

Provided further that any reference, by whatever form of words, to the Vice-Chancellor and Pro-Vice-Chancellor of the Manipur University in any law for the time being in force, or in any instrument or other document, shall be construed as a reference respectively to the Vice-Chancellor and the Pro-Vice-Chancellor of the University;

Manipue Act
8 of 1980

- (e) the Vice-Chancellor of the Manipur University, appointed under the provisions of the Manipur University Act, 1980 shall be deemed to have been appointed as the Vice-Chancellor under this Act, and shall hold office for a period of three months or till such time the first Vice-Chancellor is appointed under section 47 of the Act, whichever is earlier; and
- (f) all Colleges, Institutions, Schools and Departments affiliated to, or admitted to the privileges of, or maintained by, the Manipur University shall stand affiliated to, or admitted to the privilege of, or maintained by, the University.

5. The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make provisions for integrated courses in humanities, natural and physical sciences, social sciences, forestry and other allied disciplines in the educational programmes of the University; to take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research; to educate and train manpower for the development of the State of Manipur; and to pay special attention to the improvement of the social and economic conditions and welfare of the people of that State, their intellectual, academic and cultural development.

Objects of the
University

6. The University shall have the following powers, namely:—

Powers of the
University

- (i) to provide for instructions in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (iii) to organise and to undertake extramural studies, training and extension services;
- (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (v) to provide facilities through the distance education system to such persons as it may determine;
- (vi) to institute Principalships, Professorships, Readerships, Lecturerships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Readerships, Lecturerships or other teaching or academic positions;
- (vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- (viii) to recognise persons for imparting instructions in any College or Institution admitted to the privileges of the University;

- (ix) to appoint persons working in any other University or organisation as teachers of the University for a specified period;
- (x) to create administrative, ministerial and other posts and to make appointments thereto;
- (xi) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purposes as the University may determine;
- (xii) to establish, with the prior approval of the Central Government, such Centres and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xiii) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (xiv) to establish and maintain Colleges, Institutions and Halls;
- (xv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
- (xvi) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvii) to admit to its privileges colleges and institutions within the State of Manipur not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; to recognise, guide, supervise, and control Halls not maintained by the University and other accommodation for students, and to withdraw any such recognition;
- (xviii) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University,
- (xix) to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
- (xx) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xxi) to demand and receive payment of fees and other charges;
- (xxii) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (xxiii) to lay down conditions of service of all categories of employees, including their code of conduct;
- (xxiv) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- (xxv) to make arrangements for promoting the health and general welfare of the employees;
- (xxvi) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purposes of the University;

(xxvii) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purposes of the University;

(xxviii) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

7. The jurisdiction of the University shall extend to the whole of the State of Manipur. Jurisdiction
8. The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof: University open to all classes, caste and creed.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

9. (1) The President of India shall be the Visitor of the University. The Visitor
- (2) The Visitor may, from time to time, appoint one or more persons to review the work and progress of the University, including Colleges and Institutions maintained by it, and to submit a report thereon; and upon receipt of that report, the Visitor may, after obtaining the views of the Executive Council thereon through the Vice-Chancellor, take such action and issue such directions as he considers necessary in respect of any of the matters dealt with in the report and the University shall be bound to comply with such directions.
- (3) The Visitor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, libraries, laboratories and equipment, and of any College or Institution maintained by the University or admitted to its privileges; and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the University, Colleges or Institutions.
- (4) The Visitor shall, in every matter referred to in sub-section (3), give notice of his intention to cause an inspection or inquiry to be made,—
- (a) to the University, if such inspection or inquiry is to be made in respect of the University or any College or Institution maintained by it, or
- (b) to the management of the College or Institution, if the inspection or inquiry is to be made in respect of College or Institution admitted to the privileges of the University, and the University or the management, as the case may be, shall have the right to make such representations to the Visitor, as it may consider necessary.
- (5) After considering the representations, if any, made by the University or the management, as the case may be, the Visitor may cause to be made such inspection or inquiry as is referred to in sub-section (3).
- (6) Where any inspection or inquiry has been caused to be made by the Visitor, the University or the management shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry.

- (7) The Visitor may, if the inspection or inquiry is made in respect of the University or any College or Institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry together with such views and advice with regard to the action to be taken thereon, as the Visitor may be pleased to offer, and on receipt of address made by the Visitor, the Vice-Chancellor shall communicate, to the Executive Council, the views of the Visitor with such advice as the Visitor may offer upon the action to be taken thereon.
- (8) The Visitor may, if the inspection or inquiry is made in respect of any College or Institution admitted to the privileges of the University, address the management concerned through the Vice-Chancellor with reference to the result of such inspection or inquiry, his views thereon and such advice as he may be pleased to offer upon the action to be taken thereon.
- (9) The Executive Council or the management, as the case may be, shall communicate, through the Vice-Chancellor to the Visitor such action, if any, as it proposes to take or has been taken upon the result of such inspection or inquiry.
- (10) Where, the Executive Council or the management, does not, within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council or the management, issue such directions as he may think fit and the Executive Council or the management, as the case may be, shall comply with such directions.
- (11) Without prejudice to the foregoing provisions of this section, the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with the Act, the Statutes or the Ordinances:

Provided that before making any such order, he shall call upon the Registrar to show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

- (12) The Visitor shall have such other powers as may be prescribed by the Statutes.

The Chief
Rector
Officers of the
University

10. The Governor of the State of Manipur shall be the Chief Rector of the University.
11. The following shall be the officers of the University,—
 - (1) the Chancellor;
 - (2) the Vice-Chancellor;
 - (3) the Pro-Vice-Chancellor;
 - (4) the Deans of Schools;
 - (5) the Registrar;
 - (6) the Finance Officer;
 - (7) the Controller of Examinations;
 - (8) the Librarian; and
 - (9) such other officers as may be declared by the Statutes to be the officers of the University.
12. (1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. The Chancellor
- (2) The Chancellor shall, by virtue of his office, be the head of the University and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court.

13. (1) The Vice-Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. The Vice-Chancellor
- (2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
- (3) The Vice-Chancellor may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him on such matter:
- Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:
- Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.
- (4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.
- (5) The Vice-chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.
14. The Pro-Vice-Chancellor shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes. The Pro-Vice-Chancellor
15. Every Dean of School shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes. The Deans of Schools
16. (1) The Registrar shall be appointed in such manner and on such terms and conditions of service as may be prescribed by the Statutes. The Registrar
- (2) The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University and shall exercise such powers and perform such duties as may be prescribed by the Statutes.
17. The Finance Officer shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes. The Finance Officer
18. The Controller of Examinations shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes. The Controller of Examinations

19. The Librarian shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes. The Librarian
- Other officers 20. The manner of appointment and powers and duties of other officers of the University shall be prescribed by the Statutes.
- Authorities of the University 21. The following shall be the authorities of the University,—
- (1) the Court;
 - (2) the Executive Council;
 - (3) the Academic Council,
 - (4) the College Development Council;
 - (5) the Board of Studies;
 - (5) the Finance Committee; and
 - (7) such other authorities as may be declared by the Statutes to be the authorities of the University.
- The Court 22. (1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes.
- (2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:—
- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
 - (b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;
 - (c) to advise the Visitor in respect of any matter which may be referred to it for advice; and
 - (d) to perform such other functions as may be prescribed by the Statutes.
- The Executive Council 23. (1) The Executive Council shall be the principal executive body of the University.
- (2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.
- The Academic Council 24. (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.
- (2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.
- The College Development Council 25. (1) The College Development Council shall be responsible for admitting Colleges to the privileges of the University.
- (2) The constitution of the College Development Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes.

