	– Members
f)	Chairman of the Governing Body of the concerned College	– Member

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

(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 Government Aided 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 Government Aided 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 through the Directorate of Information & Public Relations (DIPR), Govt. of Manipur, after obtaining due Govt. approval through the Director of Higher Education. 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)	Administrative Secretary of Higher Education, Government of Manipur	– Chairman.
b)	Director of University and Higher Education	– Member Secretary
c)	Principal of the College concerned	– Member
d)	One Principal of a Government College, nominated by the Department.	– Member
e)	2 (Two) Subject Experts from the Affiliating University– to be nominated by the VC on the request of the Governing Body concerned.	– Members
f)	Chairman of the Governing Body of the concerned College	– Member

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

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

- (i) The appointment of Non-Teaching staff of Aided 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 Government Aided Colleges.
- (ii) However, employees (non-teaching) already working against unapproved post(s) who were already appointed by the Governing Body prior to 31st March, 2010, as per the then existing Recruitment Rules at the time of appointment of such employees and who possess service experience of a minimum of 5 (five) years at the time of advertisement for Direct Recruitment for the approved post(s), shall be exempted from the latest qualification, etc. adopted by the Government as a one-time relaxation only with the condition that such employees shall have to improve their qualification that within 5 (five) years fulfilling the latest Recruitment Rules adopted by the Government.
Further increments shall automatically be stopped / withheld if such an employee fails to improve his/her qualification as defined above.
The number of unapproved posts in the case of non-teaching staff for consideration of this one – time measure should not exceed the prescribed number of respective posts/grades/categories as per the staffing pattern adopted by Government / Affiliating University.
- (iii) The post(s) shall be advertised by the Governing Body, after obtaining due Govt. approval through the Director of Higher Education. 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 Selection Committee of Non-Teaching Staff of Government Aided Colleges shall consist of the following:-

a)	Director of University and Higher Education	– Chairman.
b)	Principal of the College concerned	– Member Secretary
c)	Chairman of the Governing Body of the concerned College	– Member
d)	One Principal of a Government College, nominated by the Department.	– Member
e)	Representative of the Govt. not below the rank of Dy. Secretary of Hr. Edn.	– Member

- (v) 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 Government Aided Colleges with immediate effect from the date these Rules comes into force by a notification of the Government.

- (i) However, the existing employees (Teaching staff including Physical Education and Librarians) already working against unapproved posts who had been appointed prior to 31.3.2010 by the Governing Body as per Recruitment Rules applicable at the time of their appointments and who have service experience of a minimum of 5 (five) years at the time of advertisement for the approved posts shall be exempted from the latest UGC prescribed qualifications adopted by the Government, as a one-time measure only with the condition that, such employees shall have to improve their qualifications fulfilling the latest Recruitment Rules adopted by the Government within 5(five) years from the date of issue of appointment orders.

Verification of the appointments of such employees for extension of this one-time measure shall be done by a Committee duly constituted by the Government

Further, increments shall automatically be stopped / withheld if such an employee fails to improve his/her qualification as defined above.

The number of unapproved posts in the Department of a subject, for consideration of this one-time measure, should not exceed the prescribed number of teachers as per the staffing pattern of the Affiliating University.

- (ii) Henceforth, consequent to the coming into force of these Rules, all appointments against unapproved posts shall also be made compulsorily with prior written approval of the Government obtained by the concerned Governing Body which shall thereafter be advertised, at least 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.

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. In case of any necessity to extend the validity, due approval of the Government in writing shall be obtained by the concerned College through the Director of University & Higher Education, Govt. of Manipur which shall be considered as per Rules only. In case of any ambiguity, the Administrative Dept. of the Government may obtain advice of the Dept. of Personnel of the State Govt.
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 Government shall be obtained by the College concerned through the Director of University & Higher Education, Govt. of Manipur which shall categorically document the full details of the Study Leave,

Govt. 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 Government obtained through the Director of University & Higher Education, Government of Manipur 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 Government Aided 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 Government Aided 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 Government obtained through the Director of University & Higher Education. 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 Competent Authority.

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 Government Aided 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 Director of University and Higher Education 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 Director of University and Higher Education shall accept them after satisfying himself 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 an Aided College to enquire into the conduct of any employee and also take such actions as may be considered appropriate by him.

