

VIKRAM UNIVERSITY, UJJAIN

ORDINANCE NO.20

OVERTIME ALLOWANCE

Definitions :-

1. For the purpose of this ordinance, unless the context otherwise requires:-
 - (a) A "Competent authority" means -
 - (i) in the case of the University Administrative office; the Registrar; and
 - (ii) in the case of other institutions /Teaching Department etc., the Head of the Institution/Department.
 - (b) "Emoluments" means pay as defined in para 2(a) of statute No.31 - conditions of service for University employees and all allowances excluding House Rent allowance, Conveyance allowance, City Compensatory allowance and Travelling allowance. In the case of re-employed pensioners, the drawal of overtime allowance will be regulated as follows :-
 - (i) Where pay plus pension (gross) exceeds the sanctioned maximum pay of the post, overtime allowance will be calculated on that maximum plus the includible allowances.
 - (ii) Where pay on re-employment is fixed without taking into account the pension, overtime allowance shall be paid on the basis of pay plus the includible allowances.
 - (iii) In other cases, overtime allowance shall be calculated on pay plus the includible allowances.
 - (c) "Overtime Work" means work done in excess of one hour over the prescribed hours of work on any working day and includes work done on any sunday or any other holiday.

2. Applicability of these Rules :-

These rules shall not apply to :

- (a) University Officers and Teachers.
- (b) Field Staff and Inspection Staff.
- (c) University Employees :-
 - (i) Who are required to discharge effective duties in peacemeal such as staff driver, cleaner etc.
 - (ii) Who are getting any additional remuneration.
 - (iii) Who are governed by the Factories Act or the minimum wages rules and are eligible to get overtime allowance in accordance with provisions thereof.
- (d) Persons not in whole time employment.

- (e) Persons paid out of contingencies.
- (f) Persons employed on contract except when the contract provides otherwise.
- (g) University employees other than those engaged in work relating to examinations except where overtime work by such employees is approved by the Kulpati. (effective from 1-5-77)

3. Conditions and Rates of overtime allowance :-

- (a) The work should be organised in such a way that it should ordinarily be capable of being done during the normal office hours. For sufficient justification, the competent authority may authorise overtime work. He should as far as possible specify before hand the time upto which an employee may be required to perform overtime work so as to ensure that the grant of overtime allowance is properly controlled.
- (b) The rates of overtime allowance are shown in table 'A'. The grant of overtime allowance is further subject to the following conditions :-
 - (i) It is only where working beyond the prescribed office hours OR on Sundays (Weekly off days/holidays is occasional that the staff concerned may be paid overtime allowance. If sundays/holidays is a regular feature, the staff should be required to attend on such days by rotation and they may be allowed compensatory leave, which should be availed of according to rules.
 - (ii) Where overtime allowance is payable, to an employee, he is not entitled to receive any other remuneration (conveyance charges, compensatory leave etc.) in respect of such overtime work.
 - (iii) The first hour of overtime work on a working day (not on Sunday/holidays) is free only when an employee works in continuation of (earlier or beyond) the prescribed hours of work. If he is recalled from his residence to perform overtime work, overtime allowance should be paid for the entire period of overtime work including the first one hour.
 - (iv) For the purpose of calculation of overtime allowance, the periods should be reckoned in half hours, e.g. a person doing overtime work for two hours and ten minutes would get overtime allowance for 2½ hours.
 - (v) If, for special reasons (such as the demise of a dignitary) a working day is declared holiday before the time prescribed for the opening of the office, it should be treated as holiday for the purpose of the payment of overtime allowance, but the day on which office is closed for special reason after the prescribed opening time, should be treated as holiday only from the time the orders for closing the office reach the office.

(vi) Overtime allowance should be calculated to the nearest multiple of 5 paise.

(vii) The overtime allowance payable to an employee in any month should not exceed 1/3rd of his monthly emoluments provided that the total overtime allowance payable shall not exceed for 120 hours during the calendar year.

4. Register of overtime work :-

A Register of overtime work should be maintained in the form given in Annexure I to this ordinance, in which entries should be made as and when overtime work is authorised by the competent authority and is performed by the employees concerned.

