

# **The Mizoram Aided College (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990**

MIZORAM

India

## **The Mizoram Aided College (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990**

### **Rule**

### **THE-MIZORAM-AIDED-COLLEGE-RECURRING-AND-NON-RECURRING of 1990**

- Published on 1 January 1990
- Commenced on 1 January 1990
- [This is the version of this document from 1 January 1990.]
- [Note: The original publication document is not available and this content could not be verified.]

The Mizoram Aided College (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990Published vide Notification No. B 11011/5/88-EDC, dated 1st January, 1990, published in the Mizoram Gazette, Extraordinary No. 19, dated 1-1-1990Last Updated 19th February, 2020Notification No. B 11011/5/88-EDC, dated 1st January, 1990. - Whereas the Government deems expedient to make a new set of rules for the maintenance of Recognised Government Aided Colleges in Mizoram ;Now therefore, the Governor of Mizoram is pleased to make the following Rules for Recurring Grants-in-aid for general maintenance of Recognised Aided Colleges in Mizoram, and Non-Recurring Grants-in-aid to Recognised Aided Colleges in Mizoram, namely :

### **1. Short title, extent and commencement.**

(1)These Rules may be called the Mizoram College (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990.(2)It shall extend to the whole of Mizoram and shall come into force at once.

### **2. Definitions.**

- In these Rules, unless the context otherwise requires-(a)"Affiliating University" means a University to which a College in Mizoram is affiliated for the purpose of the various examinations conducted by the University ;(b)"Committee" means Governing Body of the Institution duly constituted and approved by the Government;(c)"Department" means the Department of Education and Human Resources Department;(d)"Director" means the Director of Higher Education, Mizoram and the "Directorate" means the Directorate of Higher Education ;(e)"Government" means the Government

of Mizoram ;(f)"Grant" means recurring and non-recurring grants-in-aid for general maintenance of the College and includes all financial assistance given on this account to a college in cash or in kind ;(g)"President" means the President of the Governing Body ;(h)"Secretary" means Secretary of the Committee.

### **3. Categories of recurring grants-in-aid for general maintenance.**

- There shall be deficit recurring grants-in-aid for general maintenance, namely ;(a)Deficit grants-in-aid.(b)Ad hoc grants-in-aid.

### **4. Conditions for grant-in-aid.**

(1)The Colleges in Mizoram already receiving recurring deficit grants immediately preceding the introduction of these rules shall continue to receive the same; provided that the Governing Body of the Colleges re-adjust themselves to conform to the rules formulated herewith from the date of their introduction and are not deemed, at any time, to be grossly neglecting or infringing these rules or are found to be lacking in their ability to maintain a desirable standard of academic efficiency in their institutions, in which case the grants may be reduced to the level of ad hoc grants or withdrawn completely or suspended at the discretion of the Government.(2)The Government shall have power to add to the number of institutions to be brought under deficit grant keeping due regard to their eligibility and availability of funds.(3)Besides conforming to the general conditions hereafter provided, any institution brought under deficit grants shall conform to the following other conditions : (a)It shall not have under its employment any unqualified staff. However, those unqualified staff already employed and serving in the institution for more than three years may be temporarily retained for a further period of two years to enable them to qualify themselves according to requirements. In case they fail to do so, they must be replaced by qualified staff.(b)It shall not keep under its employment any staff beyond the age of 60 (sixty) except with the specific approval of the Government.(c)It shall have a minimum enrolment of 60 (sixty) in case of Colleges with only pre-University classes and 150 (one hundred fifty) in case of Colleges teaching up to the degree level after securing affiliation for the same from an affiliating University.(d)It must have been in existence for a minimum period of three (3) years running effectively on its own resources and/or from and ad hoc grant if received from the Government.(e)It shall ensure that no teacher under its employment takes more than one private tuition without the prior approval of the Joint Director.(f)It shall also ensure that no staff under its employment accepts an office not connected with the institution or indulges in active politics.(g)The staff under its employment shall give written undertakings agreeing to be governed by the Education Department Conduct Rules and orders and to perform all Curricular and Co-Curricular duties entrusted to them by the Head of the Institution.(h)It shall not add or terminate any section of a class without prior approval of the Director, nor shall it enrol more than the number of students permitted by the affiliating University in a class without the prior approval of the affiliating University.(i)It shall not appoint any of its staff on scale of pay and allowances higher than what may be applicable in case of his counterpart in the Government service nor shall it allow any higher start of grant or any premature increment to any of its staff except with the prior approval of the Government subject to the relaxation that in case of the appointment of a qualified serving person from another recognised college, the Director will have

