

# Mahatma Gandhi University



**MAHATMA GANDHI  
UNIVERSITY STATUTES 1997**

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## **PREFACE**

The Mahatma Gandhi University Statutes, 1997, has witnessed several amendments being made to it over the years. This has necessitated an updated edition incorporating all the amendments made to the Statutes till date. The current edition is an earnest attempt in this direction. It incorporates amendments upto December 2022.

February 2023  
Priyadarshini Hills  
Kottayam

Prof.(Dr) Prakash Kumar B.  
REGISTRAR

Government of Kerala  
 മഹാ സർക്കാർ  
 2000



Reg. No. KL/TV(N)12  
 റെഗ. നമ്പർ

**KERALA GAZETTE**  
**കേരള ഗസറ്റ്**

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 PART IV

**Mahatma Gandhi University**

**NOTIFICATION**

Academic Legislation/2552/S/52/96 22nd October 1998

In exercise of the powers conferred under section 23 (ii) of the Mahatma Gandhi University Act, 1985 the Syndicate in its meeting held on 7-8-1998 resolved to approve the final draft of the Mahatma Gandhi University Statutes 1997 as recommended by the Academic Council on 14-7-1998 and to submit the same to the Chancellor of the University for his assent.

The Mahatma Gandhi University Statutes 1997 was assented to by the Chancellor on 9-10-1998 and shall be deemed to have come into force from that date.

**DR. JOSE JAMES,**  
 Registrar.

G. 24 (A)/2000/V.

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# MAHATMA GANDHI UNIVERSITY STATUTES, 1997

## CHAPTER 1

### PRELIMINARY

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

- (1) These statutes may be called the Mahatma Gandhi University Statutes, 1997.
- (2) They shall come into force at once.

#### 2. *Definitions:*

- (1) In these statutes, unless the context otherwise requires-
  - (a) “Academic year” means a period of twelve months commencing from the first day of June and ending with May of the following year;  

Provided that in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean the period of ten months, commencing from the first day of June and ending with March of the following year;
  - (b) “Act” means the Mahatma Gandhi University Act, 1985 (12 of 1985);
  - (c) “Chapter” means a chapter of these statutes;
  - (d) “Clear days” means the number of days to be counted excluding the first and the last day;
  - (e) “College of Oriental Languages” means a College in which provision is made for courses of study in Oriental Languages only and for the preparation of students for degrees, titles or diploma of the University in such languages;
  - (f) “Department” means a University Department of Study and/ or Research or a Department functioning for specific purpose maintained at the cost of the Mahatma Gandhi University Fund;
  - (g) “First Grade College” means a college which instructs students for examinations qualifying for degrees;

- (h) “Head of Department” means the officer in charge of a Department who is responsible for its administration including its day-to-day working;
- (i) “Junior College” means a college imparting instructions in Pre-Degree courses only;
- (j) “Laws of the University” means the provisions contained in the Mahatma Gandhi University Act, 1985 (12 of 1985) and the Statutes, the Ordinances, the Regulations the Rules and the Bye-laws under the said Act;
- (k) “Member of the establishment of the University” means any member of the staff in the administrative and ministerial wings or sections of the University, below the rank of Deputy Registrar and also any member of the administrative and ministerial staff of the constituent units of the University, but shall not include a teacher of the University;
- (l) “Motion” means anything moved either by resolution or by amendment;
- (m) “Professional college” means a college in which instructions are given in any of the following subjects, namely:-
  - (i) Engineering and Technology;
  - (ii) Medicine;
  - (iii) Ayurveda;
  - (iv) Homoeopathy;
  - (v) Law;
  - (vi) Education;
- (n) “Resolution” means an original assertive statement;
- (o) “Salaried Officer” means an employee of the University in class I or class II or class III as specified in statute 6, Part II of Chapter IV of these Statutes;
- (p) “Section” means a section of the Act;
- (q) “Special meeting” means a special meeting of the Senate convened under sub-section (3) of section 20 of the Act;
- (r) “Subject of study” means a subject for which a separate Board of Studies is set up;

- (s) “University Employee” means every person (other than a teacher) in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the Mahatma Gandhi University Fund;
  - (t) “University Fund” means the Mahatma Gandhi University Fund;
  - (u) “University Service” means service under the Mahatma Gandhi University, otherwise than as a teacher.
- (2) Words and expressions used and not defined in these Statutes but defined in the Mahatma Gandhi University Act, 1985 (12 of 1985) or in the Interpretation and General Clauses Act, 1125 (VII of 1125), shall have the meaning respectively assigned to them in those Acts.

## **CHAPTER 2**

### **OFFICERS OF THE UNIVERSITY**

#### **Vice-Chancellor**

**1. *Election of a member to the Committee under sub-section (1) of section 10:***

- (1) A member to be elected by the Senate for appointment to the Committee referred to in sub-section (1) of section 10 shall be elected at a meeting of the Senate specially convened for the purpose (hereinafter in this Statute referred to as the meeting) by the majority of the members present and voting at the meeting.
- (2) Notice of not less than ten days shall be given for the meeting.
- (3) One fifth of the total number of members of the Senate shall form the quorum at the meeting.
- (4) In the case of equality of votes at the meeting the Chairman or the person presiding over shall have and exercise a second or casting vote.
- (5) The manner in which the votes of the members shall be taken at the meeting shall be decided at the discretion of the Chairman or the person presiding over.

- (6) If, on the announcement by the Chairman or the person presiding over, of the result of voting, any member demands a poll, the same shall be taken in accordance with such method as may be determined by the Chairman or the person presiding over.
- (7) The result of the poll shall be announced by the Chairman or the person presiding over, and shall not be challenged.

### **Conditions of Service and Powers of Vice-Chancellor**

#### **2. *General Supervision:***

- (1) The Vice-Chancellor shall be a whole time salaried officer of the University who shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the Authorities of the University.
- (2) Where an employee of -
  - (a) the University; or
  - (b) any other University or Institution maintained by or affiliated to the University is appointed as the Vice-Chancellor, he shall be allowed to continue to contribute to the provident fund to which he is a subscriber, and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

#### **3. *Pay and allowances etc:***

- (1) The Pay and allowances of the Vice-Chancellor shall be such as may be determined by Government from time to time.
- (2) He will be provided with free-furnished accommodation in case quarters is not available in the University campus.
- (3) He shall be entitled to the medical treatment, medical attendance and medical reimbursement benefits applicable to the first grade officers of the State Government from time to time.
- (4) Subject to such rules as may be made in this behalf by the University with the previous approval of the Government a car shall be placed at his disposal for use in connection with official purposes.

#### **4. *Eligibility for travelling and daily allowances:*** He shall be entitled to travelling and daily allowance at such rates as may be fixed by the Government. The Travelling Allowance Bills and other Bills of the Vice-Chancellor shall not require any counter signature.

5. ***Eligibility for leave:*** The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on duty.

Provided that in the event of the same incumbent being reappointed as Vice-Chancellor for a further term in continuation, he shall be entitled in addition to the leave admissible as above, to leave on full pay for such unavailed period of leave on full pay as may remain to his credit at the end of the previous term.

6. ***Eligibility for leave without pay:*** The Vice-Chancellor shall also be entitled on medical grounds or otherwise to leave without pay for a period not exceeding four months during the term of his office:

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave under statute

7. ***Sanction of leave:*** The Chancellor shall be the authority competent to sanction leave to the Vice-Chancellor.

8. ***Eligibility for casual leave:*** The Vice-Chancellor shall be entitled to get casual leave as provided in the Appendix VII to Kerala Service Rules Vol.I as amended from time to time.

***8A. Eligibility of surrender of earned leave:*** He will be eligible for surrender of earned leave as admissible to the State Government Officers.

9. ***Deputation:*** The Vice-Chancellor may be deputed on University business to any part of India or abroad.

10. ***Mode of resignation:*** The Vice-Chancellor, may by writing under his hand, addressed to the Chancellor, resign his office after giving one month's notice in writing of his intention to do so. The Chancellor shall be the authority to accept his resignation.

11. ***Sanction of grants:*** The Vice-Chancellor shall have the power to sanction, in consultation with the Syndicate, grants-in-aid to affiliated colleges and other institutions from the University Fund and the funds placed at the disposal of the University by the Government or other agencies for the purpose.

12. ***Inspection of Institutions:*** The Vice-Chancellor may, if he thinks it necessary, nominate any person or persons to inspect and report on the teaching, equipment and general conditions of any institution or college or any hostel maintained or recognised by or affiliated to the University.

13. ***Power of Vice-Chancellor to transfer employees and posts:*** The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another such institution.
14. ***Other powers and functions of the Vice-Chancellor:*** In addition to the powers specified in the Act, the Vice-Chancellor shall have and exercise the following further powers, namely:-

***I. Academic and Administrative:***

- (i) to sanction deputation of delegates to conferences and seminars;
- (ii) to grant exemption from production of attendance certificate in respect of a language to students studying in colleges in which that language is not taught, provided the conditions laid down in the relevant ordinances are satisfied;
- (iii) to grant extra time to disabled candidates for answering papers at University Examinations on the recommendation of the Principal;
- (iv) to accept in deserving cases, applications from candidates for admission to University examinations who could not remit the examination fee within the prescribed time;
- (v) (a) to sanction transfer of students from one college to another and combination of their attendance, subject to the conditions prescribed in the Ordinances;  
(b) to sanction admission to candidates in deserving cases who could not apply for admission within the time-schedule fixed by the University in any affiliated Colleges/University Departments/Institutions;
- (vi) to sanction increments and declare the satisfactory completion of or extension of probation of University employees of and above the rank of Assistant Registrars, and the teachers of the University;
- (vii) to make arrangements for additional charge in leave vacancies and such other short-term temporary vacancies when substitutes are not required.

***II. Financial:***

- (i) to open new Heads of Accounts in connection with schemes already sanctioned by the Syndicate;

- (ii) to sanction transfer of funds from one minor head to another minor head within a major head;
- (iii) to accord sanction for all works, original or repairs upto a maximum of Rs. 1,50,000 (Rupees One Lakh and Fifty thousand only) where the following conditions are satisfied, namely:-
  - (a) the work is one included in a scheme approved by the Syndicate; and
  - (b) funds have been provided in the University Budget;
- (iv) to fix the amount of permanent advance of officers and heads of Institutions under the University; the monetary limit may be fixed by the Vice-Chancellor and the Registrar according to necessity;
- (v) to sanction advances for departmental purpose upto a limit of Rs. 50,000 (Rupees Fifty thousand only) against specific budget provision where the concerned scheme has been sanctioned by competent authority;
- (vi) to sanction excursion charges of the students of the University, subject to budget provisions;
- (vii) to sanction all loans and advances to the employees of the University covered by Rules;
- (viii) to accept tenders for works and tenders or quotations for supplies required upto Rs. 1,50,000 (Rupees One Lakh and fifty thousand only) when they are the lowest and in other cases, upto Rs. 50,000 (Rupees Fifty thousand only);
- (ix) to dispose of unserviceable articles where the book value does not exceed Rs. 5,000 (Rupees Five thousand only) in each case;
- (x) to sanction the sale by auction of fallen trees belonging to the University and for the removal of such trees;
- (xi) condone breaks in the continuity of fee concessions and scholarships;
- (xii) to sanction expenditure upto Rs. 2,000 (Rupees Two thousand only) at a time on items of unforeseen character;
- (xiii) to sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of Heads of Departments;

(xiv) to sanction re-appropriation of funds upto Rs.25,000 (Rupees Twenty five thousand only) from one major head to another, provided that such reappropriation does not involve any recurring liability, that is, a liability which extends beyond the financial year in question.

(xv) to sanction reimbursement of amounts incurred by the employees and teachers of the university for the purchase of medicines and other expenses according to the rules.

**14A. *Delegation of Powers:*** The Vice-Chancellor may delegate any of this administrative and financial powers and functions to any of his subordinate officers (not below the rank of Head of Department/Head of School/Joint Registrar) unless otherwise provided for in the laws of the University.

**15. *Vice-Chancellor to represent the University in certain organizations:***  
The Vice-Chancellor shall be the representative of the University on the Association of Indian/Commonwealth Universities and other similar bodies or associations in India or abroad. In case he is unable to attend meetings of these bodies, he may depute a person to represent the University at such meetings.

**15 A. *Inter Seniority of the Professors of the University:***

- (1) The seniority of the Professors of the University shall be determined by the Vice-Chancellor on the basis of the length of service as Professor. The Seniority of a Professor of University shall be decided by the Vice-Chancellor with reference to the date of first appointment in his grade.
- (2) In the case of those Professors whose date of first appointment is the same, the seniority shall be decided by the Vice-Chancellor with reference to age, the older being senior.

### **Pro Vice-Chancellor**

**16. *Salary and other conditions of service of the Pro Vice-Chancellor:***

- (1) <sup>1</sup>[The pay and allowances of the Pro Vice-Chancellor shall be such as may be determined by Government from time to time.]
- (2) He will be provided with free furnished accommodation in case quarters is not available in the University Campus.
- (3) A car may be provided for his use subject to the condition that he will be eligible for free use of the car within 8 kms of the headquarters.

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1.Amendment.No.26 w.e.f 18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.



- (4) He shall be governed by the leave rules in Appendix VII and VIII to Kerala Service Rules (vol.I) as amended from time to time.
- (5) He shall be governed by the medical attendance rules of the University commensurate with the status of corresponding officers in the University until separate rules are framed for the Mahatma Gandhi University.

### The Registrar

17. ***Period of appointment of the Registrar:*** The period of appointment of the Registrar shall be one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.
18. ***Period of probation:***
  - (1) The Registrar shall be on probation for a period one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:  
Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year for good and sufficient reasons.
  - (2) On satisfactory completion of probation the incumbent appointed as the Registrar shall be confirmed by a written order.
  - (3) If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that the incumbent is not suitable for continuance in the post to which he has been appointed it shall discharge him from service or revert him to his original post, as the case may be after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.
19. ***Emoluments:*** The Registrar shall receive such emoluments as may be determined by the Syndicate.
20. ***Leave, Provident Fund, etc. of the Registrar:*** The Registrar shall be governed, as regards leave, provident fund, insurance, pension and other retirement benefits and disciplinary proceeding, by the Statutes and ordinances, governing the conditions of service of the non-teaching staff of the University.

21. ***Mode of Resignation:*** The Registrar may, by writing under his hand addressed to the Syndicate, resign his appointment after giving three months notice of his intention to do so. The Syndicate shall be the authority competent to accept his resignation.
22. ***Termination of appointment:*** The Syndicate shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.
23. ***Age of retirement:*** Except as otherwise provided in this Statute the date of compulsory retirement of the Registrar shall take effect from the afternoon of the last day of the month in which he attains the age of 65 [56 years or as amended from time to time by the State government.]
24. ***Permission for absence:*** The Registrar shall devote his whole time to the duties of his office and shall not absent himself from work without the permission of the Vice-Chancellor if the period of absence is ten days or less, and of the Syndicate if the period of absence is more than ten days.
25. ***Temporary Vacancy:*** In the event of a temporary vacancy occurring in the Office of the Registrar, it shall be competent for the Syndicate to make such arrangements as it may deem fit to carry on the duties of the Registrar.
26. ***Ex-officio Secretary:*** The Registrar shall act as the Secretary to the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and the Committees appointed by these authorities.
27. ***Ineligibility for membership of the authorities of the University:*** The Registrar shall be ineligible for election or for appointment as a member of any of the authorities of the University.
28. ***Powers of the Registrar:***
  - (1) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the administration of the University Office and shall have the power to fix and define the functions and duties of the officers and employees of the University.
  - (2) He shall take prompt steps for the efficient working of the University Office, subject to the prior approval of the Vice-Chancellor.
  - (3) The Registrar shall also have power-
    - (i) to sanction leave of all kinds except leave without allowances for a period exceeding four months, special disability leave, and study leave to all employees upto and inclusive of Sections Officers;.

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1. *Amendment.No.15 w.e.f.25.05.2013 Notification. No. AcL/1/112/SA/Retirement Age/2013 dtd 01/07/2013.*

- (ii) to sanction increments to all employees upto and inclusive of Section Officers;
- (iii) to sanction refundable advance from Provident Fund Account to all employees of the University according to rules in this regard.
- (iv) to sanction purchases for the use of the University Office upto Rs.1,000 (Rupees one thousand only) in each case;
- (v) to sanction cycle advance, mosquito net advance and similar other advances for which there is budgetary provision and the amount of advance in individual case does not exceed Rs. 500 (Rupees Five hundred only) according to rules in this regard;
- (vi) to accept the lowest quotation for purchases for the University Office, the total expenditure of which does not exceed Rs. 10,000 (Rupees ten thousand only) where there is proper sanction of the competent authority for such purchases;
- (vii) to confirm auction, the total amount of which does not exceed Rs. 1,000 (Rupees one thousand only);
- (viii) to sanction the tour within the State, of employees in the University Office, upto and inclusive of Section Officers;
- (ix) to sanction T.A. advance upto Rs. 500 (Rupees Five hundred only);
- (x) to sanction concessional charges for the use of University vehicles according to the rules in this regard;
- (xi) to forward applications from non-gazetted employees, to appointment outside, subject to the service conditions laid down in the Statutes;
- (xii) to sanction refund of security deposits and similar other deposits not exceeding Rs.100 (Rupees one hundred only) on the basis of the recommendation of the Heads of Departments;
- (xiii) to sanction expenditure on the printing of reports, proceedings etc., at private presses when the works are based on the lowest among the quotations subject to budget provision;
- (xiv) to sanction expenditure on account of bills in respect of notifications published in the Government Gazette and news papers, subject to the budget provision;

- (xv) to sanction expenditure on account of bills for printing works done at the Government press subject to budget provisions;
- (xvi) to call for, and accept quotations for printing minutes of meetings, reports, etc., from private presses, when acceptance is based on the lowest among the quotations;
- (xvii) to sanction the printing of new forms and registers;
- (xviii) to sanction purchase of Service postage stamps;
- (xix) to sanction petty items of contingent expenditure upto Rs.500 (Rupees five hundred only) on each occasion in the University Office;
- (xx) to sanction the indents for stationery articles from the Government Stores and to issue articles to the subordinate institutions according to necessity;
- (xxi) to sanction according to the rules of refund or release of deposits other than a security deposit for works, after satisfactory fulfilment of contract;
- (xxii) to sanction claims for refund of revenue like examination and other fees, according to the rules, upto Rs.200 (Rupees Two hundred only) in each case;
- (xxiii) to engage coolies for carrying out office work on casual basis.

*Note:-* The monetary limit of Rs.200 will not apply to cases of refund or receipts erroneously credited to the University Account and claimed for refund. In such cases, the refund will be sanctioned fully by the Registrar.

- (xxiv) to sanction payment of salary and pension contribution to Government on account of deputation of staff to the University from Government Departments;
- (xxv) to sanction refund of deposits of earnest moneys, securities for works, etc., not exceeding Rs.500 (Rupees Five hundred only) on the basis of the recommendation of Heads of Departments;
- (xxvi) to sanction departmental advances upto a maximum of Rs. 500 (Rupees Five hundred only) to meet expenditure of an urgent nature subject to the rules and procedures followed by the University against specific budget provision;
- (xxvii) to sanction the use of Convocation Hall at concessional rates.

**29. Duties of the Registrar:**

- (1) It shall be the duty of the Registrar.
  - (i) to be the custodian of the records, the common seal and other properties committed to his charge by the Syndicate;
  - (ii) to conduct the official correspondence of the University and to be responsible for the proper maintenance of all the records of the University;
  - (iii) to issue all notices convening meetings of the Senate, the Syndicate the Academic Council, the Faculties, the Board of Studies and for the committees appointed by those authorities;
  - (iv) to prepare and maintain a record of the proceedings of the meetings of the Senate, the Syndicate, the Academic Council, the Faculties, the Board of Studies, and any Committee appointed by those authorities;
  - (v) to make arrangements for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice-Chancellor.
  - (vi) to maintain a Register of graduates, a Register of matriculates, a Register of Donors, a Register of Endowments, a Register of Registered Graduates and such other Registers as are or may be prescribed by the laws of the University, from time to time;
  - (vii) to manage, under the directions of the Syndicate, the property and investments of the University and the University Fund;
  - (viii) to sign contracts and other agreements on behalf of the University under the directions of the Syndicate; and
  - (ix) to perform such other functions as may, from time to time, be prescribed by the Syndicate.
- (2) The Registrar, shall, in the execution of his official duties, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

**30. Access to University records:** The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of a Faculty or the Senate shall have access to the proceedings of the Faculty or the Senate respectively and to any records other than confidential and privileged documents connected with such

proceedings. The members of the Syndicate shall have access to all documents of the University Office except those connected with the question papers:

Provided that it shall be competent for the Vice-Chancellor to withhold the availability of any document from any member of the Syndicate for good and sufficient reasons.

### Controller of Examinations

**31. *Period of appointment of the Controller of Examinations:*** The period of appointment of the Controller of Examinations shall be for one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

**32. *Period of Probation:***

- (1) The Controller of Examinations shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

- (2) On satisfactory completion of probation, the incumbent appointed as the Controller of Examinations shall be confirmed by a written order.
- (3) If on the expiry of the prescribed period or extended period of probation, the Syndicate decides that the incumbent is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service or revert him to his original post as the case may be after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

**33. *Emoluments:*** The Controller of Examinations shall receive such emoluments as may be determined by the Syndicate which shall not be less than that of a University Professor.

**34. *Leave, Provident Fund etc., of Controller of Examinations:*** The Controller of Examinations shall be governed as regards disciplinary

proceedings, leave, provident fund, insurance, pension and other retirement benefits by the statutes and Ordinances governing the conditions of service of non-teaching staff of the University.

