

# Employee Welfare Policy



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA**  
**RAJA PANCHAM SINGH MARG, GWALIOR-474002 (M.P.)**



# राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय

राजा पंचम सिंह मार्ग, ग्वालियर (म.प्र.) – 474002

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya**

Raja Pancham Singh Marg, Gwalior (M.P.) – 474002

(An ISO Certified: 9001:2008)

Tel.: 0751 – 2970502, Fax: 0751 – 2970504, Email: vcrvsaugwa@mp.gov.in

प्रो. अरविन्द कुमार शुक्ला

कुलगुरु

Prof. Arvind Kumar Shukla

Vice-Chancellor

क्र./कुलपति/2024/1903 दिनांक: 15.09.2024

## FOREWORD

It is with great pride and enthusiasm that I introduce this policy document on the welfare of teaching and non-teaching staff at Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior. As an institution dedicated to excellence in agricultural education and research, we recognize the invaluable contributions of our staff members in shaping the future of agriculture and allied sciences.

RVSKVV has always been committed to nurturing a conducive and supportive environment for all members of our academic community. This document reflects our steadfast commitment to ensuring the well-being, dignity, and professional growth of our teaching and non-teaching staff.

At RVSKVV, we understand that the strength of our institution lies in the dedication and expertise of our staff members. Whether in the classrooms, laboratories, fields, or administrative offices, they play a pivotal role in advancing our mission of agricultural education, research, and extension.

This policy document outlines a comprehensive framework designed to address the diverse needs and challenges faced by our staff members. It encompasses various aspects of staff welfare, including but not limited to fair compensation, benefits, professional development opportunities, health and wellness initiatives, and measures to promote work-life balance.

Moreover, this document underscores our commitment to fostering a culture of inclusivity, respect, and collaboration. We recognize the unique contributions and perspectives that each staff member brings to our community and strive to create an environment where everyone feels valued, supported, and empowered to reach their full potential.

I extend my heartfelt appreciation to all those who have contributed to the development of this policy document. Your dedication, insights, and commitment to the welfare of our staff have been instrumental in shaping our vision for a thriving and sustainable academic community at RVSKVV.

Together, let us continue to uphold the principles of excellence, integrity, and compassion as we work towards building a brighter future for agriculture and society.

(Arvind Kumar Shukla)



## **POLICY for EMPLOYEE WELFARE**

The university provides welfare schemes for teaching and non-teaching staff to create harmonious, efficient, healthy, loyal and conducive work environment for effective functioning of the Institution.

### **The Objectives of Welfare Scheme:**

1. To make the employees aware of their benefits that they are going to avail from the university as a part of the duty of the university and the State Government.
2. To achieve better physical and mental health of staff to promote a healthy work environment.
3. To inculcate the spirit of solidarity in its teaching and non-teaching employees
4. To provide medical benefits, education and recreation facilities by raising the standards of living of employees.
5. Providing financial assistance and benefits to support staff members and their families
6. To streamline the administrative functioning of faculty and staff welfare issues

**Beneficiaries:** Teaching staff and the non-teaching staff of the university.



The university has adopted following measures to promote the welfare of the employees and also the special measures are taken to recognize the needs of the female staff.

**Faculty Development:**

- Fostering research and development, as well as consulting, by involving faculty at all levels
- Encouraging non-doctoral faculty to enroll in Ph.D. programmes and providing study leave/On-duty leave
- Providing Ph.D. increments for teaching staff as per their eligibility
- Encouraging faculty to participate in in-house R&D with students and to obtain patents
- Appreciation for achieving university ranks at different platforms
- Encouraging faculty to participate in MOOCs and other online courses
- Providing financial support to attend FDP, seminars and workshops
- Faculty members are provided with seed money for research projects
- Sponsoring faculty to deliver guest lectures at other higher learning institutes
- Providing separate faculty reading room in library/department to improve their technical knowledge



RVSKVV, GWALIOR (MP)

- Allowing staff to attend industrial/institutional tours in order to improve technical expertise, share/create modern tool facilities, and encourage research activities
- Encouraging faculty to participate in recreation activities
- Allowing staff to use ICT infrastructure and library.
- Providing separate faculty room for teaching staff
- Autonomy to teaching staff in academic matters

#### **Non-Teaching Staff Development:**

- Encouraging to attend training programs to hone their computer and e-skills
- Conducting communication skills lecture to improve their communication skills
- Appreciation for technical research work
- Provide a large sitting arrangement in the administrative office with appropriate sanitary facilities
- The non-teaching staff posts are categorized into various levels. The selection and promotion of non-teaching staff to a particular grade is decided on the basis of the promotion policy of the university

#### **Leave Benefit**

As per the Madhya Pradesh State Government Service Rules, All faculty and staff are granted the following leave with pay.



❖ **Casual Leave (CL) and Optional Leave (OL) :**

1. Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules. All faculty and staff are eligible for 13 days CL and 03 days OL in a calendar year.
2. Female faculty and staff are granted an additional provision of seven Casual Leaves (CL).

❖ **Medical Leave:**

1. All faculty and staff are eligible for 20 days half pay medical leave in a calendar year

❖ **Earned Leave:**

1. All faculty and staff are eligible for 30 days earned leave in a calendar year

❖ **Maternity leave**

1. All female faculty and staff with less than two living children are eligible for 180 days maternity leave

❖ **Paternity Leave**

All male faculty and staff with less than two living children are eligible for 15 days paternity leave

❖ **Child Care Leave**

All female faculty and staff with less than two living children are eligible for 730 days child care leave



### ❖ **Duty Leave**

The activity of an employee which can bring recognition to the University may be considered for grant of duty leave. The Duty leave may be granted to deliver an academic lecture, work on behalf of the university, read/present a research paper at a conference/symposium at the national /international level or to attend a workshop/seminar, attend selection committee or other such like committee meeting provided they are convened by a statutory body recognized by the Government.

### ❖ **Study Leave**

This leave may be granted once in the tenure of service for pursuing higher studies at the recognized institute as per rules by the sanction of the competent authority.

### ❖ **Compensatory Leave**

This leave may be granted for employees as extraordinary leave with the approval of competent authority.

### **Incentives:**

As per the rules of Government of Madhya Pradesh, the employees are granted the following incentives:

- ❖ University contributes an amount equals to 14% of basic pay plus dearness allowance (DA) of employees as Vishwa Vidyalaya Share for employees under NPS scheme and 14% of basic pay of employees as Vishwa Vidyalaya Share for employees under OPS scheme
- ❖ Periodical Increment (Annual Basis) and dearness allowance



- ❖ Leave encashment for leaves not availed (limited to 300 days)
- ❖ Gratuity benefit (On attaining Superannuation)
- ❖ Pension benefit (On attaining Superannuation)
- ❖ Employee provident fund
- ❖ Contributory provident fund
- ❖ Campus accommodation on nominal charges or House Rent Allowances (HRA) in case of unavailability of accommodation in campus
- ❖ Compensatory appointment
- ❖ Ex-gratia payment on death of employee
- ❖ Medical allowance: Fixed and Reimburse
- ❖ Career Advancement Scheme (CAS) for teaching and technical staff (All promotions shall be subject to completion of minimum qualifying period)
- ❖ Time scale promotion for Class - III & IV employee (All promotions shall be subject to completion of minimum qualifying period)
- ❖ Uniform for vehicle drivers and Class - IV employees
- ❖ Financial support to attend FDP, seminars and workshops
- ❖ Free Wi-Fi and email addresses using the institutional domain name
- ❖ Concession for staff members for use of Guest house, auditorium, community hall or common place as per university rules





- ❖ In the event of transfer of university employee, their ward shall be permitted for change of campus at the end of first semester to the campus of nearby campus where their posting has been made

### **Health Care:**

- Saving-cum-Group Insurance for all staff
- Organizing health camps and check ups
- Faculty with major health problems are paid in full
- Well-equipped facilities for indoor and outdoor sports and a gymnasium are present in each college campus to keep the energy level high of its employees and make them physically and mentally fit.
- The University Headquarter and campus area of all the constituted college are smoke free and plastic free and sustains the green area through available resources. The University strives to build and maintain an adequate green cover under the supervision of the maintenance cell. Initiatives are underway for water harvesting and maintenance of organic farms. For a hygienic and clean campus, services of housekeeping personnel are outsourced.

