

ORDINANCE ON AFFILIATION OF COLLEGES  
IN ARTS, SCIENCE & COMMERCE



COLLEGE DEVELOPMENT COUNCIL  
MANIPUR UNIVERSITY  
CANCHIPUR - 795003  
TELE: 2435152

## ORDINANCE- G-8

## ON THE GENERAL GUIDELINES FOR INTRODUCTION OF THE NEW SCHEME OF STUDIES/DEPARTMENT FOR UNDERGRADUATE PROGRAMMES (MINIMUM REQUIREMENTS OF INFRASTRUCTURES)

[Under Section 31(1)(p) of the Manipur University Act, 2005]

1. The academic requirements of the students are varied depending upon the objectives of the individual student. Broadly, there are two categories of students - those who like to make in-depth studies in a specialized discipline and those who like to acquire a good grounding in two/three subjects. The new programme of undergraduate education under Manipur University attempts to provide for these two types of requirements of the students.
2. For the first category of students arrangements are made to introduce Honours Courses in a wide variety of subjects; for the second category general courses in a wider variety of subjects are provided. Vocational Courses/Add on Courses may also be started in addition to the general courses in the colleges for students who like to take up self-employment ventures or get employment in services sectors. Besides, a broad based foundation course is provided for all categories of students to enable them to acquire the knowledge that an average graduate must have in a broad spectrum of studies.
3. To provide effective education to all categories of the Undergraduate students an optional dose/amount of infrastructure must be provided by the colleges. The standard size of an Undergraduate class in the general course should be 100 students and that of the Honours Course should be not more than 40- 50 students; the average intake in Vocational/Add on Courses should be limited to 30 students. The average number of classes per paper in an Honours Course should be 150 per annum (75 per semester) and 100 classes (50 per semester) each in the General. Vocational / Add on Courses will also have 40 classes per semester. For the General Foundation Course also there will be 40 classes per semester. The University Ordinances for the undergraduate courses have incorporated these requirements.
4. For practicals, there should be a teacher in-charge for every batch of 25-30 students and fraction thereof. Pending introduction of internal assessment system, it is mandatory on the part of the colleges to evolve their own ways of assessment of students (such as weekly and monthly tests) to improve their comprehension of the courses offered by them and to send up only such students who have acquired the requisite knowledge of the subjects and who have obtained the requisite class attendance norms to the Examinations conducted by the University. Tutorial classes should be arranged for the students. Each tutorial group should not exceed 20 students normally.
5. The minimum working hours of the college should be 40 hours a week.
6. The following quantum of infrastructure must be provided by the affiliated colleges as the necessary minimum for a batch of 100 students in the General (pass) course and 40-50 students in the Honours Course in a subject:-

## 1. Teaching staff:

## A) Per subject taught in one faculty only

## i) Without practical

- |                                       |            |
|---------------------------------------|------------|
| a) General (Pass) Course only         | 3 teachers |
| b) General (Pass) Plus Honours Course | 5 teachers |

## ii) With practical

- |                                       |            |
|---------------------------------------|------------|
| a) General (Pass) Course only         | 4 teachers |
| b) General (Pass) Plus Honours Course | 6 teachers |

## B) Per subject taught in more than one faculty in a multi-faculty college (where the syllabi in the same subject are different in the different faculties) and Manipuri and English (with MIL, Alternative English and other respectively).

## i) Without practical

- |                                       |            |
|---------------------------------------|------------|
| a) General Course only                | 4 teachers |
| b) General Course Plus Honours Course | 6 teachers |



ii) **With practical**

- |                                       |            |
|---------------------------------------|------------|
| a) General Course only                | 5 teachers |
| b) General Course Plus Honours Course | 7 teachers |

C) The General Foundation Course need not have separate Teaching Staff. The teachers in the relevant/allied subjects will have to teach them.

D) At least one full time teacher for MIL subjects, with no Elective (e.g. Nepali, Mizo, etc .)

E) Vocational/Add on Course will also have separate teaching staff.

**2. Class Rooms**

- a) 3/4 big class rooms per faculty which can accommodate 100 students for the General Course depending upon the number of subjects opened in the college.
- b) 3/4 class rooms which can accommodate 40-50 students each for each Honours subject.

**3. Laboratory**

- a) Minimum of two well-equipped laboratory for the General Course which can accommodate 50 students;
- b) Minimum of 2/3 well-equipped lab. which can accommodate 40-50 students for the Honours Course for every subject; and
- c) Additional provision will have to be made for one or two specialized well – equipped labs. Depending upon the nature of the subject.

4. If the number of students in a subject is a multiple of the average sizes (i.e. 100 students for General, 40/50 students for the Honours) given above and fractions thereof, the infrastructural facilities are to be increased proportionately.

7. To implement this scheme of Undergraduate education effectively, it is desirable to constitute a Committee in every college to help the Principal. Such a Committee will ensure continuity and success of the process of implementation of the scheme, as per UGC norms.

**ON THE CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL**

*[Under Section 31(1)(p) of the Manipur University Act, 2005]*

**1. The Chair:**

The Vice-Chancellor shall preside over the meetings of the Academic Council, and in his/her absence the Pro-Vice-Chancellor. In the absence of the above officers, the Academic Council may elect one of its members to the Chair. The Registrar of the University will be the Member Secretary of the Academic Council.

**2. Convening of the Meetings:**

2.1 The meetings of the Academic Council shall be held on a date fixed by the Vice-Chancellor, unless some other date has been fixed by the Academic Council in respect of any year. The Academic Council may meet as and when necessary, but at least once in each semester of the academic year. In addition, an Emergency Meeting of the Academic Council at short notice may be convened to consider issues of special importance or urgency or on written requisition signed by at least fifteen members of the Academic Council.

2.2 The Secretary shall issue the notice of the meeting at least twenty-one days before the meeting indicating the date, venue and time of the meeting and the agenda to be discussed. The agenda, along with detailed notes thereon, shall be circulated to the members of the Academic Council at least seven days in advance of the date of the meeting. Supplementary Agenda may be circulated at the discretion of the Chair. The right of entertaining an item on the agenda or dropping it shall vest with the Vice-Chancellor.

2.3 Notice of a motion to be included in the agenda for the said meeting, along with detailed note thereon, may be sent to the Secretary at least fourteen days in advance of the meeting.

**3. Quorum:**

Fifteen members of the Academic Council shall form the quorum.