

**THE MANIPUR HIGHER EDUCATION RULES
FOR GOVERNMENT COLLEGES, 2016**

PREAMBLE

1. These Rules may be called Manipur Higher Education Rules for Government Colleges, 2016.
2. It shall come into force from the date of publication of these Rules in the Official Gazette.
3. These Rules shall supersede the Manipur Education Code, 1982 in respect of all provisions contained therein that pertain to the Government 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 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 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 College.
 - vi) **“Appointing Authority”** means the State Government in respect of Gazetted Officers/posts and the Director in respect of Non-Gazetted posts or as the State Government may so notify from time to time.
 - vii) **“Governing Body”** means the Governing Body of the Government College constituted in accordance with these Rules.
 - viii) **“Selection Committee”** means the relevant Selection Committee constituted in accordance with these Rules.
 - ix) **“Year”** means the Calendar Year.
 - x) **“Government College”** means a College fully owned, administered and managed by the Government with recurring grants from Government of Manipur.
 - xi) **“Competent Authority”** means the Administrative Department of Higher and Technical Education of the 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 COLLEGES RULES AND REGULATIONS FOR
STREAMLINING THEIR ADMINISTRATION, 2016.**

1. Short title and Commencement: - (1) These Rules shall be called the MANIPUR GOVERNMENT COLLEGES RULES AND REGULATIONS FOR STREAMLINING THEIR ADMINISTRATION, 2016.

2. These Rules & Regulations 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 & Regulations: These Rules & Regulations shall apply to all employees recruited to the service of a Government 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 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 Colleges shall be strictly as per the UGC norms as amended from time to time as already notified in the Recruitment Rules for the post of Principal of Government College by the State Government. 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 subsequent amendments thereof, are the UGC norms to be followed.
- (ii) The appointment of the Principal of Government College shall be made by direct recruitment only.
- (iii) The post shall be advertised by the Manipur Public Service Commission (MPSC) as per norms after proper requisition by the Government.
- (iv) The particulars of the candidates in respect of educational qualifications/ experiences as per Recruitment Rules of the State Government and the existing UGC norms adopted by the Government from time to time will be scrutinized carefully by the Manipur Public Service Commission (MPSC) which may consult the State Government or the UGC, or the affiliating University through the State Government, well before the scheduled date for the DPC / Interview and only those who are eligible shall be notified for the Written Test / Screening Test / DPC / Interview and issued Admit Cards.
- (v) The Selection Committee for appointment of the Principal shall consist of the following:-

a)	The Chairman, MPSC	– Chairman.
b)	The Members of MPSC	– Members
c)	Administrative Secretary of Higher & Technical Education, Government of Manipur.	– Member
d)	Director of University and Higher Education, Government of Manipur.	– Member
e)	Administrative Secretary of the Department of Personnel, Government of Manipur.	– Member
f)	2 (Two) Experts; 1 (one) of whom may be preferably from ST / SC / OBC / Women / Differently-abled	– Members

	categories (to be identified & nominated by MPSC with reference to UGC 2010 norms or as amended from time to time,	
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- (vi) The venue, time and date of the Selection Committee Meeting shall be decided by the MPSC in consultation with the Government.
- (vii) The MPSC, 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 Government, with recommendation to appoint the persons listed sequentially on the basis of merit for its consideration for appointment through issue of offer form and on acceptance thereof, following up with formal appointment orders, subject to verification of character antecedents, educational qualifications, etc. as are the norms in such direct recruitments.
- (viii) The Government shall make appointment after making necessary verification of educational qualifications, character, antecedents and fitness. The decision of the Government shall be binding.
- (ix) The posts of College Principals being Direct Recruitment posts, 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 Government 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 have no right nor shall have any right to claim the post, pay or any other remuneration or facility pertaining to the posts of Principal of any Government Colleges under any circumstances.