A Grievance Redressal issue is addressed with the nomination of an Ombudsperson to hear and address student/employee grievances. The Authorities of the University are responsible for ensuring the implementation of this policy in day-to-day activities, work, and learning. This policy shall be reviewed at regular intervals as and when required.



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA**  
RAJA PANCHAM SINGH MARG, GWALIOR-474002 (M.P.)

# Proforma for Best Thesis Award for Doctorate Degree



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**



RVSKVV, GWALIOR (MP)

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,**

Raja Pancham Singh Marg, Behind LNIFE, Gwalior-474002 (M.P.)

**Best Thesis Award For Doctorate Degree**

FORMAT FOR APPLICATION

1	Name in full (In capital letters)													
2	Date & place (with State) of birth													
3	Nationality													
4	Corresponding address with telephone/ mobile, e-mail													
5	Residential address													
6	Academic career (Bachelor degree onwards): Please attached documentary proof													
	Degree	University/ Institute	Year	Grade/Marks	Class/Division	Remark								
7	Date of enrolment in concerned degree programme													
8	Total duration for completing the degree programme													
9	Date on which successfully completed the viva voce examination (support with a photocopy of provisional degree certificate)													
10	<p>Details of the thesis research submitted for the award</p> <p>i. Title of the thesis</p> <p>ii. Department/Division/Institution where research work was done.</p> <p>iii. Name and Designation of the thesis supervisor</p> <p>iv. Research problem: Brief description, scientific technology, socio-economic relevance and priority (limit to 1 page)</p> <p>v. What standard methods and modern procedures were used in the experimental work? (limit to 1 page)</p> <p>vi. Whether any special tools/procedures/products/concepts/specially developed for the thesis. research? Yes/No, if yes give information (limit to 1 page).</p> <p>vii. Briefly describe the significant results obtained? (not more than 3 pages)</p> <p>viii. In what way these results have made an original contribution to agricultural science and have impact.</p> <p>ix. Thesis research publication with NAAS rated only</p> <table border="1"> <tr> <td>S. No.</td> <td>List of Publication</td> <td>NAAS Journal ID</td> <td>NAAS Score</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>						S. No.	List of Publication	NAAS Journal ID	NAAS Score				
S. No.	List of Publication	NAAS Journal ID	NAAS Score											
11	Whether any patents have been taken/applied for?													

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12	Award and Honours I. Awards/Fellowship by ICAR, CSIR, DST, DBT, NRDC, National Academies, etc. II. Awards/Fellowship by the Universities/ Deemed to be Universities and State Government III. National level Professional Society Award a) Gold Medal, Fellowship, Honorary Membership based on the professional achievements b) Other awards/recognitions (including paper/poster award) Any other awards/recognitions/honours etc
13	A concise statement (about 750 words) highlighting the most significant aspects of the research work done that you would like to see in your citation of award, if chosen.
14	Any other information relevant, if not covered above
15	Plagiarism % (Attach Proof)

I declare that no vigilance/disciplinary proceedings are pending against me and the information given above is true to the best of my knowledge and belief.

Signature of Applicant

Date:

Official Use

(Forwarded with remarks)

HOD

DEAN

DI



## GENERAL GUIDELINES FOR BEST THESIS AWARDS IN DOCTORATE DEGREE

1. The application for award(s) should include the full curriculum-vitae of the scholar/ individual; as per Proforma given.
2. Only one award will be given in a year.
3. Award consist of Rs. 20,000/- in cash plus a citation.
4. While filling the form, please furnish all the information with one set of supportive documents/testimonials/publications etc.
5. Applicants who have completed their Ph.D. degree from RVSKVV, Gwalior during concerned calendar year (January-December) will be considered. A copy of thesis will be required with the application.
6. Five copies of the application for the award(s) should be submitted to the Registrar, though DI RVSKVV, Gwalior (M.P.) - 474002 on or before 31 December every year.
7. Attach a summary of contributions in approximate 750 words along with a photograph and a draft of citation. Also send a CD having soft copies of the application, citation and photograph.
8. An affidavit should be provided by the applicant on non-judicial stamp paper of Rs.100/- duly attested by notary that all information furnished in the application format are true and there is no vigilance/disciplinary proceedings pending against him and never have been debarred from examination/any responsibility of the Government/Private organization /never have been punished by the court.
9. Announcement for selected Awardees will be uploaded on RVSKVV website positively by May of the year and the awards will be presented on the foundation day of the VV (19th August) every year.
10. Nominations for the awards will be accepted only from the students /. candidate of RVSKVV, Gwalior (M.P.).
11. Applications incomplete or not as per the above guidelines are not to be considered.
12. There shall be a Judging committee of five members including one member from the NARS. Chairperson shall be appointed by Hon'ble V.C. of RVSKVV, Gwalior. Other three members shall be DFA/DI and Expert. The Registrar shall be member secretary. The constituted committee shall scrutinize, evaluate and recommend for the Best Ph.D. thesis award.
13. All rights in the award shall be reserved with the Hon'ble Vice- Chancellor of RVSKVV, Gwalior.



RVSKVV, GWALIOR (MP)

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,**

Raja Pancham Singh Marg, Behind LNIPE, Gwalior-474002 (M.P.)

**Best Thesis Award For M.Sc. (Ag) Degree**

FORMAT FOR APPLICATION

1	Name in full (In capital letters)					
2	Date & place (with State) of birth					
3	Nationality					
4	Corresponding address with telephone/ mobile, e-mail					
5	Residential address					
6	Academic career (Bachelor degree onwards): Please attached documentary proof					
	Degree	University/ Institute	Year	Grade/Marks	Class/Division	Remark
7	Date of enrolment in concerned degree programme					
8	Total duration for completing the degree programme					
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	x. Title of the thesis					
	xi. Department/Division/Institution where research work was done.					
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	xiv. What standard methods and modern procedures were used in the experimental work? (limit to 1 page)					
	xv. Whether any special tools/procedures/products/concepts/specially developed for the thesis. research? Yes/No, if yes give information (limit to 1 page).					
	xvi. Briefly describe the significant results obtained? (not more than 3 pages)					
	xvii. In what way these results have made an original contribution to agricultural science and have impact.					
	xviii. Thesis research publication with NAAS rated only					
	S. No.	List of Publication	NAAS Journal ID	NAAS Score		
11	Whether any patents have been taken/applied for?					

