



**MANIPUR TECHNICAL UNIVERSITY  
IMPHAL**

**STATUTES**

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# MANIPUR TECHNICAL UNIVERSITY, IMPHAL

## NOTIFICATION

**Imphal, the 7<sup>th</sup> December 2016**

**No. 22/1/2016-MTU:** In exercise of the powers conferred by sections 41 and 42 of the Manipur Technical University Act, 2016 (Act No.8 of 2016), the Board of Management of Manipur Technical University, with the prior approval of the Hon'ble Governor, Manipur, Chancellor of Manipur Technical University, hereby, makes the following Statutes of the Manipur Technical University, Manipur, namely:-

### **1. Short title and commencement:**

- (1) These Statutes may be called the Manipur Technical University (First) Statutes 2016.
- (2) They shall come into force on the date of their publication in the official Gazette.

### **2. Definitions:**

- (1) In these Statutes, unless the context otherwise requires,-
  - (a) “**Academic Staff**” shall mean Professor, Associate Professor, Assistant Professor, and such other academic posts as may be decided by the Board of Management;
  - (b) “**Act**” means the Manipur Technical University Act, 2016.
  - (c) “**Board of Affiliation**” means the Board of Affiliation of the University;
  - (d) “**Board of Studies**” means Board of Studies of the University/department;
  - (e) “**Clause**” means a clause of the statutes in which that expression occurs;
  - (f) “**Faculty**” means a faculty of the University comprising one or more departments grouped together for academic functions;
  - (g) “**Head**” means Head of the Department or School;
  - (h) “**Head of College**” means the Principal or Director of the College;
  - (i) “**Non-Teaching Staff**” includes Registrar, Finance Officer, Controller of Examinations, technical staff, administrative, ministerial and other staff, as may be decided by the Board of Management;
  - (j) “**Section**” means a section of the Manipur Technical University Act, 2016.

(2) Words and expressions used but not defined in these Statutes and defined in the Ordinance shall have the same meanings as assigned to them in the Ordinance.

**3. Additional Powers and Duties of the Registrar:** Without prejudice to the generality and in addition to the provision of section 17 of the Act,-

- (1) The Registrar shall have the power to take disciplinary action against such employees, excluding teachers, as may be specified by the Board of Management by general or special order made in this behalf.
- (2) An appeal shall lie to the Vice-Chancellor against any order made by the Registrar in pursuance of sub-clause (1).
- (3) In cases where an inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, consequent to the inquiry, make a report to the Vice-Chancellor along with his recommendations for such as the Vice-Chancellor may deem fit.

Provided that in such a case, an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty on an employee.

- (4) The Registrar shall, in relation to the authority concerned,-
  - (a) be the custodian of the records, the common seal and such other properties of the University as the Board of management may commit to his charge;
  - (b) issue notices and convenes meetings of that authority and the committees appointed by it;
  - (c) keep the minutes and convene meetings of that authority and the committees appointed by it;
  - (d) conduct the official proceedings and correspondence; and
  - (e) supply to the Chancellor a copy each of the agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.
- (5) The Registrar may be designated by the Vice-Chancellor to represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (6) The Registrar shall ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University.

- (7) The Registrar shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Board of Management or the Vice-Chancellor.

#### **4. Additional Powers and Duties of the Finance Officer:**

- (1) The Finance Officer shall be ex-officio Secretary of the Finance Committee;
- (2) Without prejudice to the generality and in addition to the provision of section 18 of the Act, the Finance Officer shall,-
- (i) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all money is expended on the purpose for which they are granted or allotted;
  - (ii) the responsibility for the preparation of the annual accounts and the Budget for the University and for their presentation to the Board;  
Keep a constant watch on the state of the cash and the bank balances and on the state of investment;
  - (iii) Watch the progress of collection of revenue and advise on the methods of collection employed;
  - (iv) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock checking is conducted, of equipment and other consumable materials in all offices, departments, University, Institutes, Centres and specialized laboratories ;
  - (v) call for an explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault;
  - (vi) ensure that no expenditure not authorized in the Budget is incurred by the University otherwise than by way of investment;
  - (vii) call for information from any office, Department, centre, laboratory, colleges/ Institutions maintained by the University any information or returns that he may consider necessary for the performance of his duties;

#### **5. Dean of Faculties:**

- (1) Every Dean shall be appointed by the Vice-Chancellor from among the professors of the faculty for a period of three years and he shall be eligible for reappointment:

Provided that a Dean on attaining the age of sixty-two years shall cease to hold office as such:

Provided further that if at any time, there is no professor in a department, a Dean authorized by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the faculty.

Provided further still, that if there is no Dean, then the senior most Associate from among the professors of the University or senior most Assistant Professor if there is no Associate Professor, as the case may be, and authorized by the Vice-Chancellor shall exercise the powers of the Dean of the faculty.

- (2) When the office of the Dean is vacant or where the Dean is by reason of illness, absence or any other cause unable to perform the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Dean shall be the head of the Faculty of studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty of studies.
- (4) The Dean shall perform such other functions as may be prescribed by the Ordinances.
- (5) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or a committee of the Department/ School but shall not have the right to vote thereat unless he is a member thereof.

## **6. Head of Department:**

### **(1) Appointment of Head of Department-**

- (a) Each Department shall have a Head who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department on the basis of rotation in order of the seniority.

Provided that if a Department has only one Professor, the Head of the Department shall be appointed from amongst the Professor and the senior most Associate Professor by rotation in the order of seniority.

Provided further that if a Department has no Professor, the Head of the Department shall be appointed from amongst the Associate Professors on the basis of rotation in order of seniority.

Provided further still that if there is no Professor or an Associate Professor, in a Department, the Dean of the Faculty concerned or if there is no Dean of Faculty, the

senior most Associate Professor or senior most Assistant Professor if there is no Associate Professor in the Department, as the case may be, shall act as the Head of that Department.

