

# **The Rajasthan Grant-in-Aid to Agricultural Institutions Rules, 1977**

RAJASTHAN

India

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### **Rule**

### **THE-RAJASTHAN-GRANT-IN-AID-TO-AGRICULTURAL-INSTITUTIONS of 1977**

- Published on 29 October 1977
- Commenced on 29 October 1977
- [This is the version of this document from 29 October 1977.]
- [Note: The original publication document is not available and this content could not be verified.]

The Rajasthan Grant-in-Aid to Agricultural Institutions Rules, 1977Published vide Notification No. F 13(58) Agri/Gr 2-72, dated 29-10-1977, published in Rajasthan Gazette Extraordinary Part 4-C(1), dated 22-12-1977, page 301-1978G.S.R. 56. - In supersession of all previous orders and rules governing the grant-in-aid to non-Government Agricultural institutions, the Governor has been pleased to make the enclosed rules to regulate payment of grant-in-aid to the non-Government institutions functioning for the Agricultural Education of the people in the State. These Rules are being issued with the concurrence of Finance Department (Exp.-I).

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

- (i) These rules may be called the Rajasthan Grants-in-aid to Agricultural Institutions Rules, 1977.(ii) They shall be applicable to grants payable from the year 1977-78. The recurring grants payable in 1977-78 shall be on the expenditure in 1976-77.

#### **2. Definitions.**

- In these rules unless the context otherwise requires:-(a)"Government" means the Government of the State of Rajasthan.(b)"University" will include Universities of Rajasthan, Jodhpur & Udaipur and such other Universities as may by law be established in Rajasthan.(c)"Director of Agriculture" means the Director of Agriculture, Rajasthan State, Department of Agriculture.

### **3. Eligibility.**

- All institutions, functioning in Rajasthan, for the development of education in Agriculture, animal husbandry, dairying and veterinary science, leading to a graduation degree, shall be eligible for the following kinds of grants which may be paid at the discretion of the sanctioning authority. (i) Recurring or maintenance grant. (ii) Non-recurring grants for equipments, buildings and other purposes, approved by the Government. (iii) Such other grants as may be sanctioned by the Government from time to time. Note 1. - The Government in exceptional cases, may also sanction an ad hoc non-recurring grant to any such institutions functioning outside Rajasthan on such terms and conditions as it may deem fit to impose, if such an institutions is of an all India character and its objective and activities have been approved by the Central or any State Government. Note 2. - Proprietary institutions (i.e. institutions not registered under either the Societies Registration Act, 1860 or Rajasthan Public Trusts Act or any other Act that may be specified by the Government) will not be eligible for any kind of grant from public funds. Note 3. - Money annually granted from public funds for undertaking educational activities of the nature described above in the State will be administratively controlled by the Department of Agriculture in accordance with the conditions set forth in these rules. Note 4. - The payment of grants to institutions will be subject to the proviso that the requisite budget grants are sanctioned by the State Legislature. Notice of probable reductions in any year will be given as soon as possible after the budget grants are passed and such reductions will continue in force until the notice is modified or cancelled.

### **4. Classification of Institutions.**

- The institutions governed by these rules will be colleges, technical institutions, imparting advanced education in agricultural/animal husbandry/dairying veterinary schemes, agricultural engineering and allied special subject, prescribed or approved by the Government of Rajasthan in the Agricultural Department.

### **5. Conditions of grant.**

- No grant shall be made to an institution unless it agrees to comply with the conditions hereinafter laid down, which are in addition to the conditions prescribed by the affiliating University, State Department of Agriculture and the State Department of Education, and every institution which applies for grant-in-aid shall be deemed to have accepted its obligation to comply with these conditions:-(1) The institution shall neither prepare nor send up candidates unless permitted by the Department of Agriculture for an examination held in another State when an examination of the same nature is held in Rajasthan by the University. (2) The records and accounts of the institution shall be made available for inspection and audit by persons authorised by Government or the Director of Agriculture or the Accountant General, Rajasthan. (3) Admissions and all facilities including free studentship, half fee studentship provided by the institutions shall be available to all sections of people without any distinction of caste, creed or religion. (4) The institution shall not be run for the profit of any individuals or bodies corporate and its Management or Governing Body/Council is such as can be trusted to utilise its assets for the furtherance of the objects of the institution. (5) The institution shall, satisfy the requirements laid down in Appendix 1 regarding the

constitution of the management of Governing Body. Amongst other things the' constitution of the said body shall ensure is secular character by specially laying down that no more than 2/3rd of its members shall belong to any particular caste or creed. Any change in the personnel of the Governing or Managing Body shall be reported immediately to the Government in the Agricultural Department.(6)The institution shall supply to the Agricultural Department a list of all its assets, the income of which is utilized for its expenditure find the details of such income and expenditure annually.(7)In the event of the Government being satisfied that a serious dispute exists in the Managing Committee or Governing Board of the Institution which hampers the smooth functioning of the institution and/or the election of the members of the Managing Committee is wilfully delayed for more than six months, the Government after giving a show cause notice, may suspend the Governing Body Council or the Managing Committee and appoint an Administrator to exercise control over the assets and personnel of the institution and to run the institution till a new Governing Board/Council or the Managing Committee is formed according to rules or the dispute is otherwise settled satisfactorily.(8)The institution shall not be closed down or down graded without at least one full academic year's notice being given to the Government in the Agriculture Department. Such notice shall contain (i) the reasons of the intended closure or down grading and (ii) the list of assets held by it.(9)The institution shall, unless specially exempted by Government, invest its endowment in trust stock or place them in deposit in the State Bank of India, the Post Office Savings Bank or any Scheduled Bank or Cooperative Bank or Bank recognised by the State Government. All money realized as fees from students, incomes derived from the assets or activities of the institution, contributions, endowments and donations received for the institution, its reserved funds earmarked for building operations of other capital purposes and grants-in-aid shall constitute the Institutional Fund, which shall be placed in a Scheduled Bank or a Co-operative Bank or in a financial institution approved by the Government for the purpose. No money shall be kept out of the Institutional Fund. Withdrawals from the Institutional Fund shall be made only by a person who is duly authorised by the Governing Body or the Managing Committee to operate the fund and only for the purposes of incurring expenditure for the maintenance or improvement of the institution.(10)The institution shall see that the number of pupils on roll and their average attendance or the number of persons deriving benefit from it, does not fall below the number fixed by the Government for the purpose from time to time but at least 30 in each year of Course, i.e. if it is a 5 year degree course, the number should be 150.(11)The institution shall promptly comply with all the instructions issued by the Government for proper running of the institution.(12)The scale of tuition and other fees, charged from the students, shall not be lower than the scales laid down by the Government for the purpose and shall not be changed without the previous approval of the Government.(13)No further grant shall be admissible for the starting of a new course of class, section or subject on a project or scheme or extension programme unless the prior approval of the Government has been obtained.If the management of an institution wished to closed down any course, class, section or subject, information of the same shall be given to the Government at least three months before the intended closure.(14)No person, not possessing the qualifications and experience prescribed by the Government for the various posts under the institution shall be appointed permanently to any post under the institution without the prior permission of the State Government in the Department of Agriculture;(15)An institution shall not appoint staff on a temporary basis for more than two years, without the permission of the State Government, Department of Agriculture.(16)The age of superannuation for teachers shall not ordinarily exceed

