

RSkS/Ad/Revised Scheme/08-09/2334  
**Rashtriya Sanskrit Sansthan**  
(Deemed University)  
Janak Puri, New Delhi-110058

Dated: 16.07.2012


To

The Director,  
Chinmaya International Foundation,  
(Shodha Sansthan)  
Adi Shankara Nilayam,  
Adi Sankara Marg,  
Veliyanad-PO  
Ernakulam-Distt.  
Kerala-682319

**Sub: Revised scheme for Financial Assistance to Institution recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans.**

Sir,

In supersession of all the previous schemes for Financial Assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans, I am directed to send herewith a copy of scheme for Financial Assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans, as has now been revised with the approval of Govt. of India, Ministry of Human Resource Development, Deptt. of Higher Education, Shastri Bhawan, New Delhi vide its letter no. 31-4/2009-Skt-I dated 29.06.2012. This scheme has become effective from the date of issue of this letter. The institution as recognized Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans are required to furnish to the Rashtriya Sanskrit Sansthan, New Delhi immediately an undertaking that they/he/she will abide by the terms and conditions in toto contained in the revised scheme.

  
(Prof. K.B. Subbarayudu)  
Registrar I/c

F.No.31-4/2009-Skt.I  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Language Division

Shastri Bhawan, New Delhi  
Dated 29<sup>th</sup> June, 2012

To

Shri Radhavalabh Tripathi  
Vice-Chancellor, Rashtriya Sanskrit Sansthan  
56-57, institutional Area, Janakpuri  
New Delhi -110058.

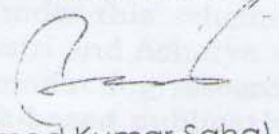
**Subject: Revised Scheme for Adarsha Sanskrit Mahavidyalayas/  
Adarsha Sanskrit Sansthans - reg.**

Sir,

I am directed to refer to your Note No.RSKS/VC-13/2012-13 dated 11<sup>th</sup> May, 2012 on the subject cited above and to forward herewith, a copy of the revised Scheme for Adarsha Sanskrit Mahavidyalayas/Adarsha Sanskrit Sansthans duly approved by the competent authority.

2. The aforesaid revised scheme for Adarsha Sanskrit Mahavidyalayas/Adarsha Sanskrit Sansthans may please be implemented by the RSKS with immediate effect.
3. This issues with the concurrence of the IFD of the Ministry vide their diary No.4020 dated 12<sup>th</sup> June, 2012.

Yours faithfully,



(Pramod Kumar Saha)  
Deputy Secretary to the Govt. of India  
Phone: 011-23073639  
Fax: 011-23384669

Copy to:-

1. PS to Secretary (HE)/JS (CU&L)
2. PAO, Department of Higher Education.
3. Integrated Finance Division (IFD); Department of Higher Education for information.



(Pramod Kumar Saha)  
Deputy Secretary to the Govt. of India

Sr. Ex. Schemes

*[Handwritten signature]*

**REVISED SCHEME FOR FINANCIAL ASSISTANCE TO INSTITUTIONS RECOGNISED AS ADARSHA SANSKRIT MAHAVIDYALAYAS/ADARSH SHODHA SANSTHANS**

**INTRODUCTION:**

1. The Scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans was started by the Government of India for supporting traditional institutions of Sanskrit learning. It was reviewed from time to time. The last review by Ministry of Human Resource Development was made in 1993 and the same became operative vide letter no. F.30-19/88-SKT-I dated 7<sup>th</sup> July, 1993. Later the Scheme was transferred to the Rashtriya Sanskrit Sansthan for implementation Vide letter no. F.8-3/94-SK-I dated 17.7.1995 of the Department of Education, Ministry of Human Resource Development, Government of India.
2. Consequent upon the changes that have come about in the field of higher education, particularly Sanskrit education, implementation of 6<sup>th</sup> Pay Commission Pay Grade and subsequent issuance of Regulations by the University Grants Commission for maintenance of standards in higher education, it has become imperative to reformulate the scheme in order to enable the institutions recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthans to support and promote traditional Sanskrit learning and research in a more effective way. Therefore, the scheme is reformulated as follows in the subsequent paras.

**NAME OF THE SCHEME:**

3. The name of the Scheme would be "The Scheme for Financial Assistance to Institutions recognized as Adarsh Sanskrit Mahavidyalaya/Shodha Sansthan". This scheme will become effective from the date it is circulated by the Rashtriya Sanskrit Sansthan. This applies to all the institutions recognized/assisted under this scheme and to all persons working/nominated in these institutions.