- (b) A Professor or Associate Professor may decline the offer of appointment as the Head of the Department, in which case, the offer of appointment as Head shall be made to the next eligible person in order of seniority.
- (c) A Head of Department may resign his office at any time during his/her tenure of office, in which case, the offer of appointment as Head shall be made to the next eligible person in order of seniority.
- (d) If a person, declines the offer of appointment as Head of the Department and/or resign his office at any time during his/her tenure of office, he/she shall not be considered for appointment as Head in the Department, till his turn of the appointment comes again in order of the seniority.
- (e) A person appointed as the Head of the Department shall hold office as such for a period of three years.
- (f) The Head of a Department shall perform such functions as may be prescribed by the Ordinances.

## **(2) Powers and Functions of the Head of the Department:**

The Head of the Department shall:

- (a) be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (b) maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (c) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (d) be responsible for the coordination and supervision of teaching and research *in the Department*;
- (e) recommend leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules framed for the purpose;
- (f) be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- (g) operate the Budget of the Department; and

(h) have such other powers and perform such other functions, as may be assigned to him by the Academic Council or the Dean of the Faculty concerned.

#### **7. The Librarian:**

The Librarian shall be a whole-time salaried officer appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications and exercise such powers and perform such duties, as may be determined by the Board of Management.

#### **8. Constitution of the Quorum of the Board of Management and additional functions of the Board:**

- (1) In all Board of Management Meetings, at least one nominee of the Chancellor shall be present to constitute the quorum of the meeting.
- (2) All the resolutions and decisions taken by the Board of Management shall have effect from such date as the Board may direct but all such resolutions and decisions taken by the Board shall be presented to the Chancellor within two weeks. The Chancellor shall have the power to direct the Board within four weeks of the receipt of the resolutions to suspend its operation, and he shall, as soon as possible, inform the Board of his objection to it. He may, after receiving the comments of the Board, either withdraw the order suspending the resolutions or disallow the resolutions and his decision shall be final.

#### **9. Functions of the Academic Council:**

- (1) Subject to the relevant provisions of the Act, the Statutes and the Ordinances, in addition to all other powers vested in it by or under the Statutes, it shall have the following powers, namely,-
  - (a) Exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation or research or improvement in academic standards;
  - (b) Consider the matter of general academic interest either on its own initiative or on a reference from a Department/school of studies or the Board of Management and to take appropriate action thereon; and



- (c) Frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, the award of fellowships and studentships, fees and other academic requirements.
- (2) The members of the Academic Council shall meet at least once, every four months.
- (3) The academic council shall draw up a list of experts/professionals to be members of selection committees constituted under Statute 18. Such a list of experts/professionals shall be submitted to the Government, through Secretary, Department of Higher & Technical Education, Government of Manipur and as may be required by the Government, experts/professionals would be dropped/substituted in the list drawn up by the academic council.

#### **10. Additional Powers and duties of Examinations Committee:**

Without prejudice to the generality and in addition to the provision of section 29 of the Act,-

- (1) The Examination Committee shall prepare the schedule of dates of holding examinations and declaration of the results. The Examination Committee shall submit the detailed programme of examinations to the Academic Council for preparation of the Academic calendar;
- (2) The Examination Committee shall also oversee and regulate the conduct of examinations in the autonomous colleges, institutions and University departments;
- (3) The Examination Committee shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of the conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed;
- (4) The Examination Committee shall ensure proper organization of examinations and tests of the university, including moderation, tabulation and the declaration of results.
- (5) The Examination Committee shall meet at least once in each academic term.
- (6) The Examination Committee shall exercise the following powers and perform the following duties, namely:-
- (a) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where

necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (9) remove them or debar them;

(b) to undertake, exercise and experiment in examination reforms;

(c) to exercise such other powers in relation to examinations as may be assigned to it by or under the Act.

(7) In case of any emergency requiring immediate action to be taken, the Chairman of the Examination Committee or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Examination Committee the action taken by him

(8) (a) In order to appoint paper-setters, examiners and moderators, the Examination Committee shall constitute committees for every subject consisting of:-

(i) the Pro-Vice-Chancellor, if any, Chairman;

(ii) the Dean of the concerned faculty;

(iii) the Chairman of the concerned Board of Studies;

(iv) two members of the Board of Studies nominated by it from amongst its members of whom at least one shall be a Post-Graduate teacher.

Provided that, where a Pro-Vice-Chancellor is not appointed in a university the Dean of the concerned faculty shall be the Chairman:

(b) The Controller of Examinations shall act as Secretary of such committees;

(c) The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Examination Committee, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;

(d) No member of the Examination Committee or the committees shall be appointed as paper-setter, examiner, moderator or referee;

(e) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seals intact shall then be sent to the press.

(f) Assessment of answer books for all degree examinations shall be done centrally through the central assessment system. All the answer-books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centres and they will assess the answer books at the centre only. The answer-books

will then be demasked and the result sheets will be prepared by tabulators and/or moderators. Provided that, the university may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable. Provided further that, the university may adopt an alternative system to the masking and de-masking system for ensuring objective of secrecy as provided above.

- (g) It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action.
- (9) (a) In order to investigate and take disciplinary action for, mal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever the Examination Committee shall constitute a committee of not more than five persons of whom one shall be Chairman;
- (b) Such a committee shall submit its report and recommendations to the Examination Committee which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal-practices, directly or indirectly.
- (10) The Examination Committee shall prepare the financial estimates for incorporation in the budget of the university and shall submit the same to the Finance and Accounts Committee.
- (11) The Examination Committee shall arrange for strict vigilance during the conduct of the examinations so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

**11. Additional Powers and Duties of the Finance Committee:** Without prejudice to the generality and in addition to the provision of section 28 of the Act, the Finance Committee shall have the following powers and duties,-

- (1) The Vice-Chancellor shall preside over the meetings of the Finance Committee and in his absence; the Pro Vice-Chancellor shall preside over meetings.
- (2) Three members of the Finance Committee shall form the quorum.