35. ***Mode of resignation:*** The Controller of Examinations may by writing under his hand addressed to the Syndicate resign his appointment after giving three months notice of his intention to resign. The Syndicate shall be the authority competent to accept his resignation.
36. ***Termination of appointment:*** The Syndicate shall be competent to terminate the appointment of the Controller of Examinations for grave irregularities committed in the discharge of his official duties after conducting an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.
37. ***Age of retirement:*** Except as otherwise provided in this statutes the date of compulsory retirement of the Controller of Examination shall take effect from the afternoon of the last day of the month in which he attains the age of '[56 years or as amended from time to time by the State Government.]
38. ***Powers and duties of the Controller of Examinations:*** The Controller of Examinations shall have the following powers and duties, namely:
  - (a) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling, marking and reporting of all University examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University Examinations;
  - (b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
  - (c) He shall keep the Minutes of the Board of Examiners and all Committees appointed by the said Board;
  - (d) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof;
  - (e) He shall have the power to countersign the travelling allowance bills of examiners, paper setters and University employees deputed on Examination purpose and all other bills relating to University Examinations;

- (f) He shall have power:
- (i) to invite quotations for work connected with examination and sanction lowest when the expenditure does not exceed Rs. 1,000 (Rupees one thousand only);
  - (ii) to sanction contingent expenditure for examination purposes upto a maximum of Rs.500 (Rupees Five hundred only);
  - (iii) to sanction expenditure for printing where sanction of competent authority has been received for the work subject to the condition that such sanction shall not exceed Rs. 2,000 (Rupees two thousand only);
  - (iv) to engage coolies for examination work for a period not exceeding two months;
  - (v) to sanction purchase of stationery for examination purposes by inviting quotations and accepting the lowest upto a maximum of Rs.5,000(Rupees five thousand only);
  - (g) He shall perform such other duties as may be prescribed by the Vice-Chancellor or conferred upon him by the Senate, the Syndicate or the Academic Council, from time to time.

39. ***Appointment of examiners and question paper setters:*** The Examiners and question paper setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor, from a panel of names approved by the Syndicate.

40. ***Controlling power of the Vice-Chancellor:*** The Controller of Examinations shall, in the execution of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his duties.

### **The Finance Officer**

41. ***Period of appointment of the Finance Officer:*** The period of appointment of the Finance Officer shall be for one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

42. ***Period of Probation:***

- (1) The Finance Officer shall be on probation for a period of one year in the first instance. In case his appointment has been continued for



over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

Provided that the Syndicate may, for good and sufficient reasons, extend the period of probation for a period not exceeding one year.

- (2) On satisfactory completion of probation, the incumbent appointed as the Finance officer shall be confirmed by a written order.
  - (3) If on the expiry of the prescribed period or extended period of probation the Syndicate decides that the incumbent is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service or revert him to his original post, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.
43. **Emoluments:** The Finance Officer shall receive such emoluments as may be fixed by the Syndicate.
  44. **Leave, Provident Fund, etc., of the Finance Officer:** The Finance Officer shall be governed as regards disciplinary proceedings, leave, provident fund, insurance, pension and other retirement benefits by the Statutes and Ordinances governing the conditions of service of the Non-teaching staff of the University.
  45. **Mode of Resignation:** The Finance Officer may, by writing under his hand, addressed to the Syndicate resign his appointment after giving three months notice of this intention to do so and it shall be competent for the Syndicate to accept his resignation.
  46. **Termination of appointment:** The Syndicate shall be competent to terminate the appointment of the Finance Officer for grave irregularities committed in the discharge of his official duties after conducting an inquiry in which he has been informed of the charges against him and given reasonable opportunity of being heard in respect of those charges.
  47. **Age of retirement:** Except as otherwise provided in this statutes the age of compulsory retirement of the Finance Officer shall take effect from the afternoon of the last day of the month in which he attains the age of<sup>1</sup>[56 years or as amended from time to time by the State Government.]
  48. **Duties of the Finance Officer:**
    - (1) Subject to the general directions and control of the Vice-Chancellor, the Finance Officer shall be in charge of the Finance, Accounts and Audit Branch of the University.

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1. Amendment.No.15 w.e.f 25.05.2013 Notification. No. AcL/1/112/SA/Retirement Age/2013 dtd 01/07/2013.

- (2) The Finance Officer shall be the principal Adviser of the University on all matters connected with Finance, Accounts and Audit of the University. The advice tendered by him shall generally be followed unless they are inconsistent with the provisions of the Act. Any exception to this shall be recorded by the authority concerned and thereafter reported to the Finance Committee.
- (3) The Finance Officer shall:-
- (a) ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purpose for which they are granted or allotted;
  - (b) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Syndicate;
  - (c) keep a constant watch on the progress of expenditure against the budget and on the State of investments;
  - (d) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (e) ensure that the registers of buildings, land, furniture and equipment are maintained upto date and that stock verification of equipment and other consumable materials in all departments of the University, University Centres, laboratories, colleges and institutions maintained by the University are conducted;
  - (f) point out to the Vice-Chancellor, for appropriate action, cases of unauthorised expenditure or other financial irregularities;
  - (g) call for from any centre, laboratory, college or institution maintained by the University any information or returns that he may consider necessary for the discharge of his duties;
  - (h) make all arrangements for the transaction of business of the meetings of the Finance Committee;
  - (i) enter into correspondence with the University Grants Commission, Government of India, State Government and other institutions and bodies on matters connected with Finance Accounts and Audit of the University;
  - (j) scrutinise every item of new expenditure not provided for in the budget estimates of the University;

- (k) make recommendations, whenever he deems necessary to the Syndicate on all matters relating to the Finance, Accounts and Audit of the University;
  - (l) suggest any new account or audit form or register considered necessary or to suggest alterations to any existing form or register suitable for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee and the Syndicate;
  - (m) realise and receive grants or other monies due to the University from Central and State Governments, University Grants Commission and other bodies, institutions or individuals.
- (4) The Finance Officer shall be the custodian and disbursing Officer of the Mahatma Gandhi University Fund and all payments received by him shall be credited to that Fund and he shall arrange to issue cheques on behalf of the University.
  - (5) The Finance Officer shall make all authorised payments out of the Mahatma Gandhi University Fund.
  - (6) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University. It shall also be the duty of the Finance Officer to make arrangements for the audit and payment of bills presented at the University Office.
  - (7) The receipt issued by the Finance Officer or by person or persons duly authorised in this behalf by the Syndicate, for any money payable to the University, shall be sufficient discharge for payment of such money.
  - (8) The Finance Officer shall:-
    - (a) exercise general supervision over the Funds of the University and shall advise the University as regards its financial policy; and
    - (b) perform such other financial functions as may be assigned to him by the Finance Committee and the Syndicate.

### **Joint Registrars, Deputy Registrars And Assistant Registrars**

49. ***Other Officers of the University:*** The Joint Registrar, the Deputy Registrar and the Assistant Registrar shall also be officers of the University.

**50. *Appointment of Joint Registrar and Deputy Registrar:***

- (1) It shall be competent for the Syndicate to appoint Joint Registrar, Deputy Registrar in accordance with the provisions in the Act.
- (2) The Joint Registrar and Deputy Registrar shall be appointed by a written order and the order of appointment shall be lodged with the Registrar.

**51. *Period of Probation of the Joint Registrar and Deputy Registrar:***

- (1) Every person appointed as Joint Registrar and Deputy Registrar shall, from the date on which he joins duty, be on probation for a total period of one year within a continuous period of two years;

Provided that it shall be competent for the Syndicate to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

- (2) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership for the post to which he has been appointed;
- (3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended by order, revert him to the lower post after giving him a reasonable opportunity of being heard.

**52. *Duties of the Joint Registrar and Deputy Registrar:***

- (1) The Joint Registrar and Deputy Registrar shall devote their whole time in the performance of their duties and discharge such work, as may, from time to time, be allotted by the Vice-Chancellor and shall also render such assistance as may be required by the Registrar from time to time in the performance of his official duties.
- (2) Save as otherwise provided, the Joint Registrar and the Deputy Registrar shall, in the execution of his duties, be subject to the control of the Registrar.

**53. *Appointment of Assistant Registrar:***

- (1) It shall be competent for the Vice-Chancellor to appoint Assistant Registrars in accordance with the provisions in the Act.
- (2) The Assistant Registrar shall be appointed by a written order and the order of appointment shall be lodged with the Registrar.

**54. *Period of probation of Assistant Registrar:***

- (1) Every person appointed as Assistant Registrar shall, from the date on which he joins duty, be on probation for a total period of one year within a continuous period of two years:

Provided that it shall be competent for the appointing authority to extend the period of probation by a period not exceeding one year, for good and sufficient reasons.

- (2) At the end of prescribed or extended period of probation, as the case may be the appointing authority shall consider the probationer's suitability for full membership for the post to which he has been appointed.
- (3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, by order revert him to the lower post after giving him a reasonable opportunity of being heard.

**55. *Duties of the Assistant Registrar:***

- (1) The Assistant Registrar shall devote his whole time in the performance of his duties and do such work as may, from time to time, be allotted by the Vice-Chancellor. He shall also render such assistances as may be required by the Registrar from time to time in the performance of his official duties.
- (2) Save as otherwise provided, the Assistant Registrar shall, in the discharge of his official duties, be subject to the control of the Registrar.

**56. *Conditions of service of the Joint Registrars, Deputy Registrars and Assistant Registrars:*** The Joint Registrars, Deputy Registrars and the Assistant Registrars shall, as regards disciplinary proceedings, leave, provident fund, insurance, pension and other retirement benefits, be governed by the Statutes and Ordinances governing the conditions of service of other non-teaching staff of the University.

## CHAPTER 3

### TEACHERS OF THE UNIVERSITY

1. ***Institution of Posts:*** The Syndicate shall be competent to institute Professorships, <sup>1</sup>[Associate Professorships, Assistant Professorships] and such other teaching and research posts required by the University on the proposals of the Academic Council:

Provided that no Professorship, <sup>1</sup>[Associate Professorship, Assistant Professorship] or other teaching or research post shall be instituted by the Syndicate without the previous approval of the Government if it involves expenditure in excess of the budgetary provision.

2. ***Abolition or suspension of posts:*** On the report from the Academic Council thereon, the Syndicate may suspend or abolish any Professorship, <sup>1</sup>[Associate Professorship, Assistant Professorship] or other teaching posts subject however to the condition that in the case of a post which is not permanently vacant at that time, no such suspension or abolition shall take effect until after six months' notice has been given to the permanent incumbent.
3. ***Appointment of teachers:*** Teachers of the University shall be appointed by the Syndicate after advertisement inviting application as hereinafter provided. In making appointments by direct recruitment to posts in any class or category in each department under the University, the university shall mutatis mutandis observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15, 16, 17 and 17A of the Kerala State and Subordinate Services Rules, 1958, as amended from time to time. For the purpose of observing these rules all the teaching departments under the university shall be treated as a single unit. It shall however be competent for the Syndicate to appoint in exceptional cases Professors and <sup>2</sup>[Associate Professors], without advertisement, if it is satisfied that persons already in the service of the University are suitable for the post <sup>1</sup>[subject to the regulations in this regard in force].
4. ***<sup>1</sup>Selection Committee for appointment of teachers:***
  - (1) ***Assistant Professor in the University:***
    - (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition;

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1. Amendment.No.26 w.e.f 18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.  
2. Amendment.No. 19 w.e.f 24.03.2014 Notification. No. AcL/1/009/S.A/UT/2013 dtd 02/05/2014.

- 1) The Vice Chancellor shall be the Chairperson of the Selection Committee.
  - 2) Three experts in the subject concerned nominated by the Vice - Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - 3) Dean of the Faculty concerned.
  - 4) Head of the Department.
  - 5) An academician nominated by the Chancellor
  - 6) An academician representing SC / ST/OBC / Minority / Women / Differently- abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
- (b) At least four members, including two outside subject experts shall constitute the quorum.
- (2) ***Associate Professor in the University:***
- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition;
    - 1) Vice-Chancellor to be the Chairperson of the Selection Committee.
    - 2) An academician who is the nominee of the Chancellor.
    - 3) Three experts in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
    - 4) Dean of the faculty.
    - 5) Head of the Department.
    - 6) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the

applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) At least four members, including two outside subject experts, shall constitute the quorum..
- (3) ***Professor in the University:*** The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Statute 34 (2) above.]
5. ***Qualifications:*** No teacher shall be eligible for appointment as such in the University, unless he possesses such qualifications as may be prescribed by the Regulations made by the Academic Council.
6. ***Mode of appointment of teacher:***
1. Every teacher of the University shall be appointed by a written order.
7. *<sup>1</sup>[Deleted.]*
8. ***Emoluments:*** The teachers of the University shall be paid such emoluments as may be prescribed by the <sup>1</sup>[Ordinances/Regulations].
9. ***Disciplinary Control of the Syndicate:*** All teachers of the University shall be subject to the disciplinary control of the Syndicate.
10. ***Applicability of certain rules to University Teachers:*** Subject to the provisions of the Act and the Statutes issued thereunder, the Kerala Service Rules, the Kerala State and Subordinate Service Rules 1958 and the Kerala Government Servants Conduct Rules 1960, as amended from time to time, shall mutatis mutandis, apply to teachers of University, as the context may require and the expression ‘Government’ in those Rules shall be construed as reference to the ‘University’:

Provided that the age of retirement of teachers of the University shall be sixty. However they shall be allowed to continue in service till the last day of the month in which the academic year ends if they complete the age of 60 years on 2nd July or later during the course of an academic year. They shall not be eligible for promotion to another post during the period of such extension. If they are on leave on the day they attain the age of 60 years and if there is no prospect of their returning to duty before the closing day of the academic year for vacation they shall be retired with effect from the last day of the month in which they attain the age of 60 years.



11. **Higher Starting Pay:** The Syndicate may fix a higher starting pay to a Professor, <sup>1</sup>[Associate Professor or Assistant Professor] or teacher on appointment, at any stage in the scale of pay applicable to that post, considering his higher qualifications and experience.

12. **Appointment of visiting Professors:** The Syndicate shall have the power to appoint competent persons as visiting Professors without salary to take part in University work in their respective subjects.

13. **Probation:**

(1) Every teacher of the University shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided that it shall be competent for the Vice-Chancellor to extend the period of probation for a period not exceeding one year.

(2) At the end of the prescribed or extended period of probation, as the case may be, the Vice-Chancellor shall consider the suitability of the teacher and shall, if satisfied of his suitability by a written order, declare the teacher to have satisfactorily completed his probation. On the issue of such an order the teacher shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period or probation, as the case may be.

(3) If on the expiry of the prescribed period or extended period of probation, the Vice-Chancellor decides that the teacher is not suitable for continuance in the post to which he has been appointed, he shall discharge him from service or revert him to his original post, after giving him a reasonable opportunity of being heard.

14. **Leave:**

(1) The authority competent to sanction casual leave to the teachers of a department shall be the Head of the Department. The Head of the Department may avail himself of the casual leave after getting the prior approval of the Registrar. If the casual leave taken by a head of the Department involves or is expected to involve absence from headquarters, he shall make arrangements for the satisfactory discharge of his work during

his absence and also report that fact to the Registrar. He shall leave the headquarters only after ensuring himself that his report has reached the Registrar.

(2) Leave other than casual leave may be sanctioned to the teachers of the grade of Lecturer and above, by the Vice-Chancellor and to the teachers below the rank of Lecturers, by the head of the Department concerned.

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1. Amendment.No.26 w.e.f18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.

- (3) No leave shall be sanctioned without ascertaining the eligibility of the applicant from the leave account maintained for the purpose.
- (4) In case where the University has granted leave without allowances to a teacher for enabling him to accept assignments in India and foreign assignments of visiting Professorships and the like, such leave without allowances shall count for increments in the time scale applicable to the post in which such teacher was officiating at the time he proceeded on leave and would have continued to officiate but for his proceeding on leave.

*Explanation:* For the purpose of this Statute, foreign assignment means an offer of a teaching-cum-research post outside India, which the University permits its teacher to accept in case it is of the opinion that the acceptance of such teaching-cum-research post would enhance the usefulness of the teacher to the University on his return from abroad.

15. ***Disciplinary procedure:*** The provisions relating to disciplinary procedure contained in Part III of Chapter 4 shall, *mutatis mutandis* apply in the case of disciplinary action against the teachers of the University:

Provided that the disciplinary authority for imposing minor penalties on teachers of the University shall be the Vice-Chancellor and for imposing major penalties, the Syndicate.

16. ***Certain lapses of teachers to be punishable:*** The following lapse on the part of teachers of the University shall constitute misconduct inviting disciplinary action, namely:-

- (i) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes, demonstration, assessment, guidance, invigilation etc.;
- (ii) gross partiality in assessment of students deliberately overmarking/undermarking or attempting at victimisation on any ground whatsoever;
- (iii) inciting students against other students, colleagues or against the staff and officers of the University or the State Government or the Central Government:

Provided that a teacher may express his difference of opinion on principles in seminars or other places where students are present;

- (iv) raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects;

- (v) refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.

**17. Duties of a University Professor:**

- (I) It shall be the duty of University Professor;
  - (i) to deliver lectures, conduct classes, engage in research and do such other academic work as relates to his subject and departments;
  - (ii) to direct and supervise the work of research students in branches of knowledge relating to his subjects and departments working under him; and
  - (iii) to advise the Syndicate, the Academic Council and the Faculties with respect to any course of study or examination or any other matter relating to his subject or department, if so required.

**18.** <sup>1</sup>**[Head of Department:** The Professor, <sup>2</sup>[Associate Professor or Assistant Professor] of a department shall be the Head of the Department. The Head of the Department shall be nominated on a rotation basis for three years starting with the senior most teacher of the Department. The Syndicate shall nominate the senior most Professor as the Head of the Department for a period of three years and at the end of the three year the next senior most Professor shall be nominated. After all the Professors are given a turn, the rotation shall then be implemented among <sup>2</sup>[Associate Professors] as per seniority. It shall, however, be open to the teachers who has been nominated as Head of the Department to make a request that he shall be relieved of such responsibility for academic reasons. In such a case, the next senior most teacher of the department shall be the Head of the Department. The other members of the teaching staff shall work under the direction of the Head of the Department and shall assist him in the performance of his duties. In departments which have no Professor or <sup>2</sup>[Associate Professor, the Assistant Professor or Senior, Assistant Professor], if there are more <sup>2</sup>[Assistant Professors] than one, shall be the Head of the Department:]

Provided that the rotation of Headship as provided in this statute shall not apply to those Professors whose initial appointment had been specifically as the Director of a School in the University.

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1. Amendment.No.8 w.e.f 22.02.2005 Notification. No. AcL/1439/S/14/2000. dtd 14/06/2004.

2. Amendment.No.26 w.e.f 18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.

**19. Powers of Heads of Departments:** The Heads of Departments shall exercise the following powers, namely:-

**A. Administrative:**

- (i) to sanction tours within the State of all employees of the Department for authorised official purposes with the approval of the Vice-Chancellor;
- (ii) to grant casual leave to all Gazetted Officers serving in the Department;
- (iii) to initiate disciplinary action against class III and class IV Officers under their control as specified in Chapter 4;
- (iv) to engage workmen for carrying out menial work connected with the Office, on a casual basis.

**B. Financial:**

- (i) to operate on the funds provided in the budget under their respective departments and to draw non-countersigned contingent and establishment bills;
- (ii) to sanction write off of unserviceable stores and other articles like worn out office furniture, appliances, apparatus, books, dismantled materials etc., upto a maximum book value of Rs.100 (Rupees One hundred only) in each case subject to a maximum of Rs.1,000 (Rupees One thousand only) in any year and the disposal of such stores and articles as per the laws of the University;
- (iii) to sanction purchase of books and journals upto the value of Rs.5,000 (Rupees five thousand only) per year according to the rules laid down in this regard;
- (iv) to accord sanction for all ordinary recurring contingent expenditure required for the normal running of their department/ office for which funds are provided in the University Budget after following the usual rules and procedures laid down by the Syndicate;

*Note:-* Ordinary recurring contingencies comprise such items as are incidental to the management of any office such as purchase of reference books and periodicals, stationery, postal charges, conveyance or records, sweeping and cleaning charges, and petty charges for engagement of workmen on casual basis;

- (v) to sanction expenditure on non-recurring supplies or special contingency expenditure upto Rs.2,000 (Rupees Two thousand only) at a time:

Provided that for incurring expenditure for the purchase of Radios, Iron safes and the like, sanction of the Vice-Chancellor or the Syndicate as required under the rules with reference to the monetary limits shall be necessary;

*Note:-* Special contingencies comprise such items as exhibits for a museum, special or ordinary apparatus and equipment, materials for a science Department.

- (vi) to sanction contingent expenditure for purchase not exceeding Rs.500 (Rupees five hundred) only in each case without calling for quotations.

20. ***Vacation:*** Teachers of the University shall be entitled to a summer vacation of one month between the 15th day of April and the 15th day of June or during such other period as may be fixed by the Syndicate and all gazetted holidays in addition to these fixed by the Syndicate. The Vice-Chancellor may require any teacher to do such work as he may specify other than the normal work during the vacation without any claim for compensation leave, unless the period of leave permitted to be availed of by him is less than a month.
21. ***Presence during working hours:*** Teachers of the University shall be required to be present at their stations of duty throughout the working hours on all working days. They shall also register their vacation address with the University.
22. ***Intimation before leaving station:*** The teachers of the University shall not leave their stations of duty on holidays or during vacation or leave without giving prior intimation to the Head of the Department of their intention so to do. They shall also furnish to the Head of the Department their leave or vacation address. The Head of the Departments shall also give prior intimation to the Registrar before they leave their stations of duty and also furnish their leave or vacation address to him. The Registrar shall make arrangements for the discharge of the duties of the Heads of the Departments during their absence and shall notify the same.