The register should be examined by the superior officers and by audit at the time of inspection or audit and any instance of undue grant of overtime allowance should be brought to the notice of higher authorities. The superior officer should particularly scrutinise cases where the same employee has been paid overtime allowance for more than 10 days in a month.

5. Bills for overtime allowance :-

Overtime allowance bills should be prepared in the form prescribed for the purpose. The certificate thereon should be signed by the drawing office. Overtime allowance is classified as "Honorarium" and not as 'pay' and should be booked separately in accounts under the detailed head "Overtime allowance" subordinate to the sub-head "Allowances and honoraria."

Sectionwise overtime allowance bills should be prepared monthly by the section concerned on the basis of the sectional overtime registers and should be submitted to the Finance Branch for audit and payment of the claims.

Overtime allowances is taxable under the Income-tax Act and Income-tax should be deducted at source.

6. In the event of any doubt or dispute regarding overtime allowance it shall be referred to the kulpati and his decision thereon will be final.

TABLE 'A'

Emoluments Rs.	Overtime allowance per hours Rs.	
	upto the first one hour in excess of the prescribed hours of work.	Thereafter
50 and above but below 100	Nil	0.40
100 and above but below 150	Nil	0.65
150 and above but below 200	Nil	0.95
200 and above but below 250	Nil	1.25
250 and above but below 300	Nil	1.55
300 and above but below 350	Nil	1.80
350 and above but below 400	Nil	2.05
400 and above but below 450	Nil	2.35
450 and above but below 500	Nil	2.60
500 and above but below 550	Nil	2.90
550 and above but below 600	Nil	3.20
600 and above	Nil	3.45

VIKRAM UNIVERSITY, UJJAIN

ANNEXURE - I

OVERTIME REGISTER

S.NO.	Name	Designation of the University employee required to perform overtime work	Emoluments	Hours of overtime work authorised by the competent authority	Hours of overtime work performed by University employee	Nature of work performed during overtime hours	Why the work could not be performed during the prescribed hours of work	Initials of section officer	Amount of overtime allowance paid	Initials of competent authority
1	2	3	4	5	6	7	8	9	10	11
* * * *										

1511

Inforce from 1991-72

VIKRAM UNIVERSITY, UJJAIN

ORDINANCE NO. 21

ORDINANCE FOR THE DEGREE OF MASTER OF PHILOSOPHY

1. The Ordinance comes into force with immediate effect.
2. The Degree of Master of Philosophy shall be abbreviated as M.Phil.
3. (a) A person will be eligible for admission to the M.Phil. course if he holds a Master's Degree of this University or any other University recognised as equivalent thereto with at least 55 percent marks.

Provided that a College or University teacher who has put in at least ten years service may be admitted as a special case even without this qualification.

- (b) A candidate may be admitted to the M.Phil. course in the subject which he studied for his Master's Degree or in an allied subject.
4. (a) In each of the post-graduate department running the M.Phil. courses there shall be an M.Phil. committee comprising of the Head of the Department concerned and four teachers of the department or of an allied department as may be associated with the course/research programme to be nominated by rotation according to seniority. An external expert may also be co-opted to this committee with the approval of the Kulpati. The Head of the Department shall be the Chairman of the Committee.
 - (b) The M.Phil. committee shall perform the following functions.
 - (i) to recommend names of students for admission to the M.Phil. course.
 - (ii) to draw up the syllabus for the M.Phil course for consideration of the Board of Studies (Joint meetings of M.Phil. Committees of the Departments concerned may be held for the formulation of inter-disciplinary M.Phil. courses).
 - (iii) to recommend names of Supervisors of M.Phil. candidates and to assign topics for dissertation.
 - (iv) to plan and organise seminars, group discussions etc.
 - (v) to propose names of internal examiners for evaluation of seminars.
 - (vi) any other function assigned to it by the Kulpati.