- (3)The Finance Committee shall meet ordinarily four times in a year to examine accounts and scrutinize proposals for expenditure.
- (4)The provisions in the statute regarding notices of the meeting, the inclusion of items in the agenda and confirmation of the meetings applicable to the meetings of the Board, shall, so far as practicable may be, followed in connection with the meetings of the Finance Committee.
- (5)A copy of the minutes of every meeting of the Finance Committee shall be placed before the Board.
- (6)All financial proposals shall be placed before the Finance Committee prior to being placed before the Board for consideration and approval.
- (7)The Finance Committee shall have the power to examine and scrutinize the annual budget of the University prepared by the Finance Officer and make recommendations to the Board.
- (8)The Finance Committee shall have the power to give its views and make its recommendations on any financial question affecting the University to the Board either on the initiative of the Board or of the Vice Chancellor/Finance Officer or on its own motion.
- (9)The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval with or without amendments.

## **12. Faculties:**

- (1) The University shall have the following Faculties:
  - (a)Faculty of Engineering
  - (b)Faculty of Science
  - (c)Faculty of Humanities and Social Science
  - (d) Faculty of Management Studies
- (2) Such other faculties may be opened as may be approved by the Board of Management and Academic Council from time to time.
- (3) Each Faculty shall have such departments as may be assigned to it by the Board of Management and Academic Council.
- (5)All members of a Faculty, other than ex-officio members, shall hold office for a term of three years.

- (6) The conduct of the meeting of a Faculty and the quorum required for each Faculty shall be prescribed by the Ordinances.

### **13. Functions of Faculties:**

The faculty shall have the following functions, namely:-

- (1) to consider and report on any matter referred to it by the Board of Management or Academic Council;
- (2) to consider and approve recommendations of the Board of Studies in the faculty, and matter related to more than one Board of Studies not affecting any other faculty, and recommend to the Academic Council for action as it thinks fit;
- (3) to consider and recommend to the Academic Council, the academic matters which affect any other faculty or faculties or which involve administrative or financial implications and approve the academic matter, within its purview, such as approval of publication, improvement of courses, organization of orientation or refresher courses, etc. and not involving administrative or financial implications;
- (4) to consider and recommend to the Academic Council regarding the establishment of new course, inter-disciplinary courses and short-term training programmes, referred to it by the Board of Studies in the faculty;
- (5) to make recommendations to the Board of Management in respect of the requirements regarding the conduct of post-graduate or under-graduate instruction, teaching, research and training in university institutions or departments, affiliated colleges and recognized institutions with reference to the manpower development;
- (6) to ensure that guidelines and rules framed for the following matters by the Academic Council are implemented:-
  - a. long -term curriculum development ;
  - b. faculty development;
  - c. teaching or learning material development ;
  - d. research in educational matters with particular reference, to colleges;
- (7) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies or other faculties;
- (8) to recommend to the Academic Council regarding the organization of refresher and orientation courses for teachers of affiliated colleges and university departments especially for the revised or newly introduced or inter-disciplinary courses of study;

- (9) to elect the Deans of the faculties;
- (10) to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;
- (11) to consider any other academic matter which may be referred to it.

**14. The Departments of Studies:**

(1)The University shall have the following Departments of Studies :

<u>Departments</u>	<u>Faculty</u>
(a) Civil Engineering	
(b) Mechanical Engineering	
(c) Electrical Engineering	Faculty of Engineering
(d) Electronics & Communication Engineering	
(e) Computer Science & Engineering	
(a) Physics	
(b) Mathematics	Faculty of Science
(c) Chemistry	
(a) Professional and Technical Communication	Faculty of Humanities and Social Science
(b) Economics	
(a) Management	Faculty of Management Studies

(2)Such other Departments of Studies may also be established from time to time with the approval of the Board of Management and Academic Council;

(3)Each Department shall be headed by the Head of the Department as prescribed in the Ordinances.

(4)A new Department may be opened after duly approved by the Board of Management and Academic Council.

- (5)The composition and functions of the Departments and other related matters shall be such as are specified in the Ordinances.

**15. Building and Works (B&W) Committee:**

- (1)There shall be a Building and Works Committee for the University consisting of the following members:
- (1) The Vice-Chancellor: Ex-Officio Chairman
  - (2) One member nominated by State Government, not below the rank of Addl. Secretary/Joint Secretary
  - (3) One member nominated by the Board of Management
  - (4) Registrar: ex-officio Member Secretary
  - (5) Finance Officer of the University-Member
  - (6) One Expert each from Civil and Electrical Engineering Wing of State Government or any autonomous body of repute.
- (2) The B&W Committee shall meet as often as necessary, but ordinarily not less than four times a year.
- (3) Three members shall form a quorum for a meeting of the B&W Committee
- (4) The provisions in this Statute regarding notice of a meeting, the inclusion of items in the agenda and the confirmation of the minutes applicable to the meeting of the Board shall, as far as practicable may be followed in connection with meetings of the B&W Committee
- (5)A copy of the minute of every meeting of the B&W Committee shall be placed before the Board.

