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NO.F.30-19/88-SK.I
Government of India
Ministry of Human Resource Development
(Deptt. of Education)

New Delhi, the 6th July, 1993.

To

The Principal,
Calicut Adarsh Sanskrit
Vidyapeetha, Balussery,
P.O. Balussery,
Distt. Calicut (Kerala) - 673 612

ORIGINAL DOCUMENTS
W. H.
SH. D. Singh Rajput
ON 21-3-11
SUBJECT: Scheme for Financial Assistance to Institutions
recognised as Adarsh Sanskrit Mahavidyalaya/
Shodha Sansthan - as revised.

Sir,

I am directed to send herewith a copy of the Scheme for Financial Assistance to Institutions recognised as Adarsh Sanskrit Mahavidyalayas/Shodha Sansthan" as has now been revised. This scheme has become effective from the date of issue of this letter. Guidelines to Management Committee regarding conditions governing the services of staff of Adarsh Sanskrit Mahavidyalayas/Shodha Sansthan have already been sent to you vide this Ministry's letter of even number dated 20th May, 1993.

Yours faithfully,

(R.K. Sharma)
Asstt. Educational Adviser(5)

Encl: as above.

7 Copies

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THE SCHEME FOR FINANCIAL ASSISTANCE TO
INSTITUTIONS RECOGNISED AS ADARSH SANSKRIT
MAHAVIDYALAYA/SHODHA SANSTHANS

Name of the Scheme

1. The name of the scheme is "The Scheme for Financial Assistance to Institutions recognised as Adarsh Sanskrit Mahavidyalaya/Shodha Sansthanas". This scheme will become effective from the date it is circulated by the Govt. of India. This applies to all the institutions recognised/assisted under this scheme and to all persons working/nominated in/for these institutions. This scheme would replace the earlier scheme for the "Establishment of Sanskrit Mahavidyalaya/Shodha Sansthanas" circulated by the Government.

Objectives

2. The objective of the Scheme is to support and promote traditional sanskrit learning and research. For this purpose assistance is extended under this scheme to sanskrit Mahavidyalayas for conducting courses at the level of Prak Shastri, Shastri and Acharya and to Shodha Sansthanas for organising and conducting research, both at doctoral and post doctoral levels.

Conditions of recognition & Financial Assistance

3. Only institutions recognised either as Sanskrit Mahavidyalaya or as Shodha Sansthan will be eligible to be considered for financial assistance under this scheme. However, recognition will not automatically entitle any institution to financial assistance, nor can the continuance of grant-in-aid be claimed as a matter of right.

4. Any registered voluntary organisation either as a society under the Societies' Registration Act or a registered Trust, maintaining a Sanskrit Mahavidyalaya or Shodha Sansthan will be eligible to apply for recognition. Recognition will be considered by the Govt. of India only if the following conditions are satisfied -

- (i) The Mahavidyalaya should be teaching at the level of Prak Shastri, Acharya or equivalent courses on traditional lines. The Shodha

Sansthan should be actively pursuing research in the various traditional sanskrit disciplines;

- (ii) The Mahavidyalaya/Shodha Sansthan should have been in existence for at least seven years at a level mentioned in (i) above. However, the Mahavidyalayas/Shodha Sansthans receiving financial assistance under the earlier scheme would continue to be entitled to receive financial assistance under this revised scheme.
- (iii) The institutions should be in ownership and in possession of adequate building and campus. Lease of 99 years in favour of the institutions will also be acceptable.
- (iv) The registered Parent Body applying for recognition and financial assistance under this scheme in future would have to deposit in a Fixed Deposit Account a sum of at least Rs. 2 lakhs. However, the institutions already receiving assistance under the old scheme which have deposited Rs. 1 lakh in favour of the Mahavidyalaya/Shodha Sansthan would be exempt from this condition.
- (v) The Mahavidyalaya/Shodha Sansthan should be affiliated either to a University duly set up by an enactment of the Central Government or a State Government or to the Rashtriya Sanskrit Sansthan.
- (vi) The Mahavidyalaya should have a student strength of not less than 50, a Shodha Sansthan should have not less than 12 active researchers.