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12	Award and Honours IV. Awards/Fellowship by ICAR, CSIR, DST, DBT, NRDC, National Academies, etc. V. Awards/Fellowship by the Universities/ Deemed to be Universities and State Government VI. National level Professional Society Award c) Gold Medal, Fellowship, Honorary Membership based on the professional achievements d) Other awards/recognitions (including paper/poster award) Any other awards/recognitions/honours etc
13	A concise statement (about 750 words) highlighting the most significant aspects of the research work done that you would like to see in your citation of award, if chosen.
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15	Plagiarism % (Attach Proof)

I declare that no vigilance/disciplinary proceedings are pending against me and the information given above is true to the best of my knowledge and belief.

Signature of Applicant

Date:

Official Use

(Forwarded with remarks)

HOD

DEAN

DI





**GENERAL GUIDELINES FOR BEST THESIS AWARDS IN M.Sc. (Ag.)  
DEGREE**

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Date.....



# Guidelines for Publication of Green Agriculture Research Journal (GARJ)



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**

कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय, ग्वालियर (म.प्र.)

क्र./कु.स./प्र.मं बैठक/अ.सू./2015/3168.

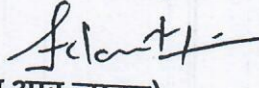
दिनांक 04/01/2016

// अधिसूचना //

विश्वविद्यालय प्रमंडल की 21वीं बैठक दिनांक 26.12.2015 के पद क्रमांक 07 द्वारा विश्वविद्यालय मुख्यालय की शोध पत्रिका "ग्रीन एग्रीकल्चर रिसर्च जर्नल (GARJ)" के प्रकाशन के संबंध में शोध पत्रिका के नाम, प्रकाशन, एवं संचालन से संबंधित संलग्न दिशा-निर्देशों का प्रमंडल द्वारा अनुमोदन किया गया।

संलग्न:-दिशा-निर्देश (पृष्ठ 02)

माननीय कुलपतिजी के आदेशानुसार,

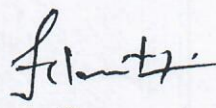
  
(एम.आर.जाटव)  
कुलसचिव

पृष्ठा.क्र./कु.स./प्र.मं.बैठक/अ.सू./2015/3169.

दिनांक 04/01/2016

प्रतिलिपि:-सूचनार्थ एवं आव यक कार्यवाही हेतु-

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
2. निदेशक, शिक्षण एवं छात्र कल्याण/विस्तार सेवायें/अनुसंधान सेवायें/योजना एवं प्रक्षेत्र विकास, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
3. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर/इंदौर/खंडवा/सीहोर/मंदसौर
4. सह संचालक अनुसंधान, आंचलिक अनुसंधान केन्द्र .....
5. लेखानियंत्रक, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
6. उप कुलसचिव (स्था.), रा.वि.सिं.कृ.वि.वि., ग्वालियर।
7. प्रभारी अधिकारी क्षेत्रीय कृषि अनुसंधान केन्द्र/कृषि प्रक्षेत्र .....
8. समस्त वरिष्ठ वैज्ञानिक एवं प्रमुख, कृषि विज्ञान केन्द्र.....
9. निज सचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
10. सुरक्षा नस्ती।

  
कुलसचिव

# RAJMATA VIJAYRAJE SCINDIA KRISHI VISHWA VIDYALAYA, GWALIOR

## Guidelines of Publication of Green Research Journal (GARG)

### Name of the Publication

The name of the University Research Journal proposed in 15<sup>th</sup> meeting of Administrative council of the university was appropriate. Hence, the Committee recommended to publish it by the name of "Green Agricultural Research Journal (GARJ)".

### Advisory Board

As per the decision taken in the meeting of Administrative Council, initially the journal will be published by the university. The University will provide complete infrastructure and financial support for publication of the journal. The publication will be managed by the Advisory Board. The committee suggests the constitution of advisory board as given bellow;

Prof. Anil Kumar Singh, Vice-Chancellor	Chairman
Dr. S.S. Tomar, Dean, Faculty of Agriculture	Member
Dr. B.S. Baghel, Dean, Director Instruction	Member
Dr. S. K. Srivastava, Director Extension Services	Member
Dr. Y.M. Kool, Director Planning & Farm Development	Member
Dr. R.L. Rajput, Associate Director Research	Member
Dr. H.B.S. Bhadauria, Professor (LPM)	Member
Dr. S.S. Tomar, Associate Director Research	Member
Sh. M.R. Jatav, Registrar	Member
Sh. M. K. Sharma, Finance Comptroller	Member
Dr. H.S. Yadava, Director Research Services	Member Secretary

### Editorial Board

The committee suggests the constitution of Editorial board for the proposed journal is follows;

Dr. S. K. Srivastava, Director Extension Services	Editor-in-Chief
Dr. H. S. Yadava, Director Research Services	Research Editor
Dr. Yagya Dev Mishra, Scientist, Directorate of Extension Services, RVSKVV, Gwalior	Managing Editor
Dr. S.C. Srivastava, Technical Officer, Directorate of Research Services, RVSKVV, Gwalior	Assistant Managing Editor

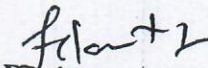
Cont...2

## Technical Editors

- One International Soil Scientist nominated by Hon'ble Vice-Chancellor
- Dr. Kul Bhusan Saxena, Principal Scientist (ICRISAT Retd.), Dubai, U.A.E.
- Dr. K.H.M. Siddique, UWA Institute of Agriculture, University of Western Australia, Australia
- Dr. A.K. Goel, Scientist, Crop Improvement, ICARDA, Morocco
- Dr. Shibu Jose, Prof., Director of Center for Agro forestry, CAFNR, University of Missouri, U.S.A.
- Dr. Lava Kumar, Scientist (Plant Pathology) IITA, Nigeria
- Dr. Mridula Billore, Professor (Plant Breeding & Genetics) & Dean, CoA, Khandwa.
- Dr. M.P. Jain, Principal Scientist (Agronomy), College of Agriculture, Indore
- Dr. S.K. Verma, Professor (Soil Science), College of Agriculture, Gwalior
- Dr. P.P. Shastri, Professor (Plant Pathology), College of Agriculture, Khandwa
- Dr. Amit Chatterjee, Professor (Agricultural Extension), RVSKVV, Gwalior
- Dr. D.H. Ranade, Principal Scientist (Agril. Engineering), College of Agriculture, Indore
- Dr. Sandeep Sharma, Senior Scientist (Entomology), College of Agriculture, Sehore
- Dr. I.S. Naruka, Senior Scientist (Horticulture) & Deputy Directorate Research, Gwalior

## Guidelines for Publication

- The Green Agricultural Research Journal (GARJ) will be the official publication RVSKVV, Gwalior. The journal will be published from the infrastructure and financial support from the university. It will be managed by the Directorate of Research Services under the guidance of Advisory Board.
- Initially the journal will be published biannually (twice in a year) which will be increased quarterly in due course of time.
- The journal will follow the pattern of 'Agricultural Research' an International Journal published from NAAS, New Delhi for publication of its manuscript.
- The Advisory and Editorial Committees will explore the possibilities of publishing it online with limited number of hardcopies.
- The Advisory Committee will further explore the possibilities of outsourcing the publication of the journal to some publisher of international repute. The modalities for which can be decided by the Advisory Board later on, after mutual consultation with the publisher.
- The Advisory Committee of the journal may consider the invited review/research papers from eminent scientists for publication in first/maiden issue of the journal to get it published on the Foundation Day of the University. In subsequent issues, the journal will publish one review article (invited) in every issue.
- The subscription/paper reprint/advertisement, tariff for the proposed journal will be decided by the Advisory Board in its subsequent meetings.