**16. Powers and Functions of the Building and Works Committee:**

- (1) The B&W Committee shall-
- (a) under the direction of the Board shall carry on the construction of all major works, after the necessary approval and expenditure sanction from the Board ;
  - (b) have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance within the approved budgetary provision of the University;
  - (c) cause to prepare estimates of the cost of building and other capital works, minor works, repairs and maintenance;

- (d) be responsible for making technical scrutiny of the design, estimates and specification of the material as may be considered necessary;
  - (e) have the power to settle rates not covered by tender and settle claims and disputes with contractors ;
  - (f) be responsible for the enlistment of suitable contracts and acceptance of tender and shall have the power to give directions for departmental works where necessary.
- (2) If in the opinion of the Chairman of the B&W Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the B&W Committee and the Board at their next meeting.
- (3) The B&W Committee shall also perform such functions and exercise such powers as may be entrusted by the Board from time to time.

**17. Selection Committees/Departmental Promotion Committee:**

- (1) There shall be constituted selection committees for making recommendations to the Board of Management for appointment or promotion (wherever applicable) to the post of Professors, Associate Professor, Assistant Professors, other teachers, other academic staff and heads of colleges maintained by the University.
- (2)(a) Each of the selection committees for appointment/Promotion (wherever applicable) to the posts of Professors, Associate Professors, Assistant Professors, other teachers and other academic staff shall consist of the following members, namely:
- (i) The Vice-Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee;
  - (ii) Dean of the concerned Faculty, wherever applicable;
  - (iii) Head/Chairperson of the Department/School;
  - (iv) An academician nominated by the Visitor/Chancellor, wherever applicable;
  - (v) Three experts in the concerned subject not connected with the University to be nominated by the Vice-Chancellor/Acting Vice-Chancellor from a panel of names approved by the Academic Council for each department /school;
  - (vi) An academician representing SC/ST/OBC/minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category;



- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (3)(a) Each of the selection committees for appointment to the posts of heads of colleges maintained by the University shall consist of the following members, namely,-
- (i) The Vice-Chancellor,
  - (ii) Secretary, Higher and Technical Education, Govt. of Manipur.
  - (iii) Three eminent professionals to be nominated by the Vice-Chancellor, out of a panel approved by the Academic Council for the post of Principal.
  - (iv) A member of the Board of Management to be nominated by the Vice-Chancellor.
- (b) Four members shall form the quorum and it should include at least one person from category (iii) above.
- (4)(a) Each of the Selection Committees for appointment/promotion(wherever applicable) to the Group A and B posts of various categories of staff, other than the academic staff, shall consist of the following members namely:
- (i) The Vice-Chancellor or his nominee not below the rank of Pro Vice-Chancellor of the University as the Chairperson.
  - (ii) The Secretary, Higher and Technical Education, Government of Manipur, or his representative not below the rank of Deputy Secretary;
  - (iii) A representative of the SC/ST/OBC/Minority/Women/PWD of the rank of a Gazetted Officer to be nominated by the Vice Chancellor if any of candidate representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category;
  - (iv) The Registrar as the Member Secretary
- Provide that whenever necessary, two experts may be nominated by the Vice-Chancellor in the above Selection Committees.
- (b) The quorum for a meeting of a selection committee constitute shall be three.
- (5) (a) Each of the Selection Committees for appointment/promotion(wherever applicable) to the Group C and D posts of various categories of staff, other than the academic staff, shall consist of the following members namely,-
- (i) The Registrar as the Chairperson
  - (ii) A State Government nominee to be appointed by the Department of Higher and Technical Education
  - (iii) A representative of the SC/ST/OBC/Minority/Women/PWD of the rank of a Gazetted Officer to be nominated by the Vice Chancellor if any of candidate

representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.

(iv) The Deputy/Assistant Registrar as the Member Secretary.

Provide that whenever necessary, two experts may be nominated by the Vice-Chancellor in the above Selection Committees.

(b) The quorum for a meeting of a selection committee constitute shall be three.

(6) The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Ordinances.

(7) If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

(8) Provided, on specific advice from the State Government, the process of recruitment may be done through the Manipur Public Service Commission keeping in abeyance the provision in Clause 4.

#### **18. Committees:**

(1) Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.

(2) Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.

#### **19. Special Invitees:**

The Vice-Chancellor may invite any expert(s) as special invitee(s) in the meeting for authorities such as the Board of Management, Academic Council, Examination Committee and the Finance Committee.

**20. Terms and Conditions of service and code of ethics for the teachers and other academic staff of the University:**

- (1) All the teachers and other academic staff of the University shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of ethics as are specified by the Statutes and the Ordinances.
- (2) Every teacher and member of the academic staff shall be appointed on a written contract, a specimen copy of which is appended at ANNEXURE-I hereto.
- (3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

**21. Terms and conditions of Service and code of conduct for other employees of the University:**

All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and the code of conduct as specified in the Statutes and the Ordinances.

**22. Removal of employees of the University**

- (1) Where there is an allegation of serious misconduct against a teacher, a member of the academic staff or any other employee of the University, the Vice-Chancellor may, in the case of a teacher or a member of the academic staff, or the authority competent to appoint (hereinafter referred to as appointing authority) in the case of any other employee, as the case may be, by order in writing, place such teacher, member of the academic staff or any other employee as the case may be, under suspension and shall forthwith report to the Board of Management the circumstances in which the order was made.
- (2) Notwithstanding anything contained in the terms of the contract of appointment or in other terms or conditions of services of the employees, the Board of Management in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, as the case may be shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on grounds of misconducts.
- (3) Save as aforesaid, the Board of Management, or the appointing authority, as the case may be, shall not be entitled to remove any teacher, any member of the academic staff

or any other employee except for a justified cause and after giving three months' notice to the person concerned or on payment of three month's salary to him/her in lieu thereof.

- (4) No teacher, member of the academic staff or any other employee shall be removed under clause (2) or Clause (3) unless he has been giving a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
- (5) The removal of a teacher, a member of the academic staff or any other employee shall take effect from the date on which the order of removal is made.
- (6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, a member of the academic staff or any other employee may resign after giving one month's notice in writing to the Board of Management or the appointing authority, as the case may be, or by paying one month's Salary in lieu thereof; Provided that such resignation shall take effect only from the date on which the resignation is accepted by the Board of Management, or the appointing authority, as the case may be.