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| The Boards of
Studies | 26. | The constitution, powers and functions of the Boards of Studies shall be prescribed by the Statutes. |
| The Finance
Committee | 27. | The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes. |
| Other
authorities of
the University | 28. | The constitution, powers and functions of other authorities, as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes. |
| Powers to
make Statutes | 29. | <p>Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—</p> <ul style="list-style-type: none"> (a) the constitution, powers and functions of authorities and other bodies of the University, as may be constituted from time to time; (b) the appointment and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members, and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide; (c) the appointment, powers and duties of the officers of the University and their emoluments; (d) the appointment of teachers, academic staff and other employees of the University, their emoluments and conditions of service; (e) the recognition of persons as University recognised teachers; (f) the appointment of teachers, academic staff working in any other University or organisation for a specific period for undertaking a joint project; (g) the conditions of service of employees including provisions for pension, insurance, provident fund, the manner of termination of service and disciplinary action; (h) the principles governing the seniority of service of the employees of the University; (i) the procedure for arbitration in cases of dispute between employees or students and the University; (j) the procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University; (k) the conferment of autonomous status on a College or an Institution or a Department; (l) the establishment and abolition of Schools, Departments, Centres, Halls, Colleges and Institutions; (m) the conferment of honorary degrees; (n) the withdrawal of degrees, diplomas, certificates and other academic distinctions; (o) the conditions under which Colleges and Institutions may be admitted to the privileges of the University and the withdrawal of such privileges; (p) the management of Colleges and Institutions established by the University; (q) the delegation of powers vested in the authorities or officers of the University; |

- (r) the maintenance of discipline among the employees and students;
- (s) all other matters which by this Act are to be or may be provided for by the Statutes.

30. (1) The first Statutes are those set out in the Schedule

Statutes, hc

- (2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1):

Provided that the Executive Council shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

- (3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Executive Council for re-consideration.
- (4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.
- (5) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1), during the period of three years immediately after the commencement of this Act:

Provided that the Visitor may, on the expiry of the said period of three years, make, within one year from the date of such expiry, such detailed Statutes as he may consider necessary and such detailed Statutes shall be laid before both Houses of Parliament.

- (6) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

Power to make
Ordinances

- (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University;
- (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;

- (h) the conditions of residence of the students of the University;
- (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them;
- (j) the establishment of Centres of Studies, Boards of Studies, Specialised Laboratories and other Committees;
- (k) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;
- (l) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- (m) the institution of fellowships, scholarships, studentships, medals and prizes;
- (n) the supervision of management of Colleges and Institutions admitted to the privileges of the University,
- (o) the setting up of a machinery for redressal of grievances of employees; and
- (p) all other matters which by this Act or the Statutes, are to be or may be, provided for by the Ordinances.

- (2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Central Government and the Ordinances so made may be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes:

Provided that till such time as the first Ordinances are not so made by the Vice-Chancellor, in respect of the matters that are to be provided for by the Ordinances under this Act and Statutes, the relevant provisions of the Statutes and the Ordinances of the Manipur University in force immediately before the commencement of this Act shall be applicable insofar as they are not inconsistent with the provisions of this Act and the Statutes.

32. The authorities of the University may make Regulations, consistent with this Act, the Statutes and the Ordinances for the conduct of their own business and that of the Committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances, in the manner prescribed by the Statutes. Regulations.
33. (1) The annual report of the University shall be prepared under the direction of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfillment of its objects and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting. Annual report
- (2) The Court shall submit the annual report to the Visitor along with its comments, if any.
- (3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
34. (1) The annual accounts and balance-sheet of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India or by such persons as he may authorise in this behalf. Annual accounts

- (2) A copy of the annual accounts together with the audit report thereon shall be submitted to the Court and the Visitor along with the observations of the Executive Council.
- (3) Any observations made by the Visitor on the annual accounts shall be brought to the notice of the Court and the observations of the Court, if any, shall, after being considered by the Executive Council, be submitted to the Visitor.
- (4) A copy of the annual accounts together with the audit report as submitted to the Visitor, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
- (5) The audited annual accounts after having been laid before both Houses of Parliament shall be published in the Gazette of India.
35. The University shall furnish to the Central Government such returns or other information with respect to its property or activities as the Central Government may, from time to time, require. Returns and information
36. (1) Every employee of the University shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned. Conditions of service of employees.
- (2) Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor.
- (3) The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal.
- (4) Every request made by the employee under sub-section (2), shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996. 26 of 1996
- (5) The procedure for regulating the work of the Tribunal shall be prescribed by the Status.
- Procedure of appeal and arbitration in disciplinary cases against students. 37. (1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be.
- (2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of sub-sections (2), (3), (4) and (5) of section 36 shall, as far as may be, apply to a reference made under this sub-section.
- Right to appeal 38. Every employee or student of the University or of a College or Institution maintained by the University or admitted to its privileges shall, notwithstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes, to the Executive Council against the decision of any officer or authority of the University or of the Principal or the management of any College or an Institution,

as the case may be, and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

Provident and pension funds. 39.

(1) The University shall constitute for the benefit of its employees such provident or pension fund or provide such insurance schemes as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.

(2) Where such provident fund or pension fund has been so constituted, the Central Government may declare that the provisions of the Provident Funds Act, 1925, 19 of 1925 shall apply to such fund, as if it were a Government provident fund.

Disputes as to constitution of authorities and bodies. 40.

If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Visitor whose decision thereon shall be final.

Filling of casual vacancies 41.

All casual vacancies among the members (other than ex officio members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who appoints, elects or co-opts the member whose place has become vacant and person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

Proceedings of authorities or bodies not invalidated by vacancies. 42.

No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

Protection of action taken in good faith 43.

No suit or other legal proceeding shall lie against any officer or other employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or the Ordinances.

Mode of proof of University record. 44.

Notwithstanding anything contained in the Indian Evidence Act, 1872 or in any other law for the time being in force, a copy of any receipt, application, notice, order, proceeding or resolution of any Authority or other body of the University, or any other document in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced, have been admissible in evidence.

45.

(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty: Power to remove difficulties

Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.

(2) Every order made under sub-section (1) shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the

session or the successive sessions aforesaid, both Houses agree in making any modification in the order or both Houses agree that the order should not be made, the order shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that order.

46. (1) Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette. Statutes, Ordinances and Regulations to be published in the Official Gazette and to be laid before Parliament.
- (2) Every Statute, Ordinance or Regulation made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute, Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinance or Regulation.
- (3) The power to make Statutes, Ordinances or Regulations shall include the power to give retrospective effect, from a date not earlier than the date of commencement of this Act, to the Statute, Ordinance or Regulations or any of them but no retrospective effect shall be given to any Statute, Ordinance or Regulation so as to prejudicially affect the interests of any person to whom such Statute, Ordinance or Regulation may be applicable.
47. Notwithstanding anything contained in this Act and the Statutes,— Transitional provisions
- (a) the first Chancellor and first Vice-Chancellor shall be appointed by the Visitor in such manner and on such conditions as may be deemed fit and each of the said officer shall hold office for such term, not exceeding five years as may be specified by the Visitor;
- (b) the first Registrar and the first Finance Officer shall be appointed by the Visitor and each of the said officers shall hold office for a term of three years;
- (c) the first Court and the first Executive Council shall consist of not more than thirty members and eleven members, respectively, who shall be nominated by the Visitor and shall hold office for a term of three years;
- (d) the first College Development Council shall consist of not more than ten members, who shall be nominated by the Visitor and they shall hold office for a term of three years;
- (e) the first Academic Council shall consist of not more than twenty-one members, who shall be nominated by the Visitor and they shall hold office for a term of three years;
- Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment or nomination, as the case may be, by the Visitor, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

Repeal and
savings

48. (1) The Manipur University Ordinance, 2005 is hereby repealed.
- (2) Notwithstanding such repeal anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act and-
- (a) all appointments made, orders issued, degrees and other academic distinctions conferred, diplomas and certificates awarded, privileges granted, or other things done under the Manipur University Ordinance, 2005, shall be deemed to have been , respectively made, issued, conferred, awarded, granted or done under the corresponding provisions of this Act and, except as otherwise provided by or this Act or the Statutes, continue in force unless and until they are superseded by any order made under this Act or the Statutes; and
- (b) all proceedings of Selection Committees for the appointment or promotion of teachers that took place before the commencement of this Act and all actions of the Executive Council in respect of the recommendations of such Selection Committees where no orders of appointment on the basis thereof were passed before the commencement of this Act shall, notwithstanding that the procedure for selection has been modified by this Act, be deemed to have been valid but further proceeding in connection with such pending selections shall be taken in accordance with the provisions of this Act and be continued from the stage where they stood immediately before such commencement, except if the concerned authorities take, with the approval of the Visitor, a decision to the contrary.