  
Registrar

# Re-employment Rules



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**

16

**कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्व विद्यालय, ग्वालियर (म.प्र.)**

क्र./कु.स./स्था./अ.सू./2015/3173.

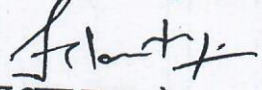
दिनांक 04/01/2016

**// अधिसूचना //**

विश्वविद्यालय प्रमंडल की इक्कीसवीं बैठक दिनांक 26.12.2015 के पद क्रमांक 10 में लिये गये निर्णयानुसार, विश्वविद्यालय के अंतर्गत विभिन्न महाविद्यालयों में स्टाफ की कमी को देखते हुए, शैक्षणिक कार्य प्रभावित न हो इस हेतु विश्वविद्यालय परिनियम 2014 के परिनियम क्रमांक 3 (5) में पुनर्नियोजन (Re-employment) हेतु किये गये प्रावधान एवं संलग्न दिशा-निर्देशों के अनुसार सेवानिवृत्ति प्राध्यापक/वैज्ञानिकों को Last Pay drwan minus Pension के आधार पर पुनः तैनाती (Re-employment) पर रखे जाने के प्रस्ताव का प्रमंडल सदस्यों ने इस शर्त के साथ अनुमोदन किया गया कि पुनर्नियोजन हेतु केवल मध्यप्रदेश के मूल निवासी सेवानिवृत्त प्राध्यापकों/वैज्ञानिकों के ही आवेदन मान्य किये जाए।

संलग्न:- दिशा निर्देश (पृष्ठ 02)

माननीय कुलपतिजी के आदेशानुसार,

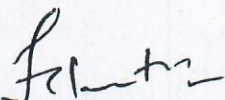
  
(एम.आर.जाटव)  
कुलसचिव

दिनांक 04/01/2016

क्र./कु.स./प्र.बैठक/2015/3174

प्रतिलिपि:- आवश्यक कार्यवाही हेतु प्रेषित -

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
2. निदेशक शिक्षण एवं छात्र कल्याण, रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर आवश्यक कार्यवाही हेतु।
3. निदेशक, विस्तार सेवायें/अनुसंधान सेवायें/योजना एवं प्रक्षेत्र विकास, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
4. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर/इंदौर/खंडवा/सीहोर/मंदसौर
5. लेखानियंत्रक, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
6. पोर्टल प्रभारी, रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर विश्वविद्यालय वेबसाइट पर अपलोड कराने बावत।
7. उप कुलसचिव (स्था./शिक्षण), रा.वि.सिं.कृ.वि.वि., ग्वालियर।
8. निज सचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
9. सुरक्षा नस्ती।

  
कुलसचिव

**RAIMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA, GWALIOR**  
**GUIDELINES OF RE-EMPLOYMENT OF RETIRED TEACHERS**

1. Retired Teachers/Scientists of Agricultural Universities/ICAR Institutes shall be eligible for re-appointment as a teacher.
2. A Peer Review Committee consisting of the Vice-Chancellor (who shall be the Chairperson of the Committee), Dean Faculty of Agriculture, Director Instructions, Dean of the concerned College, two subject expert nominated by the Vice-Chancellor and HOD of the concerned department shall be constituted for the re-appointment of the teachers.
3. The Peer Review Committee, while taking a holistic view of the contribution of the Scholar, will pay particular attention to the teaching and research contribution of the scholar in the last five years of services to the academic life of the University/ICAR institute. The Committee will assess whether the Scholar can continue to make a positive contribution to the University if re-employed.
4. The Peer Review Committee may ensure that there is no adverse remark in AAR of the candidate for the preceding 05 years and no disciplinary proceeding should be pending against the concerned candidate.
5. The tenure of the re-appointed teachers shall be three years and after that extension shall be given for a period of two years.
6. The age limit should not exceed 70 years. But, in case of sports officer the age limit should not exceed 65 years, subject to the condition of physical fitness of sport officer.
7. In the cases of such persons who have been re-employees in the Vishwa Vidyalaya service after retirement from Government Service, shall be governed by the terms and conditions of their re-employment in the Vishwa Vidyalaya service.  
Provided that such re-employed persons shall not continue in the Vishwa Vidyalaya Service beyond the age of retirement relevant to such cases, except with the approval of the Board and such a condition shall be mentioned in appointment order of each of such re-employed person and in the contract to be entered into between them and the Vishwa Vidyalaya.
8. Every Professors/Teachers who is in good health and mentally agile is eligible to be considered for re-employment.
9. The re-appointment of a teacher can be made only against vacant post (s) of that department.
10. Emoluments to re-employed Professors/Teachers will be equivalent to the last pay drawn minus pension as a consolidated amount which shall remain same throughout the tenure of re-employment.
11. Re-employed Professor/Teachers shall not be eligible to be appointed as Chairperson of an administrative position. But, V.V. may utilize the expertise of re-employed Professors/Teachers.



12. The re-employed Professor/Teachers shall continue to contribute not only to teaching at the University, but also to academic evaluation and assessment.
13. He/She shall not be eligible for any other allowances like HRA, CCA, MA etc.
14. He/She shall not be entitled for annual increment.
15. He/She shall not be entitled to opt GPF cum Pension Gratuity Scheme of the University.
16. He/She shall be entitled for 13 days Casual Leave and 10 days Earned leave only.
17. He/she shall be paid TA/DA permissible as per V. V. rules for performing the work of Evaluation and other examination related works as & when required by the V. V. as well as for RAWE/RHWE work as approved by Dean of the College.
18. The re-employed teacher shall enjoy all infrastructural support at the Campus.
19. Payment of salary shall be subject to the verification of his/her absentee statement by the concerned HOD/Dean.
20. The selected candidate shall not be treated as regular employee of the Vishwa Vidyalaya.
21. The persons engaged as re-appointed teacher shall be governed by the rules and regulation of Vishwa Vidyalaya amended from time to time.
22. He/she shall be engaged full time in teaching and guiding of students research programmes.
23. He/She should not be on regular roll of pay in any other Govt. Institution or private organization.
24. The salary of teacher shall be drawn against the vacant post of teacher.
25. Application of the re-appointed teacher shall not be forwarded for any other post anywhere by any authority of V.V.
26. Selected candidate shall be allowed to join his/her duties within 15 days of issue of order, failing which the order may be treated as cancelled.
27. He/She shall not be entitled for travelling allowances from their home to place of posting in the University.
28. In case of any dispute, the decision of the Hon'ble Vice Chancellor shall be final and will binding to all parties.

  
Registrar

# Study Leave Rules



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**



कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय,  
ग्वालियर (म.प्र.)