power to allow the Governing Body to appoint him on the pay he was actually drawing in the other recognised institution which was previously approved by the Director.(j)Before any institution is brought under deficit grant, the teaching staff already in position in the institution shall be subject to a screening process by a committee duly constituted for the purpose within the relevant provision of these rules and the Governing Body of the institution shall undertake to dispense with the services of such members of the teaching and ministerial staff as may be considered being circumstances in which case Government's specific approval shall have to be obtained.(k)It shall not make appointment of any new teaching staff except from the panels prepared on the recommendation of selection committees duly constituted under these rules for making approved panels which shall remain in force for one year from the date of their formation or till the same gets exhausted whichever is earlier.(4)The Government shall reserve the right to decide which of the colleges shall be considered for the purpose of grants-in-aid and subject to this overriding power of the Government a college shall conform to the following conditions before considered eligible for any kind of recurring grants-in-aid for general maintenance : (a)It shall have Governing Body duly constituted and approved by the Government.(b)It shall normally have its own building and lands, the ownership of which should be legally vested in its duly constituted Governing Body, such land and buildings being considered adequate by the Department for effective education at the various levels for which it runs the institution ; provided that the Government may, in any deserving case, relax this condition and consider the desirability of making recurring grants to otherwise well run institutions accommodated in suitable rented building, pending construction of their own buildings.(c)Within two years from the date of publication of these Rules, the Governing Body of the college shall get itself registered under the Societies Registration (Extension to Mizoram) Act, 1977 (Mizoram Act, 3 of 1977) or public trust constituted under any law for the time being in force, unless of course it is already registered under any of these.(d)It shall be considered by the Department to serve a real need of the locality/areas wherein it is situated.(e)It shall not start functioning' without prior approval of the Department.(f)It shall not adversely affect the enrolment of any institution of the same type within three kilometres of its location.(g)It shall follow courses, curricula, syllabi and text books for the various stages of education as prescribed by the affiliating University for collegiate classes and courses.(h)It shall not be run for profit to any individual or group of individuals.(i)It shall not make any discrimination in admitting students on ground of religion, caste or creed.(j)It shall make adequate arrangement for class from accommodation, playfield and sanitation.(k)It shall take effective steps to promote discipline and orderly behaviour on the part of the students and the staff as also to maintain a high morale in the College. Failure in this respect may result in suspension or withdrawal of the grant.(l)It shall be open to inspection by any Officer authorised to do so by the Department.(m)It shall maintain such record and registers as directed by the Director.(n)It shall promptly and accurately furnish such statistics, reports and information as may be called for any the Department or any other authorised officer.(o)It shall maintain full accounts of all its income and expenditure, the latter being supported by duly maintained acquittance rolls/vouchers. This must be annually audited and audit report shall be considered by the Governing Body of the College in a regular meeting soon after the submission of the report and the attested copies of the audit report shall be submitted to the Director.(p)It shall not employ any teaching and/or other allied staff having qualification less than what may be approved by the Government or University.(q)It shall not normally levy tuition and other approved fees from the students at rates higher than those charged from their counterparts in a Government institution at equivalent levels ;

provided that such fees may be allowed to be raised by the Government in exceptional circumstances to limited higher extent on grounds considered valid by the Government ; provided further that in addition to these approved fees the Governing Body of an institution may levy a development/building construction fee from the parents/guardians of each student once a year up to the extent of two times the monthly tuition fee of his/her ward. A separate account shall be maintained for such collections and no amount from such collections shall be spent for repair/construction of the college building without prior approval of the Director.(r)Governing Body shall have a constitution for running it smoothly and effectively and also rules for the transaction of its business duly approved by the Government and shall not make any amendment thereto without prior approval of the Government.

## **5. Approved Income.**

- The approved income of a college shall include-(a)the total income derived from tuition fees, fines, subscriptions, endowments and grant from local bodies or authorities; but does not include any grants paid from the State fund ;(b)voluntary contribution or donations collected ; and(c)voluntary contributions by the parents or guardians for construction of any building for the college or its hostel.Note. - No aided college shall levy or collect any donation compulsorily from any student or his parent or guardian.