Ord. 3 of 2

Ord. 3 of 2

THE SCHEDULE

(See section 30)

THE STATUTES OF THE UNIVERSITY

1. (1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country: The Chancellor
 Provided that if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations from the Executive Council.
- (2) The Chancellor shall hold office for a term of five years and shall not be eligible for re-appointment:
 Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.
2. (1) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee as constituted under clause (2): The Vice-Chancellor
 Provided that if the Visitor does not approve of any of the persons included in the panel, he may call for an extended fresh panel.
- (2) The Committee referred to in clause (1) shall consist of three persons, out of whom two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convener of the Committee:
 Provided that none of the members of the Committee shall be an employee of the University or an institution maintained by, or admitted to the privileges of, the University or a member of any authority of the University.
- (3) The Vice-Chancellor shall be a whole-time salaried officer of the University.
- (4) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he attains the age of sixty-five years, whichever is earlier, and he shall not be eligible for re-appointment:
 Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office:
 Provided further that the Visitor may direct any Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him.
- (5) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:—
 - (i) The Vice-Chancellor shall be paid a monthly salary and allowances, other than house rent allowance, at the rates fixed by the Central Government from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.
 - (ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Central Government from time to time:

Provided that where an employee of the University, or a college or an institution maintained by, or admitted to the privileges of, the University, or of any other University or any college or institution maintained by or admitted to the privileges of, such other University, is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor:

Provided further that where such employee had been member of any pension scheme, the University shall make the necessary contribution to such scheme

- (iii) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council.
- (iv) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly installments of fifteen days each on the first day of January and July every year:

Provided that if the Vice-Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service

- (v) In addition to the leave referred to in sub-clause (iv), the Vice-Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service, and half-pay leave may also be availed of as commuted leave on full pay on medical certificate:

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.

- (6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill-health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the existing Vice-chancellor resumes the duties of his office, as the case may be.

Powers and
duties of the
Vice-
Chancellor

3. (1) The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.

- (4) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
- (5) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.

Pro-Vice-
Chancellor

4. (1) The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a Professor.

- (2) The term of office of a Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that a Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment:

Provided further that, in any case, a Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years:

Provided also that a Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (6) of Status 2, continue in office notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.

- (3) The emoluments and other terms and conditions of service of a Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.
 - (4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.
5. (1) Every Dean of School shall be appointed by the Vice-Chancellor from amongst the Deans of Professors in the School by rotation in the order of seniority for a period of three Schools years:
- Provided that in case there is only one Professor or no Professor in a School, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Readers in the School by rotation in the order of seniority:
- Provided further that a Dean on attaining the age of sixty-two years shall cease to hold office as such.
- (2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of

the office shall be performed by the senior-most Professor or Reader, as the case may be, in the School.

- (3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.
- (4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

6. (1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University. The Registrar

- (2) He shall be appointed for a term of five years and shall be eligible for re-appointment

- (3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years:

Provided further that & Registrar shall, notwithstanding his attaining the age of sixty-two years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (4) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (5) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

- (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (6) The Registrar shall be ex officio Secretary of the Executive Council, the Academic Council and the College Development Council, but shall not be deemed to be a member of any of these authorities and he shall be ex officio Member-Secretary of the Court.

(7) It shall be the duty of the Registrar—

- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the College Development Council and of any Committees appointed by those authorities;
- (c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the College Development Council and of any Committees appointed by those authorities;
- (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the College Development Council;
- (e) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

The Finance
Officer.

7.

- (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment.
- (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time: Provided that the Finance Officer shall retire on attaining the age of sixty two years:
Provided further that the Finance Officer shall, notwithstanding his attaining the age of sixty-two years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.
- (4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Finance Officer shall be ex officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.
- (6) The Finance Officer shall —
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and

- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

(7) Subject to the control of the Executive Council, the Finance Officer shall —

- (a) hold and manage the property and investments of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) 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 Specialised Laboratories;
 - (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - (h) call for from an office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

8. (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University. The Controller of Examinations.

(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment

(3) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years:

Provided further that the Controller of Examinations shall, notwithstanding his attaining the age of sixty-two years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.
- The Librarian. 9. (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.
- Meetings of the Court. 10. (1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.
- (2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited, and the financial estimates for the next year shall be presented.
- (3) A copy of the statement of receipts and expenditure, the balance sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.
- (4) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, the Pro-Vice-Chancellor or if there is no Pro-Vice-Chancellor, by the Registrar.
- (5) Eleven members of the Court shall form a quorum for a meeting of the Court.
- Quorum for meeting of the Executive Council. 11. Seven members of the Executive Council shall form a quorum for a meeting of the Executive Council.
- Powers and functions of the Executive Council. 12. (1) The Executive Council shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (2) Subject to the provisions of this Ordinance, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—
- (i) to create teaching and other academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff.
- Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council;
- (ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;

- (4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.
- The Librarian. 9. (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.
- Meetings of the Court. 10. (1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.
- (2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited, and the financial estimates for the next year shall be presented.
- (3) A copy of the statement of receipts and expenditure, the balance sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.
- (4) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, the Pro-Vice-Chancellor or if there is no Pro-Vice-Chancellor, by the Registrar.
- (5) Eleven members of the Court shall form a quorum for a meeting of the Court.
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- (2) Subject to the provisions of this Ordinance, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—
- (i) to create teaching and other academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff.
- Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council;
- (ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;

- (iii) to recognise persons as University recognised teachers in the manner prescribed by the Ordinances;
- (iv) to create administrative, ministerial and other necessary posts (including Chairs) and to make appointments thereto in the manner prescribed by the Ordinances;
- (v) to grant leave of absence to any officer of the University other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
- (vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- (viii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
- (ix) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- (x) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (xi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xii) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xiii) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiv) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
- (xv) to select a common seal for the University and provide for the custody and use of such seal;
- (xvi) to make such special arrangements as may be necessary for the residence and discipline of women students;
- (xvii) to institute fellowships, scholarships, studentships, medals and prizes;
- (xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; and
- (xix) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Ordinances or the Statutes.

13. Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council.

Quorum of
meeting of the
Academic
Council

14. Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:—

Powers
function
the Aca
Council

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards;
- (b) to bring about and promote inter-School co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- (c) to consider matters of general academic interest either on its own initiative, or on a reference by a School or the Executive Council, and to take appropriate action thereon; and
- (d) to frame such Regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University; discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

Schools of
Studies and
Departments.

15. (1) The University shall have such Schools of Studies as may be specified in the Statutes.
- (2) Every School shall have a School Board and the members of the first School Board shall be nominated by the Executive Council for a period of three years.
 - (3) The composition, powers and functions of a School Board shall be prescribed by the Ordinances.
 - (4) The conduct of the meetings of a School Board and the quorum required for such meetings shall be prescribed by the Ordinances.
 - (5) (a) Every School shall consist of such Departments as may be assigned to it by the Ordinances:

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

- (b) Each Department shall consist of the following members, namely:—
 - (i) Teachers of the Department;
 - (ii) Persons conducting research in the Department;
 - (iii) Dean of the School;
 - (iv) Honorary Professors, if any, attached to the Department; and
 - (v) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

Board of
Studies.

16. (1) Each Department shall have a Board of Studies.
- (2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.
 - (3) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for

various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances—

- (a) courses of studies and appointment of examiners for courses, but excluding research degrees;
- (b) appointment of supervisors for research; and
- (c) measures for the improvement of the standard of teaching and research:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department

College
maintained by
University.

17. (1) The Manipur Institute of Technology, Imphal shall be maintained by the University.

- (2) The organisation, conditions of maintenance and management of the College in clause (1) shall be prescribed by the Ordinances.

18. (1) The Finance Committee shall consist of the following members, namely:—
- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and
 - (iv) three persons to be nominated by the Visitor.

The Finance
Committee

- (2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

- (3) All the members of the Finance Committee, other than ex officio members, shall hold office for a term of three years.

- (4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

- (5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.

- (6) All proposals relating to creation of posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

- (7) The annual accounts and the 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.