(B) Teaching Faculty:-

- (i) The educational qualifications for Assistant Professors / Associate Professors / Professors of Government Colleges shall be strictly as per the UGC norms, as applicable from time to time, which is already reflected in the Recruitment Rules for the posts of Assistant Professors / Associate Professors / Professors of Government Colleges. At present, the current 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, are followed which shall be amended as per UGC norms notified by UGC or as amended by UGC from time to time.
- (ii) The appointment of Teaching Faculty / staff of Government 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 vacancies of posts shall be advertised by the Manipur Public Service Commission (MPSC) after proper requisition by the Government. The advertisements shall be made 45 days prior to the date for DPC / Interview 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 State Government and the existing UGC norms adopted by the Government from time to time will be scrutinized carefully by the Manipur Public Service Commission (MPSC) which may consult the State Government and / or the UGC, or the affiliating University through the State Government, well before the scheduled date for the DPC / Interview and only those who are eligible shall be notified for the Written Test / Screening Test / DPC / Interview and issued Admit Cards.
- (v) The Selection Committee for recruitment of Teaching staff shall be constituted as follows:-

a)	The Chairman, MPSC	– Chairman.
b)	The Members of MPSC	– Members
c)	Administrative Secretary of Higher & Technical Education, Government of Manipur.	– Member
d)	Director of University and Higher Education, Government of Manipur.	– Member
e)	Administrative Secretary of the Department of Personnel.	– Member
f)	2 (Two) Subject Experts (to be identified & nominated by MPSC)	– Members

- (vi) Date, time and venue of the DPC shall be decided by the MPSC in consultation with 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 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 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 by the Manipur Public Service Commission (MPSC) as per norms.

- (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)	The Chairman, MPSC	– Chairman.
b)	The Members of MPSC	– Members
c)	Administrative Secretary of Higher & Technical Education, Government of Manipur.	– Member
d)	Director of University and Higher Education, Government of Manipur.	– Member
e)	Administrative Secretary of the Department of Personnel.	– Member
f)	2 (Two) Subject Experts (to be identified & nominated by MPSC)	– Members

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

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

- (i) The appointment of Non-Teaching staff of Government Colleges shall continue be made by Direct Recruitment within the Recruitment Rules approved for the respective post(s) by the Government for Government Colleges in case of Direct Recruitment posts. The posts which are to be filled up on promotion but where no eligible candidates are available from the feeder posts shall also be filled up by Direct Recruitment with the approval of the Government.
- (ii) The post(s) shall be advertised by the Director of Higher Education, after obtaining due Govt. approval. The advertisements shall be made 30 days prior to the date for DPC in at least 3 leading local dailies having State-wide circulation for a minimum of 3 consecutive days.
- (iii) The Selection Committee of Non-Teaching Staff of Government Colleges shall consist of the following:-

a)	Director of University and Higher Education	– Chairman.
b)	Chairman of the Governing Body of the concerned College	– Member
c)	Principal of the College concerned	– Member
d)	One Principal of a Government College, nominated by the Department.	– Member
e)	A Member to be nominated by the Government from a Department other than the Higher & Technical Education Dept., not below the rank of Under Secretary	– Member
f)	A representative of the Govt. not below the rank of Dy. Secretary of Hr. & Tech. Edn., Government of Manipur	– Member Secretary

- (iv) Date, time and venue of the DPC shall be decided by the Government and notified 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 Colleges with immediate effect from the date these Rules come into force by a notification of the Government.

6. Constitution of Governing Bodies for Government Colleges :

- i) All Government Colleges shall have their respective Governing Bodies to facilitate proper administration of the Colleges, monitor, supervise, observe, advise and assist the Principal in the effective administration of the Government Colleges. The Governing Bodies of the Government Colleges shall be constituted with the following composition :-

a)	Director of University and Higher Education, Government of Manipur or Deputy Commissioner of the District (to be nominated by the Govt.)	– Chairman of the Governing Body of the Government College
b)	Principal of the College concerned	– Member Secretary
c)	2 (Two) Representatives of the Teaching Faculty of the College concerned (from different Subjects / Depts / Courses / Streams; e.g., one each from Arts & Science Streams where there are such Streams but in case of a College having only one Stream, the two representatives shall be from different Subjects. In case of a College having all 3 (Three) Streams are there in a particular College, the 2 Representatives shall be decided by draw of lot amongst the 3 streams)	– Members
d)	1 (One) Representative of the Non-Teaching Faculty of the College concerned	– Member
e)	2 (Two) Local Educationists to be nominated by the Government.	– Member
f)	1 (One) Representative of Higher & Technical Education Dept., Government of Manipur, not below the rank of Under Secretary	– Member
g)	1 (One) Representative of the Department of Personnel of the State Govt. not below the rank of Under Secretary.	– Member
h)	1 (One) Representative of the Department of Finance of the State Govt. not below the rank of Under Secretary.	– Member
i)	1 (One) Representative of the affiliating University, not below the rank of Assistant Registrar	– Member

- ii) Local Educationists to be nominated to the Governing Body of a Government College shall have all the following essential educational qualifications and experiences as detailed below :-

(A) Educational qualification of a Master's Degree

(B) Retired Lecturer or Assistant Professor or Associate Professor or Professor of a Govt. College or University

or

a retired person having 15 years' experience in Government service in the rank and pay-scale of a Class I Gazetted Officer of either the State or Central Government, to whom preference shall be given to retired IAS / MCS Officers

or

Professionals having more than 30 years of experience in their respective fields.