Ph : 0751-2970519 (O) 0751-2970522 (Fax)

E-mail- [registrar.rvskvv09@gmail.com](mailto:registrar.rvskvv09@gmail.com)

कुलसचिव

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क्र./कु.स./प्रमं.बैठक/अ.सू./2020/२५३५

ग्वालियर, दिनांक: 02.12.2020

// अधिसूचना //

विश्वविद्यालय प्रमंडल की 38वीं बैठक दिनांक 22.08.2020 में पद क्रमांक 04 में लिए गये निर्णय अनुसार, विश्वविद्यालयीन शिक्षकों/वैज्ञानिकों/सहायक प्राध्यापकों के लिये इन सर्विस पीएच.डी करने हेतु अध्ययन अवकाश (Study Leave) के लिये तैयार किये गये नियमों का प्रमंडल द्वारा अनुमोदन किया गया ।

संलग्न:- इन सर्विस पीएच.डी करने हेतु अध्ययन अवकाश नियम (Study Leave Rules).(02पृष्ठ)

माननीय कुलपतिजी के आदेशानुसार

कुलसचिव

ग्वालियर, दिनांक: 02.12.2020

पृष्ठाकनं. क्र./कु.स./प्रमं.बैठक/अ.सू./2020/२५३६

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
2. निदेशक शिक्षण, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
3. अनुसंधान सेवार्ये/विस्तार सेवार्ये, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
4. अधिष्ठाता,  
महाविद्यालय, ग्वालियर/इन्दौर/खण्डवा/सीहोर/मंदसौर ।
5. लेखानियंत्रक, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
6. समस्त विभागाध्यक्ष, रा.वि.सिं.कृ.वि.वि., ग्वालियर
7. उप कुलसचिव (शिक्षण/स्था.), रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
8. नोडल अधिकारी, आई.यू.एम.एस., रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर विश्वविद्यालय की वैबसाइट पर अपलोड कराने बावत् ।
9. निजसचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि., ग्वालियर ।
10. सुरक्षा नस्ती ।

कृषि/उद्यानिकी

कुलसचिव

## RVSKVV study leave rule

1. In service teacher/scientist/Assistant Professor will be allowed to pursue Ph.D. from ICAR recognized Universities (other than RVSKVV) in relevant subject with course work.
2. The applicant shall apply in given format and will submit to DI through proper channel.
3. Study leave shall be granted by the Competent Authority (Vice Chancellor, RVSVV) on the recommendation of Study Leave Granting committee (SLGC) constituted by the University.
4. SLGC Committee consisted of following;
  1. Dean Faculty Agriculture - Chairman
  2. Director Instructions - Member
  3. Director Research Services - Member
  4. Director Extension Services - Member
  5. Concern HoD - Member
  6. Registrar - Member Secretary
5. The candidate may be permitted for Ph.D. degree programme from traditional university, if the degree programme in that specific subject is not available in any of the ICAR recognized agricultural universities at national level.
6. At any time maximum of 10% staff of the department will be permitted in a calendar year to grant study leave to pursue the Ph.D. Programme.
7. Study leave shall be granted to Assistant Professor/ Scientist /Teacher posses a minimum of 3 years of continuous service after clearance of probation period.
8. Study leave for Ph.D. purpose shall be granted by the competent authority for the period of 3 years. However, Study leave sanctioned for purpose of prosecuting courses other than Ph.D. shall not exceed 2 years
9. Where a scientist is not able to complete his/her Ph.D. work within a period of 3 years of study leave, he/she can avail of extra-ordinary leave without pay for a maximum period of 1 year in combination with the study leave.
10. The period of study leave shall count as service for purposes of retirement benefits provided that the scientist rejoins the organization on the expiry of his/her study leave and serves for the period for which the bond has been executed.
11. The case of granting study leave to a candidate will be based on Seniority, However, the candidate who has been awarded fellowship, scholarship from ICAR/UGC/CSIR/MHRD/IITs/ foreign fellowship/Abroad universities/institute/organization etc. will be considered on priority over seniority.
12. A teacher/scientist availing the study leave shall execute a bond in favor of RVSKVV, Gwalior that he/she shall serve the University for a continuous period of at least five years to be calculated from the date of his/her resuming duty or otherwise he/she has to deposit the double of the amount of total salary received during study leave period to the RVSKVV, Gwalior.
13. The scientists granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave. The annual increment will also be drawn as and when due.
- 14.(a) Those who fail to complete Ph.D. programme in prescribed maximum time limit as per the rule of the University, where the candidate is pursuing Ph.D. and return back to join earlier assignment, will have to deposit salary amount whatever he / she has received for the period of study leave along with 12% interest annually.

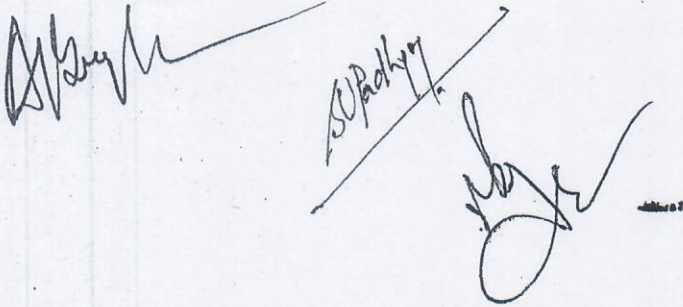
The bottom of the page contains several handwritten signatures and initials. On the left, there is a large, stylized signature. In the center, there is a signature that appears to be 'ADP' followed by some illegible characters. On the right, there is another large, stylized signature.

(b) Those who fail to complete Ph.D. programme in stipulated period as per the rule of university where the candidate is pursuing Ph.D. and return back to join earlier assignment/service on the valid medical ground based on certificate issued by medical board, the candidate(s) will be exempted to deposit salary amount whatever he/she received during study leave.

15. After availing the study leave, he/she has to join the duty in the original position from where his/her salary has been drawn with intimation to the Registrar through proper channel.

16. The In-service candidates born in Krishi Vigyan Kendra will be considered on any leave ground if any objection raised from Indian Council of Agricultural Research, New Delhi and all actions will be applicable as per notice of ICAR.

**Note:** - The above terms and conditions will supersede the related terms and conditions (PG. rule 2.4) in vogue for grant of study leave and permission for registration for higher studies to in-service candidate of the university.

The image shows three handwritten signatures or initials in black ink. The first signature on the left is a cursive name that appears to be 'A. Singh'. The second signature in the middle is written over a diagonal line and appears to be 'S. P. Singh'. The third signature on the right is another cursive name, possibly 'S. Singh'.

# House Allotment Rules



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**

कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय, ग्वालियर (म.प्र.)

क्र./कु.स./प्रमं. बैठक/अ.सू./2016/4424


दिनांक 18/04/2016

// अधिसूचना //

विश्वविद्यालय प्रमंडल की 22वीं बैठक दिनांक 03.04.2016 के पद क्रमांक 04 में लिए गए निर्णय अनुसार विश्वविद्यालय मुख्यालय एवं रा.वि.सि.कृ.वि.वि., ग्वालियर के अंतर्गत समस्त इकाईयों के आवासों के आवंटन, लायसेंस फीस तथा आवास धारण सम्बन्धी (संलग्न) नियमों का प्रमंडल द्वारा अनुमोदन किया गया। यह नियम अधिसूचना जारी होने की तिथि से प्रभावशील होंगे।

संलग्न:- "आवासों के आवंटन, लायसेंस फीस तथा आवास धारण नियम " (पृष्ठ 07)