- (8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

19. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer, Librarian and Principals of Colleges and Institutions maintained by the University.

Selection
Committees

- (2) The Selection Committee for appointment to the posts specified in Column 1 of the Table below shall consist of the Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in Column 2 of the said Table:

TABLE

1	2
Professor	(i) The Dean of the School. (ii) The Head of the Department. (iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor will be concerned.
Reader/Lecturer	(i) The Head of the Department. (ii) One Professor nominated by the Vice-Chancellor. (iii) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Reader/Lecturer will be concerned.
Registrar/Finance Officer	(i) Two members of the Executive Council nominated by it. (ii) One person not in the service of the University nominated by the Executive Council.
Librarian	(i) Two persons not in the service of the University who have special knowledge of the subject of the Library, Science/Library Administration nominated by the Executive Council. (ii) One person not in the service of the University nominated by the Executive Council.
Principal of College or Institution maintained by the University.	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of, or interest in, a subject in which instruction is being provided by the College or Institution.

Explanation 1.—Where the appointment is being made for an inter-disciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.

Explanation 2.—The Professor to be nominated by the Vice-chancellor shall be a Professor concerned with the speciality for which the selection is being made and the Vice-Chancellor shall consult the Head of the Department and the Dean of School before nominating the Professor.

- (3) The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, shall convene and preside at the meeting of the Selection Committee:
- Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council:
- Provided further that the proceedings of the Selection Committee shall not be valid unless,—
- (a) where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
 - (b) where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
- (4) The procedure to be followed by the Selection Committee shall be laid down in the Ordinances.
- (5) If the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.
- (6) Appointments to temporary posts shall be made in the manner indicated below—
- (i) If the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:
 Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.
 - (ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor:
 Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor:
 Provided further that in the case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.
 - (iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.
20. (1) Notwithstanding anything contained in Statute 19, the Executive Council may Special me
 invite a person of high academic distinction and professional attainments to accept a appointme

post of Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post.

(2) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.

21. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 19 for a fixed tenure on such terms and conditions as it deems fit, Appointment a fixed tenure

22. (1) The qualifications of recognised teachers shall be such as may be prescribed by the Ordinances. Recognised teachers

(2) All applications for the recognition of teachers shall be made in such manner as may be laid down by the Ordinances.

(3) No teacher shall be recognised as a teacher except on the recommendation of a Selection Committee constituted for the purpose in the manner laid down in the Ordinances.

(4) The period of recognition of a teacher shall be determined by the Ordinances made in that behalf.

(5) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from a teacher:

Provided that no such resolution shall be passed until notice in writing has been given to the person concerned calling upon him to show cause, within such time as may be specified in the notice, why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them have been considered by the Academic Council.

23. (1) An authority of the University may appoint as many standing or special Committees Committees as it may deem fit, and may appoint to such Committees persons who are not members of such authority.

(2) A Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

Terms and conditions of service and code of conduct of teachers, etc.

24. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

(2) The emoluments of members of the academic staff shall be such as may be prescribed by the Ordinances.

(3) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.

(4) A copy of every contract referred to in clause (3) shall be deposited with the Registrar.

Terms and conditions of service and code of conduct of other employees.

25. (1) 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 code of conduct as are specified in the Statutes, the Ordinances and the Regulations.
- (2) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be prescribed by the Ordinances.

Seniority list. 26.

- (1) Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principles as the Executive Council may, from time to time, prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

Removal of employees of the University. 27.

- (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or a member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

- (2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority in respect of other employees, 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 misconduct
- (3) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.
- (4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

- (6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign —
- (a) if he is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three months' salary in lieu thereof;
 - (b) if he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month's salary in lieu thereof;

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority as the case may be.

28. (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own motion, make such proposals.

- (2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.
29. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

30. (1) All powers relating to the maintenance of discipline and disciplinary action in relation to the students of the University shall vest in the Vice-Chancellor.
- (2) There shall be a Proctor of the University to assist the Vice-Chancellor in the exercise of the powers referred to in clause (1), who shall be appointed by the Executive Council from amongst the Professors and Readers in the manner prescribed by the Ordinances.
- (3) The Vice-Chancellor may delegate all or any of the powers referred to in clause (1), as he deems proper, to the Proctor and to such other officers as he may specify in this behalf.

Maintenance of discipline among students of University.

- (4) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of such powers, by order, direct that any student or students be expelled or rusticated, for a specified period, or be not admitted to a course or courses of study in College, Institution or Department or a School of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.
- (5) The Principals of College, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Schools and teaching Departments in the University, as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching Departments.
- (6) Without prejudice to the powers of the Vice-Chancellor and the Principal and other persons specified in clause (5), detailed rules of discipline and proper conduct shall be made by the University. The Principals of College, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make such supplementary rules as they deem necessary for the purposes stated therein.
- (7) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

Maintenance of 31.
discipline
among students
of Colleges, etc.

Admission of 32.
Colleges, etc.,
to the privileges
of University.

All powers relating to discipline and disciplinary action in relation to students of a College or an Institution not maintained by the University, shall vest in the Principal of the College or Institution, as the case may be, in accordance with the procedure prescribed by the Ordinances.

(1) Colleges and other Institutions situated within the jurisdiction of the University may be admitted to such privileges of the University as the Executive Council and the College Development Council may decide on the following conditions, namely:—

- (a) every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than fifteen persons approved by the Executive Council and including among others, two teachers of the University to be nominated by the Executive Council and three representatives of the teaching staff of whom the Principal of the College or Institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a College or an Institution shall be prescribed by the Ordinances:

Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the College or Institution, and two teachers of the University nominated by the Executive Council;

- (b) every such College or Institution shall satisfy the Executive Council and the College Development Council on the following matters, namely:--
- (i) the suitability and adequacy of its accommodation and equipment for teaching;
 - (ii) the qualifications and adequacy of its teaching staff and the conditions of their service;
 - (iii) the arrangements for the residence, welfare, discipline and supervision of students;
 - (iv) the adequacy of financial provision made for the continued maintenance of the College or Institution; and
 - (v) such other matters as are essential for the maintenance of the standards of University education.
- (c) no College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose by the Academic Council;
- (d) colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intension to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect;
- (e) a College or an Institution shall not, without the previous permission of the Executive Council, College Development Council and the Academic Council, suspend instruction in any subject or course of study which it is authorized to teach and teaches.
- (2) Appointment to the teaching staff and Principal of Colleges or Institutions admitted to the privileges of the University shall be made in the manner prescribed by the Ordinances:
- Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.
- (3) The service conditions of the administrative and other non-academic staff of every College or Institution referred to in clause (2) shall be such as may be laid down in the Ordinances:
- Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.
- (4) Every College or Institution admitted to the privileges of the University shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the College Development Council and Executive Council with such recommendations as it may deem fit to make.
- (5) The College Development Council and the Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the College or Institution with such remarks, if any, as they may deem fit for suitable action.

- (6) The Executive Council may, after consulting the College Development Council and Academic Council, withdraw any privileges granted to a College or an Institution, at any time it considers that the College or Institution does not satisfy any of the conditions on the fulfillment of which the College or Institution was admitted to such privileges:

Provided that before any privileges are so withdrawn, the Governing body of the College or Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

- (7) Subject to the conditions set forth in clause (1), the Ordinances may prescribe—

- (i) such other conditions as may be considered necessary; and
- (ii) the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

33. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances. Convocations.

34. Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting. Acting Chairman of meetings.

35. Any member, other than an ex officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar. Registration.

- Disqualification. 36. (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University—

- (i) if he is of unsound mind;
- (ii) if he is an undischarged insolvent;
- (iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

- Residence condition for membership and office 37. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

- Membership of authorities by virtue of membership of other bodies 38. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni
Association

39. (1) There shall be an Alumni Association for the University.
(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.
(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students
Council

40. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of—
(a) the Dean of Students' Welfare who shall be the Chairman of the Students' Council;
(b) all students who have won prizes in the previous academic year in the field of studies, fine arts, sports and extension work;
(c) twenty students to be nominated by the Academic Council on the basis of merit in studies, sports, activities and all round development of personality:
Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.
(2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.
(3) The Students' Council shall meet at least once in an academic year preferably in the beginning of that year.