### **23. Maintenance of discipline amongst the students of the University:**

- (1) The powers regarding discipline and disciplinary action in regard to the students of the University shall vest in the Vice-Chancellor who may delegate all or any of his powers in this regard to such officers of the university, as he may deem fit.
- (2) Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action as he/she may deem appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his/her powers, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the University for a stated period, or be punished with a fine for an amount to be specified in the order or debarred from an examination or examinations conducted by the University for one or more years or that the result of the student or students concerned in the examination or examinations, in which he/she has or they have appeared, to be cancelled.

### **24. Appointment, Terms and Conditions of Service of Teachers appointed by the University:**

#### **(1) Application:**

This shall apply to teachers which shall include Professors, Associate Professors,

Assistant Professors and such other posts of the University as may be treated at par with teachers by the Board of Management.

The terms and conditions of service of the teachers appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every teacher of the University appointed on regular basis shall be required to enter into.

**(2) Definitions:**

Words and expressions used in this Statute shall have the meanings assigned to them in the Act and the First statutes unless the context otherwise requires.

**(3) Recruitment:**

Recruitment to the posts of teachers of the University shall be made by any one of the following modes:

**(a) By Direct recruitment :**

Subject to the fulfilment of the qualifications/requirements as prescribed in the Recruitment Rules for each post as may be notified, all permanent posts of teachers shall be filled by direct recruitment through all India advertisement and recommendation on the basis of merit by duly constituted selection committees set up under Statute 17 after interviewing the candidates. The appointments will be made by the Board of Management on the recommendations of the Selection Committees.

Appointments may also be made on the recommendation of a selection committee for a particular post by considering the candidature in absentia in any special case. The Board of Management reserves the right to appoint or not to appoint a teacher recommended by the Selection Committee on valid grounds.

**(b) By Promotion:**

Appointments if so specified in the Recruitment Rules to be by promotion, shall be made from amongst the eligible teachers serving in the posts in the specified lower feeder grade as per Recruitment Rules through a Departmental Promotion Committee as laid down in Statute 17. The rules adopted by the State Government for the promotion of the College/University teachers will be applicable for the promotion of the teaching staff of the University.

**(c) By Transfer/ Deputation :**

In case of appointment of employees borrowed from Government Colleges/Universities or other Institutions/ Organisations, the terms and conditions of the transfer/ deputation would be on the terms and conditions as applicable for the State Government College/University teachers provided that a teacher on deputation could be permanently absorbed in the University against the sanctioned posts on such conditions as per existing norms in the State Government.

**(d) On Contract basis :**

Appointments can also be made on a Contract basis or as Consultants on such terms and conditions as laid down in the Ordinance.

**(e) Guest Faculty:**

Appointments can also be made as Guest faculty on such terms and conditions as laid down in the Ordinance.

**(4) Reservations:**

Reservation of posts for candidates belonging to Scheduled Castes / Scheduled Tribes / Other Backward Classes / Physically Handicapped and other special categories shall apply to such posts, as are to be filled by direct recruitment, as per the reservation policy and rules of the Government of Manipur as applicable from time to time.

**(5) Medical fitness:**

**(a) On the first appointment:**

Every teacher, on his first appointment in the University through direct recruitment on regular basis, shall be required to produce a medical certificate of fitness in the prescribed form from the competent authority of a Government hospital. In case he is not declared fit by the medical officer, the candidate may prefer an appeal within a month against the findings of the medical officer examining him, to the Vice-Chancellor who, after considering the appeal of the candidate, may refer the candidate to a medical board of a Government hospital for undergoing fresh Medical Examination and the decision of the Medical Board shall be final.

Provided that in case where a teacher has already been medically examined by a medical authority of a Government hospital for his previous appointment and if the required standard of medical fitness for the new post is the same, he shall not be required to undergo a fresh medical examination.

**(b) For the efficient discharge of duties:**

The appointing authority may require a teacher to appear before a medical board of a Government hospital to test his physical or mental fitness necessary for the efficient discharge of the duties of his post, whenever it has reasons to believe that the teacher is not fit to perform his duties satisfactorily. The teacher shall, however, have the right to appeal to the appellate medical board against the decision of the first medical board.

**(6) Joining time:**

The joining time shall be according to the rules adopted by the State government for the college/university teachers as amended from time to time.

**(7) Age of entry retirement:**

The age of entry and retirement of the teachers of the University shall be as laid down in the Recruitment Rules and as per the rules applicable for College/University teachers of the State Government as adopted by the University from time to time.

**(8) Declaration of age:**

A candidate shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate. After the declaration of age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

**(9) The whole time of an employee:**

Unless otherwise expressly provided for, the whole time of a teacher shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such places as he/she may, from time to time, be directed by the University.

A teacher of the University may be called upon to perform any duty as may be assigned to him in the interest of and for the purposes of the University.

**(10) Pay, allowances, service conditions of teachers:**

The Pay, Allowances and Service Conditions of the Teachers of the University will be governed by the norms adopted by the State Government for the College/University teachers as per AICTE/UGC regulations as notified from time to time subject to Notification by the University with the concurrence of the State Government.

**(11) Period of probation and confirmation:**

Every teacher appointed against a permanent post shall be on probation on such post for a period of two years provided that the appointing authority may extend the period of probation for a period of another twelve months.

In case of a teacher appointed on probation, the appointment may be terminated by one month's notice or by payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.

Provided that where the service is of less than three months, neither any notice nor payment of salary in lieu of notice shall be required.

During the period of probation, if a teacher is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may, in case of a teacher appointed by direct recruitment, terminate his/her services in the University by giving one month's notice or paying him/her one month's salary in lieu of one month notice or unexpired portion thereof, or

On satisfactory completion of the period of probation, a teacher shall be eligible for confirmation on that post subject to the conditions laid down in the ordinances.

