

ANNEXURE I

Terms and conditions of the financial grant to be given to the Private Colleges on the basis of 95% of the deficit.

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1. The grant shall be available only to a college, which was in existence on 1-9-1978 within the area of the Punjab State and which was affiliated to the Punjab University, the Punjabi University or Guru Nanak Dev University on or before that date. The grant shall be available to such a college in respect of posts in existence in the college on 1-11-1977, on the condition that these posts have been created in accordance with the norms prescribed by the University or the Government and incumbents are not being paid salaries out of the student's funds.
2. The college must not allow its income from the approved resources to fall below the level of such income during financial year 1977-78. Where the income of a college falls below the level of 1977-78 on account of the decrease in students enrolment as a result of strict adherence to university norms, this will not be taken as a lapse on the part of the college. Income of the college shall include admission fee tuition fee (received directly or through reimbursement), late admission fee, late payment fine, fines recovered from students, grant-in-aid received by the college under the U.G.C. salary scale scheme or under any other scheme from the Govt. or the U.G.C. for payment of salary and allowance of the teaching and non-teaching staff.
3. The approved items of expenditure shall be as follows:-
 - i) Pay and allowance of the teaching and non-teaching staff.
 - ii) Contribution towards the provident fund of the eligible employees.

4. Lecturers in the colleges who were in position on 20.6.75 who did not possess, at the time of their initial recruitment, minimum qualifications as prescribed by the University concerned shall be required to attain these qualification. If they are unable to do so, annual increment shall not be allowed w.e.f. 1-3-1982. Those lecturers who were recruited after 20-6-75, shall also be required to improve their minimum qualifications prescribed by the University within the period of five years, failing which their annual increment will also be stopped till they satisfy this condition.
5. For future, only such candidates shall be appointed to the posts of lecturers and Principals as have the qualifications prescribed. All such appointments shall be made on merit and on the basis of open-advertisements. The Selection Committee for the post of lecturer shall consist of:-
- a) ~~Chairman, Governing Body of the college or~~ his nominee.
 - b) A nominee of the Vice-Chancellor who should be an expert in the subject.
 - c) Principal of the college.
 - d) A representative of the Director of Public Instruction, Punjab, Chandigarh.
 - e) One subject-expert, to be detailed by the Director Public Instructions (Colleges.).
- No selection shall be considered valid unless at least one representative of the Director, Public Instruction(C) is present. Recommendations of the selection committee shall be subject to the approval of the Director of Public Instruction Punjab. All appointments of principals of colleges shall be made by a Selection Committee consisting of the following:-
- a) Chairman, Governing body of the college.
 - b) One nominee of the Vice-Chancellor.
 - c) One person to be appointed by the Chairman of the

Governing body out of appanel of ten persons prepared by the Director of Public Instruction(C), Punjab,Chd.

- d) Director of Public Instruction or his representative
The recommendations of the Selection Committee shall be subject to the approval of the Director of Public Instruction (C), Punjab.
6. Adhoc appointments to posts on account of leave vacancies may be made by the Principals through the Employment Exchange or Open-advertisement subject to the condition that the selected candidates have the qualifications as prescribed by the U.G.C. These selections shall be approved by the Director of Public Instruction(C), Punjab.
7. The period of probation of a teacher shall in no case be more than 24 months. The executive Council or the Governing Body of the college may, for reasons to be recorded, waive the condition of probation.
8. The teaching staff of the college shall be paid salaries according to the revised U.G.C. pay scales, approved by the State Government. The teaching and the non-teaching staff be given salaries every month by cheque and no member of the staff shall be compelled to pay or refund directly or indirectly, any part of the salary admissible to him under the rules.
9. The assessment at Rs. 1300/- in the grade of Rs. 700-1600 for lecturers in private colleges shall be made by a Committee to be appointed by D.P.I.(C) and this Committee may include a nominee of the University concerned.
10. The fees and funds shall be realised in accordance with the rules and instructions issued by University concerned from time to time. Fee concessions shall be in accordance with the norms laid down by the University.
11. All account-books, attendance registers, time table, (teacher-wise and class-wise) the college prospectus and the record connected with appointments, promotions, termination and abolition or conversion of posts, service,

books and annual confidential reports shall be maintained as a permanent record. These books shall be opened to inspection and audit by any officer authorised by the Department for the purpose.

12. All audit objections shall be removed by the college without any avoidable delay.
13. The grant shall not be admissible in respect of employees who are retained in service after 60 years of age.
14. The D.P.I. Colleges), Punjab has the right to refuse, withhold, suspend, stop, withdraw the grant partially or wholly, if the institution is unable to maintain proper academic standards and discipline, and shall have the right to recover any such grant in case of overpayment or misuse of the grant or non-compliance with instructions issued by the Govt. from time to time.
15. The Government shall have the right to nominate representative on the Management Committee of the College.
16. A new incumbent to the post shall be paid the minimum of the pay of the grade sanctioned for the post. However an incumbent who was previously working in another college may be paid the salary ~~last~~ drawn by him subject to the condition that such salary was drawn by him in the pay scale admissible to such employees in Govt. service.
17. The college shall abide by the provisions of Punjab colleges (security of service) Act, 1974 as amended from time to time and shall comply with all orders and directions issued by the Director of Public Instruction under the provisions of this Act.
18. A certificate shall be furnished by the Principal of the college to which the grant is given that each of the lecturers for whom the grant has been claimed puts in 40 hours of work in a week. Out of this, he will

spend at least 20 hours in a week on the premises of the college for teaching and guidance of students. This would be subject to the provision that a teacher may be detained in the college beyond this limit in the interest of work.

19. No member of the teaching or non-teaching staff shall be allowed pay scales higher than those prescribed by the Government for the corresponding posts in the Govt. colleges. If higher grades have already been allowed in a college, the differential of salary shall be borne by the management concerned.

20. The Principal of the college shall submit to the Director Public Instruction, Punjab, Utilization Certificate and disbursement certificate duly verified by the Chartered Accountant including the share of the Management before obtaining the next grant under the scheme.

21. The grant is to be utilized only for the period to which it pertains and shall not, in any case, be utilised to clear earlier claims of arrears.

22. The entire staff of the college shall be liable to be put on examination duty including invigilation, setting papers, evaluation of answer books that may be assigned to them by the Education Deptt. or by any University within the State of Punjab and Punjab University, Chandigarh.

23. The Government may from time to time, add, delete or alter any of the terms and conditions without any notice.

24. Failure to comply with any of the terms and conditions may entail termination of the grant wholly or partially.

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National Institute of Educational
Date.....