Ordinances,
how made

41. (1) The first Ordinances made under sub-section (2) of section 31 may be amended, repealed or added to at any time by the Executive Council in the manner specified in the following sub-sections.
(2) No Ordinance in respect of the matters enumerated in sub-section (1) of section 31 shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.
(3) The Executive Council shall not have power to amend any draft of any Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.
(4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the

total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

- (5) Every Ordinance made by the Executive Council shall come into effect immediately.
 - (6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption.
 - (7) The Visitor shall have the power to direct the University to suspend the operation of any Ordinance.
 - (8) The Visitor shall inform the Executive Council about his objection to the Ordinance referred to in clause (7) and may, after receiving the comments of the University, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.
42. (1) The authorities of the University may make Regulations consistent with the Act, Regulations the Statutes and the Ordinances for the following matters, namely:—
- (i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
 - (ii) providing for all matters which are required by the Ordinance, the Statutes or the Ordinance to be prescribed by Regulations;
 - (iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Ordinance, the Statutes or the Ordinances.
- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.
- (3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.
43. Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers delegated shall continue to vest in the officer or authority delegating such powers. Delegation of powers.

APPROVED BY THE ACADEMIC COUNCIL IN ITS MEETING HELD ON 14-10-03
MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL,

REGULATIONS & SCHEME OF STUDIES FOR BACHELOR OF EDUCATION
B. ED. 2003

1. ELIGIBILITY FOR ADMISSION

The candidates seeking admission to B.Ed. course must have passed a graduate degree examination in sciences/social sciences/humanities of a recognised university with at least 45% in the aggregate provided that the candidate has offered the subjects relating to school education at first degree level. However, there shall be a relaxation of marks in the case of ST/SC as per rules as laid down by the Manipur University/ NCTE from time to time. Moreover, there shall also be a relaxation of marks in the case of in-service candidates.

2. MODE OF SELECTION

The selection of candidates for admission to B.Ed. course shall be on the basis of marks in the qualifying examination or performance in an admission test or interview or both. The reservation of seats for ST/SC, Physically handicapped candidates and Sports persons shall be determined as per rules as laid down by the State/Central Governments from time to time.

3. DURATION

The course will be of one year duration consisting of 210 working days of training with the break-up of 140 days of classroom teaching, 50 days of supervised Practice Teaching, 6 hours of instruction per day, of which 4 hours to be devoted to theoretical instruction and 2 hours to practical work, and 20 days of evaluation.

4. EXTERNAL EVALUATION

The Terminal University examination will be held on completion of instruction, i.e., after full 12 months training. The minimum pass marks for each theory and practical determination of grades, provision for subject improvement, declaration of results as passed or failed, mode of internal and external evaluation, marks allotment to a particular subject, examination schedule, etc., shall be as per evaluation norms/ rules as laid down by the Manipur University from time to time.

5. MEDIUM OF INSTRUCTION & EVALUATION

The medium of instruction and of evaluation in the entire course shall be English.

6. ATTENDANCE

Attendance is compulsory for each and every student-teacher. A candidate to be eligible to appear at the final evaluation shall have to maintain 75% of attendance and above. In no case shall the candidate (s) whose attendance is below 75% be permitted to sit in the B.Ed. final evaluation.

H. Jorche Mohan

7. AWARD OF CERTIFICATE

The degree shall be awarded to the candidate (s) on successful completion of the course by the Manipur University.

8. STUDENT FEES

The student - teacher shall have to pay the necessary fees in full in advance or as and when necessary, as fixed by the Manipur University/concerned authorities from time to time. The University/concerned authorities reserve the right of effecting suitable changes in the quantum of fees from time to time. A candidate who fails to pass or to present herself/himself for evaluation shall not be entitled to claim refund of the fees paid.

9. INTAKE CAPACITY

The intake capacity in the B.Ed. course shall be as per norms/Guidelines as determined by the NCTE from time to time.

SCHEME OF STUDIES & EVALUATION

10. (a) SCHEME OF STUDIES

The student - teachers admitted to one year degree programme shall undergo the following courses of study as per the structure and evaluation scheme given below:

COURSES OF STUDY		MARKS
PAPERS		100x4=400
(A)	CORE PAPERS	
	Paper I: Teacher in Emerging Indian Society.	
	Paper II: Development of Learner & Teaching-Learning Process.	
	Paper III: Development of Educational System in India.	
	Paper IV: Essentials of Educational Technology & Management.	
(B)	OPTIONAL PAPERS: PAPERS V & VI (METHODOLOGY OF TEACHING)	100X2 = 200
	Any two subject from the following to be studied as Method Papers V & VI:	
	• Methods of Teaching Physical & Biological Sciences.	
	• Methods of Teaching Social Sciences.	
	• Methods of Teaching Mathematics.	
	• Methods of Teaching Languages. .	
(C)	SPECIAL PAPER (ELECTIVE COURSE- SPECIALISATION)	100X1 = 100
	Specialisation paper may be chosen out of the following:	
	• Elementary Education. * Population Education. * Environmental Education.	
	• Alternative Education. * Educational Administration & Management.	
	• Educational & Mental Measurement. * Career Information in Career Guidance.	
	• Teaching of Values. * Art Education.	
(D)	Field-Based Experiences including Practice Teaching	300
(E)	Co-Curricular Activities-Work-Experience, Health & Physical Education, 100	
	Creative Education (Literary & Artistic Activities)	
		Total = 1100

(a) • EVALUATION SCHEME

- (A) Core Papers (Theory Papers) (400 Marks)
All the four Core Papers will be externally evaluated. Each theory paper carries a full mark of 100.

- (B) OPTIONAL PAPERS (200 Marks)
Any two school subjects to be studied as Method Subject V. & VI. These will be based on the main subjects or the main and one of the ancillary subjects in the case of the graduates, and the subject offered in post-graduation, which should be the same as in who have offered the fundamental subjects like Philosophy, Sociology or M.A. Education (School Teaching Subject). The full mark for each Method Subject will be 100. The evaluation will be externally conducted.

- (C) SPECIAL PAPER (100 Marks)
A student - teacher can choose one of the subjects as a specialisation paper. She or he has to make an in-depth study of her or his area of specialisation. The full mark of 100 for this paper will be externally evaluated.

- (D) FIELD-BASED EXPERIENCES (300 Marks)
The Field-Based Experiences include supervision and evaluation of practice Teaching and other aspects of school experiences along with field work for community work. The marks assigned to each activity are given below:

		<u>INTERNAL</u>	<u>EXTERNAL</u>
i)	Classroom Teaching:	Method Subject V: -	75
		Method Subject VI: -	75
ii)	Lesson Planning:	Method Subject V: 25	-
	(Note Books)	Method Subject VI: 25	-
iii)	Observation:	Method Subject V: 25	-
		Method Subject VI: 25	-
iv)	Community Work:	50	-
		150	150

i) **CLASSROOM TEACHING** (150 Marks to be Externally Evaluated):

The duration of classroom practice teaching will be of 50 working days. Each Trainee-teacher must prepare at least 20 lessons – 10 in each Method Subject. The classroom practice teaching will be organised on two or three days or more per week through a cycle of "Practice-Feedback-Practice" leading to near mastery of various teaching skills and strategies. For this purpose, the Institute (College or Department) has to select some co-operating schools in the neighbourhood. The practice teaching and any other Programme of activities done by the trainee-teacher during the period in the school shall be carefully observed by the Headmaster of the school or by the supervisor appointed for the purpose.

ii) **LESSON PLANNING** (50 Marks to be Internally Evaluated):
(Note Books)

The 20 lessons planned by the trainee-teacher- 10 in each method Subject- shall be evaluated internally by the faculty members.

iii) **OBSERVATION** (50 Marks to be Evaluated Internally):

The classroom teaching skills and strategies adopted by the trainee-teacher in a simulated classroom situation shall be observed on two Method Subject by the faculty members as internal examiners. One lesson for each Method Subject along with the necessary teaching aids are to be Prepared by the examinee.

iv) **COMMUNITY WORK** (50 Marks to be Evaluated Internally);

Community Work will be entirely field-based practical activities. In this context, a number of community services could be rendered by the student-teacher during the course of her or his academic pursuit. The following activities are suggestive only. The trainee-teacher may design other activities keeping in view her or his requirements.