55, and no extension/re-employment in service shall be granted beyond the age of 58. In special cases, the Government may waive this condition for not more than 5 years, particularly for teachers doing post graduate teaching or research work.(17)Grant-in-aid shall not be sanctioned to such of the institutions which have failed to comply with the conditions of the grant-in-aid rules in the past.(18)The grants-in-aid shall be utilised for the purpose for which the same is sanctioned.(19)The un-utilised balance shall be surrendered to the Government before the close of the financial year.

## **6. Conditions of service of the staff.**

(a)The conditions of service of every member of the teaching and Ministerial staff, appointed substantively shall be governed by an agreement executed by him and the Governing Body/Council, or the Managing Committee, in the form given in Appendix III. Variations in minor details may be approved by the Director of Agriculture. The agreement must be executed within one month of the appointment of the persons on probation.(b)The scales of pay and allowances to the staff of the institutions shall not be less than those prescribed by the Government for the staff of similar category in Government institutions. In case of higher salary scale, grants-in-aid shall be admissible at the prescribed Government Scales only. The Government may in special cases allow grants-in-aid at higher scales.(c)Rules governing private tuitions and appearing at public examinations for members of the staff of the institution shall not be more liberal than those prescribed for Government institutions of the same type and standard.(d)Salaries to the staff shall be paid in full and regularly every month and no unauthorised out shall be made therein. The Director of Agriculture may, if he considers it necessary direct the Governing body/Council or the Management of any particular institution to discharge salaries by cheque.(e)No person on the staff of the Institution shall be dismissed or removed or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him provided that clause shall not apply:-(i)where a person is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on a criminal charge: or(ii)Where it is not practicable to give that person an opportunity of showing cause and the Government's consent has been obtained before the action is taken.(f)An order imposing punishment of the kind referred to in clause (e) above shall contain the reasons thereof and a copy of it shall be given to the person concerned immediately and sent to the Government for information within a month.(g)An appeal shall lie to the authority mentioned in Appendix V from every order of the Governing Body/Council or the Managing Committee imposing punishment referred to in clause (e) above.(h)The management shall implement the order passed by the appellate authority mentioned in (g) above within three months of the receipt of the copy thereof unless such implementation is stayed by the order of any court or any higher authority.(i)In case the management fails without sufficient reason to pay the amount, if any, specified in the order of the appellate authority, the Department of Agriculture, Rajasthan may deduct it from the next grant-in-aid and if necessary, from subsequent grants-in-aid bills also and pay to the person concerned on behalf of the management. This would be deemed to be a payment to the management of the institution itself.(j)P.F. Rules are to be followed by the institution as framed by the Department/University/Universities to be established.

## 7. Assessment of Annual recurring grant.

(a) Annual recurring grant will be given on the basis of the estimated recurring expenditure of the year for which the grant is given and allowing for the annual increment of the teaching, ministerial and Class IV staff. Adjustment will be made in the following year on the basis of actual expenditure and income. (b) Approved expenditure shall be arrived at accordance to rules and such other instructions that may hereafter be issued from time to time by the State Department of Agriculture, Rajasthan. (c) The total recurring grants-in-aid from Government of Rajasthan in any year shall not exceed the difference between the approved expenditure taken into account and the incomes from the fees and other recurring sources during the same year including grants from other States and Central Government, Sabhas, Societies and Local Bodies. For the purpose of this rule, - (i) income from interest on reserve fund or rent of properties, and (ii) fee income from fees charged at a rate higher than Government rate to the extent of the actual excess realized shall not be considered as income from other recurring sources.

**Note 1.** - In special cases such as when a new course or class is started or a new experiment or project or scheme is undertaken or an institution has to face serious hardship, grants may be sanctioned on the basis of the current years budget estimates, provided that if the whole amount of the grant is not spent during the year, the saving shall be recovered from the institution or deducted from the next year's grant.

**Note 2.** - The income from fees and fines referred to in sub-rule (c) includes the following fees and shall be separately mentioned in the Statement of audit prepared by the Chartered Accountants or other approved auditors- (1) Tuition Fees. (2) Tutorial Fees. (3) Admission and re-admission fees. (4) Transfer Certificate fees. (5) Any other fees not covered by the above except- (a) Subject fees. (b) Games fees and fees charged for craft and other activities in Agriculture dairy. (6) Fines. With regard to other fees referred to in (a) and (b) above subject fees, games and craft shall be utilised for the specified purpose for which they are charged and in the event of their non- utilization in full or part, the amount is transferred to the Students Fund to be utilised in the next year. The Government body/Council or the Management shall in no case utilise any portion of the students fund for the purpose of running the institution or in payment of salaries of the staff, rent of the building etc.

**Note 3.** - During each year, every institution admitted to the grant-in-aid list shall provisionally be paid a monthly sum equal to 1/12th or a quarterly sum equal to 1/4th of the annual grant fixed for the previous year till the current year's is sanctioned subject to its final adjustment. The following will be the basis for the categorisation of the institution:- (1) Quality of educational work judged on the results on an average of last 3 years or the public examination of the Highest class in the institution. (2) Correction work. (3) Individual attention. (4) Teaching efficiency. (5) Discipline and tone of the institution (Rule of discipline Appendix II). (6) Extra curricular activities cultural life, games etc. (7) Contribution to community life (Special Service in the area). (8) Classwise attendance throughout the year. (9) Facilities for games, sports P.T. and participation and achievement in tournaments. (10) Provision for building and equipments. (11) Absence of malpractices and irregularities. (12) Absence of station among students. (13) Number of faculties and subjects provided.