5. (a) An application for admission to the M.Phil. course shall be made on the prescribed form to the head of the teaching department on payment of the prescribed fee by academic session every year.
- (b) Admission to the course shall be made subject to the approval of the M.Phil. committee.
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6. The duration of the M.Phil. course shall be one academic year ordinarily starting from 15 July every year. Examination will be held ordinarily in the month of June each year.
7. The M.Phil. Examination shall consist of the following :
- | | |
|--|--------------|
| (1) Three theory papers or two theory papers and one practical of 100 marks each-
(Theory papers on Research Methodology/
Experimental Techniques/Advanced subjects) | Marks
300 |
| (2) Dissertation - 200 marks, viva - 100 marks | 300 |
| (3) Seminar - 100 marks | 100 |
| Grand Total | 700 |
8. A candidate will be required to submit three typed copies of dissertation by the end of the session/academic year. The Kulpati may however allow an extension of time upto six months for submission of the dissertation. The dissertation shall be valued jointly by Internal and External Examiners. The Supervisor shall be Internal Examiner. The Viva-Voce on the dissertation shall be conducted by the committee consisting of External Examiner, Internal Examiner and the Head of the Department concerned who will act as Coordinator. A joint report and marks shall be submitted.
9. The evaluation of the seminar will be done internally by the Supervisor and atleast one other teacher connected with the course. The average awarded marks will be submitted by the Head of the Department.
10. (a) In order to pass the M.Phil. examination the candidate will be required to obtain a minimum of 25% in each paper (i.e. paper I, II & III where there are three theory papers and paper I & II where there are two theory papers only) and a minimum of 50% in aggregate of the papers practical, dissertation and seminar separately.
- (b) A failed candidate may be allowed to appear as an ex-student in papers, inclusive practicals and/or seminar and/or dissertation. This facility will however be granted only once provided it is taken within one year.
11. A candidate for the M.Phil. degree shall, not be permitted to join any other course of studies or to appear at any other examination conducted by the University or any other body except a Language Diploma/Certificate course organised by the University.

12. On publication of the whole or part of the M.Phil. dissertation it may be indicated in the published work that it has been accepted for the M.Phil. degree.
13. Rates of remuneration payable to the examiners of the M.Phil. examination shall be as prescribed in the General Examination Ordinance.

14. An M.Phil. candidate shall be required to pay the following fees for the one academic session :-

* I	-	Tuition fee	Rs. 240.00
II	-	Laboratory fee (Where Lab. work is prescribed)	Rs. 144.00
III	-	Composition	Rs. 24.00
IV	-	Games fee (University)	Rs. 10.00
V	-	Student Aid Fund	Rs. 5.00
VI	-	Identity Card	Rs. 1.00
VII	-	Student accident fee	Rs. 2.00
VIII	-	Laboratory Caution Money	Rs. 100.00
IX	-	Library Caution Money	Rs. 50.00
X	-	University Union	Rs. 00.50
XI	-	Examination Miscellaneous fees	Rs. 2.00
Total			Rs. 578.50

* Tuition and Laboratory fee payable in four equal installments.

XI	-	M.Phil. Examination fee	Rs. 200.00
XII	-	Marks sheet fee	Rs. 10.00
XIII	-	Such other fees and deposits as may be prescribed by the University from time to time.	

15. In matters of admission, enrollment, attendance, examination and in all other matters not provided for by this ordinance, the M.Phil. examination will be governed by the general provisions of the relevant ordinances save in so far as they are inconsistent with the explicit provisions of this ordinance.
16. The details, where necessary, may be prescribed by regulation framed under the ordinance.
17. A separate M.Phil. course spread over two year (3½ months each year including summer vacations) will be formulated for teachers for which the applications for admissions will be received by February 1, every year.

Note :- In order to ensure uniformity of standards, the M.Phil. Committees when performing their functions under para 4(b) (ii), may liaise with such Committees in other Universities, so that the topics and standards of courses prescribed under para 7 are not very dissimilar especially where the same specializations have been selected by 2 or more Universities.