## CHAPTER 4

# TERMS AND CONDITIONS OF SERVICE OF THE NON-TEACHING STAFF OF THE UNIVERSITY OTHER THAN UNIVERSITY TEACHERS

### PART I

1. ***Applicability of the Chapter:*** Subject to the provisions of the Act, this chapter shall apply to all employees of the University, other than teachers.
2. ***Applicability of the Kerala Service Rules etc., to the non-teaching staff:*** Subject to the provisions of the Act and the Statutes issued thereunder, the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959 and the Government Servant Conduct Rules, 1960, as amended from time to time, in so far as may be applicable except to the extent expressly provided for in these statutes, shall apply in the matter of all the service conditions of the University employees in the University service:

Provided that the said Rules shall, in their application to the said employees, be construed as if the employer were the Mahatma Gandhi University instead of the Kerala State Government.

3. ***Travelling Allowance:*** The University employees shall as regards travelling allowance, be governed by the provisions regarding travelling allowance as contained in the Kerala Service Rules, as amended from time to time.
4. ***Disciplinary Procedure:*** Disciplinary action against the University employees shall be taken in accordance with the provisions of Part III of this Chapter.
5. ***Casual leave:*** The authority competent to sanction casual leave shall be as provided Part IV of this Chapter.

### PART II

#### CONSTITUTION OF THE MAHATMA GANDHI UNIVERSITY SERVICE

6. **There shall be a service called the Mahatma Gandhi University service which shall consist of the following classes of posts, namely:-**

- Class I - Posts on scales of pay with a minimum of Rs. 1,500/- per mensem and above.
- Class II - Posts on scales of pay with a minimum of Rs. 1,100/- and above but less than Rs. 1,500/- per mensem.
- Class III - Posts on scales of pay with a minimum Rs. 675/- and above but less than Rs. 1,700/- per mensem.
- Class IV - Posts on scales of pay with a minimum of Rs.550 per mensem. The employees belonging to classes I and II shall have the status of Gazetted Officers of the Kerala Government Service.

7. ***Scales of pay, qualification, method of recruitment, etc.:*** The scales of pay of the various posts in the University shall be such as may be prescribed by the Ordinances.
8. <sup>1</sup>***[Recruitment to posts:*** Recruitment to all non-teaching posts in the university shall be made by the Kerala Public Service Commission.]
9. <sup>1</sup>***[The Syndicate of the University shall report to the Kerala Public Service Commission, the vacancy position in respect of various non-teaching posts in the University at regular intervals.]***
10. <sup>2</sup>***[Probation:***

- (1) Except as otherwise provided in the statutes every person appointed to class I and class II posts by direct recruitment, shall, from the date on which he joins duty, be on probation for a period of two years within a continuous period of 3 years.

*[This shall have effect from 26.02.2016]*

Provided that it shall be competent for the Vice-Chancellor to extend the period of probation for a period not exceeding one year for good and sufficient reasons.

Provided, further that the period of probation for persons appointed to class I and class II on or after 01.04.2010, by promotion within the University, shall be six months on duty within a continuous period of one year.

*[This shall have effect from 01.04.2010]*

1. *Amendment.No.21 w.e.f 21.07.2016 Notification. No. AcL/1/100/2011/N.T/Statutes dtd 11.08.2016.*
2. *Amendment.No.22 w.e.f 28.06.2018 Notification. No. AcL/1/1202/SA/2018 dtd 26/07/2018.*

Provided also that it shall be competent for the Vice-Chancellor to extend the period not exceeding six months for good and sufficient reasons.

- 1(A) Every person appointed to class III entry posts, by direct recruitment or by promotion or by transfer on or after 26.02.2016, shall, from the date on which he/she joins duty, be on probation for a period of two years within a continuous period of 3 years.

*[This shall have effect from 26.02.2016]*

Provided that it shall be competent for the Vice-Chancellor to extend the period of probation for a period not exceeding one year for good and sufficient reasons.

- 1(B) Notwithstanding anything contained in statute 1(A), every person appointed to class III posts, by promotion, in which there is change of duties and where direct recruitment is not one of the method of recruitment in that post, shall from the date on which he/she joins duty, be on probation for a period of one year within a continuous period of two years.

Provided that it shall be competent for the Vice-Chancellor to extend the period of probation for a period not exceeding one year for good and sufficient reasons.]

11. ***Passing of Examination or Test:*** The University employees shall be required to pass within the period of probation such departmental tests or examinations as may be prescribed by the Syndicate.
12. ***Promotion:***
- (1) No member of the University service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category and passed the prescribed test.
  - (2) If the person is the holder of a post for which no probation has been prescribed, he shall not be eligible for promotion unless he has put in satisfactory service in that post for a period of one year on duty within a continuous period of two years.
13. ***Promotion according to merit and ability:*** Appointments to posts in Class I and Class II in the University Service shall be made from a select list prepared from among members eligible for appointment to such class in accordance with these statutes on the basis of merit and ability, seniority being considered only where merit and ability, are approximately equal. The select list shall be prepared in the manner indicated herein:



- (a) Selection of Candidates for appointment to posts in Class I and Class II shall be made by the University promotion Committee.
- (b) The University Promotion Committee shall consist of -
  - (i) Vice-Chancellor
  - (ii) A member of the Syndicate nominated by the Vice-Chancellor, and
  - (iii) the Registrar;

The Vice-Chancellor shall be the Chairman and the Registrar shall be the Member-Convenor of the Committee.

- (c) The Committee shall meet periodically to prepare select lists in the order of merit of the officers selected for appointment. The Committee may also hold ad hoc meetings for the purpose of making selections to particular vacancies whenever occasion arises. The criterion for assessment of merit shall be the confidential reports of the officers. The Confidential reports of the officers for at least the preceding three years shall be made available to the committee for this purpose. Where remediable adverse remarks recorded in the confidential report of a University Servant are not communicated to him, such remarks shall be ignored by the Committee while considering his case for promotion. The crucial date for considering the eligibility of candidates for inclusion in the field of choice for preparing select lists shall be the 31st March of the year concerned, unless otherwise decided by the Syndicate.
- (d) Where confidential reports for the three years mentioned in sub-clause (c) are not available in respect of an Officer who was under suspension but has been reinstated or who has been on long leave, the suitability of the officer shall be assessed-
  - (i) in the case of an Officer who has been reinstated after suspension fully exonerating him of the charges or in the case of an officer who has been on long leave, on the basis of the confidential reports for a period of three years (excluding the period during which the officer was under suspension or on long leave, as the case may be) preceding the date of the meeting and if the confidential report for the said period are not available, on the basis of the confidential report for the one year immediately after reinstatement or, as the case may be, immediately after rejoining duty after leave;

- (ii) in the case of an Officer who has been reinstated after suspension imposing a penalty on the basis of the confidential reports for the period after reinstatement (which shall not be less than one year);
- (e) on matters in respect of which there is difference of opinion, the views of the majority of the members of the Committee shall prevail;
- (f) The Committee shall first decide the field of choice, that is, the number of eligible officers awaiting appointment who should be considered for inclusion in the "Select List":

Provided that an Officer of outstanding merit and his seniors, if any, in the category or grade may be included in the list of eligible even if he or such seniors are outside the normal field of choice;

*Note:-* The field of choice shall, as far as possible, be thrice and at least twice the number of vacancies expected within a year plus the number of the superseded officers of the previous year. For example, if there are two anticipated vacancies and the number of superseded officers of the previous year is 4, the panel for the field of choice shall normally contain 10 names (6+4) or at least 8 (4+4).

- (g) The "Select List" shall be prepared from among the eligible officers on the basis of merit and ability, seniority being a consideration only when all the qualifications are equal. The number of names to be included in the "Select List" shall be the same as the estimated number of vacancies likely to arise during the year. Supplementary lists may be prepared in case the lists already prepared get exhausted before the close of the year to which they relate so as to obviate the necessity for convening meetings of the Committees at short notice or keeping of posts unfilled and thereby causing administrative inconvenience. Persons included in the "Select List" shall be ranked in the order of their seniority in the lower category.

*Note:* (i) Officers under suspension and Officers against whom criminal proceedings are pending in a Session's Court or in any other higher Court for grave offences like murder, dacoity etc., and officers against whom departmental proceedings are taken for the imposition of a major penalty under the statutes relating to disciplinary proceedings applicable to them should not be included in the select list. But the suitability of such an officer for promotion should be assessed at the relevant time by the Committee and a finding reached whether the officer had not been suspended or the criminal

proceedings had not been pending against him he would have been selected for promotion. Where a select list is prepared, the Committee shall also make a finding as to what the position of the Officer in that list would have been but for the suspension or the criminal proceedings against him. The findings as to the suitability and the place in the select list of the officer should be recorded separately and attached to the proceedings in a sealed cover. The proceedings of the Committee need only contain a note "The findings are contained in the attached sealed envelope". The authority competent to fill the vacancy should be separately advised to fill the vacancy only on a temporary basis.

- (ii) The vacancy that would have gone to the Officer but for his suspension or the criminal proceedings against him should be filled only on a temporary basis by the next person in the approved list. If the officer concerned is completely exonerated, he will be promoted thereafter to the post filled on a temporary basis, the arrangements made previously being reversed. If the exoneration is not complete, the Committee may decide each case on its merits. Where, however, the post which would have gone to the Officer but for his suspension or the criminal proceedings against him, ceases to exist before the conclusion of the disciplinary proceedings, he will be promoted to the first vacancy that may be available in future if he is found fit to for promotion at that time.
- (iii) Officers whose names are included in the select list but who are subsequently placed under suspension or against whom criminal proceedings/departmental proceedings of the type referred to in Note (i) above have been initiated should not be promoted on the basis of their inclusion in the select list until they are completely exonerated of the charges against them. If the Officer is completely exonerated of the charges, he will be promoted on the basis of his position in the select list, to the post which has been filled on a temporary basis pending disposal of the charges against him. If the exoneration is not complete, the Committee may consider each case on its merits.
- (iv) Where, while preparing a select list an officer has been superseded on account of his confidential report for the one year referred to in sub-clauses (d) (i) not being available due to non-completion of the said period of one year, the select list shall be treated as provisional to the extent it relates to the officers junior to the officer so superseded, and as soon as the confidential reports in respect of such officer relating to the said one year become available, the departmental promotion committee shall review the list and make it absolute, after considering the claims of the officer with reference to the confidential reports for the said one year.

- (v) A censure or a warning awarded or proposed to be awarded to an officer need not be taken into account while considering his case for promotion under Notes (ii) and (iii) above.

**14. Revision of select lists:**

- (1) The select list prepared by the Committee in the manner referred to above shall be published by the Convenor of the Committee after approval by the Syndicate. Normally no revision of such select list shall be made on the basis of re-evaluation of the confidential reports. However, if any officer who has been superseded and whose name has not been included in the select list makes, within one month from the date of publication of the list, a written representation to the Convenor of the Committee requesting a revision of the list, the Committee shall consider the representation. After going through the representation, if the Committee feels that some clarification should be obtained from the superseded officer by personal hearing it may do so on the basis of such representation and personal hearing if it is of the view that the list already prepared should be revised it may make a recommendation to the effect. The list shall then be revised accordingly and published by the Convenor after approval by the Syndicate.

*Note:-* Promotion from the first list published by the Committee shall be provisional and the list will be subject to revision, if, after following the procedure, it is found that the list requires revision.

- (2) Wherever the Syndicate considers that there are exceptional circumstances which warrant a departure from the advice of the Committee in the interest of the University, the Committee shall be given a fresh opportunity to consider the proposals of the Syndicate to revise the select list. If on receipt of the recommendation of the Committee, the Syndicate still feels that there are exceptional circumstances which warrant a departure from the advice of the Committee in the public interest, they may take a decision accordingly.

- 15. Annual Review of Select List:** The "Select List" shall be reviewed annually and it shall remain in force until it is revised. Names of those officers who have already been appointed, shall be removed from the list and the rest of the names along with those officers who may now be included in the field of choice, shall be considered for the "Select List" for the subsequent period. A person included in an earlier select list, shall, however, be ranked above a person considered for a subsequent

list unless his conduct and work subsequent to such inclusion renders it necessary that he should be placed lower in the list, or his name may be omitted from the list, if there is definite deterioration in the work and conduct of the officer subsequent to his inclusion in the select list for the previous year, as the case may be.

16. **Claims of persons acquiring qualification before date of occurrence of vacancy:** The claims of a person who qualified himself for a post, after the select list in respect of that post has been prepared but before the date of occurrence of the vacancy in the higher post shall not be overlooked.
17. **Procedure for Review of select list:** The select list shall be reviewed and revised for the purpose of Statute 14 in cases where the acquisition of an extra qualification or the gaining of a prescribed period of experience is insisted on as conditions precedent to the selection to the higher post. In such cases the following procedure shall be followed:-

The Convenor of the Committee concerned should bring to the specific notice of the Committee the case of all senior hands who are being overlooked in drawing up the select list for want of qualification or experience and who are likely to acquire that qualification or experience during the pendency of the list. The select list drawn up at the meeting shall be treated as provisional to the extent to which it relates to the Junior hands included in the select list whose seniors are likely to become fully qualified during the pendency of the list. When such senior hands acquire the qualification and/or experience which would make them eligible for appointment, the Convenor shall take early steps for the convening of an ad hoc meeting of the Committee and after considering the claims of such persons revise, if necessary, the provisional portion of the select list. The provisional portion of the select list, if revised, shall be made absolute following the procedure laid down in Statute 13 above and the process repeated, wherever necessary.

- Note:-*(i) As a person included in the earlier select list shall be ranked above a person considered for a subsequent list, unless his work and conduct subsequent to such inclusion renders it necessary that he should be placed lower in the list the calculation of anticipated vacancies for purpose of preparing annual or supplemental select lists shall be done as accurately as possible.
- (ii) Claims of persons previously omitted from the list shall be considered whenever new lists are prepared.

**18. *Special provision for Scheduled Castes and Scheduled Tribes:***  
Candidates belonging to Scheduled Castes and Scheduled Tribes shall not be superseded for appointment to selection categories by the application of too rigid a standard of suitability. The Committee may consider the case of such candidates sympathetically by relaxing the standard of suitability where possible and only the claims of those whom the committee considers unsuitable even by the relaxed standards should be superseded for appointment to such selection categories or grades.

**19. *Promotion which depends upon the passing of any examination:***

- (1) Promotion which depends upon the passing of any examination in General or Departmental shall ordinarily be made with reference to the condition existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up.
- (2) Where a pass in any examination or test confers on a person the title to any right, benefit or concession, such title to the right, benefit or concession shall be deemed to have accrued on the day following the last day of the whole examination or test in which he has successfully completed the examination or test by passing one or more subjects. This principle shall be applicable for the drawal of increments and for promotions to posts not involving change of duties against vacancies remaining unfilled for want of test qualified hands.

*Note:* Where a person can choose between two examinations or corresponding subjects/papers of two examinations or tests and where the two examinations or tests conducted during the same period and on two different dates, the benefit or passing the examination or test shall be deemed to have accrued on the day following the last date of the whole of the examination or test which ends on the later date.

**20. *Temporary promotion:***

- (a) (i) If owing to an emergency it has become necessary in the interest of the University to fill immediately a vacancy in a post borne on the cadre of a higher category in any class of the University service by promotion from a lower category and there would be undue delay in making such promotion in accordance with these Statutes, the appointing authority may promote a person otherwise than in accordance with these Statutes temporarily.

- (ii) No person who does not possess the qualifications prescribed for the post shall ordinarily be promoted under sub-clause (i) A person promoted under sub-clause (i) shall be replaced as soon as possible by the member of the University service who is entitled to the promotion under the Statutes or by a candidate appointed in accordance with the Statutes, as the case may be.
- (b) Where it is necessary to fill a short vacancy in a post, borne in the cadre of a higher category in any class of the University service by promotion from a lower category and the appointment of the person who is entitled to such promotion under these Statutes would involve exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications if any, prescribed for the higher category;
- (c) A person temporarily promoted under clause(a) shall whether or not possesses the qualifications prescribed for the post to which he is promoted, be replaced as soon as possible by the member of the University service who is entitled to promotion under these Statutes;
- (d) A person promoted under clause(a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim in future promotion to such higher category. If such a person is subsequently promoted to the higher category in accordance with these Statutes he shall commence his probation, if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine. He shall also be eligible to draw increments in the time scale of pay applicable to such higher category from the date of commencement of his probation, but shall not be entitled to arrears of pay unless otherwise ordered by the Syndicate.
- (e) Subject to the provisions of the relevant service rules as regards pay, there shall be paid to a person promoted under clause (a) or (b) either his substantive pay or the pay of the lowest grade or the minimum of pay in the time scale of pay, as the case may be, applicable to the higher category, whichever is higher.

**21. *Appointment in the place of members dismissed, removed or reduced:***  
Where a person has been dismissed, removed or reduced from any class, category or grade in the University service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service

shall be substantively filled to the prejudice of such person, until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided or until the time allowed for preferring an appeal has expired, as the case may be.

22. **Postings and transfers:** All University employees are bound to serve throughout the University area and they may be transferred and posted to any place in the said area.

22A. **Posting of employees on transfer from other Universities:** The Syndicate may, on request from the employees concerned, sanction posting of employees on transfer from other Universities in the State subject to the following conditions:

- (1) Posting of employees on transfer from other Universities may be allowed only on reciprocal basis.
- <sup>1</sup>[(2) Such transfers shall be restricted to employees of Class III and Class IV categories.
- (3) A person transferred from another University shall take his rank below the junior most in the entry grade of the category concerned (e.g. an Assistant Section Officer or Senior Grade Assistant, if transferred, shall be appointed as Junior most Assistant).
- (4) The person transferred shall not be allowed to count his previous service towards seniority, but he may be allowed to count it towards increment, leave, pension, gratuity etc.

A person who has been transferred from other University after completing his/her period of probation, will not be required to undergo fresh probation at the entry post. [Amendment to statute 2,3 and 4 of statute 22A shall have effect from 09.05.2017]

A person who has been transferred from other University and joined in this University without completing his/her period of probation shall complete his/her probation for the remaining period in the entry post.

- (5) The person transferred from this University shall relinquish his leave and all other rights in the University.
- (6) The person transferred shall be entitled to protection from drop of emoluments. His pay on such appointment shall be fixed at the

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<sup>1</sup>.Amendment.No.22 w.e.f 28.06.2018 Notification. No. AcL/1/1202/SA/2018 dtd 26/07/2018.



minimum of the scale of pay of the post in this University service if the pay he was drawing in the parent University is less than the minimum. In case he was drawing under the parent University, pay above the minimum and equal to a stage in the scale of pay of the post in this University service, his pay will be fixed at that stage and if the pay he was drawing under his parent University is not a stage in the scale of pay of the post in this University service, it will be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increases of pay.

<sup>1</sup>[Provided that person transferred to this University and whose pay has been protected as above shall not be eligible for fixation of pay under rules 28 A, Part I of Kerala Service Rules 1958 on his promotion to higher grades in this University if he had already been promoted to such grades and given the benefit of fixation of pay under Rule 28 A, Part I of Kerala Service Rules 1958 in his parent University.]

- (7) No T.A. or joining time pay will be allowed for persons on transfer from other Universities.
- (8) The University from which such employees are transferred shall pay the leave salary and pension contribution of such employees to the University when they are transferred.
- (9) Those who are transferred shall clear all liabilities outstanding in their name before the transfer is effected.

### **23. Confidential reports:**

- (1) Every University employee in Class I and II service shall report on the 16th January of each year, in Form I on the work and conduct of the employees other than those specified in clause (4) who had served under him for a period of not less than four months in the calendar year immediately preceding. The report shall be countersigned by his immediate official superior or superiors who shall record thereon such observations as he/they would deem it necessary to record and forward it to the Registrar not later than 31st January.
- (2) As soon as the report is countersigned as provided in clause (1), it shall be shown to the officer concerned and his acknowledgment obtained on it.

- (3) If any representation is received from the Officer regarding the report, it shall be filed along with the report together with any comments that the reporting/reviewing officer may have to make on such representation. Acknowledgement of the Officer concerned on these further remarks made by the reporting/reviewing officer shall also be obtained as proof that he had seen it.
- (4) No confidential report need be maintained in respect of the following categories of staff:-
  1. Assistant Grades I and II
  2. Stenographers
  3. Typists
  4. Library Assistant
  5. Serjeant
  6. All Class IV Employees

**24. *Joint Registrar, Deputy Registrar, Assistant Registrar:*** The provisions of clauses (1) to (3) of Statute 23 shall, mutatis mutandis, apply to Joint registrars, Deputy Registrars and Assistant Registrars except that the Registrar/Controller of Examinations/Finance Officer, shall write the confidential report in Form I in respect of those who are working under them and keep them in their personal custody after perusal and review by the Vice-Chancellor.

**25. *Registrar, Controller of Examinations etc:*** The Vice-Chancellor shall write the confidential reports of the Professors, the Registrar, the Controller of Examinations and the Finance Officer in Form I and keep them in his personal custody.

**26. *Heads of Departments:*** The Vice-Chancellor shall write the confidential reports of the Heads of Departments in Form I and keep them in his personal custody.