**(12) Seniority:**

The seniority of a teacher in a particular discipline shall be determined in accordance with the norms adopted for college/university teachers of the State Government as amended from time to time.

**(13) Temporary and permanent service:**

A teacher shall be in the temporary service of the University until he/she is confirmed on a permanent post in the University subject to the laid down provisions in



this regard.

A teacher confirmed on a permanent post in the University shall be in the permanent service of the University subject to the provisions in the Act and the Statutes.

**(14) Resignation:**

Subject to the acceptance of the resignation by the competent authority, a permanent or temporary teacher may, by giving notice of three months or one month respectively in writing to the appointing authority, resign from the service of the University.

**(15) Superannuation and re-employment of teachers:**

The norms of superannuation and re-employment of teachers applicable to the college/university teachers of the state government will also be applicable for the teachers of Manipur Technical University subject to notification by the University.

**(16) Superannuation benefits:**

The superannuation benefits applicable for the college/university teachers of the state government will also be applicable for the teachers of Manipur Technical University subject to notification by the University.

**(17) Leave rules:**

Leave rules adopted by the state government for college/university teachers under Manipur Civil Services (Leave) Rules, 1979 as amended from time to time shall be followed for University teachers.

**(18) Performance appraisal:**

Performance appraisal for teachers including self-appraisal of performance as per UGC or AICTE guidelines, as the case may be, shall be written in the proforma prescribed in the regulations. Performance appraisal shall be a mandatory part of the career advancement scheme.

The performance appraisal reports shall be submitted to the reviewing and accepting authorities as prescribed in the regulations.

**(19) Code of professional ethics:**

The code of professional ethics as laid down in the ordinances shall be applicable to all the teaching staff of the University.

**(20) Lien and deputation:**

The appointing authority may allow a teacher of the University to be on deputation to an outside agency on such terms and conditions relating to payment of leave and other contribution etc., as mutually agreed upon between the University and the borrowing authority.

**(21) Vacation:**

Vacation will be of such duration and dates as notified in the academic calendar of the University every year and in accordance with U.G.C. guidelines and as per norms applicable for college/university teachers of state government.

The teaching staff of the University and any other staff declared as such shall be entitled to avail themselves of the vacation and termed “vacation staff”.

Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such case leave at 1/3 of the period during which he/she is asked to work during the vacation, will be credited as Earned Leave, in addition to the Earned Leave admissible to him/her as per leave rules.

**(22) Compulsory deductions:**

Deductions applicable for the college/university teachers of the state government will be applicable for the teachers of Manipur Technical University also.

**(23) Special provision for existing employees:**

Every teacher holding a regular post in the University at the time of notification of this statute, other than those teachers who are on deputation, shall, on such notification be deemed to have been appointed under the provisions of this statute and will be required to sign the agreement as prescribed, in case he intends to continue.

**(24) Record of service:**

There shall be a personal file for every teacher in which shall be placed all papers, records and other documents relating to his/her service in the University.

In addition to the personal file, a service book shall also be maintained in respect of each teacher in the prescribed form. This shall contain a history of his/her service from the date of his/her appointment in the University including the grant of increment, promotion, reward, punishment, availing of L.T.C. and all other important events of his/her career. The Service Book shall also contain a leave account of the teacher showing the complete record of all kinds of leave (except casual leave) earned and availed of by him/her and the balance of leave at his/her credit.

The entries in the service book shall be authenticated by an officer authorised in this behalf by the Vice-Chancellor.

**(25) Leave travel concession:**

The norms of LTC applicable to the college/university teachers of the state government will be applicable for the teachers of Manipur Technical University too.

**(26) Provident fund and pension schemes:**

Employees of the University appointed prior to 01.01.2005 will be governed by Central Civil Services (Pension) Rules, 1972 {as adopted by the Government of Manipur under the name of Manipur Civil Services (Pension) Rules 1977} and General Provident Fund (Central Services) Rules, 1960 and the Employees appointed on or after 1.1.2005 will be governed by Defined Contribution Pension scheme (National Pension System) as adopted by the State Government.

Teaching staff appointed on regular basis in the University on or after 01.01.2005 shall continue to be governed by Central Civil Services Pension Rules, 1972 and Manipur Civil Services Pension Rules, 1977 if they were governed by these Pension Rules prior to their appointment in the University.

Staff members transferred from employment in the service of the state government shall have their accrued service benefits protected upon such transfer.

**(27) Group insurance scheme:**

Teachers shall be covered under group insurance scheme as adopted by the University after the scheme applicable for college/university teachers of the State Government.

**(28) Travelling and daily allowances etc.:**

Teachers shall be entitled to travelling and daily allowance, etc. according to the provisions applicable for the college/university teachers of the state.

**(29) Medical attendance and treatment:**

Teachers shall be entitled to medical facilities and reimbursement of medical expenses incurred for treatment for themselves and their families and dependents as per norms applicable to the college/university teachers of the state government.

**(30) Residuary conditions of service:**

Any matter relating to the conditions of service of teachers for which no specific provision is made in this statute shall be determined by the Board of Management in consonance with the rules applicable for the college/University teachers of the State Government as amended from time to time.

**25: Appointment, Terms and Conditions of Service of Non-Teaching Employees appointed by the University**

**(1) Applicability:**

This shall apply to all employees of the University (other than teachers) and shall include Registrar, Controller of Examination, Librarian, Deputy Librarian, Assistant Librarian, Student Activity & Sports Officer, Deputy Registrars, Assistant Registrars, Finance Officer, Assistant Finance Officer Assistant Sports Officer, Assistant Cultural Officer, Technical supporting staff, Office staff and such other posts of university as may be decided by the Board of Management.