VIKRAM UNIVERSITY, UJJAIN

ORDINANCE NO.22

SEMESTER SYSTEM IN THE UNIVERSITY
SCHOOLS OF STUDIES

1. The scheme of semester system of examination shall be introduced in the ~~Schools of Studies for the regular students of masters degree~~ admitted from the academic session 1989-90. The courses for the Master's degree shall be divided in four semesters covering two academic sessions, the first session will be comprise of first and second semesters and the second session of third and fourth semesters.
2. The examination for first and third semesters shall normally be conducted in November - December and for second and fourth semesters in April - May of each year.
3. Each semester examination shall be by means of theory papers, practicals, if any and internal assesement. There shall be three tests for internal assesement for each paper; the average marks of the best of two tests shall be taken into consideration.
4. A weightage of 80% marks shall be for theory and 20% for internal assesement. Marked answer books of the internal tests will be supplied to the students for perusal and collected back for record. Marks for every type of internal valuation will also be supplied to the students. In case of dispute regarding internal assesement, the decision of the Head of the department shall be final. The records of internal assesement shall be kept by the Heads of the Schools of Studies and shall be forwarded to the University along with marks of practicals and marks of internal assesement.
5. If a candidate fails to obtain 30% marks in the internal assesement of any paper or practical if any, seperately shall not be permitted to appear in the theory examination of the semester.
6. The minimum passing marks will be 36% in aggregate in both theory and practical seperately provided the candidate obtains atleast 20% in each theory paper of the semester examination.
7. If a candidate fails in any one paper of any semester examination, he will be admitted to the next semester course and shall be eligible to take examination of the paper in which he/she has failed along with the examination of the same concerned semester.
8. If a candidate fails in more than one paper in any semester examination but has passed the internal assesement examination he/she will be allowed to appear as and ex-student in the examination of the semester whose examination he/she has failed.
9. If a candidate fails in two semester examination consequitively, he will not be admitted in the subsequent semester. Such candidates will be eligible to appear as ex-students provided they have passed the internal assesement examination. Such a choice will be given only once.

10. No candidate shall be permitted to offer thesis/dissertation in lieu of a theory papers. A thesis/dissertation/project report may be allowed if it is compulsory.
 11. The fee for each semester examination will be the same as for annual examination.
 12. Any provision not provided in this ordinance, the provisions of ordinance No. 5 & 6 shall be applicable.
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VIKRAM UNIVERSITY, UJJAIN

ORDINANCE NO.23

SCALES OF PAY OF PROFESSORS READERS AND LECTURERS IN THE SCHOOLS OF STUDIES OF THE UNIVERSITY.

1. The revised scales of pay of Professors, Readers and Lecturers in the Schools of Studies and University Teaching Departments as notified by the State Government vide order No.F.7/14/75/E-5/20 dated 1st March, 1977 shall be as stated below :-

- | | |
|---------------------------|--|
| (i) Professor of Eminence | Rs.2250/- (fixed) (as per rules and conditions laid down by the University Grants Commission). |
| (ii) Professor | Rs.1300-50-1500-75-1800-100-2000. |
| (iii) Reader | Rs.1100-50-1600. |
| (iv) Lecture | Rs.620-40-900-50-1400. |

Provided that the salaries of the following categories of teachers shall be fixed in accordance with the rules of the Government concerned viz:-

- (a) Government servants on deputation to the University; and
- (b) Superannuated Government servants re-employed by the University after their superannuation.

Provided further that such teachers who do not opt for the revised scales of pay in term of state government order, shall draw salary prescribed under the present rules of the University.

2. The above pay scales shall be applicable with effect from 1st January, 1973. The condition as laid down by the Government of Madhya Pradesh, Education Department, Bhopal for introduction of these pay scales vide letter No.F.7/14/75/E-5/20 dated the 1st March, 1977 shall also be applicable.