5. On receipt of application for recognition, the Govt. could cause an on-the-spot inspection and assessment to be made through an Expert Committee and convey its decision to the applicant organisation about recognition. This would be followed by screening of the existing staff of the institution by a Screening Committee to be specially constituted for the purpose.

6. All the recognised Sanskrit Mahavidyalaya/Shodha Sansthan will be eligible to be considered for financial assistance under this scheme provided that they undertake to abide by the conditions enumerated in this scheme.

Management

7. As a condition of eligibility for financial assistance under this scheme, the Society/Trust will be required to constitute a Managing Committee for the Mahavidyalaya/Shodha Sansthan with the following membership :-

- | | |
|---|------------------|
| 1. Nominee of the Govt. of India | Chairman |
| 2. One Sanskrit Scholar as nominee of the Govt. of India | Member |
| 3. One nominee of the State Govt. | Member |
| 4. One nominee of the University to which the institution is affiliated | Member |
| 5. One nominee of the parent society/trust | Member |
| 6. Principal/Director of the Institution | Member Secretary |

8. The term of the nominated Chairman/Member shall be three years but a member, including Chairman, can be nominated for a second term also. However, the Government of India may cancel the nomination of any of its members without assigning any reasons at any time during the term.

9. The function of the Chairman and members will be to attend meeting of the Managing Committee for taking decisions on the issues presented to them, for reviewing the functioning of the institution and for giving such directions as the Managing Committee may consider appropriate for efficient working of the institution. The Managing Committee will also make rules and guidelines for regulating various matters concerning administrative, financial and academic management of the institution. The Managing Committee will also be the appointing and disciplinary authority for Group A & B employees. The Chairman of the Managing Committee shall be the appointing and disciplinary authority for Group C & D employees.

10. The following staff pattern will be applicable to the Mahavidyalaya/Shodha Sansthan :

Mahavidyalaya

Principal (in the pay scale of Reader in a University)	-	One
Lecturer (Traditional)	-	Not more than ; in each subject
Lecturer (Modern vocational subject)	-	One in each Subject
Librarian (in the pay scale of Assistant Librarian in a University)	-	One
Assistant	-	One
Accountant	-	One
Typist	-	One
Icon	-	Two
Chaukidar sweeper		

Provided that the teaching posts will not work out to more than one for every ten students.

Shodha Sansthan

Director (in the pay scale of Reader in a University)	- One
Asst. Director (in the pay scale of Lecturer in a University)	- Two
Curator (in the pay scale of Lecturer in a University)	- One
Researcher (Fellowship at the rate of Rs.1500/- per month)	- 12 to 15
Librarian (in the pay scale of Assistant Librarian in a University)	- One
Typist	- One
Peon	- Two

11. UGC pay scale and qualifications will be applicable to the teaching staff including Librarian. Non-teaching posts will be in the pay scales applicable for equivalent posts in the State Government of the concerned State. It will not be competent for the Managing Committee to relax educational qualifications for any post while making any recruitment. However, where it has not been possible to fill up a teaching post by a person possessing prescribed qualifications, the Managing Committee may make ad hoc arrangements of teaching of the subject by a qualified person, for example a retired academician, on payment of a monthly ceiling of Rs.2500.

12. All persons employed on teaching as well as non-teaching posts in the institutions receiving financial assistance under this scheme shall be the employees of the Managing Committee of the institution, and not of the Government of India. However, being the major contributor to the funding of these institutions, the Government have issued vide No. F.30-19/88-Sk.I dated 20.5.1993 some broad guidelines to Managing Committee of Adarsh Mahavidyalaya/Shodha Sansthan regarding conditions governing the services of teaching/non-teaching staff therein, which are contained in the Annexure appended to this document. The Managing Committees of institutions already receiving financial assistance under the scheme as well as those which may be taken on the grant-in-aid list in future are expected to frame and adopt service rules in conformity with the guidelines mentioned above.

13. The Managing Committee will ordinarily meet once in every quarter.

Finance

14. The institution will manage its financial affairs through one unified account. This account is to be opened in a nationalised bank. At places where there is no branch of a Nationalised Bank, the account may be opened in the nearest Post Office. All grant received from the Government of India, Society/Trust contribution and donations will be deposited in this account. However, if the Society/Trust/Institution is able to raise additional resources and wants to create reserve fund out of those, it will be permissible to have a separate bank account for the reserve fund. The account shall be operated jointly by the Principal and one of the two seniormost teachers/deputy directors.