**(2) Definitions:**

Words and expressions used in this Statute shall have the meanings assigned to them in the Act unless the context otherwise requires.

**(3) The terms and conditions of service of the staff appointed by the University shall be**

those as embodied in the Agreement of service appended at ANNEXURE-I hereto which every employee of the University appointed on regular basis shall be required to enter into.

**(4) Qualifications for an appointment:**

The qualifications and experience for appointment to the posts in the various categories or cadres of the University shall be such as may be approved in the form of Recruitment Rules for each category of posts by the Board of Management from time to time.

**(5) Appointment/ recruitment:**

Recruitment to posts shall be made by any one of the following modes:

**(a) By Direct recruitment :**

Subject to the provision in the Recruitment Rules as notified from time to time with the approval of the Board of Management, direct recruitment may be made for the non-teaching posts of the University by issuing an open advertisement through leading newspapers or inviting names through employment exchange or both followed by Written Tests and Interviews or only Interviews (for Group D posts) to be conducted by the selection committees as provided in Statute 17 on the basis of those recommendations, all appointments will be made;

Provided that the weightage allotted for interview shall not exceed 20% of the total marks of the Examination where both written test and interview are involved.

Provided further that wherever necessary, appropriate screening may be conducted by the University on the basis of qualifications and experience or test.

Provided further still, that the Board of Management reserves the right to appoint or not to appoint any Candidate recommended by the Selection Committee on valid grounds.

**(b) By Promotion:**

Appointments if so specified in the Recruitment Rules to be by promotion, shall be made whether in a permanent or officiating capacity from amongst the eligible employees serving in the posts in the specified lower feeder grade as per Recruitment Rules through a Departmental Promotion Committee as specified in

Statute 17. The rules adopted by the State Government for the promotion of its non-teaching employees will be applicable for the promotion of the non-teaching staff of the University.

**(c) By Transfer/ Deputation :**

In case of appointment of employees borrowed from Government Departments and other Institutions/Organisations, the terms and conditions of the transfer/deputation would be on the terms and conditions as applicable for the State Government employees provided that an employee on deputation could be permanently absorbed in the University against the sanctioned posts on such conditions as per existing norms in the State Govt.

**(d) On Contract/Daily Wage basis or as Consultant :**

Appointments can also be made on Contract/Daily Wage basis or as Consultants on such terms and conditions as laid down in the Ordinances.

**(6) Reservations:**

Reservation of posts for candidates belonging to Scheduled Castes / Scheduled Tribes / Other Backward Classes / Physically Handicapped and other special categories shall apply to such posts, as per the reservation policy and rules of the Government of Manipur as applicable from time to time.

**(7) Medical fitness:**

**(a) On the first appointment:**

Every person, on his first appointment in the University through direct recruitment on regular basis, shall get himself examined by the competent authority of a Government hospital and furnish a Medical Certificate of fitness in the prescribed form. In case he is not declared fit by the competent medical officer, the candidate may prefer an appeal within one month against the findings of the medical officer and the Vice-Chancellor may refer the candidate to the Medical Board of a Government hospital for a fresh medical examination.

Provided that in the case where a person has already been medically examined by a competent medical authority of a Govt. hospital for his previous appointment and if the required standard of medical examination is the same, then he shall not be required to undergo a fresh medical examination.

**(b) For the efficient discharge of duties:**

The appointing authority shall have power to require an employee to appear before a Medical Board of a Govt. hospital as provided in clause (1) to test his physical or mental fitness for the efficient discharge of the duties of his post, whenever it has reasons to believe that the employee is not fit to perform his duties satisfactorily. The employee shall, however, have the right to appeal to the appellate medical board against the decision of the first Medical Board.

**(8) Verification of character and antecedents:**

The character and antecedents of every employee on his/her first entry into service of the University shall be got verified from the District Magistrate/District Police concerned immediately before appointment to the service in the University and his continuance in the university shall be conditional to his good character and antecedents.

**(9) Joining time:**

The joining time to join any post in the University shall be allowed according to the rules applicable to the State Government employees as amended from time to time.

**(10) Pay and allowances and service conditions:**

The pay and other allowances payable to all the categories of employees shall be in such pay scales or at such stage of such pay scales as the Board of Management may adopt or decide in accordance with the Manipur Services (Revised Pay) Rules, 2010 as amended from time to time. The service conditions of the non-teaching employees of the University shall be governed by the rules applicable to the College/University teachers of the State Government as amended from time to time.

**(11) Declaration of age:**

Every employee shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate and in the case of non-matriculants, such other documentary proof as may be acceptable to the authority based on which the age will be accepted. After the declaration of age and acceptance of the same by the authority, it shall be legally binding on the

employee and no revision of the age shall be allowed to be made at a later date for any purpose whatsoever.

**(12) Age of entry into service and age of retirement:**

The eligible age limit for entry into service and the age of retirement of the non-teaching staff of the University will be as per the Recruitment Rules and rules of the State Government as amended from time to time and as adopted by the University.

**(13) Record of service:**

There shall be a personal file/ personal history sheet for every employee in which shall be placed all papers, records and other documents relating to his service in the University. In addition, a Service Book shall also be maintained in respect of each employee.

**(14) The whole time of an employee:**

- (a) Unless otherwise expressly provided for, the whole time of an employee shall be at the disposal of the University and he shall serve the University in such capacity and in such manner and at such places as he may, from time to time, be directed by the University.
- (b) An employee of the University may be called upon to perform any work as may be assigned to him in the interest of and for the purposes of the University.

**(15) Annual increments:**

The Provisions of the Manipur Services (Revised Pay) Rules, 2010 as amended from time to time shall apply for granting annual increments to the non-teaching employees of the University.