माननीय कुलपतिजी के आदेशानुसार

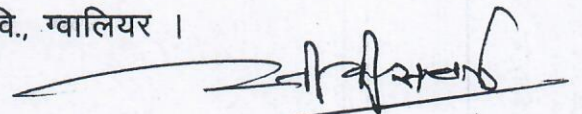
  
कुलसचिव 18.4.16

पृष्ठा.क्र./कु.स./प्रमं. बैठक/अ.सू./2016/4425

दिनांक 18/04/2016

प्रतिलिपि:- सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1. अधिष्ठाता कृषि संकाय, रा.वि.सि.कृ.वि.वि., ग्वालियर ।
2. निदेशक, शिक्षण/अनुसंधान/विस्तार सेवाये/प्रभारी कार्यपालन यंत्री, रा.वि.सि.कृ.वि.वि., ग्वालियर ।
3. निदेशक योजना एवं प्रक्षेत्र विकास, रा.वि.सि.कृ.वि.वि., ग्वालियर ।
4. सह संचालक अनुसंधान (निदेशक प्रक्षेत्र), रा.वि.सि.कृ.वि.वि., ग्वालियर ।
5. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर/इंदौर/खंडवा/सीहोर/मंदसौर
6. लेखानियंत्रक, रा.वि.सि.कृ.वि.वि., ग्वालियर ।
7. उप कुलसचिव (स्था.), रा.वि.सि.कृ.वि.वि., ग्वालियर ।
8. सह संचालक अनुसंधान, आंचलिक अनुसंधान केन्द्र .....
9. समस्त वरिष्ठ वैज्ञानिक एवं प्रमुख, कृषि विज्ञान केन्द्र.....
10. प्रभारी अधिकारी क्षेत्रीय कृषि अनुसंधान केन्द्र/कृषि प्रक्षेत्र .....
11. पोर्टल प्रभारी, रा.वि.सि.कृ.वि.वि., ग्वालियर की ओर विश्वविद्यालय वेबसाइट पर अपलोड कराने बावत ।
12. निज सचिव, माननीय कुलपतिजी, रा.वि.सि.कृ.वि.वि., ग्वालियर ।
13. सुरक्षा नस्ती ।

  
कुलसचिव

**Rules Regarding Allotment of Houses to the employees of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya, Gwalior; M.P.**

**1. Short title and application**

These rules shall be called "Rules relating to the allotment of houses to the employees of Rajmata Vijayaraje Scindia Krishi Vishwa Vidhalaya, Gwalior"

**2. General**

The residential accommodation will be under the administrative control of the Director Physical Plant or such other officer with whom this control is vested. He will be responsible for the proper use, care and maintenance of the residential accommodation at the campuses and for the proper enforcement of these rules.

**3. Types of house**

Eligibility of employees whose minimum Pay + Grade pay within the range below

D-Type	Rs. 37400 + 8700 G.P. or more
E-Type	Rs. 37400 + 6600 G.P. or more
F-Type	Rs. 15600 + 5400 G.P. or more
G-Type	Rs. 5200 + 2800 G.P. or more
H-Type	Rs. 5200 + 1900 G.P. or more
I-Type	Class IV

**4. Application for allotment**

V.V. employee will apply on the prescribed form for allotment of a residence at any time. All application received 7 days before the next meeting of the house allotment committee will be considered. Application sent through proper channel shall only be entertained.

**5. Allotment committee**

(A) All houses situated at RVSKVV Campus, Gwalior (University Head Quarter) will be allotted by a committee consisting of the following:

- (i) One Director as nominated by Hon'ble V.C. at the rotation of 2 year
- (ii) Dean COA Gwalior
- (iii) Comptroller RVSKVV Gwalior
- (iv) Director Research Services
- (v) Executive Engineer (Member Secretary)



(B) All houses at outside campuses will be allotted by a committee consisting of the following:

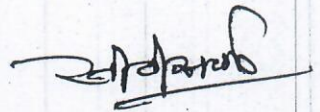
- (i) Dean Concerning College – Chairman
- (ii) Senior members of staff (one to be nominated by the Dean of Faculty concerned and the other by the Hon'ble Vice chancellor.
- (iii) Assistant Engineer / Sub Engineer will be an additional Member
- (iv) Associate Director Research, ZARS for research stations.
- (v) Programme coordinator KVK for KVKs

#### 6. Allotment of Residences:

Houses will be allotted in the appropriate category on the basis of total length of service in the Vishwa Vidyalaya.

Preferences in allotment may be given to the following categories of employees at the discretion of house allotment committee.

- (i) Persons whose residence in the campus is essential to maintain campus services and facilities.
- (ii) Person employed on field research, extension whose work is such that observation is required to be taken at odd hours of the day and night frequently.
- (iii) Some selected Stenos, clerks & store clerks whose presence is required in the campus in the interest of VV work. It should be an essential condition for allotment of quarters in the campus to stenographers that they should be available for work during off office hours, as and when required by any officer of the VV in the Campus.
- (iv) Preference for ground floor quarters should be given to employees who are allotted quarters below their status, and to the employees with elderly or ailing dependents.



7. Non-acceptance of allotment or failure to occupy the allotted residence after acceptance:

- (1) An employee, who is allotted a residence, must occupy the same within 15 days of the issue of allotment order. If the employee fails to occupy the house within this period, the allotment order will stand cancelled.
- (2) In special circumstances, if the employee is unable to occupy the house within 15 days of issue of order, he must obtain written permission from the Director of Physical Plant. Rent will however be charged to him from 15 days after the issue of order.
- (3) If an employee refuses to accept the offer of allotment made to him, shall not be eligible for another offer for a period of six month from the date of last offer.

8. Change of residence:

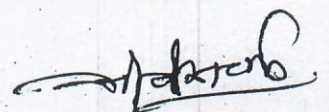
- (i) No applications for change of house in the same category shall be entertained.
- (ii) In special circumstances, change from first floor to the ground floor will be considered on compassionate grounds.
- (iii) No applications for particular house shall be entertained.

9. Mutual Exchange of residence:

Employees to whom the residences of the same type have been allotted under these rules may apply for permission to mutually exchange their residence. Such exchange may be granted if they are expected to reside in their mutually exchanged residences for at least six months from the date of approval of such change.

10. Procedure for occupation, vacation of the house

On receipt of allotment order, the employee concerned is required to contact the maintenance officer (Asstt. Engineer or overseer as the case may be) to get the possession of the house. After taking possession, he will be required to intimate to the Executive Engineer (Assistant Engineer / Dean / Overseer at outside Campus) of having taking possession of the house. Similarly on vacation of the house, the employee should hand over the possession of the house to the



maintenance officer and intimate the fact to the Executive Engineer. In case of failure to properly hand-over charge of the house to maintenance staff, the employee will be liable to payment of rent till vacation of the house and required to pay for any fittings that may be found missing / damaged etc.

#### 11 Sub-letting of House:

No employee who is allotted a house by the house allotment committee can sublet his house to any University employee or any private individual unless there is special sanction of house allotment committee, which will not be given except in very rare cases. The rent will be recovered from the allottee at the rate of 10% of pay of the employee drawing higher salary.

#### 12. Payment liability:

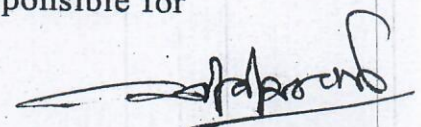
The employee to whom a residence has been allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused there to or to the furniture, fixtures, fittings or services etc.

The controlling officers shall be responsible for the correct assessment of rent on the basis of the V.V. rules and regulation and its realization. The auditors during local audit shall scrutinize the recovery of the rent also.