15. The Government of India will financially assist a Mahavidyalaya/Shodha Sansthan to the extent of 95% of the admissible expenditure for recurring items and to the extent to 75% for non-recurring items relating to development of infrastructure. The non-recurring items will include construction of buildings, acquisition of equipment, furniture and campus development. The recurring items will consist of :-

- (i) Salary and allowances to the approved staff
- (ii) L.P.F. contributions and Compulsory Group Insurance if sufficient number of employees opt for CGI. Grant in aid given to the institution shall cover 95% of the normal share of the employer for these liabilities.
- (iii) Contingencies including electricity, water, telephone and stationery etc.
- (iv) Books for library.
- (v) Scholarship to students at the rate of -
 - a. Prak Shastri - Rs. 50/- p.m.
 - b. Shastri - Rs. 100/- p.m.
 - c. Acharya - Rs. 150/- p.m.
 - d. Doctoral Research students in Shodha Sansthan - Rs. 1500/- p.m.
 - e. Post-doctoral research scholars in Shodha Sansthan - Rs. 3000/- p.m.

In addition, Government of India will assist every institution every year to the extent of Rs. 25,000/- to Rs. 50,000/- for inviting traditional sanskrit scholars

even if they do not have formal degrees, to deliver a series of lectures to the students on some aspect of traditional sanskrit learning.

16. Scholarships under a, b & c above will be admissible only to those students the income of whose parents is not more than ₹.1,500/- per month as certified by a competent authority. Continuation of scholarship for a, b & c would be conditional on the students passing the examinations every year. In the case of c & d above, the condition of scholarship would be conditional on the progress being found acceptable as reflected in assessment to be done annually jointly by the Director and the Guide/Coordinator.

17. Every employee working in regular capacity would be entitled to Contributory Provident Fund scheme but where pension scheme has been approved by the Government of India, it will continue to be applicable. Every employee will also be entitled to gratuity on retirement and for Compulsory Group Insurance. The institution will not sanction any new allowance or honorarium to any employee without the prior approval of the Government of India.

18. Applications seeking assistance for building works will be required to be accompanied by designs and estimates prepared by an officer of CPWD/State PWD not below the rank of an Assistant Engineer. The construction work will also have to be executed by these agencies. For other non-recurring items the proposals will have to be accompanied by at least two quotations from standard manufacturers for the relevant items.

19. The institution will be required to have its accounts audited by a Chartered Accountant or such other audit authority as may be designated by the Government. The accounts shall also be open to examination by the Auditors and Inspecting Officers of the Government of India and to any officer authorised by the Comptroller and Auditor General of India every year and to submit this report along with statement of accounts to the Ministry by June 30 in the succeeding year. Default in submitting the statement of accounts, utilisation certificates of the grant released by the Government in the preceding year and report of the Chartered Accountant by 30th June will debar the institution from receiving any further financial assistance from the Government.

Academic

20. The Mahavidyalaya/Shodha Sansthan assisted by the Government of India under this scheme is expected to pursue the courses/research in a vigorously academic environment. It will be expected that every student and scholar in the institution is able to read and write Sanskrit fluently. The institution is also expected to pursue the oral tradition of Sanskrit learning, including correct and traditional pronunciation and intonation of Sanskrit scriptures.

21. The institution will make arrangements to ensure that every student/employee/scholar is taught Hindi and English while studying/working in the institution so that at the end of his pursuit in the institution the student/employee/scholar is able to freely read, write and speak each of these three languages.

22. Every institution will be expected to promote learning through seminars in addition to traditional ways of learning. The seminars will be invariably conducted in the medium of Sanskrit.

23. Every Mahavidyalaya will seek to specialise in at least two areas of traditional Sanskrit learning out of Sahitya, Vyakarana, Mimamsa or Vedants, Nyaya, Samkhya, Yoga, Jyotisa, Saiva Darsana, Bauddha Darsana, Jaindarshan. It will seek to specialise in at least one vocational course out of the manuscriptology, Paeleography, Epigraphy, Computer Word Processing, Caleography and comparative rituology.