## **6. Approved expenditure.**

(1)The approved expenditure of a college shall comprise of the salaries of the teacher and staff appointed with the approval of the Director or any other officer authorised by him in this behalf to the extent and according to the scales of pay as prescribed by the Government from time to time.(2)The courses of studies/subjects will be confined to those duly approved by the Government or in consultation with the affiliating University and, ordinarily the strength of the establishment shall be accorded to the following standard :Teaching and non-teaching staff:(a)The number of the teachers in each subject will be determined in accordance with the provisions of the Government ordinance or ordinance of the affiliating University as approved by the Government.(b)Deputy Librarian - one each for the college.(c)Library Assistant - one for college having degree course with an enrolment of above 500 students.(d)Demonstrator - one each for Chemistry, Physics, Botany and Biology.(e)Laboratory Assistant-one each for Chemistry, Physics, Botany and Biology for college with Bachelor of Science Course.(f)Assistants-(i)Head Assistants - one for each college having degree course ;(ii)Upper Division Clerk - one for college having an enrolment of above 100 ; and two having an enrolment of above 500 students.(iii)Lower Division Clerk - one for college having an enrolment below 200 ; and two for above 200 but below 500 ; and three for above 500 students;(vi)Driver - one driver if a college has a vehicle.(g)Duftry, Peon, Chowkidar, Sweeper, etc.:(i)College without Science Faculty (Pre-University course) - one Peon, and Chowkidar;(ii)College with Science Faculty (Pre-University course) - two Peons, one Chowkidar and one Sweeper ;(iii)College without Science Faculty (Degree Pass) - two Peons, one Chowkidar and one Sweeper ;(iv)College with Science Faculty (Degree Pass) - four Peons, one Chowkidar and one Sweeper ;(v)College without Science Faculty (Degree Flonours) - five Peons, three Chowkidars and two Sweepers.(3)(a)In case any member of these staff is sent for training course extending over a

period of three months or more by the college with the approval of the Director of Higher Education, expenditure on account of usual pay and allowances including admissible deputation allowances along with the expenditure on account of pay and allowances in respect of qualified person actually appointed to officiate in the vacancy with the approval of the Director shall be computed as approved expenditure for calculation of grants.(b)Expenditure on account of any special allowances/special pay allowed, to a member of the teaching staff for performance of any duties in addition to his normal duties ; provided such allowance is given to the member after obtaining specific prior approval of the Director of Higher Education.(c)With effect from the date of taking an institution under grant, the initial pay and allowances of all the members of the staff shall be fixed for the purpose of calculation of approved expenditure b taking into account basic salary actually earned by them and actually paid to them by the institutions before such date. Thereafter regular annual increment shall be earned by them on due date except when such increment are withheld and/or differed on valid grounds and the same shall be included in the calculation of approved expenditure.(d)The Grants-in-aid shall normally be continued from year to year and shall be payable in advance to the institution in four quarterly instalments subject to its submission of attested copies of acquittance rolls in respect of the authorised staff actually employed and paid during the previous period of one quarter together with attested copies of income earned by the institution during the same period. Before releasing any quarterly grant to an institution, the authority shall make such adjustment for the quarter under consideration, as may have become necessary due to unforeseen circumstances. All such adjustments must be completed within one year at the latest after the quarter for which such adjustment has become necessary. Any adjustment not completed within this period shall be brought to the notice of the Director and shall be made only after obtaining specific approval of the Director for such adjustment.

## **7. Sanctioning Authority.**

(1)The Government shall be the competent authority to sanction any grant under these Rules.(2)The Government may, if it considers necessary, delegate this power to the extent deemed appropriate to any of its subordinate authorities.Notwithstanding anything contained in Rule 4 the Government shall have power to relax the conditions in cases wherein it considers such action necessary to insure faster development of areas or tribes belonging to the weaker sections of the permanent resident of Mizoram such as Pawi-Lakheres and Chakmas.

## **8. Application for grant-in-aid.**

- Every application for grant-in-aid by a college shall be made in Form G-I supported by a statement of requisition in Form G-II and shall be addressed to the Director.