**27. *Members absent from duty:*** The absence of a member of the University service from duty whether on leave, or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise eligible, render him ineligible in his turn-

- (a) for re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;

- (b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent.

He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

### PART III

#### **DISCIPLINARY PROCEDURE**

**28. *Definition:*** In this part, unless the context otherwise requires,-

- (a) ‘Appointing authority’ means the authority empowered to make appointments to the post which the University employee or the time being holds;
- (b) ‘Disciplinary authority’ in relation to the imposition of a penalty on a University employee, means the authority competent under these statutes to impose on him that penalty.

**29. *Suspension:***

- (1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Syndicate in that behalf may, at any time, place a University employee under suspension-
  - (a) Where a disciplinary proceedings against him if contemplated or is pending; or
  - (b) Where a case against him in respect of any criminal offense is under investigation or trial; or
  - (c) Where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interests of the University; or
  - (d) Where final orders are pending in the disciplinary proceeding if the appropriate authority considers that in the then prevailing circumstances it is necessary in the interest of the University that the University employee should be suspended from the service of the University.
- (2) A University employee shall be deemed to have been placed under suspension by an order of the appointing authority-

- (a) With effect from the date of his detention if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours;
- (b) With effect from the date of his conviction for an offense if he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

*Explanation:* The period of forty-eight hours referred to in sub-clause (b) of Clause (2) shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

- (3) (a) An order of suspension made or deemed to have been made under this Statute shall continue to remain in force until it is modified or reviewed by the authority competent to do so.
- (b) Where a University employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

- 30. ***Report of suspension:*** Where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances under which the order was made.
- 31. ***Continuance of suspension in case of further enquiry:*** Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on revision under these Statutes and the case is remitted for further inquiry or action or with any other direction the order of his suspension shall be deemed to have been continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- 32. ***Continuance of suspension in certain other cases:*** Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary

authority on a consideration of the circumstances of the case decides to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

33. ***Modification or revocation of suspension:*** An order of suspension made or deemed to have been made under these statutes may at any time be modified or revoked by the authority which made or is deemed to have been made the order or by any authority to which that authority is subordinate.

34. ***Payment of subsistence allowance:***

(1) Whenever a University employee is placed under suspension he shall be paid subsistence and other allowances admissible under the rules for the time being in force regulating such matters:

Provided that where the period of suspension exceeds twelve months it shall be within the competence of the suspending authority to increase or reduce the amount of subsistence allowance for any period subsequent to the period of the first twelve months subject to the following conditions, namely:

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the period of suspension has been prolonged for reasons not directly attributable to the University employee.

(ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the prolongation of the period of suspension has been due to reasons directly attributable to the University employee.

(2) No member of the service shall be entitled to receive payment under clause

(i) unless he furnishes a certificate to the effect that he is not engaged in any other employment, business profession or vocation.

**35. Imposition of penalties:** The following penalties may for good and sufficient reasons and as hereinafter provided be imposed on a University employee namely:-

A. Minor Penalties

- (i) Censure;
- (ii) Fine (in the case of persons on whom such penalty may be imposed under these statutes);
- (iii) Withholding of increments or promotion;

*Note:* (1) Withholding of increments or promotion referred to may be either permanent or temporary for a specified period.

(2) Temporary period of withholding of increments shall not be less than 3 months and the temporary period of withholding of promotion shall not be less than six months and both shall not be more than three years. If the period is not specified in the order, it will be deemed to be 3 months in the case of temporary withholding of increments and six months in the case of temporary withholding of promotion. Temporary withholding of increments shall mean withholding of increment without cumulative effect i.e. it shall not have the effect of postponing future increments.

(3) Withholding of promotion shall not entail loss of seniority in that grade.

(4) An Officer whose promotion is withheld, shall, if and when promoted to a higher grade or higher time scale subsequently, on promotion, take his place at the bottom of the higher grade or higher time scale.

*Explanation:* In case of stoppage of increments with cumulative effect, the momentary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(iv) (a) Recovery from the pay of the whole or part of any pecuniary loss caused to the University or a State Government or the Central Government or to a Local Authority or any legally constituted body by negligence or breach or orders.

(b) Recovery from the pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

B. Major Penalties

- (v) Reduction to a lower rank in the seniority list or to a lower grade or post or time scale:

Provided that in the case of reduction of rank in the seniority list such reduction shall be permanent.

*Note:* (1) The period of reduction shall not be less than six months and not more than five years. If the period is not specified in the order, the period of reduction shall be deemed to be six months.

- (2) Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments. If no mention is made about this in the order, the reduction shall be deemed to be without the effect of postponing future increments;

(vi) Compulsory retirement;

(vii) Removal from the University service which shall not be a disqualification for future employment unless otherwise directed specifically;

(viii) Dismissal from the University service which shall be disqualification for future employment.

*Explanation:* The following shall not amount to a penalty within the meanin of this Statute:-

- (i) Withholding of increments of a University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the statutes;
- (ii) Stoppage of a University employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (iii) Non-promotion, whether in an officiating or substantive capacity of a University employee after consideration of his case to a higher grade or post, for promotion to which he is eligible;
- (iv) Reversion to a lower category, class, grade or post of a University employee officiating in a higher category, class, grade or post on the ground that he is considered, after trial to be unsuitable for such higher category, class, grade or post or on administrative grounds unconnected with his conduct;
- (v) Reversion to the category, class, grade or post from which a University employee was appointed on probation to another category, class, grade or post during or at the end of the period of probation in accordance with the terms of his appointment of the Statutes governing probation.

- (vi) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a local authority at the disposal of the authority which had lent his services;
  - (vii) Compulsory retirement of a University employee in accordance with the statutes relating to his superannuation or retirement;
  - (viii) Termination of service of a University employee during or at the end of the period of his probation in accordance with the terms of the appointment of the laws of the University.
36. **Fine:** The Penalty of fine as such shall be imposed only on University employees holding class IV posts.
- 36A. Disciplinary authority:**
- (a) The penalties specified in items (i), (ii), (iii) and (iv) of statute 35 may be imposed on a University employee by the Registrar or the Head of Department.
  - (b) The penalties specified in items (i) to (viii) of statute 35 may be imposed on any of the members of the establishment of the university office whose pay or maximum pay does not exceed Rs. 1,320 per mensem by the Registrar.
  - (c) The penalties specified in items (v) to (viii) of statute 35 may be imposed on a University employee below the rank of Deputy Registrar by the Vice Chancellor.
  - (d) The penalties specified in items (i) to (viii) of statute 35 may be imposed on a University employee and Officer of and above the rank of Deputy Registrar by the Syndicate.
37. **Powers of Higher Authorities:** The powers which an authority may exercise under statute 36-A shall be exercisable by the higher authorities also.
38. **Bar of Jurisdiction:** Where in any case, a higher authority has imposed or declined to impose a penalty under these Statutes, a lower authority shall have no jurisdiction to proceed under these statutes in respect of the same case.
39. **Supersession:** The order of a higher authority imposing or declining to impose in any case a penalty under these statutes shall supersede any order passed by lower authority in respect of the same case.



40. ***Inquiry:*** Without prejudice to the provisions of the Kerala Public Servants (Inquiries) Act, 1963 (31 of 1963) no order imposing on a University employee any of the penalties specified in items (v) to (viii) of statute 35 shall be passed except after an inquiry held as far as may be, in the manner provided in statutes 41 to 54.

41. ***Formal inquiry how and when ordered:***

- (a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the disciplinary authority or the appointing authority or any other authority empowered by the Syndicate in this behalf is satisfied that there is prima facie case for taking action against a University employee, such authority shall frame definite charge or charges which shall be communicated to the University employee together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused University employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defense and also to state whether he desires to be heard in person. The University employee may on his request, be permitted to peruse or take extract from the records pertaining to the case for the purpose of preparing his written statement, provided that the disciplinary or other authority referred to above may, for reasons to be recorded in writing, refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the University to allow such access. After the written statement is received or if no such statement is received within the time allowed the authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the University employee, hold the formal enquiry itself or forward the record of the case to the authority or officer referred to in clause (b) and order that a formal enquiry may be conducted.
- (b) The formal inquiry may be conducted by-
- (i) the Syndicate; or
  - (ii) an officer authorised by the Syndicate; or
  - (iii) the appointing authority; or
  - (iv) an officer authorised by the appointing authority.

42. ***Amendment of charges:*** The authority or officer conducting the inquiry (hereinafter referred to as the inquiring Authority) may, during the course of the inquiry, if it deems necessary, add to, amend, alter, or modify the charges framed against the accused University employee. In which case the accused shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defense.
43. ***Access to records:*** The University employee shall, for the purpose of preparing his defense, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Inquiring Authority such records are not relevant for the purpose or it is against the interest of the University to allow him access thereto.
44. ***Inquiry into charge not admitted:*** On receipt of the further written statement of defense under statute 42 or if no such statement is received within the time specified therefore or in cases where the accused is not required to file written statement under the said statute, the Inquiry Authority may inquire into such of the charges as are not admitted.
45. ***Presentation of case:*** The disciplinary authority, if it is not the Inquiring Authority, may nominate any person to present the case in support of the charges before the Inquiring Authority. The University employee shall not engage a legal practitioner unless the person nominated by the disciplinary Authority is a legal practitioner or unless the Inquiring Authority having regard to the circumstances of the case, so permits.
46. ***Adducing of evidence:*** The Inquiring Authority shall in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defense. The person presenting the case in support of the charges shall be entitled to cross examine the University employee and the witness examined in his defense. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

*Explanation:* If the Inquiring Authority proposes to rely on the oral evidence or any witness, the authority shall examine such witness and give an opportunity to the accused University employee to cross examine the witness. Any previous written record of a statement made by a witness shall not be used or relied on and shall not

form part of the record of the inquiry except where the University agrees in writing to treat it as such.

47. **Witness:** The University employee may present to the Inquiring Authority a list of witnesses whom he desires to examine in his defense. Where the witness to be examined is a University employee, the Inquiring Authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witness's evidence is irrelevant or not material to the case under inquiry. Where the witness proposed to be examined by the University employee is one other than a University employee, the Inquiring Authority shall be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.
48. **Report of Inquiry:** At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry recording the findings on each of the charges together with reasons therefor. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that the findings on such charges shall not be recorded unless the University employee has admitted the facts constituting them or has had an opportunity for defending himself against them.
49. **Record of inquiry:** The record of the inquiry shall include-
  - (i) the charges framed against the University employee and the statement of allegations furnished to him;
  - (ii) written statement of defense, if any, of the University employee;
  - (iii) the oral evidence considered in the course of the inquiry;
  - (iv) the documentary evidence considered in the course of the inquiry;
  - (v) the orders, if any, made by the disciplinary authority and the Inquiring Authority in regard to the inquiry; and
  - (vi) a report setting out the findings on each charge and the reasons therefor.
50. **Findings of disciplinary authority:** The disciplinary authority shall, where it is not the Inquiring Authority, consider the records of the inquiry and where it is considered necessary to depart from the findings of the Inquiring Authority, record its findings on each charge with reasons therefor.

**51. *Imposition of major penalty:***

- (1) If the disciplinary authority having regard to the findings on the charge is of the opinion that any of the penalties specified in item (v) to (viii) of statute 35 shall be imposed, it shall-
  - (a) furnish to the University employee a copy of the report of the Inquiring Authority and where the disciplinary authority is not the Inquiring Authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority; and
  - (b) give him a notice stating the action proposed to be taken against him and calling upon him to submit within a specified time, which may not generally exceed one month, such representation as he may wish to make against the proposed action:

Provided that such representation shall be based only on the evidence adduced during the inquiry.

- (2) The disciplinary authority shall consider the representation, if any, made by the University employee in response to the notice under sub-clause (b) of clause (1) and determine what penalty, if any, shall be imposed on the University employee and pass appropriate orders thereon.

**52. *Imposition of minor penalty:*** If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of statute 35 shall be imposed, it shall pass appropriate orders in the case.

**53. *Communication of orders:*** Orders passed by the disciplinary authority shall be communicated of the University employee who shall also be supplied with a copy of the report of the Inquiring Authority and where the disciplinary authority is not the inquiring authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

**54. *Inquiry to be expeditious:*** The inquiry shall be conducted as expeditiously as the circumstances of the case may permit particularly against one who is under suspension.

### **Procedure for Imposing Minor penalties**

- 55. *Inquiry:*** No order imposing any of the penalties specified in items (i) to (iv) of statute 35 shall be passed except after-
- (a) the University employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make;
  - (b) such representation, if any, is taken into consideration by the disciplinary authority.
- 56. *Record of proceedings in respect of minor penalties:*** The record of proceedings under statute 55 shall include-
- (i) a copy of the intimation to the University employee of the proposals to take action against him;
  - (ii) a copy of the statement of allegations communicated to the University employee;
  - (iii) representation, if any, of the University employee;
  - (iv) the orders of the case together with the reasons therefore.
- 57. *Joint inquiry in respect of one or more employees:*** Where two or more University employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such University employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiring Authority for the purpose of such common proceedings.
- 58. *Special procedure in certain cases:*** Notwithstanding anything contained in statutes 40 to 53.
- (i) where a penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charge; or
  - (ii) where the disciplinary authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to follow the procedure prescribed in the said statutes; or
  - (iii) where the Syndicate, for reasons to be recorded in writing, is satisfied that in the interests of the University it is not expedient to follow such procedure, the disciplinary authority may consider the circumstances of the case and pass orders thereon as it deems fit.

**59. Order not appealable:** There shall be no appeal against an order under the provisions of these statutes, except as expressly provided in the Act on these Statutes.

**60. Appeals against orders of suspension:** A University employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

**61. Appeal against penalties:**

- (1) An appeal from an order imposing a penalty by the Registrar or Head of the Department shall lie to the Vice-Chancellor.
- (2) An appeal from an order imposing a penalty by the Vice-Chancellor or the Syndicate shall lie to the Chancellor.

**62. Appeal against other orders:**

- (1) A University employee may appeal against an order which-
  - (a) denies or varies to his disadvantage, his pay, allowances, pension or other conditions of service as regulated by the laws of the University.
  - (b) interprets to his disadvantage the provisions of any such laws;
- (2) An appeal against an order-
  - (a) stopping a University employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
  - (b) reverting to a lower grade or post, a University employee officiating in a higher grade or post, otherwise than as a penalty; and
  - (c) determining the pay and allowances for the period of suspension to be paid to a University employee on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose, shall lie in respect of a University employee to the authority to which the authority imposing the penalty is immediately subordinate.

*Explanation-* In this statute, the expression 'University employee' includes a person who had ceased to be in University service.

**63. Limitation:** No appeal under this part shall be entertained unless it is submitted within a period of sixty days of the receipt of the order appealed against:

Provided that the Appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

64. ***Form and contents of appeal:*** Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom it lies and shall contain all material statements and arguments on which the appellant relies and shall be complete in itself. It shall not contain any disrespectful or improper language.
65. ***Submission of appeals:*** Every appeal shall be submitted to the authority which made the order appealed against:

Provided that if such authority is not the head of the office in which the appellant may be serving or, if he is not in service the head of the office in which he was last serving or is not subordinate to the head of such office, the appeal shall be submitted to the head of such office, who shall forward it forthwith to the said authority.

66. ***Withholding of appeals:*** The authority which made the order appealed against may withhold the appeal, if
- (i) it is an appeal against an order from which no appeal lies; or
  - (ii) it does not comply with any of the provision of statutes 64 and 65; or
  - (iii) it is not submitted within the period specified in statute 63 and no cause is shown for the delay; or
  - (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or
  - (v) it is addressed to an authority to which no appeal lies under the Statutes:

Provided that an appeal withheld on the only ground that it does not comply with the provisions of statutes 64 and 65 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions, shall not be withheld.

67. ***Withholding of appeal to be communicated:*** Where an appeal is withheld the appellant shall be informed of the fact and the reasons therefore. When the appeal is withheld, the authority withholding the appeal shall forward a copy of the order communicated to the University employee, to the appellate authority.

68. ***Transmission of appeals:*** The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under statute 66 with his comments thereon and the relevant records.
69. ***Appellate authority's power to call for appeals:*** The authority to which the appeal lies may direct transmission to it of an appeal withheld under statute 66 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.
70. ***No appeal from an order withholding an appeal:*** No appeal shall lie against the withholding of an appeal by a competent authority.
71. ***Consideration of appeal against an order of suspension:*** In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of the Statutes and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
72. ***Powers of an Appellate Authority:***
- (1) In the case of an appeal against an order imposing any of the penalties specified in statute 35, the appellate authority shall consider-
    - (a) whether the facts on which the order was based have been established;
    - (b) whether the facts established afford sufficient grounds for taking action;
    - (c) whether the procedure prescribed in these Statutes have been complied with and if not, whether such non-compliance has resulted in violation of any laws of the University or in failure of justice;
    - (d) whether the findings are justified; and
    - (e) whether the penalty imposed is excessive, adequate or inadequate and pass orders-
      - (i) settings aside, reducing, confirming or enhancing penalty;
      - (ii) permitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;



Provided that-

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
  - (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and
  - (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of statute 35 and an inquiry under statutes 40 to 53 has not already been held in the case, the appellate authority shall, subject to the provisions of statute 58, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.
- (2) In the case of an appeal against an order specified in statute 62 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.
73. **Implementation of orders in appeal:** The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.
74. **Procedure when the authority who imposed penalty become the appellate authority:** Notwithstanding anything contained in this part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority under statutes 60 to 62 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of statutes 72 and 73.
75. **Revision:** Notwithstanding anything contained in these Statutes where there is a grave miscarriage of justice or a patent error on the facts in the record of the case of a subordinate authority, it shall be open to the Syndicate either suo motto or an application to call for the records and after examining them pass such orders as it may consider necessary:

Provided that no order imposing or enhancing a penalty shall be passed without giving the person affected thereby an opportunity of being heard.

76. ***Time limit for revision:*** An application for revision of the order appealed against by the aggrieved party may be entertained only if preferred before the expiry of a period of two months from the date of receipt of the order.
77. ***Submission of report:*** Every authority other than the Syndicate empowered to impose any of the penalties specified in statute 35 shall submit to the Syndicate a quarterly statement of cases where any aforesaid penalties have been imposed or where a University employee is suspended under statute 29. Every appellate authority other than the Syndicate shall likewise submit to the Syndicate a quarterly statement of cases disposed of.
78. ***Extension of the Jurisdiction of Director of Vigilance Investigation:***
  - (1) The Director of Vigilance Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption etc., against the officers (other than the Vice-Chancellor, the Pro-Vice-Chancellor, the controller of Examination, the Registrar and the Finance Officer), teachers and members of the non-teaching staff of the University in respect of the various types of cases specified in G.O.(P) No. 26/ 71/ Vigilance dated 28.12.1971, issued by the Vigilance Department of the Government of Kerala as modified from time to time, or in accordance with such other orders as may, from time to time be issued by the Government of Kerala, on receipt of a request from the Registrar of the Mahatma Gandhi University.
  - (2) In the case of allegations against the Vice-Chancellor, the Pro-Vice-Chancellor, the Controller of Examinations, the Registrar and the Finance Officer, the Director of Vigilance Investigation shall take up investigation only on the specific request of the Chancellor and submit his enquiry report to the Chancellor.
  - (3) On receipt of such a request from the Registrar, Mahatma Gandhi University under clause (1), the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O.(P) No. 26/ 71/Vigilance dated 28.12.1971 and forward the enquiry report to the Registrar, Mahatma Gandhi University for suitable action.
  - (4) Upon receipt of the enquiry report, it shall be competent for the Disciplinary Authority to initiate disciplinary action in accordance with the procedure laid down in this part.

## **PARTIV**

### **LEAVE**

**79. Casual leave:** The authority to sanction casual leave shall be as follows

#### ***I. Officers of the University Office***

Post	Sanctioning Authority	Remarks
1) Joint Registrar	Registrar/Controller of Examinations/Finance Officer as the case may be	
2) Deputy Registrar		
3) Assistant Registrar		
4) Section Officer	Deputy Registrar or Assistant Registrar under whom he/she is working	
5) Assistant and Typist	Section Officer	
6) Stenographer	The Officer under whom he/she works	

#### ***II. Officers of the Department***

Post	Sanctioning Authority	Remarks
1) Head of the Department (who is a first grade Officer)	Head of the Department himself	All casual leave proposed to be taken should be reported to the Registrar, before the leave is availed of. If the casual leave involves or is expected to involve absence from headquarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave headquarters on casual leave before assuring himself that his report has reached the Registrar.

2)	Head of the Department not being a First Grade Officer	Pro-Vice-Chancellor	
3)	Officers/Teachers working under the Head of the Department	The Head of the Department concerned	

**80. *Leave other than casual leave:*** The authorities competent to sanction all kinds of leave other than casual leave shall be as follows:

Post held by the employee	Name of Leave	Sanctioning authority
1) All posts in Class I service	All kinds of leave other than extraordinary leave	Vice-Chancellor
2) All post in Class II service	-do-	Pro-Vice-Chancellor
3) Posts in Class III and IV service	-do-	Registrar or the Head of the Department concerned
4) Posts in Class I, II, III and IV services	Extraordinary leave	Vice-Chancellor

*Note:-* No leave shall be sanctioned without ascertaining the eligibility thereto of the applicant from the leave account maintained for the purpose.