**(16) Probation and confirmation:**

- (a) Every person appointed against a permanent post whether by promotion or by direct recruitment, shall be on probation on such a post for a period of two years provided that the appointing authority may extend the period of probation for a further period not exceeding twelve months, the reasons thereof to be recorded in writing and communicated to the person concerned one month prior to the expiry of the probation period.



In case the work of an employee on probation is not found to be satisfactory, periodical warnings shall be given to him.

In case of employees appointed on probation, the engagement may be terminated by one month's notice or by the payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason.

Provided that where the service is of a period of less than three months, neither notice nor payment of salary in lieu of notice shall be required.

(b) During the period of probation, if an appointee is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may-

(i) In case the person is appointed by promotion, revert him/her to the post held by him/her immediately before promotion to such post.

(ii) In case of a person appointed by direct recruitment, terminate his/ her services under the university by giving one month's notice or paying him/ her one month's salary in lieu thereof.

(c) Every person appointed against a post under the University whether by promotion or by direct recruitment shall, on satisfactory completion of his/ her period of probation, be eligible for confirmation in the post and subject to the conditions laid down in the ordinance/ regulations notified separately.

**(17) Seniority:**

Seniority of the non-teaching staff of the University will be in accordance with the norms being adopted for the State Government employees as amended from time to time.

**(18) Temporary and permanent service:**

(a) An employee shall be in temporary service of the University until he is confirmed on a permanent post under the University subject to the laid down provisions in this regard.

(b) An employee confirmed in a permanent post in the University shall be in the permanent service of the University subject to the provisions in the Act and Statutes in the matter.

**(19) Retirement:**

The retirement of non-teaching staff of the University shall be governed by the retirement rules as applicable for the State Government employees as amended from time to time.

**(20) Resignation:**

Subject to the acceptance of his/ her resignation by the competent authority, a permanent or temporary employee may, by notice of three months or one month respectively in writing to the appointing authority, resign from the service of the University.

Provided that the appointing authority may if deemed proper, relieve a permanent/ temporary employee on notice of less than three months/ one month respectively.

**(21) Career advancement scheme/ assured career progression scheme:**

The Schemes as applicable for the employees of the State Government shall apply for the employees of the University.

**(22) Compulsory deductions:**

Deduction of any kind shall be made from the salary of an employee as per the existing norms followed by the State Government as amended from time to time.

**(23) Special provision for existing employees:**

Every person holding a regular post in the University at the time of notification of this statute, other than those employees who are on deputation, shall, on such commencement be deemed to have been appointed under the provisions of this statute and will be required to sign the agreement as prescribed, in case he intends to continue.

**(24) Service books:**

- (a) The University shall maintain a service book for each employee in such form as may be prescribed, giving a history of his service from the date of his appointment including the grant of increment, promotion, reward, punishment, availing of L.T.C. and all other important events of his career. The Service Book shall also contain a leave account of the employee showing a complete record of all kinds of leave (except casual leave) earned as well as availed by him and the balance of such leave at his credit.
- (b) The entries in the service book of an employee shall be authenticated by an officer authorised in this behalf by the Vice-Chancellor.

**(25) Annual confidential report/ performance appraisal :**

- (a) Such authorities of the University as may be prescribed by the University shall report confidentially each year in the form prescribed by the University on the performance including work and conduct of the employees who have served under a particular officer for a period not less than three months in the calendar year immediately preceding.
- (b) All Annual Confidential Reports / Performance appraisal reports shall be submitted in the prescribed form to Reviewing/ Accepting authority as laid down in the regulations.

**(26) Lien and deputation:**

The appointing authority may allow an employee of the University to be on deputation to an outside agency on such terms and conditions relating to payment of leave and other contributions etc; as mutually agreed upon between the University and the borrowing authority.

**(27) Travelling & daily allowance:**

A non-teaching employee of the University shall be entitled to travelling and daily allowance as per the rules applicable to the employees of the State Government as amended from time to time.

**(28) Leave rules:**

The employees of the University shall be governed by the Leave Rules for non-teaching Employees as laid down in the Manipur Civil Services (Leave) Rules, 1979 as amended from time to time.

**(29) Medical attendance and treatment:**

An employee of the University shall be entitled to medical facilities and reimbursement of medical expenses incurred for treatment for themselves and their families and dependents as applicable for the State Government employees.

**(30) Conduct, discipline and appeal:**

The employees of the University shall be governed by the Conduct, Discipline, Penalty and Appeal Rules adopted by the State Government from time to time.

**(31) Pension/gratuity and other retirement benefits:**

Employees of the University appointed prior to 1.1.2005 will be governed by Central Civil Services (Pension) Rules, 1972 {as adopted by the Government of Manipur under the name of Manipur Civil Services (Pension) Rules 1977} and General Provident Fund (Central Services) Rules, 1960 and the Employees appointed on or after 1.1.2005 will be governed by Defined Contribution Pension scheme (National Pension System) as adopted by the State Government vide Notification No. 9/44/2004 FD (PIC) dated 31/12/2004 as amended from time to time.

**(32) Group insurance scheme:**

The employees of the University shall join/subscribe GIS at the rate prescribed by Manipur State Government Employees Group Insurance Scheme, 1985 as amended from time to time.

**(33) Leave travel concession:**

‘Leave Travel Concession’ for the non-teaching staff of the University will be as per L.T.C. rules applicable for State Government employees.

**(34) Residuary conditions of service:**

Until and unless where no explicit rules have been made or for any interpretation or clarification the corresponding rules followed in the State

Government may be adopted on the approval of the Board of Management.

**26. Removal of Doubts:**

Where any doubt arises as to the interpretation or application of any of the provisions of this Statute, the matter will be referred to the Board of Management, whose decision shall be final.

By order

Sd/-

Registrar

BOM's Resolution: 7<sup>th</sup> December 2016

Chancellor's Approval: 15<sup>th</sup> March 2017