**Note:-** The notice period pay recovered from the employees of the institution and the amount of the management share of the Provident Fund Scheme forfeited by the management during the year shall be shown as income in the audit statement and shall be credited as income of the institution for the purpose of arriving at the figures of net approved expenditure.

## 8. Approved Expenditure.

- Approved expenditure referred to in Rule 5 above shall relate to the following items only:-(a)Actual salary and Provident Funds Contribution as per University Rules.(b)Salaries and Provident Fund Contribution as per University Rules.(c)Stationery and Printing charges.(d)Dearness allowance not exceeding Government rates in force.(e)Postage stamps on official correspondence, rent charges on telephone for college and residential and partly residential.(f)Water and light charges.(g)Registration, audit fees and affiliation fees.(h)Recurring expenditure on equipment and apparatus.(i)Ordinary repairs to building (if these belong to the institution and furniture etc.) repairs may be calculated at 1% for pacca and 2% for Kachha buildings.(j)Buildings rent (if the building is rented), in all cases the Government should be satisfied that the buildings is not owned by a Society consisting of the same community or groups of persons running the institutions concerned. Rent will not be admissible if the buildings to the same society or group of persons (see note 4 and 5 below).(k)Recurring (net) expenditure on Books, Library and Reading Rooms.(l)In the case of residential institutions or educational societies running more than one institution such expenses on management as are necessary or incidental to the establishment and maintenance of the institutions and the society.(m)Recurring (net) expenditure on games, physical education and other extra-curricular activity e.g. camps, annual functions (including prizes), dramatics. Educational Tours, Excursions, Social Services.(n)Recurring expenditure on craft including Agriculture, Dairy, after deducting the income occurring therefrom.(o)Expenditure on travelling of teachers in attending conferences and seminars conducted by the Government or Department connected with educational matters and for educationists called for selection etc. Provided the same has not been paid by the authority calling the teachers or arranging the conference of seminar, and on journeys.(p)Expenditure on advertisement for the posts of teachers and lecturers at the rate of not more than two advertisement in two news papers in a year.(q)Petty expenditure according to the prescribed limits of brooms, dusters and earthen posts, rope for water its.(r)Research bulletin for research institutions.(s)Book binding (for public libraries only).(t)Training expenses for teachers (according to rules for Government employees).(u)Charges on account of taxes on school buildings to the extent of the amount actually paid by the Management.(v)Travelling expenses of teachers accompanying the students on excursions, subject to the prior approval of the Department of Agriculture. Rajasthan.(w)Recurring expenditure on Laboratories, agricultural farm, agricultural engineering workshop, dairy farm, poultry farm and a garden for horticulture etc.(x)A new institution coming into existence after the commencement of these rules shall not be eligible for grant in aid unless it has continued successfully atleast for one academic session from the date of recognition by the Department. In very special cases, however, this conditions may be waived by the Government. In such cases, grants may be sanctioned against the approved budget of the first year. Such grants will not exceed half of the salaries of the teaching staff likely to be incurred during the year and will be payable in monthly or quarterly or half yearly instalments as may be required by the management.(y)Expenditure on Hostels.-Approved expenditure for Hostels would relate to the following items-(i)Salary or allowance of the warden or Superintendent or the Matron.(ii)Ministerial and Class IV establishment considered necessary by the Department.(iii)Ordinary Office contingencies.(iv)In the case of Societies running more than one boarding houses, such expenses on management as are necessary for and incidental to the establishment and maintenance of the Society as provided under the rules above.Note 1. -The expenditure of Central Office shall be

approved for grant only when the total approved expenditure or the Society exceeds Rs. one lakh per year. Note 2.-Charges on account of contribution made by the institution to a pension fund or a gratuity scheme or on account of the pension or gratuity paid to former teachers are ordinarily not admitted for the purpose of grant-in-aid unless the rules on the subject are approved by Government, provided that in the case of staff obtained on lent service from any State Government or Government of India, pension and leave salary contribution shall be allowed as an approved expenditure. Note 3.-Charges on account of pension to widows of the deceased teachers are ordinarily not admissible for grants-in-aid unless the rules for grant of pension are duly approved by Government. Note 4.-Expenditure on rent (to the extent assessed by the PWD for particular period) is admissible to an institution only when the building has been actually taken on rent and rent deed containing the terms and conditions of rent is executed and registered. No rent is admissible where a parent body has given a building to a trust for the charitable purpose of running an educational institution as a donation. No rent is admissible where grants-in-aid has already been given for repairs, additions and alterations of the building used for education institutions run by a private body. In case institutions or a society, which is other than the parent body, is entrusted with the running of a college and used building which was got constructed by the parent body for the use of the college and then new managing body is required to execute a bond or agreement and get the same registered to the effect that rent for use of the building will have to be paid by the newly created management to the parent body for running a college rent by the society will be admissible for grants-in-aid. Note 5. -Save otherwise provided no expenditure on repairs of building for which rent is claimed is admissible for grant-in-aid as such repairs are to be done by the landlord. Note 6.-Legal expenses are not admissible for grants-in-aid do they are non-recurring charges. Exceptional cases should however, be referred to the Department of Agriculture with pertinent details for orders, regarding the admissibility of the expenditure. Note 7.-Re-payment of loans etc.-Repayment of loans are the amount transferred to the Revenue fund is not an expenditure admissible for the purpose of grant-in-aid. Note 8.-Arrears of expenditure.-The expenditure which is incurred to meet liabilities of any previous period but included in the expenditure of the year on which the grant is based is not admissible for the purpose of grant in aid. Note 9.-The authorised maximum limits of expenditure as mentioned in Appendix VI. Note 10.-Any new or additional expenditure or any of the above items not provided in the approved budget will require previous sanction of the Department.