SECTION – II

MANIPUR GOVERNMENT AIDED COLLEGES CONDUCT AND DISCIPLINARY RULES, 2015

1. "Employee" means every person employed in any Government Aided College receiving recurring Grant-in-Aid from the Government, i.e. all employees covered by Manipur Higher Education Rules for Government Aided Colleges, 2015.
2. Conduct: No employee shall, except with the previous sanction of the Director of University and Higher Education, 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 authority 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 honourably 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.
8. No Aided College Teacher shall take tuition / coaching classes under any circumstances. All Aided College Teachers shall be liable to furnish an undertaking to this effect and any violation thereof shall be considered as adequate ground for disciplinary action against such violators, including dismissal from service.

SECTION – III

MANIPUR GOVERNMENT AIDED COLLEGES EMPLOYEES LEAVE RULES, 2015

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

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 the publication of the 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.

Conditions for Grant-in-Aid :

3. 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 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. All applications from new Colleges for Grant-in-Aid should be addressed to the Director.
5. 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 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 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 Aided College list.
7. A College applying for 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. 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, excepting the Inspecting Officer shall not inspect and comment upon the tuitional and instructional work of the College, but they may record 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, syllabi, ordinances and statutes of the University.
No College shall be admitted to the Aided College list if it is functioning for profit 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 (National Assessment and Accreditation Council) or any other Regulatory Body as may be constituted and notified by UGC or the Government.
11. **Composition of the Governing Body and Functioning of the Government Aided Colleges** shall be as follow :
- (a) An Aided 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 members to be nominated by the Government, one of whom 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 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 15years' 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 Director of University & Higher Education. However, no persons shall be nominated as a Local

Educationists for more than 3 (three) terms totaling 9 (nine) years under any circumstances. In the event of 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 consultation with or without the College and submit the same to the Government for its consideration so as to ensure that there is minimum lapse of time between the expiry of the tenure of the previous nominations and the start of the tenure of the succeeding nominations.

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 Aided 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 Aided 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.5,00,000/- (Rupees five 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 10 (ten) 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 / Aided College / NGO receiving any grants from any Government sources, etc. shall be eligible for the post of Chairman.

- (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 Government 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 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 the office bearers thereof shall be reported to the Director immediately.
 - (b) The Governing Body shall meet at least 4 (four) times in a year within the premises of the College.
 - (c) 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.
 - (xiii) Whereas, resignation of the Chairman or any other member(s) of the Governing Body, the concerned Governing Body shall accept the same and the Principal shall forward the so 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 scheduled bank in the form of Fixed Deposit in the joint name of the Chairman and Member Secretary of the Governing Body.
 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 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.
 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 officer(s) authorized by the Government or the Accountant General, Manipur in this behalf. Every College shall also make arrangements for the annual audit of its accounts by a Chartered Accountant 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 subject to audit in the same manner as indicated in Para 14 above.
 17. An Aided 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 alongwith adequate equipments, 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) Adequate accommodation with proper sanitation :

- (i) An Aided College shall provide classrooms of at least 15sq.ft. of floor area per student in Lecture/Seminar rooms/Library and 20 sq.ft. per students in each of the laboratories.
- (ii) 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”.

18. **Committee for College Infrastructure Development :**

- (i) The Governing Body shall monitor, supervise, inspect and advise all proposals for any Infrastructure Development of the concerned Government Aided College.
- (ii) No proposal for any Infrastructure Development shall be prepared or submitted by any Government Aided College to the State Government, the UGC, the Ministry of HRD or any other funding agencies, either Government or Non-Government, without the prior consideration and written approval of the Governing Body of the concerned Government Aided College.
- (iii) All Government Aided College shall have a **Building Construction Committee or Infrastructure Development Committee** which shall consist of :

a)	Chairman of the Governing Body of the concerned college	– Chairman
b)	Principal of the Aided College concerned	– Member Secretary
c)	2 (Two) Representatives of the Teaching Faculty of the Aided College concerned	– Members
d)	Superintending Engineer / Executive Engineer of Education Engineering Wing (EEW)	– Member
e)	An Architect of Education Engineering Wing (EEW)	– Member
f)	An Executive Engineer of Public Works Dept. (PWD)	– Member
g)	1 (One) of the Local Education nominated by the Government to the Governing Body of the Aided College	– Member
h)	Finance Officer of Directorate of Hr Edn Dept.	– Member
i)	Accountant / Head Clerk of the Aided College	– Member