The Director Physical Plant will fix the standard rents for all the V.V. residence and he will also give clarifications regarding rules and regulations in cases referred to him by the controlling officers.

#### 13. Surrender of allotment & period of notice:

An employee may at any time surrender an allotment by giving intimation so as to reach the Executive Engineer (Assistant Engineer / overseer) at least 7 days before the vacation of the residence. The allotment of the residence shall be deemed to be cancelled with affect from the 8<sup>th</sup> day after the date on which the letter is received by the Executive Engineer or the date specified in the letter whichever is later. If he fails to give due notice, he shall be responsible for



payment of rent for 7 days or the number of days by which the notice given by him falls short of 7 days, provided the Executive Engineer may accept a notice for a short period.

14. Concessional period for further retention:

A residence allotted to an employee may be retained on the happening of any of the events specified in column I of the table below for the period specified in the corresponding entry in column (2) thereof, provided that the residence is required for the bonafide use of the employee or members of his family.

आवास धारण अनुमति

विवरण		समयावधि			
		आवास आवंटन की पूर्व स्वीकृति से	किराये की दर	कुलपति की अनुमति से	किराये की दर
1.	त्याग-पत्र/बर्खास्तगी, सेवा से पृथक् होने एवं अपने पद से अनाधिकृत गैर हाजिर रहने पर	एक माह	साधारण	एक माह	बाजार दर अधिकतम 04 माह
2.	सेवा निवृत्ति या स्थानान्तरण पर (नवम्बर माह या बाद में स्थानान्तर होने पर शिक्षा सत्र में पढ़ाई के लिये आगामी मई)	दो माह तथा विशेष परिस्थितियों में चार माह	साधारण	दो माह	बाजार दर अधिकतम 06 माह
8.	प्रशिक्षण हेतु बाहर जाने पर	प्रशिक्षण की समस्त कालावधि	साधारण	चार माह	बाजार दर अधिकतम 06 माह

*(Handwritten signature)*

### 15. Maintenance of residence:

The employee to whom a residence has been allotted shall maintain the residence and the premises in a clean condition. Such an employee shall not maintain cattle or other animals contrary to instructions issued by the Director Planning except with the prior permission in writing.

### 16. Breach of rules & regulations:

If an employee to whom a residence has been allotted sublets the residence or any portion thereof or any of the out houses, garages or erects any unauthorized structure in any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant or tampers with the electric or water connections or commits any other breach of rules or the terms and conditions of allotment or uses the residence or premises to be used for any purposes which the house allotment committee considers to be prejudicial to the maintenance of harmonious relation with his neighbor or has knowingly furnished incorrect information to any application with a view to securing the allotment, the House Allotment Committee may without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of residence and charge economic rent under the rules.

### 17. Essential Services / Rent free accommodation:

(i) The Services of following Category of staff may be considered under essential services:

1. Dean (Chief Warden)
2. All Hostel Wardens
3. Farm In charge
4. Assistant Engineer (Maintenance)
5. Sub-Engineer Civil
6. Sub-Engineer electrical
7. Pump Driver
8. Electrician
9. Sanitary Officer
10. P.A. to Hon'ble V.C.

(ii) As per Vishwa Vidyalaya order No. Comp./2009/619 date 07-03-2009 there is provision for free rent accommodation to all the directors.



(iii) Person employed on field research extension whose work is such that observations are required to be taken at odd hours of the day and night frequently

(iv) Some selected stenographers, clerks of store clerks whose presence is required in the campus in the interest of V.V. work. it should be an essential condition for allotment of quarters in the campus to stenographers that they should be available for work out of office hours and when required by any officers of the V.V. in the campus

(v) Provision for Essential Services / Rent free accommodation may be included for the post of Registrar / Comptroller and retention of administrative post appointed by Hon'ble V.C.

18. License fee:

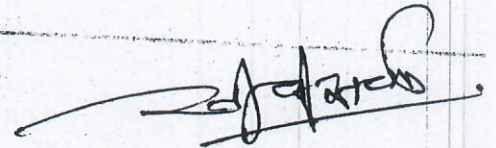
The license fee has been laid as per order issued by Government of M.P. home department dated 11.09.2014, the rates are applicable with effect from 01.10.2014

S.No	Type of accommodation	License fee under 45A	License fee under 45B	Penal rent in case of unauthorized occupation
1.	D-Type	1800-per months	3600	18000
2.	E-Type	1500	3000	15000
3.	F-Type	900	1800	9000
4.	G-Type	600	1200	6000
5.	H-Type	300	600	3000
6.	I-Type	100	200	1000

19. Relaxation of rules and Interpretation of rules:

The house allotment committee with the approval of the vice-Chancellor may, for the reasons to be recovered in writing, relax all or any of the provisions of the rules in the case of any employee or type of residence or class of employee.

If any question arises as to the interpretation of these rules, the decision of the house allotment committee shall be final.



# Guidelines for Room Allotment in Guest House



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA  
VIDYALAYA, GWALIOR (M.P.)**

(17)

कार्यालय कुलसचिव,  
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय, ग्वालियर (म.प्र.)

क्र./कु.स./प्रमं. बैठक/अ.सू./2016/5490

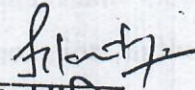
दिनांक 23/07/16

// अधिसूचना //

विश्वविद्यालय प्रमंडल की 23वीं बैठक दिनांक 30.06.2016 के पद क्रमांक 08 में लिए गए निर्णय अनुसार विश्वविद्यालय/महाविद्यालय गेस्ट हाउस के कक्ष आवंटन एवं केटरिंग व्यवस्था किये जाने संबंधी तैयार दिशा-निर्देशों का प्रमंडल द्वारा अनुमोदन किया गया। यह दिशा-निर्देश अधिसूचना जारी होने की तिथि से लागू होंगे।

संलग्न- दिशा-निर्देश (पृष्ठ 06)

माननीय कुलपतिजी के आदेशानुसार,

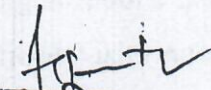
  
कुलसचिव

पृष्ठा.क्र./कु.स./प्रमं. बैठक/अ.सू./2016/5491

दिनांक 23/07/16

प्रतिलिपि:-सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
2. निदेशक शिक्षण/अनुसंधान सेवायें/विस्तार सेवायें, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
3. निदेशक योजना एवं प्रक्षेत्र विकास, रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर उक्त दिशा-निर्देश अनुसार आवश्यक कार्यवाही किये जाने हेतु।
4. सह-संचालक अनुसंधान (निदेशक प्रक्षेत्र), रा.वि.सिं.कृ.वि.वि., ग्वालियर।
5. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर/इंदौर/खंडवा/सीहोर/मंदसौर
6. सह संचालक अनुसंधान, ऑचलिक कृषि अनुसंधान केन्द्र, मुरैना/झाबुआ/खरगौन।
7. वरिष्ठ वैज्ञानिक एवं प्रमुख, समस्त कृषि विज्ञान केन्द्र,.....
8. उप कुलसचिव (स्था./शिक्षण), रा.वि.सिं.कृ.वि.वि., ग्वालियर।
9. सूचना एवं जनसंपर्क अधिकारी, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
10. पोर्टल प्रभारी, रा.वि.सिं.कृ.वि.वि., ग्वालियर की ओर विश्वविद्यालय बेवसाइट पर अपलोड कराने बावत।
11. निज सचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि., ग्वालियर।
12. सुरक्षा नस्ती।