The College shall prepare a panel and submit the same to the Director of University & Higher Education for due verification and thereafter notification and submission to the Government, from which the Government may select 2 (two) persons as Local Educationists purely for the purpose of that particular College for 1 (one) term of 3 (three) years which shall not be extendable under any circumstances. Any person already nominated as Local Educationist 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. No Member of Parliament, Assembly or Local Elected Bodies, sitting or formerly sitting, shall be eligible for nomination as Local Educationists.

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.

- iii) No meeting of the Governing Body of any Government College shall be held in the absence of the Chairman and the Government nominee and that no meeting of the Governing Body shall be held without prior intimation to the Government, at least 7 days before the date of such meeting.
- iv) 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, *suo moto*, shall take steps to reconstitute the Governing Body.
- v) 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.
- vi) It shall be the duty of the Director to satisfy the Government that the Governing Body is constituted properly. Prior approval of the Government shall be necessary for any changes made in the Governing Body. The Chairman shall submit a written report to the Government in the event of any change in the constitution of the Governing Body or the office bearers thereof immediately.
- vii) The Governing Body shall meet at least 4 (four) times in a year, once in every quarter, within the premises of the College.
- viii) The Governing Body will comply with the orders and directives issued by the Government and furnish information and returns called for by not only the Government but also the Affiliating University.

7. Engagement of Temporary Substitute Teachers against Study Leave / Maternity Leave / Medical Leave or any other Leave of more than 30 (Thirty) days duration but less than 11 (Eleven) months duration :

All Government Colleges shall have the requisite autonomy to address issues of non-availability of adequate College Teachers for periods of more than 30 (Thirty)

days duration but less than 11 (Eleven) months duration on account of Study Leave / Maternity Leave / Medical Leave or any other Leave. However, the process for recruitment through the normal process / procedures being lengthy and time-consuming, often results in students suffering from lack of Teachers for prolonged periods during the process itself. Therefore, the following special arrangements is provided for such periods of non-availability of adequate College Teachers for periods of more than 30 (Thirty) days duration but less than 11 (Eleven) months duration on account of Study Leave / Maternity Leave / Medical Leave or any other Leave :-

- i) Every year, the Governing Body of all Government Colleges shall prepare a list of empanelled College Teachers who fulfill the educational qualifications and all other criteria for appointment of Teaching Faculty of Government Colleges as laid down at para 4 (B). Such preparation of a list of empanelled College Teachers shall be undertaken during the months of March & April without fail. The anticipated temporary vacancies of post(s) shall be prepared by the College and placed before the Governing Body for its approval. Thereafter, the vacancies shall be advertised the same through the Directorate of Information & Public Relations (DIPR), Govt. of Manipur. The advertisements shall be made 15 days prior to the date for DPC in at least 2 leading local dailies having State-wide circulation for a minimum of 2 consecutive days.
- ii) The Governing Body shall obtain 2 (Two) Subject Experts each for any Subject concerned, one being the HoD of the concerned Subject in the College and another from the Affiliating University and constitute a DPC from the Membership of the Governing Body by excluding the nominated Local Educationists with the Chairman of the Governing Body as the Chairman. The DPC shall prepare a list of empanelled College Teachers who fulfill the educational qualifications and all other criteria for appointment of Teaching Faculty of Government Colleges as laid down at para 4 (B) in order of merit and announce the same in at least 2 leading local dailies having State-wide circulation for a minimum of 2 consecutive days.
- iii) Engagement of Temporary Substitute Teachers against Study Leave / Maternity Leave / Medical Leave or any other Leave of more than 30 (Thirty) days duration but less than 11 (Eleven) months duration shall be made from such Empanelment List with offers to be issued purely in order of merit. Such engaged College Teachers shall be called **“Temporary Substitute Teachers”** and shall have no right whatsoever to make any claim for any extension of the period of their engagement not to mention of any right for regularisation. They shall, however, be issued “Teaching Experience Certificates” at the end of the period of their engagements so as to facilitate them with whatever advantage they may have at the time of their applying for recruitment to any Higher Education Institutions in future.
- iv) No written appointment orders shall be issued under any circumstances as stipulated by Finance Dept of the State Government in all such cases.
- v) Only offers shall be issued and those willing candidates in order of merit shall signed an agreement with the Secretary of the Governing Body of the College which shall be countersigned by the Chairman and submitted to the Government for necessary action and records.
- vi) The panel of the list of empanelled candidates on merit basis of all posts shall be valid for 11 (Eleven) months from the date(s) of the selection Committee meeting and shall not be extended under any circumstances.
- vii) No extension of the duration of engagement shall be allowed beyond 11 (Eleven) months under any circumstances.