## 9. Non-recurring grants.

(a) Non-recurring grant shall not exceed 50% of the total approved and actual expenditure or actual expenditure whichever is less. (b) Non recurring grants may be given for construction repairs and expansion of building (including hostels) for purchase of furniture and equipment and for the purpose of library books. (c) Grant-in-aid will be given on only those cases where the plan and estimates of expenditure have received the prior approval of Competent Authority as per schedule of powers in Appendix V (item 6). (d) Plans and estimates upto Rs. 25,000/- for the construction of building may be scrutinised and countersigned by an officer authorised by the Department of Agriculture not below the rank of Deputy Secretary of the Department of Agriculture. Plans and estimates above Rs. 25,000/- must be prepared and verified by the P.W.D. and be submitted to the State (Department of Agriculture) through the Director of Agriculture. (e) Grant-in-aid will be

sanctioned and released to the institutions by the competent Authority as per schedule of powers of Appendix V (item 8). Before the sanction of grant the Competent Authority shall be satisfied that:-(i)Statement of expenditure audited by a Chartered Accountant has been received.(ii)Certificate of P.W.D. authorities for the value of construction has been received.(iii)Certificate of the P.W.D. authorities and Departmental authority that the expenditure is according to the approved plan or project has been received.(f)Normally grants-in-aid is to be released after completion of the approved construction/project. In special cases where interim instalments of grant are decided to be sanctioned, the Competent Authority shall be satisfied that:-(i)Statement of expenditure audited by a Chartered Accountant has been received.(ii)Certificate by the Deputy Director of Agriculture regarding work done and material used.The instalment sanctioned shall not exceed 50% of the approved and actual expenditure. For the final payment certificates as (c) above would be necessary.(g)In all cases before or at the time the money granted is paid over, the grantee and the officer of the Government making the grant shall sign a written agreement to the effect that the grant is made and accepted subject to the condition as to presumption and all other conditions contained in these rules, the grantee undertaking to sell and the Government officer to buy for Government on these conditions, the agreement shall be properly executed and registered under the Registration Act. In case grant has been made by the Government for the erection, purchase, improvement or repair of a building that building shall not be transferred or used at any time for any other purpose except with the written permission of the Department. Ordinarily, the Government shall have a prior lien on such a building. For the recovery of the sum representing the grants-in-aid paid when the building is to be alienated or proposed to be used for purposes other than those for which its construction was undertaken. The decision as to what the market value of such building be, shall rest with the Government. The above condition shall be included invariably in the agreement referred to above.(h)The form of the agreement by the management shall be as prescribed in appendix VIII with such modifications as the Department of Agriculture may agree to.(i)In cases of well established institution undertaking big construction project. Government, at its discretion may release initial instalments of the grants-in-aid advance of the expenditure.

## **10. Working days.**

- If any institution has worked for less than 200 days during the twelve months ending on March 31, a proportional reduction may be made in the annual grant payable under the rules.

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

- Application for grant-in-aid or special grant for any financial year must be made on the prescribed forms by the month of August of the year. Such applications shall be accompanied by the following:-(1)A statement of accounts for the financial year ending 31st March of the preceding year duly audited by the Chartered Accountant.(2)A declaration from the person authorised by the management of the institution for which the grant-in-aid is demanded that it has assets worth at least three times of the amount of annual expenditure and that such assets (List to be annexed) are free of all encumbrances and do not include assets, created or added out of the grant-in-aid and received and the income of such assets supplemented by the grant-in-aid will be adequate to enable



the management to carry on the institution efficiently and to pay the salaries of the staff of the institution as are prescribed by the Government or other competent authority. Note. - Provided that the condition shall not be insisted upon during the first three years of an institution.

## **12. Reduction, withdrawal, withholding etc. of the grant.**

- The grant-in-aid shall be liable to be withheld, reduced or withdrawn at the discretion of the sanctioning authority if in its opinion the institution has failed to satisfy any of the conditions enumerated in these rules but before any such action is taken under this rule, the management shall be informed and also be given an opportunity of showing cause against the charges levelled and action proposed to be taken against it.

## **13. Committee to scrutinise applications.**

- All applications for (i) recurring grant to new institutions, (ii) for increase in the percentage of recurring grants of the institution already on aid list and (iii) non recurring grants will be considered and recommended to the sanctioning authority by a committee consisting of the following members. The Committee will keep in view these rules, Government orders and circulars issued from time to time in this behalf and the provision in the budget:- (1) Agriculture Production Commissioner. (2) Special Secretary (Agriculture). (3) Deputy Secretary (Finance). (4) Deputy Secretary (Planning). (5) Director of Agriculture. (6) Director of Animal Husbandry.

## **14. Sanctioning Authority.**

- The Director of Agriculture shall intimate the amount that may be available for the above grants in the financial year to the above committee when it meets to consider applications for grant-in-aid. Recurring grants to the institutions and all non recurring grants shall be sanctioned by the Government, Department of Agriculture.

## **15. Alienation of the property.**

- An institution or a body which has received grant-in-aid under these rules shall not transfer any property to any persons, institutions or body without the concurrence of the Government, except the disposal of unserviceable articles.

## **16. Maintenance of registers etc.**

- All materials purchased from time to time out of the funds of an institution shall be entered in a stock register which shall be maintained by the institution. The Head of the Institution shall be responsible for the proper custody thereof. All the bills received for payments shall bear the following certificate:- "The quality of articles received is good, quantity correct and according to the specification, rate is not more than those prevailing in the market and entered in stock register at page No ".

## **17. Purchase by tenders.**

- All purchases costing more than Rs. 250/- shall be made after calling for tenders from the manufacturers, suppliers and contractors. As far as possible lowest tenders shall be accepted unless for any special reasons to be recorded in writing the management decided otherwise.

## **18. Powers of the Government to grant exemption from the provisions of these rules.**

- The Government may in special cases grant an institution exemption from one or more of the conditions contained in these rules. Appendix I Formation of Governing Bodies.

**1. The Managing Committee of Governing Council shall consists of not more than fifteen members plus the Head or Heads of institution or institutions run by the Society.**

**2. Not more than 2/3 of the management shall belong to any one community caste or sect.**

**3. Not less than 1/3 of the total membership should be from amongst donors or subscribers.**

**4. At least one member should be accepted from amongst the teaching staff of the institution run by the management.**

**5. The Department of Agriculture will nominate one member on the Managing Committee who will be a senior Agriculture Officer or eminent educationist.**

Note. - Nominations will be made by the Director in the case of managing bodies or Societies running not more than three institutions whose expenditure does not exceed rupees 3 lakh per annum and the Government in consultation with the Department of Agriculture in the case of managing bodies which run more than three institutions whose expenditure exceeds rupees three lakhs per annum.