- (iv) The Building Construction Committee or Infrastructure Development Committee shall implement all Building Construction or Infrastructure Development works of the concerned Government Aided College including all projects and civil works under Government and UGC fundings, except for those taken up through State Government Work Agencies like PWD, EEW, etc.
- (v) More specifically, all UGC projects sanctioned and released directly to all Government Aided Colleges shall be implemented by the Building Construction Committee or Infrastructure Development Committee which consist of appropriate Engineers and Architects. The present system of Principals and / or i/c Principals of Government Aided Colleges directly implementing UGC projects without having the technical manpower nor the administrative ability to implement such projects shall ceased immediately as the State Government, the Ministry of HRD, Govt. of India and the UGC have jointly noted with serious concern the unauthorized, illegal and extremely unfortunate practice of Principals and / or i/c Principals of Government Aided Colleges becoming contractors and overall supervisor, monitor and implementer of such UGC projects.
- (vi) The Building Construction Committee or Infrastructure Development Committee shall be established immediately in all Government Aided

Colleges as per the provisions of these Rules and all existing Building Construction or Infrastructure Development works of the concerned Government College or Aided Colleges shall be taken over by the Building Construction Committee or Infrastructure Development Committee immediately.

- (vii) The Building Construction Committee or Infrastructure Development Committee shall operate a separate Bank account for Building Construction or Infrastructure Development works of the concerned Government Aided Colleges which shall be jointly operated by the (i) Secretary of the Committee, (ii) a Teaching Faculty representative who is a Member of the Committee, and (iii) the Finance Officer of the Directorate of Higher Education.
 - (viii) The Measurement Books shall be properly entered and recorded by the EE/EEW and properly maintained for any verification by Audit or inspecting agency or the Government or the UGC.
 - (ix) Due process for execution of the civil works shall be followed under the monitoring and supervision of the Building Construction Committee or Infrastructure Development Committee, including payments and release of funds. No funds shall be released without ensuring execution of proper work as the quality and specification which was approved by the funding authority. Proper inspection by the Building Construction Committee or Infrastructure Development Committee and issue of completion certificates thereof by the EE/EEW shall be insisted upon before final payments for all civil works.
 - (x) The Building Construction Committee or Infrastructure Development Committee shall report to the Governing Body of the concerned Government Aided College.
 - (xi) The Governing Body of the concerned Government Aided College shall inspect all Building Construction or Infrastructure Development works and ensure proper & full construction and completion undertaken in the concerned Government Aided College. Any instance of irregularity or deficiency of works executed shall be reported by the Governing Body to the Government.
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 shall be required for opening a new subject or a new section in a class.
- b) The Teaching and Non-Teaching staff including the Principal shall be remunerated at the rates prescribed for similar posts and under similar terms and conditions as laid down by the Government from time to time.
- i) Provided that such staff shall possess the minimum qualifications laid down by the Government and their appointment shall be made in accordance with the procedure prescribed by the Government in this regard 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 Principal-in-charge/Look after or Head of the Department without prior approval of the Director of University and Higher Education.
 - iii) Provided that no person shall be given the scale of the Assistant Professor (Sr.Scale)/ Associate Professor without fulfilling the conditions as laid down by the U.G.C. Prior approval of the Director of University & Higher Education shall be mandatory in all such cases.
 - iv) Provided further that no person shall be given the scale of the Principal unless he/she fulfills the eligibility criteria of the UGC/Government of Manipur and without the approval of the Director of University & Higher Education.