24. No aided institution shall open an additional Section or close the existing one in any class without the prior approval of the Government of India. Similarly, no additional courses shall be started in an institution without the prior approval of the Government.

Review and
Evaluation

25. Every Mahavidyalaya/Shodha Sansthan will review its own working including shortcomings and achievements every year through its faculty. This report will be furnished to its Managing Committee and also to Government of India before September 30 of the succeeding year. Further continuance of the grant-in-aid shall depend on the satisfactory progress and performance of the institution as revealed in the report subject to verification through independent inspection which may be conducted by an authorised officer of the Government of India.

26. The Government of India will subject every institution assisted under this scheme to a review through a panel of experts at the end of every Plan period. The Review Committee will assess the academic standards and the performance of the institution in terms of observance of the provisions and conditions of this scheme. The

69 47 27

Government of India will convey its views about the review done to the institution and its Managing Committee. An institution which is not functioning efficiently or where the academic standards are not good can be debarred from financial assistance by the Government of India for a fixed period or for an indefinite period.

27. No institution shall be approved for grant-in-aid unless its management is reconstituted on the lines mentioned in the foregoing paragraphs and unless the Parent Body and the Managing Committee of the institution undertakes to observe the conditions laid down in this scheme. Breach of any of these conditions shall render the institution liable to be removed from the grant-in-aid list.

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**GUIDELINES TO MANAGING COMMITTEES OF ADARSH SANSKRIT MAHAVIDYALAYAS/SHODHA
SANSTHAN REGARDING CONDITIONS GOVERNING THE SERVICES OF TEACHING/NON-TEACHING
STAFF THEREIN**

Under the Scheme for the establishment of Adarsh Sanskrit Mahavidyalaya/Shodha Sansthan, Sanskrit Institutions recognized as such by the Govt. of India, (Ministry of HRD, Deptt. of Education), Grant-in-Aid for salary and allowances of staff, Scholarships, Contingent expenditure, furniture, library, buildings etc. is being sanctioned by the Govt. of India.

The rate of assistance in respect of recurring expenditure is 95% the assistance for non-recurring expenditure is limited to 75%. These percentages relate to the approved expenditure under the relevant head.

A need has been felt for sometime past to issue broad guidelines regarding the conditions governing the services of the employees both the teaching and non-teaching employed by the Managing Committee of the institutions recognized for assistance under the scheme, for the sake of uniformity. Accordingly, the following guidelines are issued:-

1. Grades & Categories of Posts:

Each institution shall have such number of teaching and non-teaching posts in different grades and categories as may be recommended for each institution by the Screening Committee duly constituted by Govt. of India for the purpose or may be created subsequently by the Managing Committee with the prior approval of the Govt.

2. Recruitment of Staff:

The appointment of staff against sanctioned posts shall be made by direct recruitment for which the vacancies shall be advertised in newspaper(s) and Employment News. The Selection will be made on the basis of recommendation of Selection Committee duly constituted by Govt. of India from time to time. The composition of Selection Committees shall be as already mentioned in the scheme.

3. Qualifications:

In the case of teaching staff the qualification prescribed by U.G.C. for similar posts in colleges/Universities shall be strictly followed. The qualification/experience/typing speed requirements for ministerial/non-teaching posts shall be mutatis mutandis the same as prescribed in the case of Kendriya Sanskrit Vidyapeethas of the Rashtriya Sanskrit Sansthan, New Delhi.

4. Fitness:

No person shall be appointed to any post by direct recruitment unless:-

- (i) He/she is a citizen of India.
- (ii) He/she is declared medically fit by a Medical Officer of the rank of Civil Surgeon of the Govt. Hospital/dispensary and
- (iii) The Appointing authority is satisfied that he/she possesses good moral character and his antecedents have been verified.

5. Probation:

Every person appointed to a post shall be on probation for a period of two years. On successful completion of the probation period, he/she will be confirmed in service.

6. Termination of Services:

- (a) During the period of probation the services of the employees can be terminated by the appointing authority at any time with a notice of one month or at any time without notice on payment of one month's pay and allowances in lieu of notice.
- (b) If the appointment is made for a specified period, the services shall stand terminated on the expiry of such period.
- (c) The appointment shall also stand terminated on the abolition of the post or on the expiry of the specified period for which the post is created.
- (d) The services of an employee shall be liable to termination, if as a result of departmental action the Competent Authority inflicts the penal of removal/dismissal from service.