**OBJECTIVES:**

4. The objective of the Scheme is to support and promote traditional Sanskrit learning and research. For this purpose, assistance is extended under this scheme to Sanskrit Mahavidyalayas for conducting courses at the level of Shastri and Acharya and to Shodha Sansthans (Research Institutions) for organizing and conducting research - both at doctoral and post doctoral levels **and bringing out research-based publications and Research Journals.**

**CONDITIONS OF RECOGNITION FOR FINANCIAL ASSISTANCE:**

5. A Sanskrit Mahavidyalaya recognized for financial assistance under the scheme will be called Adarsh Sanskrit Mahavidyalaya (ASM) and a Shodha Sansthan (Research Institute) recognized for financial assistance under this scheme will be called Adarsh Shodha Sansthan (ASS). However, recognition as ASM or ASS will not automatically entitle any institution to either financial assistance or the continuance of grant-in-aid as a matter of right.
6. Any voluntary organization registered under the Societies' Registration Act or a Trust registered under Trust Act hereinafter called 'the Parent Body', maintaining a Sanskrit Mahavidyalaya or Shodha Sansthan, will be eligible to apply for recognition. Recognition as ASM or ASS will be considered by the Rashtriya Sanskrit Sansthan only if the following conditions are satisfied:

- (i) The Mahavidyalaya should be teaching at the level of Shastri and Acharya or equivalent Courses on traditional lines and at least three batches of students should have passed out Acharya or equivalent traditional degree of a recognized University/Examining Body. The Shodha Sansthan should be actively pursuing research in the various Traditional Sanskrit disciplines and should have produced at least 15 Ph.Ds/D.litts.
- (ii) The Mahavidyalaya / Shodha Sansthan should have been in existence for at least **seven years** at a level mentioned in (i) above. However, the Mahavidyalaya/Shodha Sansthan receiving financial assistance under the earlier scheme would continue to be entitled to receive financial assistance under this revised scheme.
- (iii) The Parent Body operating the Mahavidyalaya/Shodh Sansthan should be the owner with possession of adequate area upon which the Mahavidyalaya/Shodh Sansthan is functioning. Lease of 99 years in favour of the Parent Body operating the Mahavidyalaya/Shodh Sansthan will also be acceptable.
- (iv) The Mahavidyalayas/Shodh Sansthans should have been paying salary to their teaching and non-teaching employees into their bank accounts.
- (v) The registered Parent Body applying for recognition and financial assistance under this scheme in future would have to deposit a sum of **Rs.10.00 lakh** in favour of the Mahavidyalaya/Shodha Sansthan in a Fixed Deposit Account. The institutions already receiving assistance under the old scheme which have deposited Rs. 1 lakh/2 lakh in favour of the Mahavidyalaya/Shodha Sansthan would re-invest the matured amount till the fixed deposit of Rs. 10 lakh is made. On grant of recognition under the scheme, the fixed deposit shall be jointly in the name of the Principal/Director of the Adarsh Sanskrit Mahavidyalaya/ Adarsh Shodha Sansthan, as the case may, and the Registrar, Rashtriya Sanskrit Sansthan, both ex-officio.
- (vi) The Mahavidyalaya/Shodha Sansthan should be affiliated either to a University duly set up by an enactment of the Government of India or a State Government.
- (vii) The Mahavidyalaya should have student strength of **atleast 80**, a Shodha Sansthan should have **atleast 12** active researchers.
- (viii) The application by the secretary of the parent body should accompany the following documents:-
- Certificate of Registration under Societies Registration Act/ Trust Act.
  - Resolution of the Parent Body that it will abide by all norms of this scheme in case the Mahavidyalaya/Shodha Sansthan is recognized as Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan.
  - An undertaking in the format placed at Annexure - I by all employees of the Mahavidyalaya/Shodha Sansthan.
- (ix) On receipt of application for recognition from the Parent Body, the Rashtriya Sanskrit Sansthan would cause an on-the-spot inspection and assessment made through an Expert Committee constituted as under -
- Vice Chancellor, Rashtriya Sanskrit Sansthan or his nominee not below the rank of a University Professor - Chairperson
  - One Principal of a recognized P.G. College or one Director of a recognized Research Institute - Member
  - One Sanskrit Scholar nominated by the Rashtriya Sanskrit Sansthan - Member
  - One Representative of respective State's Education Department- Member
  - Registrar, Rashtriya Sanskrit Sansthan - Convener

(x) On being satisfied with the report of the Expert Committee, the Rashtriya Sanskrit Sansthan will issue a letter of recognition as ASM/ASS in favour of the applicant the Parent Body and will form the Management Committee. The applicant Parent Body will transfer all the property belonging to the Mahavidyalaya/Shodh Sansthan to the Management Committee. The Management Committee will fill all the sanctioned teaching posts following the procedure as per rules.

(xi). The recognized Sanskrit Mahavidyalaya/Shodha Sansthan which furnishes details about transfer of property and filling of posts as per the UGC regulations mentioned at para (x) above to the satisfaction of the Rashtriya Sanskrit Sansthan will be eligible for financial assistance under this scheme.