**6. At least one member shall be co-opted from amongst the parents of the students of institution or institutions run by the management.**

**7. At least one old student of the institution run by the management to be co-opted by the other members of the Managing Committee or Governing Council under clause 4. 6 and 7.**

Note 1. - Donors.-Those who have donated at least Rs. 250/- at a time or have been paying a subscription of at least Rs. 3/- per month for atleast one year shall be considered donors. Institution may fix higher minimum of donation or subscription according to their needs. Note 2. - Donors and Founder members and Honorary Members (if any) shall form an Electoral College for the election of members (as may be fixed by them) to the Managing Committee or Governing Council under clause No. 3. Note 3. - While making nomination the department of Agriculture will see that the officer to be nominated is not inferior in status to the head of the institution concerned. Appendix II Rules of Discipline in Educational Institutions The Managers of recognised Educational Institutions are required to enforce the following principles of discipline:-

- 1. Strict regularity and implicit obedience must be exacted in class.**
- 2. Any reported or observed objectionable conduct out of institution should be punished.**
- 3. Parents must be given to understand that they cannot dictate to managers but that the managers have a right to say on what conditions as they will admit or retain pupils in their institutions.**
- 4. Politeness and courtesy of speech and conduct should be inculcated as well as cleanliness of dress and person.**
- 5. No pupil suffering from a contagious or infectious disease shall be permitted to attend any recognised institution.**
- 6. Persons at study who are over sixteen (16) are free to attend all public meetings. Persons at study who are under the age may with the consent of their guardians be prevented by the heads of their colleges from attending any particular meeting which the heads of the colleges consider objectionable.**
- 7. Persons at study who are over eighteen (18) are free to become members of organisation other than those whose policy or programme involves the dissemination of ideas of violence or the use of violence.**
- 8. Persons at study may take part in the activities of all educational, social and religious associations.**

**9. Such persons may not, however, become members of the executive or managing Committee of any political or religious organisations likely to result in communal antagonism or take an active part in furthering their activities.**

Appendix III Form of Agreement. An agreement made this ..... day of ..... between (hereinafter called the teacher) of the one part and the Managing Committee of the other Part. The Committee hereby agrees to employ the teacher and the teacher hereby agrees to serve as.....in the said institution on the following terms:- (1) The teacher's employment shall begin from the .... day 19. He shall be employed in the first instance for one year on probation and period of probation shall in no case exceed two years. If at the end of the period of two years, the teacher is not found competent or otherwise suitable, his appointment shall be terminated. (2) If confirmed in his appointment at the end of his period of probation, the teacher shall be employed on a monthly salary of Rs.....in the grade. (3) The said monthly salary shall be paid regularly in the month following that for which it is due. (4) The duties of the teacher shall not be confined as to place to the College/Institution building nor as to time to the period during which the College/Institution is open for the purpose of class tuition. The teacher shall perform all such duties connected with the work of the College/Institution as shall be required of him by the Principal/Director and shall in carrying out those duties obey at all times and places the direction of the Head of the Institution. No work which is not connected with the College/Institution shall be required to him and the collection of subscriptions or donations for the College/Institution. Society funds shall not be considered as part of his duties. But his voluntary engagement in such work is not prohibited. (5) Except during periods when the College/Institution is closed for not less than four consecutive days the teacher shall not leave the station in which the College/Institution is situated without have first obtained the written permission of the Principal. (6) The teacher shall be allowed leave according to the leave rules of the Government of Rajasthan. (7) (i) Subject to the provision of sub-clause (iii) of this clause the committee may at any time at a meeting regularly conveyed under its rule pass a resolution dismissing a teacher without notice for any one or more of the following offences:- (a) Insubordination or disobedience of the orders of the Head c the Institution or the management. (b) Deliberate neglect of duty. (c) Serious misconduct or the commission of an act which constitute a criminal offence. The teacher may at any time within 30 days after the passing of such a resolution apply to have the decision of the Committee reviewed by it at a second meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such second meeting the teacher may submit an additional statement of his case and shall if so desires, be allowed to appear before the Committee in person to state his case and to answer any question that may be put to him by any member present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed or if the resolution is confirmed by the Committee at the second meeting, no further notice of dismissal shall be given to the teacher but he shall be given a copy of the resolution by which he is dismissed together with written statement of the grounds of his dismissal. He shall also be paid his salary upto and including the day on which he was suspended from duty but he may be required to refund or return any College/Institution money or any College/Institution property or the value thereof which he has misappropriated or wrongfully retained in this possession. (ii) Instead of dismissing the