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VIKRAM UNIVERSITY, UJJAIN

Ordinance No.24
 (Reference Clause (xiv) of Section 37 of the Adhiniyam 1973)
 College Development Council

(Constitution and Function of the Council in terms of University Grants Commission Scheme as adopted by the Executive Council of the University vide its Resolution No.233 dated 24th & 25th June, 1978)

Definition :-

1. In this ordinance unless there is any thing repugnant in the subject of content :-
 - (a) The terms college, Kulpati, Dean of Faculties, Principals, Teachers and Registrar will have the same meaning as is given in the M.P. vishwavidyalaya Adhiniyam 1973 and all statutes and ordinance made or to be made there-under .
 - (b) Non-teaching members of the Executive Council means three persons elected by the court under section 23(1) (iii) and two members nominated by Kuladhipati under section 23(1) (viii) of the Adhiniyam 1973.
 - (c) College Development Council means the College Development Council constituted under the provisions of this ordinance.
 - (d) Director of the College Development Council means the Director of the College Development Council of the University appointed according to the terms of the University Grants Commission scheme for setting up of such council.

Jurisdiction :-

2. The College Development Council shall have jurisdiction over all the colleges admitted to the privileges of the University under the Adhiniyam.

College Development Council :-

3. (1) There shall be a college Development Council for ensuring the proper academic planning and integrated development programme of affiliated colleges and to provide the colleges necessary help and guidance. It shall serve a vital link between the University Grants Commission, M.P. Uchcha Shiksha Anudan Ayog, University college and State Education Department.
- (2) The College Development Council shall consist of :-
 - (i) The Kulpati (Chairman)

- (iv) Eight Principals of the College to be nominated by the Kulpati atleast one of whom shall be the Principal of a Girl's College and one shall be from amongst the private colleges. (Member)
- (v) Six Teachers of the College to be nominated by the Kulpati. (Member)
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- (vi) One Non-teaching member of the Executive Council to be nominated by the Kulpati. (Member)
- (vii) Director of Collegiate Education Govt. of M.P. or his nominee not below the rank of Joint Director. (Member)
- (viii) One nominee of the M.P. Uchcha Shiksha Anudan Ayog, and (Member)
- (ix) Registrar (Member)
- (3) The members of the Council other than Ex-Officio members shall hold office for a period of two years.
- (4) Ten members of the Council shall form a quorum.
- (5) There shall be atleast four meetings of the Council in an academic year which shall be convened by the Director in consultation with the Chairman to review the implementation of various programmes and activities of the Colleges.
- (6) The College Development Council may constitute committees or sub-committees as it may be necessary for the discharge of its functions.

Functions of the College Development Council :-

4. The College Development Council shall perform the following functions :-
- (a) function as a policy making body in regard to proper planning and integrated development of colleges.
- (b) conduct surveys of all the affiliated colleges, districtwise, with a view to preparing and maintaining an up-to-date profile on each college under the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies :
- (c) advise the University on all matters relating to development of affiliated colleges, such as provision of adequate facilities - academic and physical - for raising the standard of learning, teaching and research and its

periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges :

- (d) prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University Education :
- (e) advise the University in regard to rationalisation and implementation of University's policy on affiliation of colleges :
- (f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants and efficient implementation of UGC approved projects and reforms viz., examination reform, courses, COSIP, COHSIP, restructuring of courses to make them more relevant and significant not only to students but also to the region as whole by assessing social transformation and regional development :
- (g) review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC, and assist those having the potential of coming upto the norms within a few years;
- (h) help in the selective development of some colleges to remove regional imbalances; and also assist the college to realise their potential and in identification of colleges for autonomous, status;
- (i) evaluate and assess the impact of U.G.C. grants utilised by the Colleges for the implementation of various development projects;
- (j) ensure that the UGC grants released to University for disbursement to colleges are not held/locked up or utilised by the University for its own purposes, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the commission;
- (k) obtain from the colleges and furnish to the commission utilisation certificates and completion documents in respect of UGC grants release/ disbursed to colleges through the University, and help in monitoring the UGC programmes implemented by the affiliated colleges;
- (l) ensure close and continued contact and interaction between the academic faculties at the University teaching departments and at the colleges;
- (m) review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.

perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions,

5. The College Development Council shall be responsible to the Executive Council and send periodical reports to it. The reports adopted by the Executive Council shall be forwarded to the University Grants Commission, State Govt. and M.P. Uchcha Shiksha Anudan Ayog.

6. The University will provide for adequate accommodation, furniture and fittings, stationery, typing machines, facilities from its own resources for the efficient and smooth functioning of the College Development Council.

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