**COMMITTEES OF ASMs/ASSs:**

**MANAGEMENT COMMITTEE:**

**FUNCTIONS OF THE MANAGEMENT COMMITTEE:**

7. The Management Committee will be the supreme executive body of the ASM/ASS with the following functions:
- (i) to frame rules and guidelines for regulating various matters concerning administrative, financial and academic management of the institution **with prior approval of the Rashtriya Sanskrit Sansthan.**
  - (ii) to monitor the implementation of this scheme.
  - (iii) to exercise the power of the Appellate Authority for group A & B employees.
  - (iv) To approve the annual budget on the recommendations of the Finance Committee.

**CONSTITUTION OF THE MANAGEMENT COMMITTEE:**

8. The Rashtriya Sanskrit Sansthan shall constitute a Management Committee for the Adarsh Sanskrit Mahavidyalayas/Shodha Sansthans with the following membership:-
- (i) *Chairperson, nominated by the Vice-Chancellor, Rashtriya Sanskrit Sansthan*
  - (ii) *One Scholar nominated by the Govt. of the State within the jurisdiction of which the institution is situated – Member*
  - (iii) *One nominee of the University to which the institution is affiliated – Member*
  - (iv) *One Scholar nominated by the Parent Body – Member*
  - (v) *One faculty member to be nominated from the Institution according to Seniority on the basis of rotation – Member*
  - (vi) *One representative of Rashtriya Sanskrit Sansthan – Member*
  - (vii) *Principal / Director of the institution – Member Secretary*
9. The Board of Management of the Rashtriya Sanskrit Sansthan will approve a panel of names for nomination of the Chairperson of the Management Committee of the ASMs/ASSs. The Vice Chancellor of the Rashtriya Sanskrit Sansthan shall nominate the Chairperson of an ASM/ASS out of this panel.
10. The Chairperson of the Management Committee of the ASM/ASS should be a person with at least 7 years of experience of having worked as Professor in a University/Principal in a PG College.

TERM OF OFFICE:

11. The **term** of the nominees/members shall be three years, but any nominee/member including the Chairperson can be re-nominated for second term. However, any nominating agency can cancel nomination of any of its nominees before the expiry of their term without assigning any reason for such cancellation. The term of the substitute will be the remainder period.

DISQUALIFICATION OF A MEMBER:

12. If a member of the Management Committee other than the Principal/Director or those representing the teachers of the ASM/ASS, accepts a full time appointment in the same ASM/ASS or if he does not attend three consecutive meetings of the Management Committee without proper leave of absence, he shall cease to be a member of the above Body.

MEETINGS OF THE MANAGEMENT COMMITTEE:

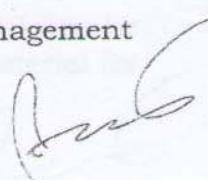
13. The Management Committee shall meet at least four times a year. Not less than 15 days notice along with agenda shall be given for holding the meeting of the Management Committee. Each member of the Management Committee including its Chairperson shall have one vote and decisions at the meeting of the Management Committee shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote. Every meeting of the Management Committee shall be presided over by its Chairperson and in his absence by a member chosen by the members present. The record of the proceedings of a meeting shall be sent within three days of the meeting with the approval of the Chairperson, by the Member Secretary to Rashtriya Sanskrit Sansthan for record and their final approval.
14. The quorum for the meeting of Management Committee shall be four.

FINANCE COMMITTEE:

FUNCTIONS OF THE FINANCE COMMITTEE:

15. The Finance Committee will have the following functions -
- (i) To approve the annual budget of the ASM/ASS for final approval of the Management Committee.
  - (ii) To examine the accounts and to scrutinize the proposals for expenditure.
  - (iii) To ensure that all expenditure in the institution is incurred as per budget provisions and annual audit is done in time.

CONSTITUTION OF THE FINANCE COMMITTEE:

16. Adarsh Sanskrit Mahavidyalayas/Shodha Sansthans shall have a Finance Committee consisting of the following members:-
- (i) Chairperson of the Management Committee - **Chairperson**
  - (ii) A person nominated by the Vice Chancellor of Rashtriya Sanskrit Sansthan - **Member**
  - (iii) Two nominees of the Management Committee, one of whom shall be an expert in finance and accounting matters and the other a member of the Management Committee - **Member**
  - (iv) A representative of the CAG to be nominated by the Chairperson, Management Committee - **Member**
  - (v) A representative of the State Govt - **Member**
- 

- (vi) Principal/Director of Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan  
- Member Secretary

TERMS OF OFFICE:

17. All members of the Finance Committee other than ex-officio members shall hold office for a **term** of three years, but any nominee/member including the Chairperson can be re-nominated for second term. However, the nominating agency can cancel nomination of its nominees before the expiry of their term without assigning any reason for such cancellation. The term of the substitute will be the remainder period.

DISQUALIFICATION OF A MEMBER:

18. If a member of the Finance Committee other than the Principal/Director, accepts a full time appointment in the same ASM/ASS or if he does not attend three consecutive meetings of the Finance Committee without proper leave of absence, he shall cease to be a member of the Finance Committee.