teacher on any of the grounds aforesaid the Committee may pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his salary either permanently or temporarily and/or may deprive the teacher of his pay during the period, if any, for his suspension. The teacher shall still be entitled to apply to have the resolution of the Committee reviewed as provided in sub-clause (i) if the teacher so applies, the Committee shall be at liberty to accept or reject his appeal at its second meeting or to pass a resolution dismissing the teacher instead of inflicting such minor punishment as aforesaid and in such case the resolution dismissing the teacher shall be final and no other notice of dismissal shall be necessary. (iii) Before a meeting is held for the purpose of dismissing or otherwise punishing the teacher the Committee or Manager shall give to the teacher a statement in writing of the specific charge or charges against him with particulars of the time and place and shall allow him at least ten days to give a written reply thereto and pending the meeting of the Committee considered the charge or charges as aforesaid the Committee or the Manager may suspend the member from duty. The teacher shall, however, be allowed if he so desires to appear before the Committee in person to state his case and answer any question that may be put to him by any member present at the meeting. Note. - It will be incumbent upon the management to hold a meeting of the Committee within a month from the time of receipt of a reply to the charge or charges framed against a teacher who is suspended and to pay to him subsistence allowance equal to  $\frac{1}{4}$  of his pay from the time of suspension till the case is finally decided. (iv) If the teacher is exonerated of the charges brought against him he shall be re-instated in his post and shall be paid his salary for the period during which he was suspended. (8) While the teacher is on probation as provided in clause 12 the Committee may at any time terminate this agreement by giving the teacher one calendar month's notice in writing or upon paying to the teacher a sum equal to his salary for the month in addition to any pay which he has then earned. The teacher may similarly terminate this agreement by submitting one calendar month's notice in writing to the Committee through the Head of the Institution or on paying to the Committee a sum equal to his salary for one month. (9) If, within three months of the expiry of the period of probation no notice of termination of this agreement or of an extension of the period of probation is received by the teacher he will be treated and confirmed in his appointment. (10) When the teacher has been confirmed, neither the teacher nor the Committee, subject to the provisions of clause 7 shall terminate this agreement except by giving to the other three calendar months' notice in writing or paying to the other a sum equivalent to thrice the monthly salary which the teacher is then earning. The Committee shall not terminate the agreement in any case unless a resolution to that effect has been passed at a meeting of the Committee specially convened for the purpose and unless adequate reason for such action is recorded in the resolution. Such reasons shall be (a) inefficiency, (b) general retrenchment decided upon for reasons of financial stringency, (c) abolition of a subject or (d) abolition of a section or class. (11) The teacher shall follow all rules in regard to public examinations, private tuition etc. in force in the institution. (12) If the teacher wishes to apply for any job elsewhere, the application shall be sent through the head of Institution. The maximum number of places where one can apply shall not be more than two during academic year. (13) If the teacher violates the provision of either clause 7 or clause 9, he will forfeit all pay then due to him and the Committee may terminate his services or dismiss him as the case may be. (14) The Committee will not, except with the previous sanction (to be obtained in writing) of the State Department of Agriculture exercise its right under clause 8 between first day of January, and 31st day of March of any year. But the three months' notice required under clause 10 shall not include

vacation.(15)Similarly no teacher will terminate his service before the end of the session without the previous permission in writing from the Director of Agriculture.(16)In case the Committee decides to impose any punishment, under clause 7 of this agreement the decision of the Committee shall become operative immediately and the teacher shall carry it out immediately. He will, however, have the right to appeal to the Appellate Authority specified in Appendix 7 of the grant-in- aid rules.(17)In all cases of appeal the decisions of the State Department of Agriculture, shall be final and no suit shall lie in any Civil Court in respect of the matters decided by it. Further, neither of the parties shall sue the other for the breach of this agreement nor refer it to arbitration without having first referred question in dispute to the State Department of Agriculture and allowed him reasonable time not exceeding two months to settle the dispute.Note. - If the management fails to honour the judgment made by the Appellate Authority within three months of the date of award, the amount ordered for payment to the teacher shall be deducted from the grant-in-aid bill of the Institution and paid to the teacher concerned direct by the Director of Agriculture under intimation to the management.(18)If the teacher is not in the station at the time when any notice ought to be given to him in accordance with any of the provisions of the agreement such notice may be sent to him by registered post, to his address if known and a notice so posted whether even delivered or not shall have effect from the day when it would have reached him in the ordinary course of the post. If the teacher leaves the station without leaving any address a resolution or decision of the Committee passed not less than fourteen days after the date when notice would have been given to him if he had been in the station shall be effective whether the teacher gets notice of it or not.In witness whereof the parties hereto have set their hands the day and year above written.Signed on behalf of the Committee by.....under the authority of resolution of the Committee as passed in the presence of:Witness (1)AddressWitness (2)AddressWitness (1)AddressWitness (2)AddressAppendix IVForm of agreement to be executed by the Heads of recognised aided institutions.An agreement made this.....day of.....19...between..... (hereinafter called the Director/Principal) of the one part and the Managing Committee Proprietor of the ..... Colleges, Institutions (hereinafter called the Manager of the other party). The Manager hereby agrees to employ the Principal/Director and the Principal/Director hereby agrees to serve as Principal/Director in the said Institution on the following terms:-

**1. The Principal/Director employment shall begin from the.....day of..... 19. He shall be employed in the first instance for twelve months on probation and during this period shall be paid a monthly salary of Rs.....**

**2. If confirmed in his appointment at the end of his period of probation the Principal/Director shall be employed on a monthly salary of Rs.....with increment of.....**

**3. The Secretary shall pay the Principal/Director the said monthly salary not later than the tenth day of the month following that for which the salary is earned and the Principal/Director shall on receiving the salary sign the acquittance roll in token of such receipt.**

**4. The Principal/Director shall perform all such duties as appertain to a Director/Principal and shall be responsible to the Secretary of the said so College/Institution for the due discharge of all such duties. The Principal/Director shall be solely responsible for the internal management and discipline of the said College/Institution including such matter as the selection of text books, the agreement of time tables, the allocation of duties to all members of the College/Institution staff the grant of casual leave to the staff in accordance with rules made by the Secretary, the appointment, promotion control and dismissal of the rental servants, the admission of free and half rate pupils within the number sanctioned by the Secretary, the control of the hostel through the Superintendent, the admission and promotion of pupils, the organisation of games and the administration of the games fund and other similar funds and such as a reading room, or examination fund. In financial and other matters for which he is not solely responsible the Principal/Director shall follow the direction of the Secretary. All instructions by the Secretary to the members of the staff shall be issued through the Principal/Director.**

The Principal/Director shall have administrative control over the clerk and shall make recommendation to the Secretary in regard to the number of free and half rate pupils to be admitted to the Institutions. The Secretary shall have the power to appoint, promote and dismiss the clerk, but the Principal/Director shall have the power of controlling him.

**5. The Principal/Director shall give his whole time to the services of the said College/Institution and shall not take up any work unconnected with the said College/Institution without obtaining the previous sanction of the Secretary. The Principal/Director shall not leave the station in which the said College/Institution is situated during the holiday and the vacation without having first obtained the written permission of the Secretary.**

**6. The Principal/Director shall confirm to all the approved rules in force in the College/Institution inclusive of leave rules and shall obey all lawful orders and Directions as he shall from time to time receive from the Secretary.**

**7. (a) The Secretary may dismiss a Principal/Director without notice for any one or more of the following offences:-**

(1) Insubordination. (2) Deliberate neglect of duty. (3) Serious misconduct or the commission of an act which constitute a criminal offence. After proper enquiry is made, a charge sheet is given and an

opportunity to answer is given to the person concerned.(b)Such termination will have to be supported by a resolution of the committee specially conveyed for the purpose atleast three- fourth of the members are present by a two-third majority of the members present and voting.(c)The dismissal or removal of a teacher shall be subject to the approval of the Director. A teacher discharged with or without notice may submit an appeal to the Director, provided that such appeal is preferred within thirty days of the order of dismissal or removal.