20. The remunerations of all Teaching and Non-Teaching staff including the Principal shall be paid on monthly basis and such payments shall be made compulsorily by way of fund transfers through their respective Bank Accounts which shall be opened and submitted by each of the employees to the College authority concerned. Any failure to release remunerations of all Teaching and Non-Teaching staff including the Principal on monthly basis compulsorily by way of fund transfers through their respective Bank Accounts shall be adequate ground for withholding or suspension of Grant-in-Aid by the State Government. All Aided Colleges shall certify strict and full compliance of these mandatory requirements whenever they apply for release of the subsequent Grant-in-Aid funds from the Government. The Director of University & Higher Education shall periodically depute the DDO and FO of the Directorate of University & Higher Education to conduct physical checks at both the Aided Colleges and the concerned Banks to ensure their strict compliance of these mandatory requirements without fail. No cash payment of remunerations / salaries, CPF withdrawals, medical re-imburements, TA/DA, etc. shall be allowed in any Aided College with immediate effect from the date these Rules come into force.
21. That an Aided College receiving grants-in-aid shall have to introduce 'Employees' Provident Fund' or any other similar schemes approved by the Government. The Government 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.
22. 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.
23. 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.
24. The Aided 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.
25. The Governing Body of an Aided 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.
26. 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 Aided 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.
27. Grant may be suspended or withdrawn at any time by the Government for non-fulfillment 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 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 the University average for three consecutive years.
- b) Discipline is not properly maintained in the 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 a regularly constituted Governing Body within 3 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.

28. 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 existing one or more of the above reasons, provided that a caretaker Governing Body or an Administrator shall be constituted/ appointed by the Government immediately after such dissolution and the caretaker Governing Body/Administrator shall run the College until it is replaced by a regularly constituted Governing Body, and it shall be the duty of the Director of University & Higher 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, after recording reasons thereof and with the approval of the Government, may extend the term of the Caretaker Governing Body/Administrator for a further period not exceeding six months for constitution of a regular Governing Body.
29. The Grant-in-Aid shall normally be paid to the Principal of the College concerned or any other person/officer duly authorized by the Principal of the College concerned. All correspondences with the Government relating to the Grant-in-Aid shall be made by the Principal or a person duly authorized by the Principal for this purpose. However, payment of pay and allowances to the employees shall be made as per orders/decisions/norms of the Government.
30. 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 when the Government is not satisfied with the functioning of the College.
31. 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:-
 - (i) Multiplying the number of students by the rates of fees and then.
 - (ii) Deducting 40% of the total fee income.
 - (B) Approved expenditure will include salaries of Principal, Lecturers, Clerks Librarian, Laboratory Attendants, Physical Instructor, Grade-IV employees, etc.
32. 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 Servants should be followed subject to the provision that the service rendered in the

College from the date of appointment approved by the Competent Authority will alone be counted for calculating the length of service and completed years of service.

33. The rules and instructions applicable from time to time to the conversion of temporary posts of Government College teachers into permanent one will also apply to similar conversion of the temporary posts of Aided College teachers.
34. 40% of the monthly fee income will have to be set apart for fee remissions, buildings, repairs, furniture, library, equipment's, contingencies, etc.
35. No Part-Time Professor/Guest Lecturer shall be engaged by any Aided College under any circumstances without the prior written approval of the Government obtained through the Director of University & Higher Education.
36. No employee of Aided Colleges shall accept office not connected with his College work without the prior written approval of the Government obtained through the Director of University & Higher Education irrespective of whether such office is honorary or paid.
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. The Director may also direct stoppage of increment if and when necessary.
38. The retirement age for Teaching and Non-Teaching staff of Government Colleges shall be 65 years and 60 years, respectively or notified by the Department / Government from time to time. The Government, however, reserves the right to put in place a system of performance audit at a certain stage, preferably, between the age of 58 and 60 years, so as to allow only those Government College Teachers (i) who possess the requisite educational qualifications, (ii) whose attendance and classroom teaching are atleast 90% (Ninety percent) of the number of classroom teaching allotted by the College in an academic year for atleast 10 years out of the last 15 years and (iii) who clears a Screening Test or Interview that may be conducted specifically for the purpose of Performance Audit or as per additional conditions laid down by the Government, keeping in view the necessity for ensuring a high standard and quality of Teaching Faculty to improve the Higher Educational Institutions in line with the objective of the Government including that of the Ministry of HRD, Govt. of India, NAAC and the UGC.
39. 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.
40. 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.

41. **Removal of Difficulty** : In the event of any difficulty arising in respect to the enforcement of the 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.

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