FIELD WORK.

SUGGESTED ACTIVITIES:

- Making 3 to 5 adult illiterates or non-starter literate.
- Educating drop-outs at least 3 to 5.
- Survey of illiterate people in a locality or village.
- Study of child-rearing practices of a particular community in relation to feeding and nursing, weaning style, toilet-training, cleanliness training, obedience, disciplinary techniques, etc., adopted by the parents.
- Awareness study of adolescents towards HIV/AIDS.
- Survey of the needs and requirements and problems of the availability of water and electric supply and public Distribution System (PDS).
- Pollution: Water, air, noise, etc., & remedial measures.
- Population survey of a particular community or locality.
- Conduct a survey of a locality or village to find out the extent of educated unemployment viz-a-viz working & non-working population.
- Study of human rights violation based on newspaper report.
- Tree plantation programme in the campus and nearby village.
- Survey of a village or locality or town with at least 10 households in order to study socio-economic and educational status of the people.
- Study of school-community relationship.
- Study of wastage & stagnation in local primary school.
- Study of problems of lack of proper infrastructure & teachers of school.
- Survey of parent's attitude towards education of their children.
- Study of food habits of 10 houses: 5 each of urban and rural & suggest balanced food.
- Conduct a survey of children of school-going age in a particular area and find out the number of school-going & non-school-going children & remedial measures.

The trainee-teacher must select any one of the above activities and she or he can conduct the survey leisurely even on Sundays and holidays, depending upon her or his convenience, so that the final report could be submitted within the stipulated time as fixed by the concerned authority at the end of the course. The report should be written following the steps suggested below:

- | | |
|-----------|---------------------------|
| Step I: | The Title of the Project. |
| Step II: | Statement of the Problem. |
| Step III: | Objectives of the Study. |
| Step IV: | Hypothesis formulated. |

- Step V: Scope of the Study.
Step VI: Importance/Significance of the Study.
Step VII: Methodology adopted in gathering data.
Step VIII: Analysis & Interpretation of data.
Step IX: Findings & Conclusions.

5

FOR TEACHING ILLITERATES OR NON-STARTERS OR DROP-OUTS, THE FOLLOWING FORMAT MAY BE USED:

FORMAT*

1. Name of the Adult Illiterates or Non-starters or Drop-Outs:
2. Sex: (Male or Female)
3. Age:
4. Parent's Name:
5. Address:
6. Class & year in which the schooling discontinued:
(In case of Drop-outs)
7. Total days taken to attain the teaching-learning objectives:
8. Level of acquisition of knowledge & skills in terms of 3 R's (in case of illiterates) or continuing education (in case of drop-outs):
9. Signature of the Learner (In Full):
10. Actual Handwriting sample of the Learner on a separate sheet of paper:
11. Signature of any family member of the Learner as witness:

* Use separate Format for each Learner.

(E) CO-CURRICULAR ACTIVITIES – WORK-EXPERIENCE, HEALTH & PHYSICAL EDUCATION, CREATIVE EDUCATION (LITERARY & ARTISTIC ACTIVITIES):
Marks: 100 (Internal)

Apart from Teaching Practice experience in the school, the trainee-teacher should function as if she or he were a regular teacher of the school by carrying out various programmes of activities in the school. For this purpose, the student-teacher has to maintain a diary in order to record the day-to-day work done by her or him, i.e., the type of activities done with date and time taken, the number of students participated, the objectives of the activities, the manner in which how the activities organised, the frequency of a particular activity done, the motivation of the students, the effectiveness of each activity, the extent of co-operation of the Headmaster, teachers, and school authority, reactions or responses of the parents or community on the activities performed, etc. The activities which are to be undertaken by the student-teacher are suggested below:

- Attending school in time and organising morning assembly.
- Meeting any available class or making up classes.
- Identifying slow learners and talented/gifted children and developing lessons in each Method Subject for providing remedial instruction of slow learners and for providing enrichment lessons for talented/gifted students, and undertaking a case study/action research.
- Organising social service programmes regularly in the school campus and neighbourhood.
- Conducting educational and vocational guidance & counselling.
- Setting questions and conducting examinations and script examination.

- Participating in staff meeting.
- Framing school Time-Table & Academic Calendar,
- Maintaining school library and laboratory.
- Establishing rapport with parents and community.
- Maintaining School records.

The internal evaluation for 100 marks Co-Curricular Activities will be conducted in the light of the above experiences gained by the student-teacher. The activities and the marks assigned against each activity are as follows:

<u>ACTIVITIES</u>	<u>MARKS</u>
1. Organising work-experience Programmes:	20
2. Organising games and sports:	20
3. Organising Literary activities:	20
OR	
4. Organising artistic activities	
4. Preparing/improvisation of appropriate instructional materials/teaching aids in relation to the Method Subject.	20
5. Observation on day-to-day teaching performance and activities of the trainee-teacher by the supervisor/Headmaster (To be rated on 5 – point scales – Excellent (10 Marks), Very Good (8), Good (6), Average (4), Poor (2).	10
6. Overall Field Report:	<u>10</u>
	Total =100

CORE PAPERS: CURRICULA FOR BACHELOR OF EDUCATION (B. ED. 2003)

MANIPUR UNIVERSITY

PAPER I: TEACHER IN EMERGING INDIAN SOCIETY

COURSE OBJECTIVES:

On completion of the course, the Student-teacher will be able to understand:

- The meaning of philosophy of education and the relationship between philosophy and education; aims of education, and concept & objectives of formal, informal and non-formal education;
- The contributions of educational thinkers to educational practices and the philosophical outlook of different schools on certain aspects of education;
- The role of teachers in the past, present and future;
- The ethical issues involved in the teaching profession;
- The responsibility of the teachers, students, parents and other personnel in the field of education.

COURSE CONTENTS

Unit I: PHILOSOPHY & EDUCATION

- †(1) Meaning of Philosophy & Education.
- (2) Meaning of Philosophy of Education.
- * (3) Plato's Philosophy of Education.
- (4) Relationship between Philosophy & Education.
- * (5) Difference between Aims & Objectives of Education.
- (6) Aims of Education with special reference to-

- i) Moral & Spiritual Aim
- ii) Liberal & Vocational Aim
- iii) Individual & Social Aim.

*(7) Concept & Objectives of Formal, Informal & Non-Formal Education.

Unit II: CONTRIBUTIONS OF EDUCATIONAL THINKERS TO THE EDUCATIONAL PRACTICES WITH SPECIFIC REFERENCE TO:

- *i) Mahatma Gandhi (Basic Education: Its Objectives, Curriculum, and Methods of teaching).
- ii) Rabindranath Tagore (Shantiniketan: Its Objectives, Curriculum, Methods, & Teachers).
- * iii) Sri. Aurobindo Ghosh (Integral education, Teacher & Methods).
- * iv) Jean Jacques rousseau (Child-Centred Education).
- * v) Johann Heinrich Pestalozzi (Psychologization of Education).
- vi) Friedrich Froebel (The Play-Way Method).
- vii) Maria Montessori (The Didactive Apparatus).
- * viii) Plato (Idealism)

Unit III: SCHOOLS OF PHILOSOPHY

Naturalism, Pragmatism, Realism, & Idealism with special reference to:

- i) Aims of Education (ii) Curriculum (iii) Methods of Teaching
- iv) Evaluation (v) Role of Teachers & Students (vi) Discipline.

Unit IV: SOCIOLOGY & EDUCATION

- (1) Meaning of Sociology of Education.
- (2) Relationship between Sociology & Education.
- (3) Role of Education in Modernization, Social Mobility, & Social change and Control.
- (4) Education as a Tool of Economic & Human Resource Development.
- *(5) Need for Eradication of Illiteracy.

Unit V: TEACHERS IN INDIA: PAST, PRESENT, & FUTURE

- (1) Qualities, Duties & Responsibilities of the teachers in Ancient Indian Education.
- * (2) Teachers during British India.
- (3) Crucial Role of the Teachers in the Emerging Era of Modern Democracy.
- (4) Teachers in the 21st Century.