MEETINGS OF THE FINANCE COMMITTEE:

19. The Finance Committee shall meet at least twice a year. Not less than 15 days notice along with agenda shall be given for holding the meeting of the Finance Committee. Each member of the Finance Committee including its Chairperson shall have one vote and decisions at the meeting of the Finance Committee shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote. Every meeting of the Finance Committee shall be presided over by its Chairperson and in his absence by a member chosen by the members present. The proceedings of every meeting of the Finance Committee shall be placed in the meeting of the Management Committee for approval. They will also be reported to Rashtriya Sanskrit Sansthan for their record and final approval.
20. Four members of the Finance Committee will form the quorum for the meeting.

BUILDING COMMITTEE:

FUNCTIONS OF THE BUILDING COMMITTEE:

21. The Building Committee shall:
- Frame guide lines for carrying out construction work and procuring other services in the ASM/ASS
  - Supervise and monitor such works/procurement of services
  - Forward proposals for construction works to Finance Committee and Management Committee provided that every such proposal seeking assistance from **Rashtriya Sanskrit Sansthan** shall be accompanied by designs and estimates prepared by the CPWD/State PWD at the prevalent schedule of rates.

CONSTITUTION OF BUILDING COMMITTEE:

22. Every ASM/ASS shall have a Building Committee which shall consist of:
- Chairperson of the Management Committee : Chairperson
  - two senior teachers of the institution - **Member**
  - one representative from CPWD/PWD - **Member**
  - Principal/Director of the ASM/ASS : Member Secretary

The construction work will also have to be executed by these agencies. GFR is to be strictly followed in all the matters related to non-recurring items purchase of material for construction of building.

### **LIBRARY COMMITTEE:**

23. Every ASM/ASS shall have a Library Committee to prepare the lists for purchase of books for the library of the institution. The Library Committee will also be responsible for general maintenance and verification of books, journals etc. in the library.

24. The Library Committee shall consist of:

- |  |   |                  |
|--|---|------------------|
| (i) Principal/Director of the ASM/ASS      | : | Chairperson      |
| (ii) Librarian of the ASM/ASS              | : | Member secretary |
| (iii) three senior teachers of the ASM/ASS | : | Members          |

### **THE STUDENTS' WELFARE COMMITTEE:**

25. Every ASM/ASS shall have a Students' Welfare Committee to prepare schemes and frame guide lines for the benefit of needy students and to evolve norms for over all development of the students' community.

26. The Students' Welfare Committee shall consist of:

- (i) Warden(s) of the Hostel(s)
- (ii) Three senior teachers,
- (iii) Three representatives of the students to be nominated by the Principal/Director of the ASM/ASS on pre determined criterion.
- (iv) Dean Students Welfare/or One senior teacher nominated by the Principal - Convener

### **ACADEMIC COMMITTEE:**

27. Every ASM/ASS shall have an Academic Committee to suggest ways for improving academic standards in the institution.

28. The Academic Committee in a ASM/ASS shall comprise of the following:-

- |  |   |                  |
|--|---|------------------|
| (i) Chairperson, Management Committee  | - | Chairperson      |
| (ii) Representative of the Rashtriya Sanskrit Sansthan                                       | - | Member           |
| (iii) Representative of the affiliating University-Not below the rank of Associate Professor | - | Member           |
| (iv) Heads of Departments of each subject/Deputy Director                                    | - | Member           |
| (v) Director/ Principal of the Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan          | - | Member Secretary |

29. Building Committee, Library Committee, Students' Welfare Committee and Academic Committee shall meet at least twice in a year.

### **30. OFFICERS OF THE ASM/ASS:**

An ASM/ASS will have the following officers:

- (i) Chairperson of the Management Committee
- (ii) Director/Principal
- (iii) Accountant
- (iv) Librarian



### FUNCTIONS OF THE CHAIRPERSON MANAGEMENT COMMITTEE:

31. The functions of the Chairperson Management Committee will be as under:
- To preside over the meetings of the Management Committee
  - To advise the Director/Principal on his request for efficient functioning of the institution.
  - To act as the Appointing Authority for Group A and B employees
  - To act as an Appellate Authority for Group C & D employees

### FUNCTIONS OF THE PRINCIPAL/DIRECTOR:

32. The Principal/Director of the ASM/ASS shall be the Principal academic and executive officer of the institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the Committees of the Institute faithfully. He may, if he is of the opinion that immediate action is called for on any matter, take such action or proceed to take such action and shall report to the Management Committee on the action taken by him on such matter. He shall also be the appointing authority and the disciplinary authority for the group C and D employees of the institution. He shall be the controlling authority of all categories of employees in the institute.