## **9. Undertaking.**

- No grants-in-aid shall be given unless its Governing Body give an undertaking in writing by a formal resolution passed to the effect that it shall comply with the provisions of these rules and such instructions as may be issued from time to time by the Director with regard to grants-in-aid, and that the breach, of any provision of these rules or any instruction issued by the Director in this

behalf shall render such college liable to forfeiture of the grants in-aid (From G-II shall be used for the resolution for this purpose).

## **10. Sanction of Grants-in-aid.**

(a) Subject to the provisions of these rules, Government may sanction the grants-in-aid on such conditions as it may deem necessary. (b) The sanction for grant-in-aid shall ordinarily be reviewed by the Director every year for the purpose of modifying wherever necessary the amount thereof. (c) The grants-in-aid will be payable monthly on bills drawn in the prescribed form by the Secretary to the Governing Body of the College and countersigned by the Director or any Officer authorised by him.

## **11. Register of Grants-in-aid Bills.**

- The countersigning authority shall maintain a "Registrar of Grants-in-aid Bills" incorporating necessary details in respect of each aided college.

## **12. Adjustment/Deduction of claim.**

- Where any amount of grants-in-aid is sanctioned in excess or where any portion of it remains unspent, such amount shall be adjusted from the subsequent monthly grants-in-aid. Note. - It shall be the responsibility of the Governing Body to make good from its own funds the shortfall and the salaries of the staff which shall in no way be paid less than what is due to them.

## **13. Stoppage, reduction etc., or suspension of Grant-in-aid.**

(1) Grants-in-aid to college may be stopped, reduced or suspended at any time by the Director on the following grounds : (a) that the Governing Body of the college fail without any reasonable excuse to comply with any of the provisions of these rules or instructions given by the Director ; (b) if one or more of the conditions for recognition, discipline, organisation or instruction in the college is unsatisfactory ; (c) that for lack of discipline or otherwise the academic standard in the college have been adversely affected ; (d) that one or more of the conditions for recognition of the college or for grant-in-aid has been violated. (2) The grant-in-aid shall not be stopped, reduced or suspended except after giving the Governing Body or the college a reasonable opportunity for showing cause against the proposed action.

## **14. Reserve Fund of the College.**

(1) The College shall have a Reserve Fund of thirty five thousand rupees in respect of college with Pre-University Courses only and rupees fifty thousand in respect of college with Degree courses or such as may be specified by the rules of the affiliating University, whichever is higher. (2) The Reserve Fund shall be maintained in the name of the College and shall be deposited with any Nationalised Bank or the Post Office Savings Bank or any other Scheduled Bank as approved for the purpose by the competent authority, of the University, and shall be administered jointly by the

Director and the Secretary of the Governing Body of the College concerned. Normally, withdrawal of money out of this fund is not admissible. Non-Recurring Grants-in-Aid

## **15. Categories of grants.**

- There shall be the following categories of non-recurring grants-in-aid to recognised aided colleges in Mizoram : (1) Grants for constructions/renovation involving major addition and alteration/special repairs involving heavy expenditure and/or purchase of- (a) Institution building; (b) Hostel building; (c) Staff quarters ; (d) Playfields, open air gymnasias, auditorium, etc. (e) Permanent fencing protection against cattle nuisance, etc.; (f) Water reservoirs for drinking water. (2) Other admissible non-recurring grants- (a) for class room, common room, laboratory and library, hostel furniture and fittings; (b) for purchase of library books, teaching and including science equipments, raw-materials for craft classes, sports and physical education equipments, utensils, tools and equipments for works experience, games; (c) for conducting sports, drama and other competitions ; (d) for educational tours and executions, scouts and guide camps ; (e) for conducting seminar and/or short term course on method of teaching contents, etc. as so entrusted by Director ; (f) for other co-curricular activities which may be considered conclusive to the educational growth of the students ; (g) for reward to meritorious teachers/for publication of Doctor of Philosophy thesis and other publication which may be considered beneficial towards educational progress and advancement; (h) the ceiling of grant-in-aid for the various items under sub-rule (1) of Rule 15 shall be as under : (i) For a college teaching up to degree standard, rupees four lakhs for institutional building, rupees two lakhs for hostel building, rupees two lakhs for staff quarter, rupees one lakh for playfield and rupees sixty thousand each for fencing/water reservoir. (ii) For a college teaching up to Pre-University standard, rupees two lakhs each for institutional building, rupees one lakh each for hostel building/staff quarter, and rupees fifty thousand for playfields, and rupees fifty thousand each for fencing/water reservoir. (i) The ceiling of grants-in-aid for any one of the purposes under sub-rule (2) of Rule 15 during one financial year shall not exceed Rs. 1,50,000.