Unit VI: PROFESSIONAL ETHICS OF TEACHERS

- (1) Definition of Teaching Profession.
- (2) Concept of Professional Ethics.
- (3) Objectives of Professional Ethics.
- (4) Characteristics of Professional Ethics.
- (5) Dimensions of Professional Ethics.
- (6) Need of Professional Ethics.
- (7) Codes of Professional Ethics.
- (8) Teachers' Organizations & Professional Ethics.

* Unit VII: TEACHERS ACCOUNTABILITY

- (1) Concept of Teacher Accountability.
- (2) Ways of Teacher Accountability.
- (3) Dimensions of Teacher Accountability.
- (4) Types of Teacher Accountability.

- (5) Academic Freedom & Teacher Accountability.
- (6) Arousal of sense of Accountability amongst Teachers, Students, Parents, and other Personnel of education.
- (7) Factors effecting Teacher Accountability.

PRACTICUM

The following activities are suggestive only. The Student-teacher can formulate more activities:

- Classroom panel discussion/group discussion/ seminar/brain storming on:
- The relationship between philosophy and education, and sociology and education; aims of education in relation to past, present and future.
 - The role of different agencies of education.
 - The contributions of educational thinkers.
 - The impact of different schools of philosophy on educational practice.
 - The role of education in the development of a nation.
 - The role of teachers in the nation building activities.
 - The would-be professional ethics and the duties and responsibilities of teachers.

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22. Mayeer, F. (1963): Foundations of Education, Ohio: Charles E. Merrill Book Inc.
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PAPER – II: DEVELOPMENT OF LEARNER AND TEACHING -LEARNING PROCESS

COURSE OBJECTIVES:

To enable Trainee-Teachers to:

- * Understand the concept, needs, and methods of educational psychology;
- Acquire knowledge and understanding of different stages of human growth and development and the developmental tasks during childhood adolescence period;
- Understand the educational problems of various types of exceptional children and the guidance;
- Understand the role of reward and punishment in the education of a child;
- Understand the concept of intelligence and personality and develop the skills for their respective tests;
- Develop the understanding for effective teaching-learning process in relation to various theories of learning and motivation.
- Understand the basic knowledge of Educational Statistics.

COURSE CONTENTS

Unit I: EDUCATIONAL PSYCHOLOGY

- (1) Meaning, Scope, and Functions of Educational Psychology.
- (2) Need of Educational Psychology for a Teacher in Understanding a learner.
- (3) Methods of Study of a learner's Behaviour:
 - i) Experimental Method (ii) Clinical Method (iii) Interview Method
 - iv) Observation Method (v) Case Study Method.

Unit II: GROWTH & DEVELOPMENT OF A CHILD

- (1) Stages of human Growth & Development.
- (2) Difference between Growth & Development.
- (3) Factors Influencing Growth & Development.
- (4) Problems of Adolescent Learners & their Guidance and Counseling.
- (5) R.J. Havighurst's Developmental Tasks during Childhood & Adolescence.

Unit III: EXCEPTIONAL CHILDREN

- (1) Meaning of Exceptional Children.
- (2) Types & Characteristics of Exceptional Children & their Guidance:
 - i) Handicapped Children (ii) Mentally Retarded Children
 - ii) Gifted Children (iv) Educationally Backward Children.
- (3) Individual Differences in Classroom.

Unit IV: REWARD & PUNISHMENT

- (1) Concept of Reward & Punishment.
- (2) Impact of the Use of Positive (Reward) & Negative (Punishment) Reinforcements on Learning.

- (3) Types of Discipline & their Application to Teaching-Learning:
i) Repressionistic Discipline (ii) Impressionistic Discipline
iii) Emancipationistic Discipline.

Unit V: INTELLIGENCE & PERSONALITY

- (1) Definition of Intelligence.
- (2) Theories of Intelligence:
i) Spearman's Two-Factor theory (ii) Thorndike's Multifactor Theory
- (3) Intelligence tests:
i) Verbal Intelligence Test (ii) Non-Verbal Intelligence Test
iii) Performance Test.
- (4) Definition of Personality.
- (5) Personality Types & Traits.
- (6) Theories of Personality.
i) The Trait Theory
ii) The Psychoanalytic theory (Freud's Structure of Personality)
iii) The Social Learning Theory.
- (7) Assessment of Personality: Projective and Non-Projective Techniques.

Unit VI: TEACHING-LEARNING PROCESS

- (1) Definition of Teaching.
- (2) Objectives of Teaching.
- (3) General Principles of Teaching.
- (4) Maxims of Teaching.
- (5) Definition of Learning.
- (6) Concept of Teaching-Learning Process.
- (7) Thorndike's major Laws of Learning.
- (8) Theories of Learning with specific reference to Trial & Error and Learning by Insight.

Unit VII: LEARNING & MOTIVATION

- (1) Meaning of Motivation.
- (2) Types of Motivation.
- (3) Techniques of Enhancing Learning' Motivation.
- (4) Factors Influencing Teaching-Learning Process.
- (5) Theories of Motivation & their Application to Teaching-Learning:
i) Maslow's Humanistic theory of Self-Actualization
ii) Skinner's Behaviouristic theory of Motivation.

Unit VIII: ELEMENTARY EDUCATIONAL STATISTICS

- (1) Meaning of Statistics in Education.
- (2) Need of Statistics in Education & Psychology.
- (3) Measures of Central Tendency: Mean, Median & Mode.
- (4) Measures of Variability: its uses & limitations.
- (5) Graphic Representation of Data: Frequency, Polygon & Histogram.
- (6) Correlation by Rank Difference Method & Interpretation of Co-efficient of Correlation.

PRACTICUM

- Observing the behaviour of a child and an adolescents, and describing his or her characteristics and problems & suggesting remedial measures.
- Administering and interpreting the results of two tests of intelligence (Verbal, Non-Verbal or Performance).
- A Case Study of an exceptional child and suggesting how to make provisions for effective education of such a child.

- Identifying the personality traits of a child
- Interviewing a mother or a father about the techniques of reinforcement used by her or him in behaviour control of his or her children.
- Group discussion on various problems in the light of the contents.
- Application of Statistical Calculation to Education.

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PAPER – III: DEVELOPMENT OF EDUCATIONAL SYSTEM IN INDIA.

COURSE OBJECTIVES

On completion of the course, a Student-Teacher will be able to:

- Acquire knowledge of Characteristics features of ancient, medieval and British System of education in India and of their strengths and limitations
- Understand the contributions of various Committees and Commissions on education set up from time to time;
- Appreciate the developments in Indian education in the post-Independence era;
- Realise the problems of education in Manipur and the remedial measures for solution to the problems.

COURSE CONTENTS

Unit I: EDUCATION IN ANCIENT INDIA

Vedic & Buddhist Education with special reference to:

- i) Aims of Education (ii) Curriculum (iii) Methods of Teaching
- iii) Examination (v) Organization/Administration of Education
- vi) Agencies of Education

Unit II: EDUCATION DURING MEDIEVAL PERIOD

Islamic Education with special reference to:

- i) Aims of Education (ii) Curriculum (iii) Methods of Teaching
- iv) Examination (v) School Organization (vi) Women Education
- vii) Centres of Learning (viii) Educational Activities of Muslim Rulers.

Unit III: EDUCATION DURING BRITISH INDIA

- (1) Importance of Charter Act of 1813.
- (2) Macaulay's Educational Policy & its Impact.
- (3) Adam's Report & its Recommendations and Implementation.
- (4) Influence of the Wood's Despatch of 1854 on future educational Development in India.
- (5) Main Recommendations of the Hunter Commission of 1882.
- (6) Curzon's Educational Policy & sudden growth of nationalism among the Indian people
- (7) Gokhale's Bills (1910-12) for free & Compulsory Education and its Impact.
- (8) Contribution of the Sadler Commission of 1917-19 to the subsequent development of education in India.
- (9) Gandhiji's Basic Education 1937 & its success and failure.
- (10) Achievement & Failure of the British System of Education: A Critical Evaluation.