**In case of the office of the Principal/Director of the ASM/ASS becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the senior-most Associate Professor/ Dy. Director, and in his/her absence the senior-most Asstt. Professor/Asstt. Director shall perform the duties of the Principal/Director until a new Principal/Director is appointed, or the existing Principal/Director resumes his duties as the case may be.**

### COURSES TO BE OFFERED:

33. Out of the traditional subjects, a Mahavidyalaya should have at least three subjects at Post Graduate level and minimum three subjects at Under Graduate level one each from Groups 1, 2 and 3 given below.

#### **Group 1**

- Sahitya
- Vyakarana
- Sankhya Yoga
- Mimamsa

#### **Group 2**

- Vedanta
- Sarva Darshana
- Nyaya
- Dharmashastra

#### **Group 3**

- Veda
- Jyotisha
- Pali
- Prakrit
- Buddhist Philosophy
- Jainism

#### **Group 4**

- Political Science
- Economics
- History

**Group 5**

- (i) Hindi / Regional language
- (ii) English

34. Subject to the provisions of the affiliating University, out of Groups 1 to 5 only one subject from each group shall be taken for the Shastri Course. Environment studies will be compulsory for all students of Shastri course as additional subject as per UGC norms. Subject to the provisions of the affiliating University, only one subject will be taken for the Acharya course out of the following:-

Sahitya, Vyakarana, Sankhya-Yoga, Mimamsa, Vedanta, Sarva Darshana, Nyaya, Dharmashastra, Veda, Jyotisha, Pali, Prakrit, Buddhist Philosophy and Jainism.

**NORMS FOR ENGAGEMENT OF ACADEMIC/NON-ACADEMIC STAFF IN ASM/ASS:**

35. For effective functioning of the ASM/ASS, the Rashtriya Sanskrit Sansthan will provide financial assistance for the following academic/non-academic staff. However, for new ASM/ASS the requisite number of post/posts would be got created by the Ministry of HRD in consultation with the Ministry of Finance. If due to these revised norms old ASM/ASS requires new post/posts to be created then also the above procedure will be followed.

**STAFFING PATTERN IN ADARSHA SANSKRIT MAHAVIDYALAYA:**

35.1 A Mahavidyalaya having student strength of more than 200 will be supported for the following academic positions:-

- (i) One Principal in the pay scale of Post Graduate College Principal as per U.G.C. norms
- (ii) A maximum no. of two Associate Professors in the pay scale of Associate Professor in a University. One each in two subjects mentioned in the groups 1,2, and 3 mentioned above.
- (iii) A maximum no. of six Assistant Professors in the pay scale of Assistant Professor in a University. Not more than **three in any of the three subjects each out of the groups 1 to 3 as above, and not more than Three in any of the three subjects as mentioned in the groups 4 and 5 as above.**
- (iv) One Guest Lecturer in Environmental Studies subject to a maximum of 50 periods, wherever applicable at a remuneration prescribed by the U.G.C.

35.2 A Mahavidyalaya having student strength of more than 200 will be supported for the following non-academic positions:-

- (i) 2 Section Officer (one for general administration and one for financial administration)
- (ii) One Librarian (in the pay scale of Assistant Librarian in a University)
- (iii) Two Upper Division Clerk
- (iv) One Accountant
- (v) One Lower Division Clerk
- (vi) One Typist
- (vii) One Library Attendant
- (viii) One Gardener
- (ix) Three Peons
- (x) Two Chowkidars.
- (xi) Two Sweeper
- (xii) One Hostel Attendant (for institution having hostel)

Services of the posts of L.D.C. to Sweeper will be obtained through out sourcing.

35.3 -A Mahavidyalaya having student strength of 80 to 200 will be supported for the following academic positions:-

- (i) One Principal in the U.G.C. pay scale of Under Graduate College Principal
- (ii) Not more than 2 Assistant Professor in any of the three main subjects mentioned in para. 33 above (Main Subject)
- (iii) Assistant Professor one in each language and optional subjects in the same pattern mentioned in para. 35.1 (optional subject).
- (iv) Guest Faculty in the same pattern mentioned in para. 35.1 above.

35.4 A Mahavidyalayas having a student strength of 80 to 200 will be supported for the following non-academic positions:-

- (i) One Librarian in the pay scale of Assistant Librarian in a University
- (ii) One Assistant (Office)
- (iii) One Accountant
- (iv) One L.D.C.
- (v) Two **Peons**
- (vi) Two **Chowkidars.**
- (vii) One Sweeper

Services of the posts of L.D.C. to Sweeper will be obtained through out sourcing.

While instituting posts of teaching faculty in a ASM the staffing pattern prescribed by the U.G.C. based on teachers & students ratio will be adopted.