7. Retirement:

The age of retirement for teaching and non-teaching staff shall be such as is applicable to corresponding staff employed in Graduate/Pos-Graduate Degree College run by respective State Governments. The retirement will take effect from the afternoon of the last day of the month in which the employee attains the age of retirement.

8. Resignation:

An employee may, by giving notice of one month, in writing resign from the services of the institution.

The appointing authority may, as its discretion, waive the condition of one month's notice.

9. Pay & Allowances:

- (i) The pay and allowances of the staff shall be the same as the staff of corresponding status in the Graduate/Post Graduate Degree Colleges in the respective State where the relevant Mahavidyalaya is situated.
- (ii) In the case of Sodhasamstha, the designation, gradation and equivalence of various Posts shall be fixed on the lines recommended by the Screening Committee.

Note:

U.G.C. scales of pay shall be applicable to the teaching staff if the same have been adopted by the relevant State Government for its Graduate/Post Graduate Degree Colleges.

The allowances shall be paid at such rates and subject to such conditions as may be laid down by the State concerned for Graduate/Post Graduate Degree Colleges.

Notwithstanding clause (i) above, any revision in the pay scales shall be made only with prior approval of the Govt. of India and shall take effect from such date as may be specified by Government.

10. Retirement Benefits:

Each institution shall provide for the benefit of the staff the following as prevalent for their counterparts in Graduate/Post-Graduate Degree Colleges of the respective States:-

- ✓ (i) Contributory Provident Fund
- ✓ (ii) Gratuity

Note:

Group Insurance Scheme of LIC of India shall be negotiated by the Managing Committee through its Member Secretary for such employees as may volunteer for the same.

11. Leave:

The leave of the employees of the institution shall be regulated as per corresponding staff of Graduate/Post Graduate Degree Colleges of the State Government of the respective States.

12. Reservation for SC/STs:

The institution shall make reservation for SC/STs in posts under their control as per the orders issued by Govt. of India for its own offices/organization from time to time for such reservations.

13. Part-time teachers:

In case part-time teachers are engaged as a stop-gap arrangement against vacancies, they will be paid remuneration at the rates fixed by the Rashtriya Sanskrit Sansthan for its Kendriya Vidyapeethas. Such part time teachers shall have no claim for regular appointment nor will they have any claim to other benefits available to regular employees.

14. General conditions of service:

- (a) The whole time of an employee shall be at the disposal of the institution and he may be employed for such duties as may be assigned to him.
- (b) An employee shall observe such holidays and vacations as the Managing Committees may decide keeping in view the local requirements. They would, however, be normally expected to observe the vacations/holidays schedule as applicable to the State Govt. Graduate/Post Graduate Degree Colleges.

15. Disciplinary proceedings:

The procedure to be followed in disciplinary cases against employees of the institutions shall be as laid down in CCS (CCA) Rules 1965 of the Central Govt.

16. Disciplinary Authority:

The Chairman of the Managing Committee shall be the disciplinary authority for teaching as well as non-teaching staff of the institution. The said authority shall place the findings of the disciplinary proceedings before the Managing Committee before passing final orders.

17. Appellate Authority:

The Chairman of the Managing Committee and the Member of the Managing Committee representing the Parent Body on the Managing Committee shall jointly function as the appellate authority for all categories of staff of the institution.

18. Reviewing Authority:

The managing Committee as a whole, with at least three members present in the meeting, shall be competent to revise any order made by disciplinary authority/appellate authority.

19. Application of rules:

For all service matters for which there is no provision or insufficient provision in these guidelines, Management Committee may adopt supplementary provision with the prior approval of the Govt. of India shall however, have the final authority to accept or reject such proposals.

20. Power to relax:

Notwithstanding anything contained in these guidelines, the Managing Committee may with the prior approval of the Central Government relax any of the provisions contained in these guidelines except these relating to:-

- (i) Essential qualifications laid down by the U.G.C.
- (ii) Provisions relating to pay and allowances.