Unit IV: EDUCATION IN FREE INDIA

- (1) Educational Provisions in the Indian Constitution.
- (2) Main Recommendations of the University education Commission of 1948-49 & Its Implementation.
- (3) Main Recommendations of the Secondary Education Commission 1952-52 & Its Implementation.
- (4) Recommendations of the Indian Education Commission 1964-66 on School Curriculum, Methods of Teaching, Evaluation, and Teacher Education for Primary & Secondary School Teachers.
- (5) National Policy on Education (NPE) 1986 & Its Implementation.
- (6) Programme of Action 1992 with reference to Teacher Education and Secondary Education.
- (7) Present System of Education: Problems & Prospects.

Unit V: EDUCATION IN MANIPUR*

- (1) Pre-School Education with special reference to:
 - i) Curriculum (ii) Methods of Teaching.
- (2) Problem of Curriculum Implementation in the Elementary Schools & Its Solutions.
- (3) Problems of Lack of Dynamic Methods of Teaching in the Schools & Remedial Measures.
- (4) Causal Factors for failure in Adoption of Modern Techniques of Evaluation at Primary and Secondary stages & Remedial Measures.
- (5) Failure to Vocationalise Secondary Education & Remedial Measures.
- (6) How to Improve Quality and Standards of Education?

PRACTICUM

- Seminars, Group discussion, Panel discussion, Brain Storming sessions, etc., Should be organized specially on the problems of the system of education prevalent in Ancient India, Islamic, British India and Free India. (Teachers may also formulate some more activities in the light of the contents.)

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- Please Consult any relevant literature on Education in Manipur. All the Contents are issue- based Problems. Accordingly, Brain- Storming, Group Discussion, Seminars, etc., may be organised and conclusion arrived at.

PAPER IV: ESSENTIALS OF EDUCATIONAL TECHNOLOGY & MANAGEMENT

COURSE OBJECTIVES

- To enable the student-teacher to understand:
- The definition of educational technology, distinction between hardware and software technologies, importance of hardware technologies, and role of educational technology in modern education.
- The concept of teaching strategies and its types, and the use of appropriate audio-visual aids.

- The innovations of educational technology.
- The role of guidance and counselling in education.
- The way in which how to manage institution and classroom teaching and learning.
- The techniques for evaluation of institutional efficiency.

COURSE CONTENTS

Unit I: EDUCATIONAL TECHNOLOGY

- (1) Definition of Educational Technology.
- (2) Distinction between Hardware & Software Technologies.
- (3) Important Hardware Accessories & their Application to Teaching and Learning:
 - i) Over Head Projector (OHP)
 - ii) Still & Movie Projectors
 - iii) Audio-Visual recording Instruments
 - iv) Television, Computers, E-Mail, Internet, etc.
- (4) Role of Educational Technology in effective Teaching-Learning Process.

Unit II: TEACHING STRATEGIES & THEIR APPLICATIONS

- (1) Meaning of Teaching Strategies.
- (2) Styles of Teaching Strategies.
- (3) Selection of Appropriate Teaching Strategies by using Audio-Visual Aids.
- (4) Edgar Dale's Cone of Experience.

Unit III: INNOVATIONS IN EDUCATIONAL TECHNOLOGY

- (1) Programmed Instruction: Its Definition, Objectives & Advantages.
- (2) Micro-Teaching: Its Definition, Objectives, Skills needed and Advantages.
- (3) Team Teaching: Its Definition, Objectives, Procedures, Advantages & Limitations.
- (4) Simulation in Teaching: Its Definition, Objectives, Uses, Steps, Advantages & Limitations.
- (5) Socialised Recitation: Its Definition, Objectives, Forms, Advantages & Limitations.
- (6) Action Research: Its Definition, Objectives, Needs, Types of Research, Steps involved in Action Research, Advantages & Limitations, Format of Action Research:
 - 1) Title of the Project.
 - 2) Statement of the Problems.
 - 3) Objectives of the Study.
 - 4) Formulating Action Hypotheses.
 - 5) Design of the Study.
 - 6) Analysis and Interpretation.
 - 7) Findings and Conclusion
- (7) System Approach: Its Definition, Objectives, Steps, & Advantages.
- (8) Interaction Analysis: Its Definition, Objectives, Procedures, and Flander's 10 Categories of Classroom Interaction Analysis.

Unit IV: GUIDANCE & COUNSELLING

- (1) Meaning of Guidance & Counselling.
- (2) Difference between Guidance & Counselling.
- (3) Need of Guidance and Counselling.
- (4) Types of Guidance.
- (5) Vocational & Educational Guidance.
- (6) Counselling Approaches:
 - i) Directive Counselling
 - ii) Non-Directive Counselling
 - iii) Eclectic Counselling.

Unit V: MANAGEMENT IN EDUCATION

- (1) Meaning of educational Management.
- (2) Educational Management with special reference to:
 - i) School Plant Management both Physical & Human Resources
 - ii) Steps of Managing Teaching-Learning: Planning, Organising, Leading, & Controlling.
 - iii) Classroom Management based on Operant Conditioning (Reinforcement in relation to Discipline)
 - iv) Establishing Rapport with Educational Authorities, Parents, & others.
 - v) Time Management (Time-Table, etc.)
 - vi) Stress Management

Unit VI: EVALUATION OF INTERNAL EFFICIENCY OF THE INSTITUTION

- (1) Meaning of Internal Efficiency.
- (2) Determination of Internal Efficiency:
 - i) Input-Output Ratio
 - ii) Teacher-Pupil Ratio
 - iii) Working Days and Periods as Planned and Actually Worked
 - iv) Enrolment Capacity Created & Actually Enrolled.

PRACTICUM

- Teaching the students under simulated condition or in actual situation by using the appropriate hardware accessories and teaching strategies.
- Conducting Computer Assisted Instruction (CAI), micro-teaching sessions, team-teaching, simulated teaching, socialized recitation, action research & reporting the results, system analysis, and classroom Interaction Analysis through Flander's 10 Categories.
- Interviewing five persons and finding out the factors responsible for their choosing those jobs.
- Finding out merits and limitations of one approach of counselling.
- Surveying of management of at least one educational institution & reporting.
- Observing and recording the classroom management of a teacher in relation to the disciplinary techniques used by the teacher and reporting the results.
- Suggested Activities in relation to Unit VI are as follows:
 - INPUT-OUTPUT RATIO in which a student-teacher has to select a lower primary school or upper primary school, and then examine the total number of pupils admitted to different classes in a particular year and find out the number of drop-outs and stagnation. It is assumed that if the school is able to produce the maximum number of pupils who have entered the system in a particular year with minimum wastage, the school may be said to be operating efficiently or the performance of the school may be assumed as good.
 - TEACHER-PUPIL RATIO: if a school is able to maintain the optimum teacher-pupil ratio, the school may be said to be working efficiently. The assumption is that if this ratio is higher, the effectiveness of interaction between the teacher and the pupil would be poor, hence the teaching-learning process would also be poor; and if this ratio is small, as the teacher can pay more attention to each pupil, the quality of teaching would be good. The student-teacher has to observe this phenomenon.
 - WORKING DAYS AND PERIODS AS PLANNED AND ACTUALLY WORKED: the student-teacher has to find out the total number of prescribed working days and periods as per school time-table and then the actual number of working days and periods worked in a particular year. If the school is able to work the maximum

number of working days and periods, the school may be assumed to be operating more or less efficiently; and if worked, the efficiency or the performance of the school would be poor. In fact, the contact of effectiveness. If the teacher does not teach the pupils fully, whatever may be the teacher-pupil ratio, the effectiveness may be almost nil. In this context, one might argue that a teacher may go to a class but may not teach the pupils properly and effectively. But it may be a rare phenomenon. Even if it is a general one, it is to ascertain whether the prescribed number of working days and periods are actually met or not? If not, what is the gap and wastage arising out of it? The gap itself would determine the degree of effectiveness. The data may be interpreted in terms of percentage.

ENROLMENT CAPACITY CREATED AND ACTUALLY ENROLLED: the student-teacher first of all has to determine the intake capacity of every classroom on the basis of the available class size and then to examine whether the size of the classroom. Examine the gap, if any, and interpret the data in terms of percentage.

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