**8. While the Principal/Director is on probation as provided in clause 1, the Secretary may at any time terminate, this agreement by giving the Principal/Director two calendar month's notice in writing or upon paying to the Principal/Director a sum equal to month's salary in addition to any pay which may be due to him, and the Principal/Director may similarly terminate this agreement by submitting two calendar month's notice in writing to the Secretary or paying to the Secretary a sum equal to his salary for two months.**

**9. If by the end of his period of probation no notice of the termination of this agreement, as provided for under clause 8 has been received or given by the Principal/Director, he will ipso facto be confirmed in his appointment.**

**10. When the Principal/Director has been confirmed neither the Principal/Director nor the Secretary, subject to the provision of clause 7 shall terminate this agreement except by giving to the other three calendar month's notice in writing or by paying to the other a sum equivalent to three times the monthly salary which the Principal/Director is then earning.**

**11. If the Principal/Director at any time terminate, this agreement otherwise than under the provision of either clause 8 or clause 10 he will forfeit all pay then due to him and the Secretary may dismiss him.**

In witness whereof the first parties hereto have herein to set their hands the day and year first above written signed by ....On behalf of the Managing Committee, under authority of resolution of the Committee as passed on.....in the presence of.....Witness (1)AddressWitness (2)AddressSigned by the said Principal/Director.....in the presence of.....Witness (1)AddressWitness (2)AddressAppendix V

## **of Power for aided institution**

S.No. Name of expenditure

(1) (2)

Government

(3)



1.	Approval of appointment	Full powers
2.	Appeal by employees against the decision of the management.	-do-
3.	Approval of creation of new posts.	-do-
4.	Approval of raising of standard.	-do-
5.	Approval of opening of new section.	-do-
6.	Approval of non-recurring expenses.	-do-
7.	Approval of constitution.	-do-
8.	Sanction of non-recurring grants(within budget provision).	-do-
9.	Sanction of Grant in aid to new institutions.	-do-
10.	Sanction of Grant in aid to institution outside Raj.	-do-
11.	Sanction of grant in aid to institutions already on the grant-in-aid (list) within budget provision.	-do-
12.	Change in category of institution.	-do-
13.	Approval of special increments/Higher start and special leave etc.	-do-

Appendix VI Statement showing maximum limits of expenditure to be taken as approval in regard to grant-in-aid to private institutions (Agriculture). Heads as provided in the grant-in-aid Rules.-

1.	(a) Teaching Staff.	At R.P.S. or scales prescribed by the University (whichever is more) but increase in Establishment or increase in Recurring liability by way of revision of Grades or D.A. should be got approved by the Department of Agri. Rajasthan
	(b) Ministerial staff.	According to the attached Appendix VII.
	(c) Class IV servants.	
2.	Provident Fund.	As prescribed for other Educational institutions or as prescribed by the Rajasthan University.
3.	Dearness Allowance	Not more than the scale allowed by the Government.
4.	Stationery & Printing	Rs. 1500/-
5.	Water & Light charges	Rs. 3000/-
	Recurring expenditure on	
6.	Laboratories, Farms, Dairy and Workshop etc.	As laid down by the University (Details enclosed A).
7.	(i) Repairs to Buildings, Farms and Dairy structures etc.	1% of the cost of the pucca building and 2% of kachha buildings.
	(ii) Repairs to furniture and its Replacement.	Rs. 1000/-
8.	Recurring expenditure on library Books & Reading Room.	As laid down by the University (Details enclosed B).
	Net recurring expenditure on	
9.	games. Physical Education and extra curricular activities etc.	Rs. 1000/-

Expenditure on Travelling of Teachers attending conferences and accompanying students on study tours. According to Rules of Government T.A. Rules.

10. Posts & Telegraph. Rs. 1000/-
11. Charges on Telephones. Rs. 1000/-
12. Petty expenditure. Rs. 500/-

Enclosure 'A' (Appendix VI) Recurring grant for Agricultural Laboratories, Dairy & Farms etc. as prescribed by the University.

1. Agronomy	90,000
2. Animal Husbandry and Dairying	60,000
3. Horticulture	30,000
4. Agricultural Economics, Statistics, Farm Management and extension.	1,000
5. (a) Agricultural Engineering	6,750
(b) Physics	2,250
6. Agricultural Botany & Plant Pathology	6,750
7. Agricultural Zoology and Entomology	2,250
8. Agricultural Chemistry	24,000
Total	2,23,000

Enclosure 'B' (Appendix VI) Library Grant

Subjects	B.Sc.(Ag.)
1. Agronomy	1,000.00
2. Animal Husbandry and Dairying	1,000.00
3. Horticulture	1,000.00
4. Agricultural Economics, Farm Management, Statistics and Extension	1,000.00
5. (a) Agricultural Engineering	1,000.00
(b) Mathematics	200.00
(c) Physics	200.00
6. Agricultural Botany and Plant Pathology	1,000.00
7. Agricultural Zoology and Entomology	1,000.00
8. Agricultural Chemistry	1,000.00
9. English and Gen. Reading	500.00
Total	8,900.00

Appendix VII Statement showing the scale of the Ministerial, Technical and Class IV servants for Agriculture as prescribed by the University of Rajasthan under Minimum Requirements for Teaching of B.Sc. Ag.