#### **STAFFING PATTERN IN ADARSHA SHODH SANSTHANS:**

36.1 A Shodh Sansthan will be supported by the following academic positions:-

- (i) One Director in pay scale of Professor in a University.
  - (ii) One Deputy Director in the pay scale of Associate Professor in a University
  - (iii) Two Assistant Director in the pay scale of Assistant Professor in a University
  - (iv) One Curator in the pay scale of Assistant Professor in a University
  - (v) Sr. Research Fellow - **maximum 10 (fellowship as per U.G.C. rates)**
  - (vi) Jr. Research Fellow - **maximum 10 (fellowship as per U.G.C. rates)**
- Fellows as in (v) and (vi) will not be treated as regular staff.**

36.2 A Shodh Sansthan will be supported for the following non-academic positions:-

- (i) One Librarian in the pay scale of Assistant Librarian in a University
- (ii) One Accountant
- (iii) One Upper Division Clerk
- (iv) One L.D.C.
- (v) One Peons
- (vi) Two **Chwkidars.**
- (vi) One Sweeper

Services of the posts of L.D.C. to Sweeper will be obtained through out sourcing.

36.3 All the registered scholars for Vidyavaridhi who have passed NET of U.G.C. or Pre Research Test of Deemed Sanskrit Universities will be given scholarships @ Rs 3000/- per month and contingent grant of Rs. 2500/- per annum for two years. Extendable by one year on satisfactory report, if necessary)

## FINANCIAL MANAGEMENT:

37. The institution will manage its financial affairs through one unified account. This account is to be opened in a nationalized bank. All grants received from the Rashtriya Sanskrit Sansthan, Society/Trust contribution and donations will be deposited in this account. However, if the Society/Trust/Institution is able to raise additional resources and wants to create reserve fund out of those, it will be permissible to have a separate bank account for the reserve fund. The account shall be operated jointly by the Principal/Director and one of the two senior most teachers/Deputy Directors.
38. The Rashtriya Sanskrit Sansthan will financially assist a Mahavidyalaya/Shodha Sansthan to the extent of 95% of the admissible expenditure for recurring items and to the extent of 75% for non-recurring items subject to the maximum of Rs. 5.00 lakh per annum relating to development of infrastructure. The recurring items will consist of:-
- Salary and Allowances to the approved staff.
  - CPF contributions.
  - Compulsory Group Insurance, if any
  - 95% of the share of the employer against liabilities at (i) and (ii) shall be given in the form of Grant in aid to the institutions.
  - Contingencies including electricity, water telephone and stationery etc. as per Rashtriya Sanskrit Sansthan norms and ceiling.
  - Books for library subject to a maximum of Rs.25000/- p.a.
  - Scholarship to students

The non-recurring items will include construction of buildings, acquisition of equipment, furniture and campus development.

39. Compulsory Group Insurance will be implemented only if sufficient number of employees opt for it and this shall be borne by the employee.
40. Scholarships will be provided to the students securing minimum 70% marks in the previous examination as per the rates as under:

Prak-Shastri	-	Rs. 700/ - p.m.
Shastri	-	Rs. 800/ - p.m.
Acharya	-	Rs. 1000/ - p.m.

Doctoral Research students in Shodha Sansthan

S.R.F. - 10- (Research fellowships will be given as per UGC rates.

J.R.F. - 10 Research fellowships will be given as per U.G.C. norms)

41. In addition, the Rashtriya Sanskrit Sansthan will assist every institution every year to the extent of Rs. 50,000/ - to Rs. 75,000/ - for inviting traditional Sanskrit scholars even if they do not have formal degrees, to deliver a series of lectures to the students on some aspects of traditional Sanskrit learning. Not more than Rs. 10,000/- out of the total amount will be spent on contingent expenditure. The remaining amount will be met on T.A. and honorarium of scholars. Not more than 3 lectures of scholars will be organized. Honorarium @ Rs. 1000/- per lecture will be admissible with prior approval of the Rashtriya Sanskrit Sansthan.
42. **Ph.D.:** Since Teaching, Research and Extension constitute the Three- dimensional activities of the teachers, ample facilities shall be given to the teachers/academic staff associated with Adarsh Sanskrit Mahavidyalayas/Shodha Sansthans to carry out higher research. For this purpose, Adarsh Sanskrit Mahavidyalayas/Shodha Sansthans shall be permitted to introduce Ph. D. Programme, after due recognition as a research centre by the affiliating University as per UGC norms, provided suitable infrastructure in the shape of talents and other facilities exist in the Institution concerned subject to approval of Rashtriya Sanskrit Sansthan. **The degree of Ph.D. will be awarded by the affiliating University.**

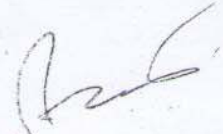
43. The institution will be required to have its accounts audited by a Chartered Accountant or an audit authority as may be designated by the Rashtriya Sanskrit Sansthan. The accounts shall also be open to examination by the Auditors and Inspecting Officers of Rashtriya Sanskrit Sansthan and to any officer authorized by the Controller and Auditor General of India every year and to submit this report along with statement of accounts to the Rashtriya Sanskrit Sansthan by June 30 in the succeeding year. Default in submitting the statement of accounts, utilization certificates of the grant released by the Rashtriya Sanskrit Sansthan in the preceding year and report of the Chartered Accountant by 30<sup>th</sup> June will debar the institution from receiving any further financial assistance from Rashtriya Sanskrit Sansthan. Further, The Rashtriya Sanskrit Sansthan reserves the right of Internal Test Audit.