## CHAPTER 5

### POWERS OF THE SENATE AND THE PROCEDURE FOR ITS MEETINGS ETC.

1. **The Senate shall have the powers conferred by the Act.**
2. **Meetings:** The annual meeting, at which Annual Report, the Annual Accounts and Audit Report and the Financial Estimates as submitted by the Syndicate is to be considered shall be held in the fourth quarter of the financial year. The Senate may also meet at such other times as it may, from time to time decide.
3. **Special meeting of the Senate:**
  - (1) A requisition for a special meeting of the Senate in the circumstances stated in sub-section (3) of section 20 of the Act shall be forwarded to the Registrar with a copy of the Resolution or Resolutions to be moved at the meeting together with the name of the proposer of each resolution. The meeting shall then be convened by the Vice-Chancellor within 30 days of the receipt of such requisition.
  - (2) When a special meeting is convened by the Vice-Chancellor on a requisition under clause (1) two weeks notice shall be given to the members. Along with the notice the Registrar shall send to each member a copy of the resolution or resolutions to be moved at the meeting with the name of the mover of each resolution.
  - (3) The Vice-Chancellor may, if he thinks fit that a meeting of the Senate shall be convened for transaction of any urgent business, call for a meeting of the Senate at a shorter notice of less than fourteen days.
4. **Notice for an ordinary meeting:** The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks notice of the date of an ordinary meeting of the Senate. The Vice-Chancellor shall, however, be competent to postpone a meeting of the Senate of which due notice has already been given for good and sufficient reasons without giving fresh notice for such postponement.
5. **Despatch of Annual Report etc., to the members:** The Registrar shall send to each member copies of the Annual Report, Annual Accounts and

Financial Estimates, ten days before the date of commencement of the Annual Meeting.

**6. *Notice of Resolutions:***

- (1) Any member who wishes to move a resolution at an ordinary meeting of the Senate shall forward to the Registrar a copy of the resolution so as to reach him not less than four weeks before the date of the meeting. In the case of resolutions relating to amendments of an existing law of the University, the form in which the law as amended would stand shall also be stated.
- (2) A member who has forwarded a resolution may, by giving a written notice, which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.
- (3) No member shall move more than three resolutions.

**7. *Admissibility of Resolutions:***

- (1) The Registrar shall place all resolutions before the Vice-Chancellor and it shall be competent for the Vice-Chancellor to disallow any resolution which in his opinion does not satisfy the following conditions, namely:
  - (i) it shall not be against the provisions of the Act or the Statutes;
  - (ii) it must relate to a matter within the powers of the University and the Senate;
  - (iii) it shall be clearly and precisely worded;
  - (iv) it shall relate to a single matter;
  - (v) it shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;
  - (vi) it shall not refer to the character or conduct of any person except in his official or public capacity;
  - (vii) it shall not refer to any matter which is under adjudication in a court of law;
  - (viii) it shall not raise substantially the same issue as that raised in a resolution moved and decided in the Senate during the twelve months immediately preceding the date of the meeting at which it is to be moved;

- (ix) it shall not touch upon matters pending before any statutory tribunal or statutory authority performing any judicial or quasi judicial functions or any commission or court of enquiry appointed to or investigate any matter but may refer to matters concerned with procedure or subject or stage of enquiry, if it is not likely to prejudice the consideration of the matter by the Tribunal or commission or court of enquiry.
  - (2) The Registrar shall include in the agenda all resolutions of which due notice has been given and which have not been withdrawn or disallowed, the order of priority being decided by the Vice-Chancellor by lot.
  - (3) When any resolution has been disallowed and not included in the agenda on any ground mentioned in clause (1), the Registrar shall intimate five days before the day of the meeting the fact to the member concerned stating the grounds for disallowing the resolutions.
8. **Issue of Preliminary Agenda:** Not less than three weeks before the date fixed for an ordinary meeting, the Registrar shall issue to every member preliminary agenda specifying the day and the hour of the meeting and the business to be brought before the meeting but the non-receipt of the agenda by any member shall not invalidate the proceedings of the meeting:
- Provided that the Syndicate or the Vice-Chancellor may bring forward before any meeting of the Senate, other than a special meeting, any business considered urgent by them and not included in the agenda.
9. **Notice of amendments:** Any member who wishes to move an amendment to any item included in the agenda shall forward a copy of the proposed amendment so as to reach the Registrar not less than ten days before the day of the meeting.
10. **Resolutions on Ordinances, Regulations, etc.:** Notwithstanding anything contained in statute 6, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda or on Ordinances, Regulations, Bye-laws, rules and orders placed before the Senate and included in the agenda may do so by giving notice of the resolution which shall reach the Registrar not less than one week before the day of the meeting, and these resolutions shall be made available to the members at the time of the meeting:

Provided that no such notice shall be necessary in the case of resolutions brought forward by the Syndicate or the Vice-Chancellor and not included in the agenda.

11. ***Admissibility of amendments:*** The provisions governing the admissibility of resolutions prescribed under statute 7 shall mutatis mutandis apply to amendments moved under statute 9 and resolutions moved under statute 10.
12. ***Issue of final agenda:*** The Registrar shall issue to every member of the Senate not less than five clear days before the date of the meeting a copy of the final agenda showing all the resolutions and amendments of which due notice has been given and which have not been disallowed.
13. ***Business at Special Meeting:*** At a special meeting of the Senate convened by the Vice-Chancellor at his discretion, no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.
14. ***Agenda for special meeting convened on requisition:***

- (1) In the case of special meeting of the Senate convened on requisition the Registrar shall issue with the notice of the meeting an agenda paper showing the business to be transacted at the meeting.
- (2) Any member who wishes to move an amendment to any item on the agenda shall forward a copy of the proposed amendment so as to reach the Registrar not less than one week before the date of the meeting:

Provided that in the case of a special meeting of which less than fourteen day's notice has been given, the Vice-Chancellor may accept amendments at shorter notice.

- (3) The Registrar shall issue to every member, not less than five clear days before the days of the meeting, a copy of the revised agenda containing the resolutions and amendments of which notice has been given and which has not been disallowed. However if the Vice-Chancellor considers necessary he may allow the revised agenda to be issued at a shorter interval of not less than twenty-four hours before the commencement of the meeting.
- (4) The Syndicate or the Vice-Chancellor may bring before a special meeting any business considered urgent by them and not mentioned in the agenda.



**15. *Hours of meeting:***

- (1) Unless the Senate otherwise resolves, the Senate shall meet at 10 a.m. on each day appointed for the meeting with a break for lunch from 1 p.m. to 2.30 p.m. and the Chairman shall adjourn the meeting at 5 p.m.

Provided that if at the time prescribed for adjournment, proceedings under closure motions are in progress, the Chairman shall not adjourn the meeting until the questions consequent thereon have been decided:

Provided further that, if any voting is in progress, the voting and the proceedings consequent thereto shall be completed before the meeting is adjourned:

Provided also that on occasions of emergency the Chairman shall have the power to suspend or adjourn the meeting at any time.

- (2) The Chairman shall, if the Senate so decides, adjourn the meeting at any time during the course of the meeting.

- 16. *Chairman of meeting:*** The Vice-Chancellor shall preside at meetings of the Senate. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting. When both the Vice-Chancellor and the Pro-Vice-Chancellor are absent the senior most Professor of the University exercising the powers and performing the duties of the Vice-Chancellor shall be the Chairman of the meeting and in the absence of the above three persons one member from a panel of three persons nominated by the Vice-Chancellor before the date of the meeting shall be the Chairman of the meeting in the order of priority.

**17. *Quorum:***

- (1) If a quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact.
- (2) If at any time during the progress of a meeting any member may call the attention of the Chairman to the number of members present, the chairman shall within a reasonable time, count the number of members present and if a quorum be not present, he shall declare the meeting dissolved and shall leave the chair. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present, and the record shall be signed by the Chairman.

18. ***Dissolution of Special meetings:*** In the case of a special meeting convened on requisition under sub-section (3) of section 20, the meeting shall stand dissolved if there has been no quorum within thirty minutes of the time for the commencement of the meeting. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present and the record shall be signed by the Chairman.

19. ***Adjourned Meetings:*** Except as otherwise expressly provided herein, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place:

Provided that except in the case of a special meeting, the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting with or without notice.

20. ***Notice of Adjourned Meetings:*** When a meeting is adjourned for fifteen days or more, not less than one week's notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

21. ***Questions and Answers:*** At any ordinary meeting of the Senate, any member may ask maximum of three questions for the purpose of obtaining information from the Syndicate on any matter concerning the University.

22. ***Admissibility of questions:***

- (1) It shall be competent for the Vice-Chancellor to disallow any question the answer to which, in his opinion, does not subserve the interests of the University.
- (2) No question shall be admitted unless it complies with the following conditions, namely:
  - (i) it shall relate to a single matter;
  - (ii) it shall be clearly and precisely worded;
  - (iii) it shall be so framed as to be merely a request for information;
  - (iv) it shall not contain arguments, inference, ironical expressions or defamatory statements, nor shall it refer to the conduct or character or persons except in their official or public capacity;
  - (v) it shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal question;

- (vi) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;
- (vii) it shall not bring in any name or statement not strictly necessary to make the question intelligible;
- (viii) it shall not raise question of policy too large to be dealt with, within the limits of an answer to a question;
- (ix) it shall not repeat in substance questions already answered or to which an answer has been refused;
- (x) it shall not ask for information on trivial matters;
- (xi) it shall not require information available in accessible documents or in ordinary books of reference;
- (xii) it shall not make or imply a charge of a personal character; and
- (xiii) it shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial function or any commission or court of enquiry appointed to enquiry into or investigate any matter but may refer to matters concerned with procedure or subject of state of enquiry if it is not likely to prejudice the consideration of the matter by the Tribunal or Commission or Court of enquiry.

**23. *Notice of questions:*** Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect together with a copy of the question to be asked so as to reach him not less than thirty clear days before the date of an ordinary meeting.

**24. *Vice-Chancellor to decide admissibility:***

After the last date for the receipt of question, the Registrar shall submit every question of which notice has been given to him, to the Vice-Chancellor who shall decide the admissibility or otherwise of the question.

**25. *Disallowance of questions:***

- (1) The Vice-Chancellor shall disallow any question or any part of a question which is in his opinion-
  - (i) contravenes the provisions of the laws of the University;
  - (ii) cannot be answered consistently with the interests of the University or contains any insinuation; or
  - (iii) amounts to an abuse of the rights of questioning.
- (2) The Vice-Chancellor may also disallow at his discretion-

- (i) any question which involves the preparations of elaborate statements or statistics;
  - (ii) any question the preparation of the answer to which involves an excessive amount of time, expense or labour;
  - (iii) any question which relates to a matter confidential in nature; and
  - (iv) any question that has been fully answered in the preceding session.
- (3) The decision of the Vice-Chancellor shall be final and no discussion thereon shall be permitted.
- (4) When any question or part thereof is disallowed by the Vice-Chancellor, the Registrar shall intimate the fact to the member concerned five days before the day of the meeting stating the grounds for disallowing the question.
- 26. *Answers to questions:*** Questions which have been admitted and the answers thereto by the Syndicate shall be printed in the order of priority to be decided by lot and circulated to the members of the Senate along with the final agenda paper.
- 27. *Order of business:*** The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order:-
- (i) Elections, if any, to be conducted;
  - (ii) answering of questions, if any;
  - (iii) business brought forward by the Syndicate and the Vice-Chancellor; and
  - (iv) business brought forward by members of the Senate.
- 28. *Motions for change in the order of business:*** At any meeting of the Senate, it shall be open to any member to move for a change in the order of business as stated in the agenda paper. The motion shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time. If the motion for change in the order of business is agreed to by the Senate, the business shall be transacted in the changed order.
- 29. *Answering of questions:***
- (1) At a meeting of the Senate the Chairman shall call out the name of each questioner, in the order in which the names are printed in the

agenda paper, specifying the serial number of his question, and make a sufficient pause to give him or any other member a reasonable opportunity for rising in his place and putting a supplementary question.

- (2) All members of the Syndicate even if they are not members of the Senate constituted under section-17 of the MGU Act shall be present for the meeting of the Senate and shall answer questions by the members of the Senate. But those members of the Syndicate who are not members of the Senate shall not be eligible to participate in voting.
30. **Supplementary questions:** Any member may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given. Supplementary questions shall be put immediately after the principal question to which they relate and before the next question is called.
31. **Disallowance of supplementary questions:** The Chairman shall disallow any supplementary question if in his opinion, it infringes Statutes 22 or 25. The decision of the Chairman shall be final and no discussion shall be permitted thereon.
32. **Persons to answer supplementaries:** Supplementary questions shall be answered by members of the Syndicate nominated by the Syndicate for the purpose.
33. **Supplementaries demanding notice:** The Chairman may decline to allow a supplementary question being put without notice and the member nominated to answer any supplementary question may decline to answer it without notice in which case, the supplementary question may be put by the questioner only in the form of a fresh question at a subsequent meeting of the Senate.
34. **Discussion on question and answer:** No discussion shall be permitted in respect of any question or any answer given to a question.
35. **Time limit:** At any meeting of the Senate, the time allowed for answering questions shall not exceed one hour.
36. **Correction of mistakes in the agenda:** At any meeting, the Chairman may without any formal motion make/permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business placed before the meeting.

37. ***Adjournment motions:*** At any ordinary meeting of the Senate, a member may give notice for adjournment of the business of the House, to discuss specific matters of urgent academic importance. Not more than one such motion shall be allowed by the Chair on a day. The notice for the motion shall be given at least one hour before the Commencement of the business and at least 20 members shall support the motion for adjournment. The Chairman shall thereupon fix a specific time for discussion of the matter which shall not exceed half an hour.
38. ***Motions without notice:*** At any meeting of the Senate, the following resolutions may be moved without previous notice, with the permission of the Chair:-
- (i) A complimentary or condolence resolution;
  - (ii) A resolution relating to business not included in the agenda but brought forward by the Syndicate or the Vice-Chancellor as urgent at a meeting, other than a special meeting;
  - (iii) A motion for a change in the order or business as stated in the agenda paper;
  - (iv) A motion directing the Syndicate, the Academic Council, the Students' Council and Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate.
  - (v) A motion for the appointment of a Committee to consider and to report on any matter before the Senate at the time;
  - (vi) A motion remitting any matter before the Senate at the time to the Syndicate, Academic Council, Students' Council and/ Faculty or a Board of Studies for its considerations and report;
  - (vii) A motion for the adjournment of the meeting or the debate on any question to a specified time;
  - (viii) A motion for the adjournment of the debate on any question to the next meeting of the Senate;
  - (ix) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;
  - (x) A motion that the meeting be dissolved;

- (xi) A motion that the meeting pass on to the next business on the agenda paper; and
  - (xii) A motion that the question be now put.
- 39. *Amendment to resolution:*** At any meeting of the Senate, any member may move an amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor or an item or urgent business or to a resolution moved by a member under statute 10 or to a resolution included in the agenda of an urgent meeting convened by the Vice-Chancellor on less than fourteen clear days notice.
- 40. *Amendment without notice:*** At any meeting of the Senate, the following amendments may be moved without previous notice:
- (i) Amendments to motions placed before the meeting without previous notice under clause (i) to (vii) of Statute 38;
  - (ii) Amendments to any resolution or amendment on the agenda paper which, in the opinion of the Chairman, have been rendered necessary by and, or consequential upon any motion passed by the Senate at the same meeting;
  - (iii) Amendments of a purely verbal or formal nature which, in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer; and
  - (iv) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at urgent meetings on less than ten clear days notices or at ordinary meetings and to resolutions moved by members under statute 10.
- 41. *Restriction on amendments:*** Save as provided in Statutes 37 to 40, no resolution or amendment which is not placed on the agenda paper, shall be moved at the meeting.
- 42. *Form of motion:*** Every motion to be moved at a meeting shall be affirmative in form and shall begin with the words ‘That’.
- 43. *Chair to permit other members to move motion:*** Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member with the permission of the Chair.
- 44. *Motions to be seconded:***
- (1) Every motion at a meeting must be seconded; otherwise it shall drop.

- (2) Any member may second a resolution by saying, "I second the motion" and may reserve his speech by adding, "I reserve my speech".
- (3) When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion be ruled out of order by the Chairman.

**45. *Order of Amendment:*** An amendment may be moved at any time after the question has been stated from the Chair and before it is put. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

**46. *Forms of amendments:***

- (1) An amendment to a resolution shall be-
  - (i) by leaving out certain words;
  - (ii) by inserting or adding certain words;
  - (iii) by leaving out certain words and inserting or adding certain words.
- (2) When the amendment is of the first kind, the form in which it is moved shall be "That the words (mentioning them) be left out".

When the amendment is of the second kind, the form shall be "That the words (mentioning them) be added or inserted" and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

**47. *Scope of amendments:***

- (1) An amendment must be relevant to and within the scope of the subject matter of the motion to which it relates.
- (2) Every amendment must be so worded that the motion as amendment would form an intelligible and consistent whole.
- (3) An amendment must not reduce the original motion to its negative or opposite form.
- (4) An amendment must not be virtually an independent proposition.
- (5) The Chairman may refuse to put an amendment which in his opinion is frivolous.



48. ***Splitting up of resolutions:*** When any resolution involving several points has been discussed, it shall be in the discretion of the Chairman to divide the resolution, and put each or any part separately to vote as he may think fit.
49. ***Withdrawal of motions:***
- (1) No resolution or amendment shall be withdrawn from the session of the meeting without its consent. To withdraw the motion the member who moved it must signify his desire at the meeting and the Chairman shall after an interval during which no dissent is expressed, declare the motion withdrawn.
  - (2) No discussion shall be permitted on a motion for leave to withdraw.
  - (3) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.
50. ***Bar on similar motions:*** When a resolution or an amendment has been withdrawn with the consent of the Senate, no motion raising substantially the same question shall be moved during the same session.
51. ***Lapse of resolution:*** If a resolution which has been admitted is not discussed during the session, it shall be deemed to have been withdrawn.
52. ***Ruling out of order a motion:*** The Chairman may rule a resolution or an amendment out of order at any time before the question is put to vote.
53. ***Priority of motions:*** Motions referred to in clauses (i) to (xii) of Statutes 38 shall take precedence over any business that may be before the meeting at the time and must be disposed of before such business.
54. ***Restrictions on negative motions:*** When a motion referred to in clause(vii), clause (viii), clause (x) or clause (xii) of Statute 38 has been brought forward and has been negative, no motion of the same kind shall again be brought forward during the debate on the same question until after the lapse of what the Chairman may deem a reasonable time, nor shall, of a debate is permissible on such motion any debate or discussion be allowed on such second or subsequent motion.
55. ***Motion on Ordinance:*** A motion on an Ordinance placed before the Senate under section 37 may be for its cancellation or modification. A motion for the cancellation shall be in the form “That the Ordinance (mentioning it) be cancelled” and a motion for modification shall be in

the form “That the Ordinance (mentioning it) be modified” followed by words presenting the Ordinances as proposed to be modified. To a motion for the cancellation of an Ordinance an amendment may be moved for its modification. To a motion for the modification of an Ordinance an amendment may be moved for its cancellation.

- 56. *Motion for reconsideration of a previous decision:*** A motion directing the Syndicate or any University Authority or Body or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred, and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the Authority or Body or Committee shall report to the Senate within a specified date, provided, however, that if no date is specified for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.
- 57. *Motion for appointment of a Committee:*** A motion for the appointment of a Committee to consider and report on any question before the Senate may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and Convenor. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to a motion for the appointment of a Committee may be for enlarging or restricting the terms of reference of the Committee or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date or a different date to the one already fixed in the original motion for the submission of the report. If no date is mentioned either in the original motion or in the motion as amended for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting. If the mover of the resolution or any person who moves an amendment thereto proposes to include in the committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

**58. *Motion for remitting any matter to an authority:*** A motion remitting any matter to the Syndicate or any other University authority or body may be made at any time during which the matter is before the meeting, but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority or body, provided however that if no date is mentioned for the submission of the report, such report shall be made at the next ordinary meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

**59. *Motion for adjournment:***

- (1) A motion for the adjournment of the meeting of debate may be made at any time but not so as to interrupt a speech. The motion shall be in the form “That this meeting do now adjourn” or “That the debate on this question be now adjourned” mentioning the day and hour proposed if the motion is for adjournment to a specified time.
- (2) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day and/or hour for the one originally proposed or for specifying a date and/or hour, if not specified in the one originally proposed or for adjournment to the next meeting if the original resolution is for adjournment to a specified date.
- (3) If the motion for the adjournment of the debate be carried the debate shall stand adjourned to the time specified in the motion and the meeting shall pass on to the next business if any, on the agenda paper.
- (4) If the motion for adjournment of the debate is carried, the member who moved it may claim precedence or take part in the debate at a later stage when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed, must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

**60. *Motion for resolving into a Committee:*** A motion that the Senate resolves itself into a Committee may be made at any time but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in Committee.

**61. *Motion for dissolution:*** A motion for the dissolution of a meeting shall be in the form “That this meeting do now dissolve” and may be made at any time but not so as to interrupt a speech. If the Chairman be of the opinion that the motion is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting. If the motion be accepted by the Chairman, it shall be put forthwith without amendment or debate. If the motion be carried, the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

**62. *Motion to pass to the next business on the agenda:***

- (1) A motion to pass on to the next business on the agenda paper shall be in the form “That the meeting do now pass on to the next business on the agenda paper”, and may be moved at any time after the main question has been stated from the Chair, but not so as to interrupt a speech.
- (2) The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words, “I second the motion”.
- (3) If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion it shall be put forthwith and decided without amendment or debate. If the amendment is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

**63. *Closure motion:***

- (1) A motion for closure shall be in the form “That the question be now put”, and may be moved at any time after a question has been stated from the Chair but not so as to interrupt a speech. A member who moved the motion for closure shall confine himself to the words, “I move that the question be now put”. The member who seconds the motion shall confine himself to the words, “I second the motion”.
- (2) Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting, or an infringement of the rights of the minority or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided without amendment or debate.
- (3) When the motion “That question be now put” has been carried the question on the original motion, the debate on which has thus been

terminated, shall be put and decided without amendment or further debate.