- viii) In cases where the Study Leave periods are more than 11 (Eleven) months but upto 3 (Three) years, the prior approval of the Government shall be mandatory.
 - ix) Any violation of these provisions shall invite strict disciplinary and other actions, including recovery of any expenditures incurred thereof, as provided under the Manipur Public Servants Personal Liability Act and Rules, 2006.
8. The Reservation Policy of the State Government as applicable from time to time shall be adopted in all Government 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.
 9. **Probation:** All employees of Government 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.
 10. 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.
 11. **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.
 12. **Character Roll:** Character Rolls in respect of all Teaching Faculty and Non-Teaching Faculty of Government 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 Member Secretary of the Governing Body and reviewed by the Chairman of the Governing Body of the College and to be submitted through the Director of University and Higher Education for acceptance by the State Government. In respect of the Principal, it shall be initiated by the Chairman of the Governing Body of the Government College and reviewed by the Director of University and Higher Education and submitted for acceptance by the Administrative Department of Higher Education of the State Government. 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/ Member Secretary of the Governing Body and the Chairman of the Governing Body 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.
 13. **Other Functions of the Governing Body of Government Colleges :**
 - (A) Academic :
 - (i) The Governing Body shall monitor, supervise, inspect and advise on the proper functioning of the College including proper & regular conduct of classes and classroom teaching effectively to meet the objectives of the

Colleges as the standards and quality of teaching & learning stipulated by the Government and the affiliating University.

- (ii) The Governing Body shall monitor, supervise, inspect and advise on the performance of the students in terms of attendance, learning, absorption of classroom lectures, etc. through a feedback system from the students so as to put in place an effective system of learning by the students.
- (iii) The Governing Body shall devise mechanism to ensure maintenance of proper discipline, decorum and etiquettes in the College campus in the spirit of respect for the Teachers amongst the students and attention to the students amongst the Teachers.
- (iv) ensure that No proposal for any Infrastructure Development shall be prepared or submitted by the Government 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 College.

(B) College Infrastructure :

- (i) The Governing Body shall monitor, supervise, inspect and advise all proposals for any Infrastructure Development of the concerned Government College.
- (ii) No proposal for any Infrastructure Development shall be prepared or submitted by the Government 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 College.
- (iii) All Government Colleges shall have a **Building Construction Committee or Infrastructure Development Committee** which shall consist of :

a)	Director of University and Higher Education, Government of Manipur / Chairman of the Governing Body of the Government College	– Chairman
b)	Principal of the College concerned	– Member Secretary
c)	2 (Two) Representatives of the Teaching Faculty of the College concerned	– Members
d)	1 (One) Superintending Engineer / Executive Engineer of Education Engineering Wing (EEW)	– Member
e)	1 (One) Architect of Education Engineering Wing (EEW)	– Member
f)	1 (One) 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 College	– Member
h)	Finance Officer of Directorate of Hr Edn Dept.	– Member
i)	Accountant / Head Clerk of the College	– Member

- (iv) The Building Construction Committee or Infrastructure Development Committee shall implement all Building Construction or Infrastructure Development works of the concerned Government 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 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 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 such improper implementation of UGC projects.
 - (vi) The Building Construction Committee or Infrastructure Development Committee shall be established immediately in all Government Colleges as per the provisions of these Rules and all existing Building Construction or Infrastructure Development works of the concerned Government College 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 College 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 College.
 - (xi) The Governing Body of the concerned Government College shall inspect all Building Construction or Infrastructure Development works and ensure proper & full construction and completion undertaken in the concerned Government College. Any instance of irregularity or deficiency of works executed shall be reported by the Governing Body to the Government.
 - (xii) More than half of the Members of the Infrastructure Development Committee, provided the Chairman, Member Secretary, EE/EEW & Finance Officer of Directorate of Higher Education Dept. are present, shall form the quorum for meeting of the said Committee.
14. Notwithstanding anything contained in the foregoing *paras* of these Rules in respect of appointment, the State Government may, at any time, call for the records and pass necessary orders after examination thereof as it deems necessary in public interest or to promote the three pre-requisites of access, equity and quality in Higher Education or to meet the ends of justice.
15. The Director of University and Higher Education may direct the Governing Body of a Government College to enquire into the conduct of any employee and also take such actions as may be considered appropriate by him.