## **16. Plants and estimates for the proposed expenditure.**

- Any institution approaching the Government for non-recurring grants-in-aid under sub-rule (1) of Rule 15 shall make an application to the Director. The application must be accompanied with the plan and estimate prepared on the basis of the current Public Works Department schedule of rates for the time being in force duly certified by an Executive Engineer of the Public Works Department in case the estimate is beyond Rs. 50,000 and the Sub-divisional Officer of the Public Works Department if the estimate is over Rs. 10,000 but below Rs. 50,000 and the Section Officer of the Public Works Department if it is below Rs. 10,000.

## **17. Amendment of the rules.**

- The Government shall have the right to amend the rules fixing the quantum of grants as and when necessity arises.

## **18. Provision of audit.**

- The accounts of the recurring and non-recurring grants-in-aid shall be subject to audit by authorised Audited Officers of Accountant General and Examiner of State/Local Accounts.

## **19. Repeal and savings.**

- The Recurring Grants-in-Aid for General Maintenance Rules for the Educational Institutions in Mizoram, 1975 and Non-Recurring Grants-in-Aid Rules for the Recognised Educational Institutions in Mizoram, 1976 (as amended up to date) shall stand dissolved from the date Mizoram Aided College Recurring and Non-Recurring Grants-in-Aid) Rules, 1989 come into force.(2)Notwithstanding such repeal an action done or taken under the rules so repealed shall be construed as validly done or taken under the corresponding provisions of these Rules. Form G-I[See Rule 8](To be drawn up in stamp paper)Form of undertaking and acceptance of Grants-in-AidWe, the undersigned, the members of the Governing Body of the College hereby accept the grants-in-aid sanctioned by the Government of Mizoram/the Director of Higher Education, Mizoram under Memo No.....dated.....for the said College shall be managed in accordance with the Mizoram Aided College Maintenance Grants-in-Aid Rules and such other conditions, orders and institutions as may be issued from time to time by the Director of Higher Education, Mizoram :Provided that retirement of a member from the Governing Body duly notified to the Director or any Officer authorised by him in this behalf will relieve him of any responsibility for any action of the Governing Body taken after the date of his retirement.Members :

1. ....

2. ....

3. ....

President of Governing body of the College.Secretary to the Governing Body of the College. Form G-II[See Rule 8]Application for Grant-in Aid to College for the year

### **1. Name of the college with postal address.**

### **2. (a) Particulars of Management (the Government order constituting the Governing Body should be quoted)**

(b)Name and designation of the person authorised to draw the grant.

### **3. (a) Year of establishment ;**

(b)University to which affiliated with date



#### 4. (a) The courses of studies and subjects taught

(b) Courses of studies and subjects in which affiliated to the University and the nature of affiliation  
(c) The intake capacity for admission in different courses of studies and subjects granted by the University.  
(d) Courses of studies/subjects opened during the last/current year. The letter No. of approval, accorded by the University/Government should be quoted

#### 5. Expenditure incurred during the month of March (as per salary statement enclosed):

	Salaries	Contributory Provident Fund	Total
(a) Teaching staff			
(b) Ministerial staff	.....	.....	.....
(c) Group D staff	.....	.....	.....
Total	.....	.....	.....
Less 60% Tuition Fees from the student	.....	.....	.....
Amount of grant payable.....			

#### 6. (a) Year up to which audited accounts of the College have been submitted to the Director

(b) The period up to which half yearly internal audit of the accounts arranged by the Governing Body