**SERVICE CONDITIONS:**

44. All persons employed on teaching as well as non-teaching posts in the institutions receiving financial assistance under this scheme shall be the employees of that particular institution, and **not** of the Government of India/Rashtriya Sanskrit Sansthan. Merely that they are supported substantially by the Rashtriya Sanskrit Sansthan, they would not for any purpose be compared with the employees of the Government of India or the Rashtriya Sanskrit Sansthan under any circumstances.
45. All the new teachers and non teaching staff of the ASM/ASS will be recruited following the procedure laid down and through the Selection Committee prescribed by the prevalent UGC regulations on the subject. They will have to essentially possess qualifications prescribed by the UGC. The eligibility and suitability of all the existing teaching/non-teaching staff will be examined in the light of the UGC regulations. If they are found eligible, then they will be given UGC scale with the approval of the RSkS. Their subsequent promotion will depend on **their** being found suitable under the UGC Regulations. Those existing employees, who are not eligible as per the existing UGC Regulations will continue to get the existing pay admissible under the old scheme.
46. The teachers of the Mahavidyalayas and academic staff of Adarsh Shodha Sansthan shall be entitled to the pay scale and all other benefits like promotion under 'Career Advancement Scheme' **as well as** increments on acquisition of higher qualifications as per UGC regulation. The responsibilities with regard to Teaching/working hours, academic reforms etc. as may be prescribed by UGC from time to time will be applicable to them.  
The teachers of the Mahavidyalayas and academic staff of Adarsh Shodha Sansthan will be entitled for causal and academic leave as per UGC regulation.
47. Rashtriya Sanskrit Sansthan shall frame suggestive rules from time to time in order to bring orderliness in the governance in these institutions for the purpose of monitoring that the objective of the Scheme are fulfilled in its letter and spirit. These institutions will ensure that these rules are adopted or seminally adopted to ensure that the stated objections of the scheme are achieved. It shall be the duty of the Principal/Director to see that the conditions laid down in this scheme and rules are followed in letter and spirit.

**FITNESS:**

48. No person shall be appointed to any post by direct recruitment unless:-
- i. He/she is a citizen of India.
  - ii. He/she is declared medically fit by a Medical Officer of the rank of Civil Surgeon of the Govt. Hospital/dispensary and
  - iii. The Appointing authority is satisfied that he/she possesses good moral character and his/her antecedents have been verified.



### APPOINTMENTS:

49. Appointments will be made through selection committees formed as per UGC guide lines. It will not be competent for the Management Committee to relax educational qualifications for any post or by pass the procedure while making any recruitment. However, in exceptional circumstances, the Management Committee may make ad-hoc arrangements of teaching of the subject by a qualified person as per UGC guidelines.
50. The Management Committee may make ad-hoc arrangements against vacant teaching posts for a period not exceeding one year. Principal/Director of Adarsh Sanskrit Mahavidyalaya/Shodha Sansthan will be responsible for initiating action to fill up the vacancies arising due to superannuation etc. in future at least before six months in advance.

### RESERVATION FOR SC/ST/OBC/PH:

51. Being funded by the Government of India through the Rashtriya Sanskrit Sansthan, the reservation policy of the Government of India and UGC will be applicable *mutatis mutandis* to all ASMs/ASSs.

### PROBATION:

52. Every person appointed to a post shall be on probation for a period of two years. On successful completion of the probation period, he shall be confirmed in service. However, the Management Committee shall have the right to extend probation for a further period of one year based on performance of the person. The condition of probation shall also apply to the existing staff absorbed in service of Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan after grant of recognition under the scheme.

### GENERAL CONDITIONS OF SERVICE:

53. The whole time employee shall be at the disposal of the institution and he/she may be employed for such duties as may be assigned to him/her.
54. An employee shall observe such holidays and vacations as the Management Committees may decide keeping in view the local requirements. They would, however, be normally expected to observe the vacations/holidays schedule as applicable to the employees of **the affiliating University.**

### LEAVE:

55. The leave of the employees of the institution shall be as per the UGC Regulation.

### DISCIPLINARY AND APPEAL PROCEEDINGS:

56. Till such time, the Rashtriya Sanskrit Sansthan prescribes a model conduct rule and the institutions concern adopt/adapt the same, the CCS (CCA) Rules 1975 of the Government of India will be applicable for observance of good conduct by the employees and disposal of disciplinary proceedings.