- (4) When the motion for closure has been carried and the question consequent thereon has been decided, a member may claim, without any further motion for closure that such further question or questions which may be necessary to bring to a decision a question already stated from the Chair be put; and unless the chairman withholds his assent, such further question or questions shall be put forthwith and decided without amendment or debate.

**64. *Speeches when allowed:***

- (1) A member can speak only when there is a question before the meeting or when he moves or seconds a motion except:-
  - (i) when putting a question or answering a question put;
  - (ii) when speaking to a point of order;
  - (iii) when offering a personal explanation; or
  - (iv) when with the special permission of the Chair, making a statement.
- (2) A member in possession of the meeting may speak before moving any motion which he intends to move but he shall speak to the question and shall conclude his speech by formally moving the motion.

**65. *Order of speech:*** After the member who moves a motion has spoken, other members may speak to the motion in the order in which they are called by the Chairman. If any member who is called upon by the Chairman does not speak, he shall not be entitled except with the special permission of the Chairman, to speak to the motion at any later stage of the debate.

**66. *Speeches how often permitted:*** Save as otherwise provided, a member may not speak more than once on the same question. A member who has spoken to the main question may not move or second an amendment to it or a motion under statute 38 during the debate on the same question, but may speak to any such new question when moved and seconded by other members if debate is permissible. A member who has moved or seconded an amendment or a motion under clauses (iv) to (xii) of Statute 38 may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under the said clauses or speak to the main question but he may speak or move or second an

amendment to any such new question when moved and seconded by other members, if amendment or debate is permissible:

Provided that a member may move or second more than one amendment to a question, when the main question relates to the framing, cancellation or modification of the Statutes, the Ordinances, the Regulations or the Financial Estimates:

Provided further that a member who successfully moves the adjournment of the debate on any questions to a specified time may claim precedence or take part at a later period in the debate when it is resumed under statute 59.

67. ***Personal explanation when allowed:*** A member who complains that his speech or any expression used by him during the speech has been misunderstood, or that his character or conduct has been impugned in the debate may be allowed to make a personal explanation, but he shall confine himself strictly to such explanation. A member may offer such personal explanation whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.
68. ***Statement when allowed:*** A member may with the special permission of the Chair make a statement on any matter arising from the debate on any question.
69. ***Right of reply for mover:*** A member who has moved a resolution may speak again by way of reply when the Chairman has ascertained that no other member entitled to speak desires to speak:

Provided that a mover of a resolution under clauses (iv) to (viii) of statute 38 or of an amendment shall have no right of reply.

70. ***No speech after reply:*** No member shall speak on a question after the mover has made his reply.
71. ***Duration of speeches:*** Any member desiring to speak on an issue shall intimate in writing to the Chairman and the Chairman shall call the members in the order of priority. No speech shall ordinarily exceed five minutes in duration, provided that the mover of a resolution or an amendment when moving the resolution or amendment may speak for ten minutes, and provided further that the Chairman, may, at his discretion, allow a longer period to any speaker or limit the duration of speeches on any subject at any stage to a shorter period.

72. **Speeches by Chairman:** The Chairman shall have the right of moving or seconding or speaking on a resolution or amendment as any other member, but he shall vacate the chair while so engaged and the chair shall, during such time be taken by a member nominated by him.
73. **Statement by the Chairman:** The Chairman may, at his discretion or at the request of any member, explain to the meeting the scope of any resolution or amendment, or make any statement on any matter arising from or connected with the proceedings of the meeting.
74. **Point of order:** Any member may, even while another is speaking call the Chairman's attention to a point of order, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order. No point of order can be raised while the Chairman is taking the votes on a question or taking a poll except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or poll is completed:

Provided that no member shall raise a point of order more than twice during the course of discussion on a specific item in the agenda.

75. **Motions to be put to vote:** When the debate on a motion is concluded or if there is no debate, the Chairman shall put the question to the vote by saying, "The question is" followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by a unanimous vote. If there is an amendment he shall say "It has been moved", followed by the words of the resolution, then he shall say, "since it has been moved by way of amendment" followed by the words of the amendment, and then, if the amendment be one of the kind specified in clause(i) of statute 46, he shall put the question by saying "shall the word or words proposed to be left out be left out?". If the amendment be of the kind specified in clause (ii) of the said Statute, he shall put the question by saying "shall these words be added or inserted there?". If the amendment be of the kind specified in clause (iii) "shall the following word or words.....be left out in order to add or insert the following word or words.....?".
76. **Voting:** Save as otherwise provided all questions considered at meetings of the Senate shall be decided by the majority of the votes of the members present at the meeting unless a particular majority is prescribed in the laws of the University. The Chairman shall not be entitled to vote on any question. When the Chairman puts a question to the vote, he shall request first those in favour of the motion and then those against the motion to

raise their hands, and shall declare whether the question is adopted or rejected.

77. ***Manner of taking votes:*** Except as otherwise provided,-
- (i) the manner in which the vote at the meeting shall be taken shall be left to the discretion of the Chairman;
  - (ii) if, on the announcement of the result of the voting by the Chairman, any member demands a poll, the same shall be taken and the method of taking the poll shall be determined by the Chairman;
  - (iii) the result of a poll shall be announced by the Chairman and shall not be challenged.
78. ***Power of Chairman:*** A member can speak on the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate, to discontinue his speech.
79. ***Procedure when the Chairman is on his legs:*** If the Chairman rises, the member speaking or offering to speak must sit down at once.
80. ***Ruling of the Chairman:*** The Chairman shall be the sole judge on any point of order and may call any member to order and shall have all the powers necessary to enforce his decisions on all points of order.
81. ***Maintenance of order:*** The Chairman may direct any member whose conduct is in his opinion disorderly to withdraw immediately from the meeting, and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.
82. ***Suspension of meetings:*** The Chairman may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him or for the whole day, as the case may be.
83. ***Reconsider of previous decisions:*** No matter which has been decided by the Senate shall be reconsidered within a period of twelve months, except at a special meeting of the Senate convened for the purpose on a requisition made by the members under sub-section (3) of section 20. No motion for revision of the decision taken by the Senate shall be carried unless two thirds of the members present at such meeting vote in favour thereof.
84. ***Procedure in matters not provided for:*** In any case not provided for by these Statutes, the Chairman shall be entitled to give his own ruling as to the procedure to be followed in such cases. His decision thereon shall be final.



85. ***Admission of visitors and press:*** Representatives of the Press and visitors may be admitted to the meetings of the Senate, with the permission of the Vice-Chancellor.
86. ***Proceedings:*** The Registrar shall prepare the proceedings of each meeting of the Senate and it shall be signed by the Chairman of the meeting. The Registrar shall within one month of the date of any meeting send a copy of the proceedings so prepared and signed to the State Government as required by Section 83.
87. ***Protests:*** Any member who intends to protest against motion passed at a meeting of the Senate to which the assent if any, of the Chancellor is required shall give notice in writing of his intention to the Registrar within forty-eight hours from the time of closing of the business of the meeting and shall within fourteen days from the date of the meeting lodge his protest in writing with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may within fourteen days from the date of receipt of the intimation by him of the protest to the Registrar, prepare and send to the Syndicate a memorandum in support of the decision of the Senate. The Syndicate shall submit the protest and memorandum, if any, together with the remarks of the Syndicate thereon and a copy of the motion for the consideration and orders of the Chancellor. If the protest relates to a motion moved by the Syndicate, the Registrar shall place the protest before the next meeting of the Syndicate held after receipt of such protest by him, and the Syndicate shall prepare the memorandum in support of the decision of the Senate.
88. ***Procedure to be followed in Committee:*** The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate, except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak to a motion more than once.
89. ***Confirmation of a resolution:*** The motions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same meeting or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in an open meeting.
90. ***Validity of proceeding:*** Non-receipt of notice, agenda and other papers connected with any meeting of the Senate by any member shall not invalidate the proceedings of the meeting.

91. ***Expenditure in excess of budget allotments:*** Notwithstanding anything contained in these Statutes, it shall be competent for the Syndicate to incur expenditure outside the budgetary provision or in excess of the budget allotment for the year as finally allotted to meet urgent items of expenditure and report the matter to the Senate.
92. ***Consideration of the Audit Report by the Senate:*** The Senate may consider the Audit Report at its ordinary meeting.

## **CHAPTER 6**

### **POWERS OF THE SYNDICATE AND THE PROCEDURE FOR ITS MEETING ETC.**

#### **1. *Meeting:***

- (1) The Syndicate shall meet ordinarily once in two months and as and when required for the conduct of business of the University on dates and hours to be fixed by the Vice-Chancellor.
  - (2) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor if any, shall preside over the meeting and if he is also absent, the senior most Professor of the University exercising the powers and performing the duties of the Vice-Chancellor shall be the Chairman of the meeting and in the absence of the above three persons the members present shall elect one of the members of the Syndicate to preside at the meeting.
2. ***Quorum for Syndicate meeting:*** Ten members shall constitute a quorum for the meeting of the Syndicate, and no business shall be transacted at a meeting at which there is no quorum.
  3. ***Powers and duties:*** The Syndicate shall, in addition to the powers and duties conferred and imposed on it by the Act and subject to the provisions thereof, have and exercise the following further powers and functions, namely:-
    - (i) to manage and control Departments of Study and Research in the University, University Laboratories, Institute of Research and other Institutions established by the University;

- (ii) to manage and control colleges instituted by the University;
- (iii) to manage Students' Advisory Bureau, Employment Bureau, Translation and Publication Bureau, University Extension Board, University Athletic Clubs, the National Cadet Corps, the National Service Corps, Students' Cultural and Debating Societies, University Students' Union, NSS, Co-operative Societies and, other similar institutions maintained by the University for promoting the welfare of students and employees of the University;
- (iv) to recognise hostels which are maintained by bodies other than the University and to withdraw such recognition;
- (v) to establish, equip and maintain a University Library;
- (vi) to control and manage such other institutions as may be deemed necessary for the welfare of students, teachers and employees of the University;
- (vii) to establish, equip and maintain a University press;
- (viii) to manage and regulate the finance, accounts, investments, property, business and all executive affairs of the University, and for that purpose to appoint such agents as it may think fit;
- (ix) to cause proper accounts to be maintained relating to the Funds of the University and to review the Government Auditors' Report;
- (x) to enter into, vary, cancel and to carry out contracts on behalf of the University;
- (xi) to provide or purchase lands, buildings, premises, furniture, laboratory apparatus, equipments and such other requirements for carrying on the work of the University;
- (xii) to fix and determine from time to time except on otherwise regulated by the laws of the University, the number of officers, and other employees of the University for the officers and institutions under the University and their duties and emoluments;
- (xiii) to consider the proposals made by the Academic Council and take a decision thereon for the institution of Professorship Readerships, Lectureships and other teaching and research posts required for the University;
- (xiv) to control and manage the Pension Fund, the Provident Fund and the Pension-cum-Provident Fund for the benefit of the teachers and other employees of the University;

- (xv) to nominate the representative of the University on the Governing Body or the Managing Council constituted by the Unitary Management or the Corporate Management, as the case may be;
- (xvi) to appoint Moderation Boards of the Syndicate for the Secondary School Leaving Certificate or other similar qualifying examinations for admission to the University, conducted by the Commissioner for Government Examinations;
- (xvii) to co-operate with other Universities or any authorities or associations for the purpose of carrying out the objects of the University;
- (xviii) to exempt, by special order and on such conditions as the Syndicate may think fit, a candidate for a University examination from under-going instructions in a college;
- (xix) to make arrangements for examinations being conducted in accordance with the laws of the University and for the supervision of such examinations and to fix the remunerations of all persons engaged for work in connection with the conduct of examinations;
- (xx) to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Syndicate justifies the candidate's exclusion. In the examination centre, the candidates shall be under the disciplinary control of the Superintendent of the Centre and they shall obey his instructions. Any candidate who disobeys the instructions of the Superintendent or any of the invigilators or behaves insolently towards them may be excluded from the day's examination. If he persists in such misbehavior, he may be excluded from the rest of the examination by the Superintendent of the Centre:

Provided that a full report of each such case shall be sent to the University on the same day and the Syndicate may according to the gravity of the offense, further punish a candidate by cancelling his/her examination and/or debarring him/her from appearing at the examination of the University for one or more years;

- (xxi) if a candidate is found guilty of using or attempting to use unfair means at an examination or a report is made as to any candidate having copies either from some book or notes or from the answers of another candidate or in any other manner or of helping or receiving help from another candidate in an examination, the Syndicate may cancel his/her examination and also debar him/her from appearing at

the examination of the University for <sup>1</sup>[one or more chances] according to the nature of the offense committed by the candidates:

Provided that when the Syndicate intends to award any of the penalties mentioned in this clause, it shall give an opportunity to the candidate concerned to show cause in writing within a week from the date on which the letter is served on him as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, filed within the specified time before awarding the penalty;

- (xxii) the Syndicate may cancel the examination of a candidate and or debar him/her from appearing at an examination of the University for one or more years, if it is found afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in the tampering of University records including the answer books, mark sheets, results sheets, diplomas and the like;
- (xxiii) the Syndicate may cancel examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresentation of facts or by submitting false certificates or by forging documents;
- (xxiv) the Syndicate shall be competent to take cognizance of any grave misconduct or persistent idleness or breach of discipline by a student within or outside the precincts of the University or College or Institutions or University Centre or in a hostel or at a University examination Centre or by any student who seeks admission to a University course of study brought to the notice of the Syndicate by the head of the institution or by a member of any authority of the Syndicate or by the Registrar of the University or by a Chairman of a Board of Examiners or by a Chief Superintendent at any centre of examination or by the Controller of Examinations and to punish the student for such misconduct by exclusion from any University examination or from any University course in a college or in the University or from any convocation for the purpose of conferring degrees either permanently or for a specific period, or by the cancellation of the University examination for which he appeared or by the deprivation of any University Scholarships held by him or by cancellation of any University prize or medal awarded to him or by such other penalty as seems fit:

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1. Amendment No. 18 w.e.f 24.03.2014 Notification. No. AcL/1/2013/SA/St. 6.3(xxii) dtd 05/04/2014.

Provided that any penalty referred to above shall be awarded only after giving a show cause notice to the person concerned and conducting an enquiry in the matter;

- (xxv) to refer any matter to a Faculty, a Board of Studies, a Board of Examiners, or the Academic Council or the Students Council or any Committee or person and to call for a report or opinion thereon;
- (xxvi) to remit for further consideration any proposal or recommendations made to it by the Senate or a Faculty or a Board of Studies or the Student's Council or any other Authority of the University;
- (xxvii) subject to the provisions of the laws of the University, to dispense with the compliance of the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for submission of applications for attendance certificates, recognition of examinations, grant of exemption from the production of attendance certificates, submission of thesis for Research Degrees, applications for affiliation of colleges in subjects or course in which no college is already affiliated, or applications for starting new colleges:

Provided that any resolution of the Syndicate passed relating to such departure from prescribed procedure, shall be reported to the Senate at its next meeting;

- (xxviii) subject to the provisions of the laws of the University, to appoint its own committees and to delegate to them such powers as it deems fit and to make its own standing orders and regulate the transaction of its own business;
  - (xxix) to regulate and determine all matters concerning the administrations of the University in accordance with the laws of the University;
  - (xxx) to make recommendations, in special cases, to the Chancellor, regarding the conferment of honorary degrees; and
  - (xxxi) to constitute the Board for the adjudication of student's grievances.
4. **Delegation of powers by the Syndicate:** The Syndicate may by resolution, delegate such powers as it deems fit to the Vice-Chancellor.
  5. **Financial powers:** It shall be competent for the Syndicate-
    - (a) to accord sanction for all works (original) and repairs exceeding Rs. 1.5 lakhs (Rupees One lakh fifty thousand only) for which there is provision in the budget and to accept tenders thereof;

- (b) to sanction and re-appropriation of funds from one head to another head, exceeding Rs.25,000 (Rupees Twenty five thousand only) provided that it does not involve any recurring liability i.e., liability which extend beyond the financial year in question;
  - (c) to sanction projects sponsored by outside agencies;
  - (d) to lay down the administrative financial and disciplinary powers of the officers employed in the University;
  - (e) to fix the amount of security to be taken from subordinates dealing with cash, stores and other valuables;
  - (f) to frame the rules, relating to preservation and destruction of records in all offices and institutions under the control of the University;
  - (g) to frame bye-laws and rules regarding the purchase of stores, books, apparatus and other articles and their annual stock taking;
  - (h) to invest moneys belonging to the University in such manner as it may determine from time to time, and subject to the provisions in section 46 of the Act;
  - (i) to dispose of all unserviceable articles, the value of which exceeds Rs.2,000 (Rupees Two thousand only);
  - (j) to dispose of all unserviceable buildings, the book value of which does not exceed Rs. 10,000 (Rupees ten thousand only);
  - (k) to write off of unserviceable articles, books, furniture etc., the book value of which does not exceed Rs. 5,000 (Rupees five thousand only);
  - (l) to sanction write off of irrecoverable revenue upto Rs. 1,000(Rupees thousand only) in each case;
  - (m) to grant fee concessions and scholarships to students;
  - (n) to accept tenders for works and tenders or quotations for supplies required above Rs.50,000 (Rupees Fifty thousand only);
6. ***Investigation into the affairs of Private Colleges:*** The Syndicate shall under clause (xx) of section 23 of the Act, direct investigation into the affairs of a private college-
- (a) if it is satisfied that there is a prima facie case for such investigation;  
or
  - (b) if a complaint in writing is received from any of the teachers or students or the Managing Council or Governing Body of Private College upon any matter relating to that college; or

- (c) if it is so required by the Senate.
7. ***Instruction for maintaining efficiency of Private Colleges:*** The Syndicate shall have the powers, subject to the provisions of the Act, and the Statutes, to issue as and when it deems necessary or when required by the Senate, instructions requiring the private colleges to maintain definite standards as specified in such instruction.
8. ***Conditions of employment of teaching staff in affiliated Colleges and conditions of affiliation:*** Subject to the provisions in the Act, the Syndicate shall frame rules-
- (i) Prescribing the pattern and number of teaching staff that may be accepted for direct payment of salary and for fixing the number of teachers for each of the affiliated colleges in the first instance on the basis of the hours of work according to the time table as on the closing date of admission;
  - (ii) regarding disciplinary action against the staff;
  - (iii) prescribing a code of conduct for the staff except to the extent otherwise provided for in these statutes;
  - (iv) prescribing conditions of affiliation subject to the provisions of the statutes.
9. ***Action for violation:***
- (1) In case of any violation of any instruction, direction or order in relation to the maintenance of efficiency, proper conditions of employment of members of the staff and payment of adequate salaries to the staff or private colleges, the Syndicate shall be competent to take such suitable action as it deems fit including modifications of the conditions of affiliation.
  - (2) The action under clause (1) shall include withdrawal of the aid or grant and withdrawal of affiliation of the college:  

Provided that such action shall be taken only after making an enquiry into the matter by a Commission appointed by the Syndicate for the purpose.
10. ***Financial Estimates:*** The Syndicate shall, before the first day of January every year, examine the financial estimates of the income and expenditure for the ensuing financial year which has been submitted by the Finance Committee or make such alteration as it deems fit and forward the same with the details specified under sub-section (1) of section 48 of the Act to the Chancellor.



**11. *Annual Accounts, Annual Report and Audit Reports and Financial Estimates:***

- (1) The Syndicate shall consider the Annual Accounts and financial estimates of the University submitted by the Finance Committee and place them before the Senate for its consideration at its annual meeting.
  - (2) The Senate shall consider the annual accounts at its annual meeting and may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action accordingly.
  - (3) The annual accounts as considered by the Senate shall be submitted to the Government for audit.
  - (4) The Syndicate shall publish the Annual Accounts when audited together with the audit report in the Government Gazette, and forward copies of the Annual Accounts and Audit Report to the Senate and to the State Government. The Audit Report shall be considered by the Syndicate at its ordinary meeting.
  - (5) The annual report of the University shall be prepared by the Syndicate for review on or before the 31st January each year and the Senate shall review the same at its annual meeting.
  - (6) The annual report shall deal with the Calendar year ending the 31st day of December.
- 12. *Financial and Account Rules:*** It shall be competent for the Syndicate to make necessary Rules and Standing orders for the proper maintenance of the accounts of the University.
- 13. *Review of accounts and working of Endowments:*** The Syndicate shall conduct an annual review of the accounts and working of the endowments and shall take necessary action as it deems fit as a result of such review.
- 14. *Printing of Proceedings of the Syndicate:*** The proceedings of the Syndicate shall be printed quarterly and printed copies forwarded to the members of the Senate, the Academic Council and the Finance Committee.
- 15. *Discretionary power of the Chairman to determine procedure:*** The Chairman may, at his discretion, adopt the procedure for discussion of matters at meetings of the Syndicate as he thinks fit.
- 16. *Validity of proceedings in certain cases:*** Non receipt of notice, agenda and other papers connected with any meeting of the Syndicate by any member shall not invalidate the proceedings of the meeting of the Syndicate.