#### 7. Financial Statement. - (1) Income and expenditure for the last three years :

A. Statement of income 19..... 19..... 19.....  
Rs. Rs. Rs.

(a) From private sources-(i) Tuition Fees, fines etc. (ii) Interest from endowment (iii) Subscription (iv) Donation (v) Other sources Total  
(b) From public sources-(i) Government Grants-in-Aid : (ii) District Council/Municipal Board, if any (iii) Other sources Total  
Grant Total of AB. Statement of expenditure-(a) Salary of staff-(i) Teaching staff (ii) Ministerial staff (iii) Group D staff Total  
(b) Other expenditure on establishment-(a) Contingencies (b) Library (c) Others Total  
Grant Total of B(2) Estimated receipts and expenditure for the year 19..... A. (a) Receipts from private sources-(i) Fees (ii) Fines, etc. (iii) Subscription (iv) Endowment (v) Others Total  
(b) Receipts from public sources-(i) Government Grants-in-Aid; (ii) Others (if any) Total  
Grant Total of AB. Estimated expenditure -(a) Salary of staff-(i) Teaching staff (ii) Ministerial staff (iii) Grade IV staff Total  
(b) Other expenditure on establishment (Contingencies, Library, Prizes, etc.) Total  
Grant Total of B(3) Particulars of College Funds : (a) Cash in hand on 1st April of the current year (b) Cash in Bank on 1st April of the current year (Name of the Bank and Account No. are to be given) (c) Cash in hand on 1st April of previous

year(d)Cash in Bank on 1st April of previous year(e)Reserve Fund on 1st April of current year  
Remarks explanatory of any notable difference between the (a) and (b) ; (c) and (d) and (e)  
above.(4)Rate of tuition fees charged for different classes (to be given both for day/night shift  
separately) :

## 8. Enrolment as shown below (to be given separately for each class and day/night shift separately):

(a)Enrolment on 1st April of current year(b)Enrolment on 1st April of previous year(c)Percentage of attendance (average) during the past six months class-wiseExplanation of any notable differences between (a) and (b) above(d)Number of boys and girls in different classes(e)Number of students belonging in Scheduled Tribes(f)Number of students belonging to Scheduled Castes and Backward Classes

## 9. University Examination Results for the last two years :

Name of Examination	Year	Number of candidates appeared	Number of candidates passed class-wise total percent pass	Remarks
1	2	3	4	5

## 10. Particulars of staff actually in employ as on.....

Sl. No. Name Designation Qualification Age Date of appointment

1 2 3 4 5 6

Basic pay as on 1st March with the scale of pay	Date of next increment	Total salary paid on 1st March	No. and date of approval of appointment by Director	Number of hours of work per week	Remarks
7	8	9	10	11	12

## 11. (a) Number of working days during the year 19.....

(b)Number of holidays and half holidays enjoyed during the year 19.....(c)Working hours of the College (Day and Night) if any (Shift to be given separately)

## 12. Land and Building. - (a) Whether the college has land of its own, if so the areas and location?

(b)Whether the college is held at present in its own premises or rented premises?(c)Give brief particulars of accommodation available like number of room area, etc.(d)Arrangement for hostel (if any) for the students and the total number of boarders in hostels :(e)whether hostel building owned

by the Management or rented?

### 13. College library and Reading Room. - (a) Total number of books in the library

(b) Number and cost of Books purchased during the year (c) Number of newspapers, magazines and periodicals being subscribed (d) Number of books issued to the students/teachers during the year (e) Arrangement for Reading Room

### 14. Games & Sports and Co-curricular Activities. - (a) Provisions of play ground

(b) Particulars of games and sports, physical activities organised (c) Co-curricular programmes and cultural activities organised (d) Facilities for National Cadet Corps and National Service Scheme, etc.

### 15. Miscellaneous items, if any. - Any other information.

I/We certify that the above statement and particulars submitted are true and correct to the best of my/our knowledge and I/we are authorised by the Governing Body maintenance grants under the Rules relating to Maintenance Grants to Aided Colleges approved by the Government and Undertaking strictly to abide by them. Place Signature of the President/Secretary to the Governing Body..... College Seal N.B. 1. Separate sheets may be enclosed in furnishing particulars to any column duly signed the applicants if desired with seal.

## 2. The application for maintenance grant should be submitted to the Director of Higher Education, Mizoram in triplicate.

## 3. Strike off which may not be applicable to the institution concerned.

Form G-III [See Rule 9] Staff statement for the month of..... College in Mizoram

Serial No.	Name	Date of birth in figures	Qualifications (academic and teaching)	Government letter No. and date approving the appointment	Date of appointment in College to the present post	In case the teacher has left date of leaving
1	2	3	4	5	6	7
Basic pay as on 1st March	Date of next increment	Total salary paid during the month	Contributory Provident Fund deposited under Management Rules	Period and nature of leave taken	Remarks	

				during the year	
8	9	10	11	12	13

Place..... Secretary

Date..... Governing Body  
.....College