S.No.	Name of the Department	Clerk Accts	Farm Manager	Lab.Asstt	Store Keeper	Field man	Supervisor	Milk Recorders	A.H.Asstt.	Gardener
1	2	3	4	5	6	7	8	9	10	11

The Rajasthan Grant-in-Aid to Agricultural Institutions Rules, 1977

1.	Agronomy	2	1	2	1	4	—	—	—	—
2.	A.H. & Dairying	2	1		1	—	2	3	2	—
3.	Horticulture	1	1	1	—	—	1	—	—	4
4.	Agr. Eco. & State Farm Management & Extension	—	—	1	—	—	—	—	—	—
5.	Agr. Engn.	—	—	2	1	—	—	—	—	—
6.	Agr. Botany & Plant Pathology	—	—	2	—	1	—	—	—	2
7.	Agr. Zoo & Ento.	—	—	2	—	—	—	—	—	—
8.	Agr. Chem.	—	—	2	—	—	—	—	—	—
	Total	5	3	12	3	5	3	3	2	6

1	Artist	Carpenter	Blacksmith	Mistry	Mechanic	Driver	Electrician	Museum	Asstt.	Animal	Keeper	Gas	I
1	13	14	15	16	17		18	19		20		21	2
1													2
2													2
3													1
4	1												2
5		1	1	1	1		1						2
6	1							1					2
7								1		1			2
8													2
	2	1	1	2	1		1	2		1		2	1

Appendix VIII (To be stamped and registered on the amount of grant-in-aid) Mortgage Deed This mortgage made the day of.....between the.....a Society registered under the Societies Registration Act/A Co. registered under the Indian Companies Act, having its had office at.....(hereinafter called "the Mortgage" which expression shall include its liquidators, officials, receivers and assignees) of the one part and the Governor of the State of Rajasthan (hereinafter called "the Government" of the other part). Whereas the mortgagor owns, runs and maintains an Educational institution known as.....at.....And whereas the mortgage has applied to the Government .....for grant-in-aid amounting of Rs.....for the purpose of.....and whereas, the Government is satisfied that according to the rules relating to such matters for the time being in force, a grant-in-aid for the purpose for which the mortgagors has so applied any property be given and the Government has accordingly, on the recommendations of the Department of Agriculture, sanctioned and paid grant of Rs.....to the mortgagor. And whereas the property described in the

schedule hereto annexed and more particularly delineated and marked on the plan hereto attached (hereinafter called "the said property") is owned by the mortgagor. As whereas the mortgagor has agreed to mortgage in the matter hereinafter appearing the said property/order to ensure that the grant-in-aid shall at no time be utilised otherwise than for the purpose for which it has been given:-Witness:In consideration of payment by the Government to the Mortgagor of the sum of Rs..... as grant in aid (the receipt whereof the mortgage hereby admits) for the purpose of.....for the benefit of the aforesaid institution the mortgagor does hereby declares to be free from any encumbrances, by way of simple mortgage to the intent that if at any time hereafter the amount of the grant in aid hereby given, or the assets created hereby used for any purpose either than for which it has been given or if the whole or any part of the said property is used for any purpose other than educational purposes or purposes legitimately connected with the maintenance of the aforesaid institution in accordance with the purpose for which the said institution was started then, and every such case these shall be recovered by the Government from the mortgagor such sum, not less than the amount of grant thereby given, as shall, at the date when such sum becomes recoverable be equal to such proportion of the value of the said property assessed in the manner hereinafter provided as the aforesaid amount of grant of Rs. ....bears to the value of the said property on the date of these present, and estimated at Rs. .... and in default of payment of such sum the Government shall have the power without the intervention of any court to self or concur with any person in selling the said property or any part thereof either together or in loss and either by public auction or private contract and subject to such conditions respecting title or evidence for title or other matters on the Government may think fit with power to vary any contract for sale and to buy it at any occasion or to rescind any contract for sale and to resell without being liable to any loss occasioned thereby:Provided always that for the purposes of determining of the sum which may be recoverable by the Government by virtue of the security hereby created, the value of the said property at the time when the Government seeks to enforce the security hereby created shall be assessed by the Government or by the Government or by such person as may be appointed by the Government in this behalf and such assessment shall be binding on the mortgagor.

## **Above Referred To**

Description of the said property:-NorthSouthEastWestIn witness hereof the parties hereto have appended their signature hereto in the manner and on the said indicated below:-for the Mortgagor:-

Signature Signature

Date Date

DesignationAuthorised by article No. of the articles of association by the resolution No.....date (seal in case the mortgagor is a company).Witness:

(1) (1)

(2) (2)

Appendix IX

## **of Fees**

Rates of tuition fee to be charged in different kind of Institutions in Rajasthan will follow. Other fees will be charged as in Government Institutions. Appendix X The following should be the criteria to categorise educational institutions as special one after some modifications:-

- 1. An institution will be considered as special if it is carrying on some new educational experiments in teaching and maintains a record of the same.**
- 2. Registers improvement in methodology of teaching various subjects by experimenting on the devices, techniques and variations with child as a centre of education. This should be reflected in the teachers diaries and student work and a written record of experimentation should be maintained by the head of the institution from year to year with reason for its success and failure. This may not be insisted in case of colleges.**
- 3. Maintains cumulative comprehension records of pupils work in all round education of the child during the period of the College/Institution.**
- 4. Relates education in the institution to community like and bears a hand in the community development work in the areas. A cord of activities should be maintained.**
- 5. Has a co-ordinated programme of Home Work with tuitional work in the institution.**
- 6. Has a proper scheme of regular activities, follow up work.**
- 7. Has regular arrangement for physical education and medical inspection with its effective follow up record should be maintained.**
- 8. Has arrangement for mid day meal or tiffin.**
- 9. Has at least 200 day of work with 5 hours of actual teaching.**
- 10. Has a pupils Government for training in democratic way of living.**

Finance An institution to be categorised as special should have adequate teaching equipment building, library, laboratory, work-shop, paying field and other apparatus and appliances and has run efficiently for a period of three years. This material should be necessary for the status and

purpose of particular institutions. Administration The management provide security of tenure to teachers, according to Education Code under an agreement with the teachers as provided by the Department. Minimum salaries are according to the Government scales. At least 50% of the staff is trained in the institution as a whole. Teaching result in public examination. The institution shows above 75% results on 5 years average consisting of not less than 100 pupils in the public examination in College/Institution separately as well as in internal examinations and 60% in Intermediate Examinations. Qualitatively the results should be satisfactory. These institutions fulfilling the conditions mentioned above may be given grant-in-aid upto 90% of the net approved expenditure. As institution adjudged as special for the purpose of grant-in-aid may be denoted from the category if the special features are not efficiently kept up or the institution shows signs of deterioration. The Director of Agriculture will in that case, serve a caution to the College/Institution and an officer of the rank not less than a Deputy Director of Agriculture will inspect the institution against after a period of 3 months but not later than 6 months and make final report on the working of the institution for the assessment.