## CHAPTER 7

### PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

1. **Meetings:** The Academic Council shall ordinarily meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required by the Vice-Chancellor.
2. **Quorum for the meetings:** One fifth of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.
3. **Special meetings:** The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Academic Council.
4. **Chairman:** The Vice-Chancellor shall, if present, preside over all meetings of the Academic Council. In his absence, the Pro-Vice-Chancellor, if any, shall preside over the meetings. When both the Vice-Chancellor and Pro-Vice-Chancellor are absent the senior-most Professor of the University exercising the powers and performing the duties of the Vice-Chancellor shall be the Chairman of the meeting and in the absence of the above three persons, a member shall be chosen by the members present to preside over the meeting.
5. **Validity of proceedings in certain cases:** Non-receipt of notice, agenda, and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting of the Academic Council.
6. **Notice of Meeting:** The Registrar shall, under the direction of the Vice-Chancellor, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.
7. **Date for forwarding resolutions:** Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty clear days before the date of the meeting. A member who has forwarded a resolution may, by giving written notice which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the preliminary agenda paper, withdraw the resolution.

8. ***Resolution to be placed on the agenda paper:*** The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn to be placed on the agenda paper at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at senate meetings.
9. ***Despatch of agenda paper:*** Not less than ten days before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda paper specifying the date the place and hour of the meeting and business to be brought before the meeting:

Provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

10. ***Notice of amendment:*** Any member who wishes to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not less than nine clear days before the day of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda papers subject in general to the Statute governing the admissibility of amendments and resolutions at the Senate meeting.
11. ***Procedure at meetings:*** The procedure for admission of resolutions and amendments for the conduct of meetings of the Academic Council and of the Academic Council in Committee shall, in general, be the same as laid down for the meetings of the senate, in so far as the Chairman may, at his discretion, decide.
12. ***Proceedings:*** The proceedings at each meeting of the Academic Council shall be prepared by the Registrar and approved by the Vice-Chancellor (Chairman). The Registrar shall send by post, ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Senate, the Syndicate, the Finance Committee, the Faculties and the Board of Studies. A copy of the minutes shall be submitted to the Chancellor.
13. ***Objection to proceedings:*** If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the date of despatch of the proceedings, they shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine, he may correct the proceedings.

14. ***Standing Committee of the Academic Council:*** The Vice-Chancellor shall appoint a Standing Committee which shall consist of the Vice-Chancellor as Chairman and Deans of Faculties as members. One half of the members of the Committee shall be the quorum. The Vice-Chancellor may refer such matters to the Standing Committee as he considers it necessary and take suitable action on the recommendation of the Standing Committee subject to ratification by the Academic Council.
15. ***Special invitees:*** The Vice-Chancellor may invite for any meeting of the standing committee, persons having special knowledge and experience of any subject. The persons so invited shall be competent to take part in the discussion of the Committee. They shall not however be entitled to vote upon any question.
16. ***Powers of the Committee:*** The Committee may exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it. It may also advise the Vice-Chancellor on such matter as are referred to it by him.
17. ***Chairman of the Committee:*** The Vice-Chancellor, if present, may preside at meetings of the Committee and in his absence, the Pro-Vice-Chancellor and when both the Vice-Chancellor and Pro-Vice-Chancellor are absent the senior most Professor of the University, exercising the powers and performing the duties of the Vice-Chancellor, if present shall be the chairman of the meeting and in the absence of the above three persons a person nominated by the vice-Chancellor shall preside at such meeting.
18. ***Opinion by circulation:*** The Vice-Chancellor may, at his discretion, obtain the opinion of the Standing Committee or seek the approval of the Academic Council by circulation.

## CHAPTER 8

### THE STUDENTS COUNCIL

1. ***Constitution of Students Council:*** There shall be a Students Council:
2. ***Manner of Constitution:*** The Student's Council shall be constituted in the manner laid down in section 29 of the Act.
3. ***Term of office of members:*** The members of the Students' Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination, as the case may be.
4. ***Manner of selection of Secretary:*** There shall be a Secretary, to the Students' Council who shall be nominated by the Vice-Chancellor in the manner laid down in sub-section (3) of section 29 of the Act.
5. ***Meetings of Students' Council:*** The Students' Council shall ordinarily meet once in six months on dates to be fixed by the Vice-Chancellor and as and when required for the conduct of its business.
6. ***Procedure for conduct of meetings:*** In the absence of the Chairman, the Vice-Chairman shall preside over the meeting, and if he is also absent, the members present shall elect one of the members of the Council to preside at the meeting.
7. ***Quorum:*** Fifteen members shall constitute a quorum for the meeting of the Students' Council and no business shall be transacted at a meeting at which there is no quorum.
8. ***Convening of special meetings:*** The Chairman may, whenever he thinks fit, convene a special meeting of the Students' Council.
9. ***Notice for a meeting of the Students' Council:*** The Secretary to the Students' Council shall under the direction of the Chairman, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.
10. ***Notice of resolutions:***
  - (1) Any member who wishes to move a resolution at an ordinary meeting of the Students' Council shall forward to the Secretary a copy of the resolution so as to reach him not less than twenty clear days before the date of the meeting.

- (2) A member who has forwarded a resolution may, by giving written notice which shall reach the Secretary not less than three clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.

11. **Resolution to be placed on the agenda paper:** The Secretary shall, under the direction of the Chairman, cause each resolution of which notice has been given and which has not since been withdrawn to be placed on the agenda paper at the meeting at which it is to be moved subject in general to the Statutes governing the admissibility of resolutions at Senate meetings.

12. **Despatch of agenda paper:** Not less than fifteen days before the date of an ordinary meeting, the Secretary shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting.

Provided that the Chairman may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same in the agenda paper.

13. **Notice of amendment:** Any member who wishes to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Secretary so as to reach him not less than nine clear days before the date of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda paper subject in general to the Statutes governing the admissibility of amendments and resolutions at the Senate meetings.

14. **Procedure of meetings:** The procedure for admission of resolutions and amendments for the conduct of meetings of the Students' Council and in Committee shall in general be the same as laid down for the meetings of the Senate, in so far as the Chairman may at his discretion decide.

15. **Proceedings:** The proceedings of each meeting of the Students' Council shall be signed by the Chairman of the meeting. A copy of the minutes of each meeting shall be sent to the Chancellor.

16. **Powers of the Students' Council:** In addition to the powers conferred on the students' Council by the Act, the students' Council shall have the following further powers, namely:-

- (a) to supervise and co-ordinate the activities of the different Students Associations, Societies and other Organisations;

- (b) to recommend to the Syndicate the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads of the students' Council;
  - (c) to allocate funds for the different activities of the Students' Associations, societies and other organisations as provided in the budget;
  - (d) to submit an annual report of its work together with a statement of its accounts to the Syndicate within such days as may be fixed by the Syndicate;
  - (e) to make recommendations to the Syndicate regarding any matter affecting the corporate life or welfare of the students; and
  - (f) to make recommendations to the Syndicate regarding the facilities for instruction.
17. ***Laying of periodical reports:*** The Vice-Chancellor shall place before the Syndicate and the Students' Council periodical reports detailing the recommendations and suggestions made by the Students' Council and the action taken thereon by the authorities to which such recommendations and suggestions were made once in six months.
18. ***Validity of proceedings:*** Non-receipt of notice, agenda and other papers connected with any meeting of the Students' Council by any member shall not invalidate the proceedings of the meeting.

## CHAPTER 9

### THE FINANCE COMMITTEE

1. ***Constitution:***

(1) The Finance Committee shall consist of the members as specified in sub-section (2) of section 31 of the act.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

2. ***Quorum:*** Four members of the Finance Committee shall constitute the quorum for a meeting.

3. ***Term of office:*** Members of the Finance Committee other than the members specified in clauses (a), (b), (f) and (g) of sub-section (2) of section 31 shall hold office for a term of four years from the date of their election.

4. ***President:*** The Vice-Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Vice-Chancellor, Pro-Vice-Chancellor, if any and in the absence of Vice-Chancellor and the Pro-Vice-Chancellor the senior-most Professor in the University exercising the powers and performing the duties of the Vice-Chancellor shall preside at the meeting thereof. In the absence of the above three persons the members present shall elect one member from among themselves to preside at the meeting.

5. ***Meeting of the Finance Committee:***

(1) The Finance Committee shall meet at least once in every quarter to examine accounts and scrutinise the proposals for expenditure.

(2) Notwithstanding anything contained in clause (1), a meeting of the Finance Committee shall be convened before two days of a meeting of the syndicate, to consider all financial matters.

6. ***Annual accounts and Financial Estimates:*** The Annual accounts and the financial estimates of the University shall be laid before the Finance Committee by the Finance Officer for its consideration and comments. The Finance Committee shall submit the annual accounts and the financial estimates with its comments to the Syndicate.

7. ***Limits of expenditure:***

(1) The Finance Committee shall advise on limits for the total recurring expenditure and the total non-recurring expenditure for the year



based on the income and resources of the University (which in the case of productive works may include the proceeds of loans).

- (2) No expenditure other than that provided for in the budget shall be incurred by the University without consulting the Finance Committee.
8. ***Consultation with Finance Committee:*** The following proposals shall be implemented only in consultation with the Finance committee, namely:-
- (a) grant of additional monetary benefit not provided for in the service rules, to an employee;
  - (b) proposals for making or amending financial and accounting rules;
  - (c) any other item having financial implication which the Vice-Chancellor may refer for advice.
9. ***Powers and functions of the Finance Committee:*** The Finance Committee shall-
- (a) examine the draft annual estimates of income and expenditure and annual accounts of the University;
  - (b) scrutinise every item of new expenditure not provided for in the budget estimates of the University;
  - (c) advise the Syndicate in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University;
  - (d) examine and report on the accounts of the endowments and trust funds;
  - (e) consider ways and means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University;
  - (f) make recommendations, whenever it deems necessary, to the Syndicate on all matters relating to the finances of the University;
  - (g) scrutinise and report on the utilisation of the grants and loans given by the University or through the University to affiliated colleges or recognised institutions;
  - (h) advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University; and
  - (i) have the right to call for any paper bearing on any financial proposal or any item of accounts matter for its consideration or in making its recommendations on the annual accounts of the financial estimates.

10. ***Delegation of powers of the Finance Committee:*** Subject to such general directions and control as may be fixed by the Finance Committee, any power exercisable by the Committee may be delegated to the Chairman.
11. ***Validity of proceedings in certain cases:*** Non-receipt of notice agenda and other papers connected with any meeting of the Finance Committee by any member shall not invalidate the proceedings of the meeting.

## CHAPTER 10 THE PLANNING BOARD

1. ***Constitution of Planning Board:*** The Planning Board shall consist of the members as specified in sub-section (2) of section 32 of the Act.
2. ***Quorum for a meeting of the Planning Board:*** Four members of the Planning Board shall constitute the quorum for a meeting.
3. ***Meetings of the Planning Board:*** The Planning Board shall meet once in every six months.
4. ***Powers and functions of the Planning Board:*** The Planning Board shall in addition to the powers and functions conferred and imposed on it by the Act shall have and exercise the following further powers and functions:-
  - (i) to study in depth the different aspects of the University's economy and development and on the basis of the assessment of the progress made during the past years and in the context of the special problems, if any, facing the University advise the Syndicate and academic council which may be referred to it for the fulfilment of the objectives of the University;
  - (ii) to elaborate the plan objectives into long-term, medium-term and short-term plans and specific projects and programmes and to assist in the preparation and scrutiny of detailed project reports of major projects;
  - (iii) to make continuous assessment of the progress of the University's economy, through evaluation of the implementation of the plans and to suggest changes in policies and measures as such reviews may indicate.

5. *Validity of proceedings in certain cases:* Non receipt of notice, agenda and other papers connected with any meeting of the Planning Board shall not invalidate the proceedings of the meeting of the Planning Board.

## CHAPTER 11 FACULTIES

1. *Faculties:* The University shall have the following faculties, namely:
1. The Faculty of Language and Literature
  2. The Faculty of Social Sciences
  3. The Faculty of Fine Arts
  4. The Faculty of Science
  5. The Faculty of Commerce
  6. The Faculty of Law
  7. The Faculty of Education
  8. The Faculty of Engineering and Technology.
  9. The Faculty of Modern Medicine
  10. The Faculty of Ayurveda
  11. The Faculty of Homoeopathy
  12. The Faculty of Management Sciences
  13. The Faculty of Technology and Applied Sciences
  14. The Faculty of Paramedical Sciences
  15. The Faculty of Environmental and Atmospheric Sciences
  16. The Faculty of Behavioural Sciences
  17. <sup>1</sup>[The Faculty of Tourism and Hospitality Studies]
  18. <sup>2</sup>[The Faculty of Physical Education and Sports Sciences]
  19. The other faculties as may be instituted by the University from time to time not inconsistent with the provision of the Act.

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1. Amendment No.23 w.e.f 28.06.2018 Notification. No. AcL/1/1203/SA/2018 dtd 26/07/2018.

2. Amendment.No.27 w.e.f 27.02.2022 Notification. No. AcL/1/39129/SA-27/2022 dtd 20/03/2022.

2. **Department:** Each Faculty shall comprise such Departments of Study as may be prescribed by the Ordinances.
3. **Eligibility to vote in certain cases:** A person may be a member of more than one Faculty but shall have only one vote in elections from the combined Faculties or at Joint Meetings of Faculties.
4. **Dean:** The Dean shall be the Chairman of each Faculty.
5. **Reconstitution:** Each Faculty shall be reconstituted every 3 years. Every member of the Faculty shall hold office until the next reconstitution of the Faculty.
6. **Temporary absence of Deans:** During the temporary absence of the Dean, the Vice-Chancellor may nominate a member of the Faculty to act as Dean of the Faculty.
7. **Duties of the Dean:** The Dean shall ordinarily preside at all meetings of the Faculty, but in his absence, the members of Faculty nominated to act as Dean under statute 6 by the Vice-Chancellor shall preside. It shall also be the duty of the Dean to present to the Academic Council, the recommendations of the Faculty.
8. **Absence from meetings:** If the Dean or any member who has been nominated to the Faculty remains unauthorisedly absent from three consecutive meetings of the Faculty, he shall cease to be a member of such Faculty. It shall thereupon be competent for the Registrar to fill up the vacancy arising as a result of such disqualification, after giving intimation to the person affected.
9. **Powers of the Faculty:** A faculty shall have power:
  - (1) to consider and report on any matter referred to it by the Senate, the Syndicate, the Academic Council, the Students Council or the Vice-Chancellor;
  - (2) to make recommendations to the Academic Council in all matters relating to the organisation of University teaching courses of study, examination and research in the subjects of study comprised in the faculty and to propose additions or amendments to the Ordinances or Regulations, as the case may be, relating to these matters for the consideration of the Syndicate or the Academic Council, as the case may be;
  - (3) to recommend to the Syndicate, the names of persons suitable for appointment as Examiners in the subjects comprised in the Faculty;

- (4) to call for proposals from the Board of Studies in the subject comprised in the Faculty regarding syllabi and text books for the course of study;
- (5) to consider any report or recommendation of any Board of studies comprised in the Faculty;
- (6) to remit any matter to the Boards of Studies comprised in the Faculty for consideration and report;
- (7) to appoint Committees of the Faculty to consider and report on matters referred to them;
- (8) to recommend to the Vice-Chancellor the holding of joint meetings of two or more Faculties to consider any matter of common interest to them; and
- (9) to recommend the syllabi and textbooks in consultation with the Board of Studies for the courses of study in the subjects comprised in the Faculty.

**10. *Meetings:***

- (a) Every Faculty shall meet at least once in every academic year.
- (b) Every meeting of a Faculty shall be convened by the Registrar.
- (c) The Vice-Chancellor, may at any time cause a meeting of a Faculty to be convened.

**11. *Joint Meetings of Faculties:***

- (1) The Vice-Chancellor may direct two or more faculties to hold a joint meetings for the disposal of any question affecting more than one Faculty.
- (2) Joint meetings of two or more faculties shall be convened by the Registrar and shall be presided over by the Vice-Chancellor or in his absence, by one of the Deans of the Faculties nominated by the Vice-Chancellor for the purpose.

**12. *Notice of meetings:*** Fifteen clear days, notice shall be given for a meeting of a Faculty or joint meeting of Faculties.

**13. *Quorum for meetings:***

- (a) The Quorum for a meeting of a Faculty shall be one-third of the total number of members of the Faculty.

- (b) The Quorum for a joint meeting of two or more Faculties shall be one-third of the total number of members in the said Faculties, no one member, however being counted more than one.
14. **Conduct of business:** The conduct of business at meetings of Faculties shall be regulated in accordance with the Statutes governing meetings of the Senate, in so far as they are applicable.
15. **Annual Meetings of a Faculty:** Every Faculty shall consider at its annual meeting the recommendations made by the Boards of Studies comprised in the Faculty regarding text books and syllabi and recommend the text books and syllabi for the courses and examinations relating to the subject assigned to that Faculty.
16. **Reference to Board of Studies:** The Dean may, at his discretion, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty, before placing it before a meeting of the Faculty.
17. **Minutes of Meetings:**
- (1) Within three weeks after a meeting of a Faculty, the minutes of the meeting shall be prepared and forwarded by the Registrar to the members of the Faculty;
- Provided that the draft of the minutes shall first be approved by the Dean or the Chairman of the meeting.
- (2) Any member of the Faculty who was present at the meeting may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof. If the Chairman is convinced that the objection raised is genuine, he may correct the minutes or otherwise it shall be laid before the Faculty at its next meeting to take a decision.

## CHAPTER 12

### BOARDS OF STUDIES

1. **Constitution:** There shall be a Board of Studies attached to each subject of study of groups of subjects in the University:

Provided however that Post-Graduate studies in each subject may have separate Board of Studies.

2. **Boards of each Department:**

- (1) There may be separate Boards of Studies in such branches of knowledge as the Syndicate may decide to deal with the matters relating to the Post-Graduate Studies.
- (2) The constitution and functions of the Boards of Studies shall be as hereinafter prescribed.

3. **Reconstitution of the Boards of Studies:** The Boards of Studies shall be reconstituted once in three years.

4. **Nomination of Members of Boards of Studies:** Members of the Boards of Studies shall be nominated by the Chancellor. The number of such members shall be not less than 5 or more than 11.

5. **Qualification of a Member of a Board of Study:** No person shall be appointed as a Member of Board unless he is a teacher of, or has special knowledge in the subject or one of the subjects with which the Board is concerned.

6. **Duties of the Board of Studies:** It shall be the duty of each Board of Studies to consider and report on any matter referred to it by the Academic Council or Syndicate or the Senate or the Faculty or the Vice-Chancellor, concerned with the subject with which it deals.

7. **Powers of Board of Studies:** Each Board shall have power:-

1. to recommend for the guidance of teachers and students, books in which the prescribed subjects are suitably treated, and to recommend textbooks when such are required;
2. to recommend persons suitable for appointment as question paper setters, Examiners in the subject with which it deals;

3. to make recommendations in regard to courses of study and examinations in the subjects with which it deals;
  4. to address the Faculty or Faculties concerned regarding improvements in the courses of study;
  5. to consult specialists who are not members of the Board;
  6. to recommended to the Academic Council, for being forwarded to the Syndicate for its approval the preparation and publication of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects; together with a synopsis of the selections or anthologies and the names of the authors and masters and of the persons who may in its opinion be appointed to make the selections; and
  7. to bring to the notice of the Academic Council or the Syndicate, as the case may be, matters of importance relating to the examinations in each subject or group of subjects.
- 8. *Meetings of the Boards of Studies:***
- (1) Board of Studies shall ordinarily meet once a year; but the Vice-Chancellor may direct additional meetings to be held as and when necessary.
  - (2) Meetings of a Board of Studies shall be convened by the Registrar at such times as may be necessary, or on the written request of not less than one-third of the number of members serving on the Board at the time.
  - (3) Where in the temporary absence of the Chairman a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Registrar shall convene the meeting.
  - (4) A joint meeting of two or more Boards may be held, when the Syndicate or the Academic Council or the Vice-Chancellor so direct, for the disposal of any question affecting those Boards. Such joint meetings shall be convened by the Registrar.
- 9. *Chairman to preside:***
- (1) The Chairman of a Board shall preside at meetings of the Board. In the absence of the Chairman, the members present shall elect a Chairman for the meeting.



- (2) When a joint meeting of two or more Boards is held, the members present shall elect a Chairman for the meeting.
10. ***Quorum for the meeting of a Board of Study:*** The quorum for a meeting of any Board shall be simple majority of the strength of the Board, fractions, if any, being ignored. The quorum for a joint meeting of two or more Boards shall be one half of the total number of members in those Boards, fractions, if any, being ignored and no one member, however, being counted more than once.
11. ***Procedure of the meeting of a Board of study:*** Except as hereinbefore provided, the ordinary law of meeting shall be applicable to the meetings of the Boards of Studies.
12. ***Minutes:***
- (1) Every resolution of the Board as it is passed should be recorded at the meeting and read out by the Chairman at the meeting itself.
- (2) The Chairman of the meeting shall send to the Registrar a copy of the minutes as approved at the meeting within ten days after the date of the meeting.
13. ***Opinion by Circulation:*** It shall however be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Boards of Studies by circulation. Such opinion together with the action taken thereon shall be communicated to all the members.

## CHAPTER 13

### FACULTY OF LANGUAGE AND LITERATURE

1. ***Degrees:*** The Degrees in the Faculty of Language and Literature shall be:
- i) Bachelor of Arts B.A.
  - ii) Master of Arts M.A.
  - iii) Master of Letters M.Litt.
  - iv) Master of Philosophy M.Phil.
  - v) Doctor Philosophy Ph.D.
  - vi) Doctor of Letters D.Litt.
2. ***Degree of Bachelor of Arts:*** Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree Examination

of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or the University for a period of not less than three academic years or by private registration and to have passed the prescribed examination.