  
कुलसचिव



**Guidelines for Allotment of Rooms in RVSKVV Guest Houses**

University has following types of guest house

- Farmer's hostel
- Guest Houses
- International Hostel

These Guest Houses are primarily meant for

- \* Official guests of the University/ICAR/SAUs
  - \* Participants of Seminars/Workshops/Symposia/Conferences/Training Programmes Organized by the University as well as those sponsored by the ICAR.
  - \* Scientists/Researchers from other ICAR Institute/SAUs/Central/State Government may also be accommodated subject to availability of accommodation on the desired dates and submission of application for accommodation well in advance to the **Officer In-charges of the respective Guest Houses.**
  - \* Farmers on any kind of official visit
  - \* Normally the VV Guest houses are not meant for use by general public. The accommodation of the guest house shall be provided to the guests coming from outside stations.
1. Request for allotment of accommodation shall be made through e-mail at least two days in advance only on the prescribed pro-forma (Annexure-I). No verbal/telephonic request will be entertained. **Submission of request through E-mail is mandatory.**
  2. Rooms shall be allotted after due approval of Executive Engineer for University HQ and that of the controlling authority of the concerned campus.
  3. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for officials of the organizations under National Agricultural Research System (NARS) coming on Official visit. Accommodation shall be provided subject to the availability of rooms.
  4. Generally, allotment of rooms shall not be made for marriage and personal functions.

*J. J. Act 2*

Cont. ... 2

5. Generally, Guest House and its premises will not be allowed for any private ceremonies / functions / commercial purpose.
6. Allotment can be treated as cancelled/shifted in case it is required for official use of RVSKVV, on those dates. Advance if any, in such cases may be refunded by the Vishwa Vidyalaya.
7. Applications for booking of persons except those listed at Sl. No. 3 should be entertained only after the endorsement of a University employee.
8. Mass booking of the guest house will not be entertained. No single employee of the University will be given more than 3 rooms at a time.
9. The room rent charges shall be applicable as per the category of the guest staying in the guest house and not as per the category who have booked the accommodation e.g. if a University employee is booking an accommodation for a private person, charges will be as applicable to "Private Visitor" and not "University Employee charges". University may fix the rates/room rent charges for different categories such as officials of NARS (working or retired); Central Govt., State Govt.; participants of events organized by RVSKVV; officials invited by the University; personal use of above mentioned categories, etc.
10. Applications for booking of rooms (for private use) for persons other than officials of RVSKVV/ NARS shall be entertained only with the 100% non refundable (if allotted) advance payment of the room charges. The confirmation of such bookings will be made only one day before the actual date of requirement.
11. In case, accommodation is not available on the desired dates, the OIC Guest House shall immediately inform the applicant regarding the non availability of the accommodation.
12. Generally, not more than 75% beds will be booked for any Seminar/Conference at one time in any Guest House. Preference will be given to those who are attending the University programmes.
13. The maximum continuous stay in the Guest House would be for a period of 7 days subject to availability of rooms.

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Cont. ... 3

14. Confirmation of accommodation can be enquired from the In-charge guest house on any working day between 10.30 AM to 4.30 PM on telephone after one working day from the time of sending the request.
15. Liquor/smoking and use of tobacco shall be strictly prohibited in the Guest House premises. Disciplinary action / Penalty will be imposed on the person booking the guest house.
16. Pets shall not be allowed in the Guest House.
17. Check-out time shall be 24 hrs from the time of arrival. The Guest may check in at any time, however, for the purpose of accounting, a day means 24 hours from the time of occupancy/arrival. Fraction of day will be counted as full day. All dues should be cleared before departure during office hours preferably (10 AM to 4 PM) on working days. Receipts of all payments shall be invariably be issued to the guests at the time of Checking out.
18. An inventory of articles for use in the rooms shall be made available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item shall, thereafter, rest with the guests. The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the guest house. They shall be liable to pay charges for any loss or damage caused during their stay.
19. Shifting of any article / material / fixture shall not be allowed from one room to another or from any one place to another place.
20. Production of original Identity proof shall be mandatory for all the guests at the time of checking in. Photocopy of the Identity proof of the Guest(s) staying in the guest house will be retained for ensuring bonafide of the guest(s) for security reasons.
21. Maintenance of the guest house will be under the engineering section units wherever available otherwise will be under the local controlling authority.
22. The Guest House In-charge will maintain (on daily basis) all relevant documents and records and important registers like receipt /Dispatch register, Guest entry register, Stock Book, Receipt book, Suggestion book etc.
23. It is mandatory for all the guests / visitors to abide by the Do's and Don'ts of the Guest House.

*[Handwritten Signature]*

Cont. ... 4

### Some Do's and Dont's

- I. Alcoholic drinks / tobacco / smoking in the Guest House are strictly prohibited.
- II. All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the security guard.
- III. Food/meals, except tea/coffee are served only in the dining hall.
- IV. Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- V. University authorities are not responsible for the safety of the belongings of the guests.
- VI. Cooking is not allowed in the rooms.
- VII. Putting off the power switches be ensured at the time of leaving the room.
- VIII. The Guest House is meant for you. Please help us to keep it clean.

*Signature*

Cont. ... 5

## RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA, GWALIOR (M. P.)

## Application for Allotment of Accommodation at Guest Houses

Name &amp; Location of the Guest House: .....

Name						
Designation						
Grade Pay						
Full Address Official (if employed) / Residential						
I-card No.						
Telephone No.( residence )						
Telephone No.(office)						
Mobile						
E-mail						
Purpose of stay (Mandatory)						
Name , Designation , Address and Contact details of the competent sanctioning authority of the tour programme or inviting authority						
Category	V V/ICAR /SAU/CAU	Retired VV/ICAR/ SAU/CAU	Central / State Govt.	Others		
Duration of stay	From..... to .....					
Accommodation Requested	AC Single Bed	AC Double Bed	Non AC Single Bed	Non AC Double Bed	VIP Suit	Dormitory
Total no. of Persons						
Signature with date						

Remarks regarding availability of rooms..... Signature / Date of Caretaker

Comments of recommending officer

Comments of Approving officer

Room No. Allotted .....from ..... To .....

Signature

Cont. ... 6

## Guidelines for Catering Services in RVSKVV Guest Houses

1. The catering services to the guest staying in the University guest houses shall be outsourced through competitive bidding separately for each location
2. The items to be served in the breakfast, lunch, dinner etc. and their maximum rates to be charged by the caterer shall be decided by a duly constituted committee separately for each campus.
3. The infrastructure of kitchen, dining room, furniture, fixtures, utensils, stove, crockery etc. available at different guest house may be made available to the caterers. The provision for allowing the breakage / theft and other such losses can be made at an appropriate percentage for every financial year, to be fixed by the V.V.
4. The full inventory of such items shall be prepared by the guest house In-charge and shall be handed over to the successful bidder after depositing appropriate security for such items in the Vishwa Vidyalaya account.
5. The caterers shall be responsible for proper maintenance and upkeep of all the items provided to him at his/her own cost and shall return all the items in good working condition to the guest house In-charge after completion/termination of the contract.

The quality of the food items shall be regularly monitored by guest house In-charge and the caterer shall be liable to maintain the quality of the food items up to the satisfaction of guest house In-charge, controlling authority of the campus and/or any official/committee (consisting of at-least three members) appointed by the controlling authority for this purpose.