SECTION – II**THE MANIPUR GOVERNMENT COLLEGES
CONDUCT AND DISCIPLINARY RULES, 2016**

1. “Employee” means every person employed in any Government College receiving recurring Grant-in-Aid from the Government, i.e. all employees covered by Manipur Higher Education Rules for Government Colleges, 2016.
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.

SECTION – III

THE MANIPUR GOVERNMENT COLLEGE EMPLOYEES LEAVE RULES, 2016

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

SECTION – IV

THE MANIPUR GOVERNMENT COLLEGE BASIC CRITERIA AND MINIMUM REQUIREMENT OF INFRASTRUCTURE RULES, 2016

1. These Rules shall be enforced with effect from the date of the publication of the Manipur Higher Education Rules for Government Colleges, 2016 in Official Gazette.
2. In these orders, unless the context otherwise requires:-
 - a) **“The Government”** means the Government of Manipur.
 - b) **“College”** means a Government College for general or professional education in Manipur.
3. No Government funding 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.

4. **Conditions for Government funding:** A Government College eligible for Government funding 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 assessed and accredited by NAAC or any other statutory body of assessment and accreditation.
5. 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.
6. 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.
7. **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.
8. **Composition of the Governing Body and Functioning of the Government Colleges** shall be as laid down under Para 6 of **Section – 1 which contains the Manipur Government Colleges Rules & Regulations for Streamlining their Administration, 2016.**
9. 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 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 only by cheques to be countersigned by the Chairman of the Governing Body of the College. All such financial transactions shall be properly supervise by the Governing Body in its quarterly meetings.
10. 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 any audit officer approved by the Government.
11. 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 under the supervision of the Governing Body. The accounts of the students' fund shall also be subject to audit in the same manner as indicated in Para 9 above.
12. A Government 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) A Government 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”.

13. A Government 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.
14. 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 funding by the State Government. All Government Colleges shall certify strict and full compliance of these mandatory requirements whenever they apply for release of the subsequent 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 Government Colleges and the concerned Banks to ensure their strict compliance of these mandatory requirements without fail. No cash payment of remunerations / salaries, GPF withdrawals, medical re-imburements, TA/DA, etc. shall be allowed in any Government College with immediate effect from the date these Rules come into force.
15. The 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 monitor payment of salary of the staff in full and regularly and that no unauthorized cut or compulsory donation shall be made from the salary of the staff.
16. The Government 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.
17. The Governing Body of a Government College shall empower the Principal of the College full freedom and authority for the academic work and connected administrative functions including maintenance of discipline. The Governing Body shall facilitate such functioning in the general interest of the College.
18. In absence of a regular Principal due to casual or regular vacancy for a reasonable period, the Government may consider designating the senior-most regular 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 reported by the Director of University &

Higher Education to the Government for immediate strict disciplinary action including removal of the In-Charge Principal concerned from that temporary assignment.

19. Government funding may be suspended or withdrawn at any time by the Government for non-fulfillment of any conditions of Government funding laid down in these Rules. Government funding 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. 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.
20. In case the College has no other source of income and it is considered that suspension of Government funding 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 three 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 three months for constitution of a regular Governing Body.
21. The Government funding shall normally be paid to the Principal of the College concerned by way of transfer of funds. All correspondences with the Government relating to the Government funding shall be made 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.
22. 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.
23. No Part-Time Professor / Guest Lecturer shall be engaged by any Government College under any circumstances. As a matter of policy, Government has decided to do away permanently with the earlier practice of engagement of Part-Time Professor / Guest Lecturer, which had become huge liabilities for the Government in the long run.
24. No employee of Government 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.

25. Increments of the members of the staff of Government 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.
26. 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.
27. 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.
28. 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 number of computers with online and offline support for Career opportunities, adequate stock of Career Guidance books, 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.
29. **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.