#### TERMINATION OF SERVICES:

57. During the period of probation the services of the employees can be terminated by the appointing authority at any time with a notice of one month or at any time without notice on payment of one month's pay and allowances in lieu of notice with prior approval of Rashtriya Sanskrit Sansthan.
58. If the appointment is made for a specified period, the services shall stand terminated on the expiry of such period.
59. The appointment shall also stand terminated on the abolition of the post or on the expiry of the specified period for which the post is created.
60. The services of an employee shall be liable to termination, if as a result of departmental enquiry the Competent Authority imposes the penalty of removal/dismissal from service with the approval of the Disciplinary Authority.

#### RESIGNATION:

61. An employee may, by giving notice of one month, in writing resign from the services of the institution. However, the appointing authority may, at its discretion, waive the condition of one month's notice.

#### RETIREMENT AND RELATED BENEFITS:

62. The age of retirement of teaching staff in Adarsh Sanskrit Mahavidyalaya and Academic staff in Adarsh Shodha Sansthan appointed following the UGC guideline and enjoying UGC Scales of pay will be (as prescribed by the U.G.C.). Those who do not fulfil the UGC qualification will retire as per provisions of the previous scheme. **The age of the retirement of non-teaching staff will be as per UGC norms.**
63. Every employee working in regular capacity would be entitled to Contributory Provident Fund scheme. Every employee will also be entitled to gratuity on retirement.
64. No EPF and Pension will be admissible.
65. Group Insurance Scheme of LIC of India shall be negotiated by the Management Committee through its Member Secretary for such employees as may volunteer for the same and will get the commensurate benefit on retirement.

#### AUTHORITIES UNDER RIGHT TO INFORMATION ACT, 2005:

66. The Principal/Director of the institution shall be the Public Information Officer. Chairperson, Management Committee shall be the first appellate authority.

#### REVIEW & RE-EVALUATION:

67. The Mahavidyalaya/Shodha Sansthan assisted by the Rashtriya Sanskrit Sansthan under this scheme is expected to pursue the courses/research vigorously in a congenial academic environment. It will be expected that every student and scholar in the institution is able to attain academic excellence and proficiency in concerned Shastric learning/subjects. The institution is also expected to pursue the oral tradition of Sanskrit learning, including correct and traditional pronunciation and intonation of Sanskrit scriptures.
68. The Rashtriya Sanskrit Sansthan will review the working of the Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan at least once in a year. This report will be furnished to its Management Committee for taking appropriate remedial measures, if

needed. Continuance of the grant-in-aid shall depend on the satisfactory compliance of the review report. Rashtriya Sanskrit Sansthan will prescribe procedure for compliance of the annual review report.

69. Accreditation from NAAC or any such authorized body recognized for accreditation is also compulsory after 3 years of recognition as Adarsh Sanskrit Mahavidyalaya or Adarsh Shodha Sansthan. The grant-in-aid will be discontinued, if any Adarsh Sanskrit Mahavidyalaya/Adarsh Shodha Sansthan fails to get accredited or gets an accreditation less than B by the NAAC or an authorized body recognized for accreditation. The Adarsh Sanskrit Mahavidyalaya/Shodha Sansthan will have to obtain A Grade in next accreditation.

70. The Rashtriya Sanskrit Sansthan will subject every institution assisted under this scheme to a review through a panel of experts at the end of every Plan period. The Review Committee will assess the academic standards and the performance of the institution in terms of observance of the provisions and conditions of this scheme and also achievement of the objectives of the Scheme. The Rashtriya Sanskrit Sansthan will convey its views on the review report to the Management Committee for corrective action. An institution which is not functioning efficiently or where the academic standards are not of desirable level, its financial assistance may be discontinued by the Rashtriya Sanskrit Sansthan for a fixed period or for an indefinite period.

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

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RSKS/Ad/Revised Scheme/08-09/  
**Rashtriya Sanskrit Sansthan**  
(Deemed University)  
Janak Puri, New Delhi-110058

**FORMAT OF UNDERTAKING TO BE FURNISHED BY THE EXISTING EMPLOYEES**

I \_\_\_\_\_ employee  
of \_\_\_\_\_ designation \_\_\_\_\_ hereby declare that I  
will abide by terms and conditions of the Revised Scheme of Rashtriya Sanskrit Sansthan for the  
scheme for Financial Assistance to institutions recognized as Adarsh Sanskrit  
Mahavidyalayas/Shodha Sansthans as implemented by the Rashtriya Sanskrit Sansthan vide  
letter no. RSKS/AD/Revised Scheme/08-09 dated 03.07.2012 and as approved by Govt. of India,  
Ministry of Human Resource Development, Dept. of Higher Education, Language Division,  
Shastri Bhawan, New Delhi dated 29.06.2012 in case \_\_\_\_\_  
(name of institution) is recognized as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha  
Sansthans under the scheme, and I will not make any claim legally or otherwise in case my  
services are effected by the said recognition.

(Signature)

ate.....

Full Name:.....

Designation:.....

Name of the Instituion:.....