

# **Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain**

## **REGULATION NO.4**

### **PREPARATION AND MAINTENANC OF ACADEMIC SENIORITY LISTS**

#### **( Refer Section 7(xxvi) of the Act.)**

(For the purpose of this Regulation, the Act means Maharshi Paninl Sanskrit Evan\* Vedic Vishwavidyalaya Adhinlyam 2006 (IS of 2008))

1. If shall be duty of the Registrar to prepare and maintain in respect of Principals, Professor, College Professors, Readers. Readers in Colleges, Assistant Professor and / or Lecturers complete and up-to-date seniority lists in accordance with procedure laid down in the clauses hereinafter appearing.
2. All Principals / Professors / Readers / College Professor / Readers in College / Assistant Professors / Lecturers shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix through the Principal of the College / Head of Teaching Department by 15 October each year at the latest. Persons whose applications complete in every respect and supported by the necessary evidence, are not received by the prescribed date shall not be considered for inclusion in the list Provided that the teacher who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal / Head to Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principals, Professors, College Professors, Readers, Readers in colleges, Assistant Professor and / or Lecturers respectively and publish the said lists for objection.
  1. The Publication of the lists for objection shall be made on or before the 15<sup>th</sup> November succeeding and publication shall be caused by forwarding two copies of the lists to each College/Teaching Department for displaying one copy on the staff notice board of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.
5. (a) Any Principal / Professor/ College Professor / Reader / Reader in College / Assistant Professor/ Lecturer who feers aggrieved by any entry or omission made in the said lists may, within twenty days from the date of the publication of the lists on the staff notice board of the college/ Teaching Department, file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.
  - (b) The Kulpati shall before the 30<sup>th</sup> November appoint a Committee consisting of a member of the Executive Council and two Principal / Professor other than those who are members of the Executive Council for dealing with objection that may be filed to the seniority lists. The Kulpati shall nominate one of them to be the Convener of the Committee.
  - (c) The Committee appointed by the Kulpati shall meet at such time and on such dates as the Convener of the Committee may fix.

- (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any college maintained by or affiliated to the university.
  - (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
  - (f) The Committee shall report its decision as also the reasons therefore.
  - (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 24<sup>th</sup> December.
6. (a) The seniority lists, as finalized by the Committee shall be published by the Registrar not later than 31<sup>st</sup> December each year by forwarding two copies to each college/Teaching Department for displaying one copy on the staff notice-board of the College concerned and the other copy for making it available for reference to the members of the staff of the college.
- (b) The objector may, on request, obtain a copy of the decision of the Committee from the Registrar on payment of Rs. 50.
7. The lists so published finally, shall remain in force from 1<sup>st</sup> January to 31<sup>st</sup> December of the calendar year following the publication of the lists.
8. A copy of the finalized list may be supplied to a person on payment of Rs. 100 only.

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Appendix

Application for inclusion in the list of

.....  
.....

(Designation e.g. Professor, Assistant Professor etc.)

To,

The Registrar,  
Maharshi Panini Sanskrit University,  
Ujjain (M.P.) 456010

Sir,

I request that my name be included in the seniority list of

.....

.....Particulars of my service are as  
under :-

(Designation)

1. Name
2. Date of Birth
3. Post held at present
4. Nature of appointment
5. Date from which present post is held
6. Scale of pay of the present post held
7. Academic qualifications
8. Teaching experience Years—months  
Degree classes  
Postgraduate classes
9. Teaching posts held (chronologically) prior to appointment to the present post.

Designation	Name of institution in which post was held	Period		Scale of pay
		From	To	

- N.B. (1) Only those teachers will be included in the seniority list who have been appointed as per following procedure :-
- (a) In the University Teaching Department or college/Institution maintained by the University, who have been properly selected and appointed according to University Act.
  - (b) In a government college, who have been selected by State Public Service Commission and appointed by government.
  - (c) In an affiliated college, who have been selected and appointed according to 'College Code' (Statute No.8).
  - (d) No teacher appointed on contract basis, temporary basis, guest faculty, honorary basis, shall be included in the seniority list. Such person should not fill the proforma.

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- (2) A Teacher in service under the Madhya Pradesh Government need not give the name of various colleges to which he was posted in any particular capacity.
- (3) Change in the cadre (e.g. Lecturer, Assistant Professor, Professor ) together with the date of appointment in each case and the pay scale should be clearly stated.

I declare that the particulars given are correct.

Signature of applicant

Place	Full name.....
.....	Designation .....
Date	College/Teaching Department

Forwarded  
Signature .....

Name .....

Principal, College/Head, UTD

Seal

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