3. ***Degree of Master of Arts:*** Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of the University or a Degree of any other University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of the University and passed the Master of Arts Degree Examination conducted by the University.

4. ***Degree of Master of Letters:***

(1) The Degree of Master of Letters (M.Litt.) may be awarded to Masters of Arts of the University or of any other University recognised by the University as equivalent thereto on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree.

(2) Candidates for the M.Litt. Degree shall undertake their research work under the guidance of a recognised supervising teacher in an institution of the University or any other University or institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

(3) Candidates for the M.Litt. Degree shall be required to register themselves as research students before the commencement of their course of research.

(4) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before 15th January and 15th July every year in the prescribed form and shall be accompanied by:-

- a. a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
- b. the written consent of a recognised teacher of the University or a recognised institute agreeing to supervise the work of the applicant; and
- c. a registration fee as prescribed by the Ordinances.

- (5) The application shall be considered and disposed of by the Syndicate.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him. The thesis shall be printed or typewritten in English.
- (7) The thesis shall comply with the following conditions, namely:-
  - a. It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall State in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observations and this statement shall be certified by the supervising teacher;
  - b. It must form distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical powers. The candidate must indicate in what respect his investigations appear to him to advance the study of his subject;
  - c. It must be satisfactory as regards literary presentation and if not already published in an approved form, must be suitable for publication either as submitted or in an abridged form:

Provided that a candidate who has presented thesis for the Degree of Doctor of Philosophy in the Faculty and failed to secure, the Ph.D. Degree may resubmit the same or a revised thesis for the Degree of Master of Letters.
- (8) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others.
- (9) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.
- (10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a

resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

- (11) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.
- (12) A candidate shall not be allowed to submit his thesis on more than two occasions:

Provided however that it shall be competent for the Syndicate, if the Board of examiners so recommended, to permit the candidate to submit his thesis for a third time.

- (13) the thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for publication under such conditions as it thinks fit.

5. ***Degree of Master of Philosophy:*** The Degree of Master of Philosophy (M.Phil) may be awarded to persons holding a Master's degree of the University or of any other recognised University on the results of course work and research work extending over a period of not less than twelve months after passing the qualifying examination carried out in an institution maintained by the University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purview of the Faculty of Language and Literature subject to such regulations as may be framed by the Academic Council in this regard.

6. ***Degree of Doctor of Philosophy:***

- (1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded-
  - a. to persons holding the Masters Degree under any Faculty of the university or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Masters Degree under any Faculty of Arts as embodied in a thesis relating to a subject coming within the purview of the Faculty;
  - b. to persons holding the Degree of Master of Letters of the University or of any other recognised University, on the results

of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters as embodied in a thesis relating to a subject coming within the purview of the Faculty. The research shall be undertaken under the guidance of a Supervising Teacher in an institution of the University or of any other University or an institute approved by the Syndicate.

- (2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research:

Provided that a candidate who possesses the Degree of Master of Letters by Research may register at any time during the further period of his two years research work.

- (3) <sup>1</sup>[The application for registration as a research student and as a candidate for the Ph.D. Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year, and shall be accompanied by:-]

- a. a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
- b. the written consent of a teacher of the University or of any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
- c. a registration fee as prescribed by the Ordinances.

- (4) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate:

Provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State, for the purpose of any particular course of research.

- (5) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis printed or type-written in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA -12 dtd 30/06/2011.

which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

- (6) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.
- (7) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. <sup>1</sup>[The candidate shall also be required to undergo a public viva-voce to defend the thesis.]
- (8) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the degree under the prescribed conditions. <sup>1</sup>[ The date of effect of the award of the Ph.D. Degree shall be the date of the conduct of the public viva-voce, undergone by the candidate.]
- (9) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months, a new or revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.
- (10) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommended, to permit the candidate to submit his thesis for a third time.
- (11) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate and the Syndicate may grant permission for the publication under such conditions as it may think fit.

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1. Amendment.No.24 w.e.f 02.02.2019 Notification. No. AcL/1/2338/SA-24 dtd 16/04/2019.

**7. Degree of Doctor of letters:**

- (1) A candidate for the Degree of Doctor of letters (D.Litt) shall have taken (1) a Masters Degree and (2) a Ph.D. Degree of the University or of any other University recognised by this University as equivalent thereto and shall have carried out Post-Doctoral research work for not less than seven years.
- (2) The candidate shall not be required to register for the Degree.
- (3) The application for the award of the D.Litt Degree shall be made to the Registrar together with the prescribed fee.
- (4) The candidate shall submit in support of his application six printed copies of a published work on a specific topic coming within the purview of the Faculty. The work shall embody original research of the highest order and shall be an outstanding contribution to the advancement of the subject concerned. It shall be on a single theme. However a series of published papers can be considered provided they are on the same theme.
- (5) The candidate shall submit alongwith his work, a statement of self assessment highlighting the original contribution embodied in the work.
- (6)
  - a. The work shall be accompanied by a declaration signed by the candidate that it has been prepared entirely by himself and a certificate to the effect that the work has not previously been submitted for the award of any degree or diploma of a University or other institution.
  - b. The candidate shall also submit a certificate to the effect that he has resided within the territorial limits of the Mahatma Gandhi University for at least one year during the Post-Doctoral period.
- (7)
  - a. The work together with the related papers shall be preferred by the Syndicate to three eminent scholars of international repute who are specialists in the field. The panel of such scholars may be prepared in consultation with the Chairman of the P.G.Board of Studies and the Dean of the concerned Faculty.

- b. Before sending the work to the international referees the work shall be screened by the Vice-Chancellor in consultation with the Standing Committee of the Syndicate on Research.
- (8) The Degree shall be awarded only if the referees are unanimous in making their specific recommendation for the award of the Degree. A work once rejected shall not be considered again.
- (9) A candidate shall be permitted to apply for the Degree only once.
8. **Diplomas:** The University may grant diplomas in the following subjects of study:-
- i) Library Science;
  - ii) Such other subjects of study as the Syndicate may decide from time to time.
9. **Certificates:** The University may grant certificates in the following subjects of study:-
- i) German;
  - ii) Russian;
  - iii) Such other subjects of study as the Syndicate may decide from time to time.

## CHAPTER 14

### FACULTY OF SOCIAL SCIENCES

1. **Degrees:** The degrees in the Faculty of Social Sciences shall be:-
- |      |                       |         |
|------|-----------------------|---------|
| i)   | Bachelor of Arts      | B.A.    |
| ii)  | Master of Arts        | M.A.    |
| iii) | Master of Social Work | M.S.W.  |
| iv)  | Master of Letters     | M.Litt. |
| v)   | Master of Philosophy  | M.Phil  |
| vi)  | Doctor of Philosophy  | Ph.D.   |
| vii) | Doctor of Letters     | D.Litt. |



2. ***Degree of Bachelor of Arts:*** Candidate for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or the University for a period of not less than three academic years or by private registration and to have passed the prescribed examination.
3. ***Degree of Master of Arts:*** Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of the University or a Degree of any other University recognised and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of the University and passed the Master of Arts Degree Examination conducted by the University.
4. ***Degree of Master of Social Work:*** Candidates for the Degree of Master of Social Work (M.S.W) shall be required to have taken a degree of the University or an equivalent degree of any other University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of the University and to have satisfactorily completed a research project and supervised field work and to have passed the Master of Social Work Degree Examination conducted by the University.
5. ***Degree of Master of Letters:***
  - (1) The Degree of Master of letters (M.Litt) may be awarded to Master of Arts of this University or of any other University recognised by this University as equivalent thereto, on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Masters Degree.
  - (2) Candidates for the M.Litt. Degree shall undertake their research work under the guidance of a recognised supervising teacher in an institution of this University or of any other University or institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.
  - (3) Candidates for the M.Litt. Degree shall be required to register themselves as research students before the commencement of their course of research.

- (4) The application for registration as a research student and as a candidate for the Degree shall be made to the registration on or before 15th January and 15th July every year in the prescribed form and shall be accompanied by:
- a. a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
  - b. the written consent of a recognised teacher of the University or a recognised institute agreeing to supervise the work of the applicant; and
  - c. a registration fee as prescribed by the Ordinances
- (5) The application shall be considered and disposed of by the Syndicate.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or type-written in English.
- (7) The thesis shall comply with the following conditions:-
- a. It must consist of the candidate's own account of his research, provided that it may describe the work done in conjunction with the teacher who has supervised the work. The candidate shall state in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others and how far the thesis embodies the result of his own research or observations and this statement shall be certified by the supervising teacher.
  - b. It must form distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in which respects his investigations appear to him to advance the study of his subject.

- c. It must be satisfactory as regards literary presentation and if not already published in an approved form, must be suitable for publication either as submitted or in an abridged form:

Provided that a candidate who has presented thesis of the Degree of Doctor of Philosophy in the Faculty and failed to secure the Ph.D. Degree may resubmit the same or a revised thesis for the degree of Master of Letters.

- (8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others.
- (9) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.
- (10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.
- (11) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.
- (12) A candidate shall not be allowed to submit his thesis on more than two occasions, provided however that it shall be competent for the Syndicate, if the Board of Examiners so recommend to permit the candidate to submit his thesis for a third time.
- (13) The thesis whether approved or not shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for publication under such conditions as it may think fit.
6. ***Degree of Master of Philosophy:*** The Degree of Master of Philosophy (M.Phil) may be awarded to persons holding a Master's Degree of the University or of any other recognised University on the results of course work and research work extending over a period of not less than twelve months after passing the qualifying examination carried out in an institution maintained by the University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purview of the Faculty of Social Sciences, subject to such Regulations as may be framed by the Academic Council in this regard.

## 7. *Degree of Doctor of Philosophy:*

- (1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded-
  - a. to persons holding the Master's Degree under any Faculty of the University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Master's Degree under any Faculty as embodied in a thesis relating to a subject coming within the purview of the Faculty;
  - b. to persons holding the Degree of Master of Letters of the University or of any other recognised University on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty. The research shall be undertaken under the guidance of a supervising teacher in an institution of the University or of any other University or an institute approved by the Syndicate.
- (2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research;

Provided that a candidate who possesses the Degree of Master of Letters by research may register at any time during the further period of his two years research work.

- (3) <sup>1</sup>[The application for registration as a research student and as candidate for the Ph.D. Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31st July, following notifications in this regard in April/May every year, and shall be accompanied by-]
  - a. a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
  - b. the written consent of a teacher of the University or of any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant;
  - c. a registration fee as prescribed by the Ordinances.

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcLJ/1/2011/SA-12 dtd 30/06/2011.

- (4) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate:

Provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State, for the purpose of any particular course of research.

- (5) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis printed or type-written in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall State, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portion of thesis which he claims as original.
- (6) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.
- (7) In addition to the thesis the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. '[The candidate shall also be required to undergo a public viva-voce to defend the thesis.]
- (8) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the degree under the prescribed conditions. '[The date of effect of award of the Ph.D Degree shall be the date of the conduct of the public viva-voce undergone by the candidate.]
- (9) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

- (10) A candidate shall not be allowed to submit his thesis on more than two occasions, provided however that it shall be competent for the Syndicate, if the Board of Examiners so recommend to permit the candidate to submit his thesis for a third time.
- (11) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit.

**8. *Degree of Doctor of Letters:***

- (1) A candidate for the Degree of Doctor of Letters (D.Litt.) shall have taken (1) a Masters Degree and (2) a Ph.D Degree of the University or of any other University recognised by this University as equivalent thereto and shall have carried out Post-Doctoral research work for not less than seven years.
- (2) The candidate shall not be required to register for the Degree.
- (3) The application for the award of the D.Litt Degree shall be made to the Registrar together with the prescribed fee.
- (4) The candidate shall submit in support of his application six printed copies of a published work on a specific topic coming within the purview of the Faculty. The work shall embody original research of the highest order and shall be an outstanding contribution to the advancement of the subject concerned. It shall be on a single theme. However a series of published papers can be considered provided they are on the same theme.
- (5) The candidate shall submit alongwith his work, a statement of self-assessment highlighting the original contribution embodied in the work.
- (6)
  - a. The work shall be accompanied by a declaration signed by the candidate that it has been prepared entirely by himself and certificate to the effect that the work has not previously been submitted for the award of any degree or diplomas of a University or other institution.
  - b. The candidate shall also submit a certificate to the effect that he has resided within the territorial limits of the Mahatma Gandhi University for at least one year during the post Doctoral period.

- (7) a. The work together with the related papers shall be preferred by the Syndicate to three eminent scholars of international repute who are specialists in the field. The panel of such scholars may be prepared in consultation with the Chairman of the P.G. Board of Studies and the Dean of the concerned Faculty.
  - b. Before sending the work to the international referees the work shall be screened by the Vice-Chancellor in consultation with the Standing Committee of the Syndicate on Research.
  - (8) The Degree shall be awarded only if the referees are unanimous in making their specific recommendation for the award of the Degree. A work once rejected shall not be considered again.
  - (9) A candidate shall be permitted to apply for the Degree only once.
9. **Diploma:** The University may grant a diploma in Social Service.

## CHAPTER 15

### FACULTY OF FINE ARTS

1. **Degrees:** The Degrees in the Faculty of fine Arts shall be:-
 

i)	Bachelor of Arts	B.A.
ii)	Master of Arts	M.A.
iii)	Doctor of Philosophy	Ph.D.
iv)	Master of Letters	M.Litt.
v)	Doctor of Letters	D.Litt.
2. **Degree of Bachelor of Arts:** Candidates for the Degree of Bachelor of Arts (B.A) shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or the University for a period of not less than three academic years or by private registration, and passed the prescribed examinations.
3. **Degree of Master of Arts:** Candidates for the Degree of Master of Arts (M.A.) shall be required to have taken the Bachelor of Arts Degree of the University or any degree recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of

study for a period of not less than two academic years in a College of the University and passed the Master of Arts Degree Examination conducted by the University.

**4. Degree of Master of Letters:**

- (1) The Degree of Master of Letters (M.Litt) may be awarded to
  - a. Bachelor of Arts of the University or of any other University recognised by the University as equivalent thereto on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree.
  - b. Master of Arts of the University or of any other University recognised by the University as equivalent thereto on the results of examinations prescribed therefore and research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree.
- (2) Candidates for the M.Litt.Degree shall have undertaken their research work under the guidance of a recognised supervising teacher in an institution of the University or of any other University or an institute recognised by the Syndicate for the purpose of preparing students for Master's Degree in the branch of study concerned.
- (3) Candidates for the M.Litt Degree shall be required to register themselves as research students before the commencement of their course of research.
- (4) The application for registration as a research student and as a candidate for the degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form and shall be accompanied by-
  - a. a diploma or certificate showing the academic qualification of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
  - b. the written consent of a recognised teacher of the University or recognised institute agreeing to supervise the work of the applicant; and
  - c. a registration fee as prescribed by the Ordinances.



- (5) The application shall be considered and disposed of by the Syndicate.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him. The thesis shall be printed or type-written in English.
- (7) The thesis shall comply with the following conditions:
  - a. It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state in a preface, the source from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research of observation and this statement shall be certified by the Supervising Teacher;
  - b. It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respect his investigations appear to him to advance the study of his subject; and
  - c. It must be satisfactory as regards literary presentation and if not already published in an approved form, must be suitable for publication either as submitted or in an abridged form:

Provided that a candidate who has presented a thesis for the degree of Doctor of Philosophy in the Faculty and failed to secure the Ph.D. Degree may resubmit the same or a revised thesis for the Degree of Master of Letters.
- (8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others.
- (9) The thesis shall be valued by a board of three examiners appointed for the purpose by the Syndicate. The Candidate shall also be required to undergo an oral test on the subject of the thesis.

- (10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.
- (11) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis, together with the same fee. The procedure prescribed in the preceding clause shall be followed in respect of this thesis also.
- (12) A candidate shall not be allowed to submit his thesis on more than two occasions:  
Provided however that it shall be competent for the Syndicate if the Board of Examiners so recommend, to permit the candidate to submit this thesis for a third time.
- (13) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit.

**5. Degree of Doctor of Philosophy:**

- (1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder:-
  - a. to persons holding the Masters Degree under any Faculty of the University or of any other recognised University on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the faculty; and
  - b. to persons holding the Degree of Master of Letters of the University or of any other recognised University on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of letters as embodied in a thesis relating to a subject coming within the purview of the Faculty.
- (2) The research shall be undertaken under the guidance of a supervising teacher in an Institution of the University or of any other University or an Institute approved by the Syndicate.

- (3) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research, provided that a candidate who possesses the Degree of Master of Letters by research may register at any time during the further period of his two years research work.
- (4) <sup>1</sup>[The application for registration as a research student and as a candidate for the Ph.D. Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year and shall be accompanied by-]
  - a. a diploma or a certificate showing the academic qualifications of the applicant and such other evidence of attainment as will show his fitness to pursue the proposed course of research;
  - b. the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
  - c. a registration fee as prescribed by the Ordinances.
- (5) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the board of studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala for the purpose of any particular course of research.
- (6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar together with the prescribed fee, four copies of a thesis printed or type written embodying the results of research carried out by him. The candidate shall State, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.
- (7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA-12 dtd 30/06/2011.

- (8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. <sup>1</sup>[ The Candidate shall also be required to undergo a public viva-voce to defend the thesis.]
- (9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions. <sup>1</sup>[ The date of effect of the award of the Ph.D Degree shall be the date of the conduct of the public viva-voce undergone by the candidate.]
- (10) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or a revised thesis together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.
- (11) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.
- (12) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit.

#### **6. *Degree of Doctor of Letters:***

- (1) A candidate for the Degree of Doctor of Letters (D.Litt) shall have taken (1) a Master's Degree and (2) a Ph.D. Degree of the University or of any other University recognised by this University as equivalent thereto and shall have carried out Post-Doctoral research work for not less than seven years.
- (2) The candidate shall not be required to register for the Degree.
- (3) The application for the award of the D.Litt Degree shall be made to the Registrar together with the prescribed fee.
- (4) The candidate shall submit in support of his application six printed copies of a published work on a specific topic coming within the purview of the

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1. Amendment.No.24 w.e.f 02.02.2019 Notification, No. AcL/1/2338/SA-24 dtd 16/04/2019.

Faculty. The work shall embody original research of the highest order and shall be an outstanding contribution to the advancement of the subject concerned. It shall be on a single theme. However a series of published papers can be considered provided they are on the same theme.

- (5) The candidate shall submit alongwith his work, a statement of self-assessment highlighting the original contribution embodied in the work.
- (6)
  - a. The work shall be accompanied by a declaration signed by the candidate that it has been prepared entirely by himself and a certificate to the effect that the work has not previously been submitted for the award of any degree or diploma of a University or other institution.
  - b. The candidate shall also submit a certificate to the effect that he has resided within the territorial limits of the Mahatma Gandhi University for at least one year during the Post Doctoral period.
- (7)
  - a. The work together with the related papers shall be preferred by the Syndicate to three eminent scholars of international repute who are specialists in the field. The panel of such scholars may be prepared in consultation with the Chairman of the P.G. Board of Studies and the Dean of the concerned Faculty.
  - b. Before sending the work to the international referees the work shall be screened by the Vice-Chancellor in consultation with the Standing Committee of the Syndicate on Research.
- (8) The Degree shall be awarded only if the referees are unanimous in making their specific recommendation for the award of the Degree. A work once rejected shall not be considered again.
- (9) A candidate shall be permitted to apply for the Degree only once.

7. **Diplomas:** The University may also grant a diploma in Fine Arts.

## CHAPTER 16

### FACULTY OF SCIENCE

1. ***Degree:*** The Degree in the Faculty of Science shall be:

(i)	Bachelor of Science	B.Sc.
(ii)	Master of Science	M.Sc.
(iii)	Master of Philosophy	M.Phil.
(iv)	Doctor of Philosophy	Ph.D.
(v)	Doctor of Science	D.Sc.
  
2. ***Degree of Bachelor of Science:*** Candidates for the degree of Bachelor of Science (B.Sc.) shall be required to have passed the Pre-Degree Examination of the University or an Examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or the University for a period of not less than three academic year and to have passed the prescribed examinations.
  
3. ***Degree of Master of Science (By Examination):*** Candidates for the Degree of Master of Science (M.Sc.) shall be required to have taken the Bachelor of Science Degree of the University or a degree of any other University recognised by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college or the University and passed the Master of Science Degree Examination conducted by the University.
  
4. ***Degree of Master of Science (By Research):***
  - (1) The Degree of Master of Science may be awarded to persons holding the Degree of Bachelor of Science of the University or degree of any other University recognised by the University as equivalent thereto on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree, undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of the University or of any other University or an Institute approved by the Syndicate on a subject within the purview of the Faculty of Science, who have complied with the conditions hereinafter

prescribed with regard to registration and submission of thesis and have passed the prescribed examination.

- (2) Candidates for the M.Sc.Degree shall be required to register themselves as research students before the commencement of their course of research.
- (3) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form and shall be accompanied by;
  - (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
  - (b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and
  - (c) a registration fee as prescribed by the Ordinances.
- (4) The application shall be considered and disposed of by the Syndicate, and if approved, the candidate shall be registered as a candidate for the Degree.
- (5) Within one year before the expiry of the prescribed minimum period after registration, the candidate shall take the prescribed examination which shall consist of a written and a practical examination and a viva voce test. The candidate may, however, offer an additional paper in lieu of the prescribed practical examination. The examination shall test the candidate's ability and general knowledge in the subject of research and shall be in the field of knowledge in the subject of research connected with the thesis.
- (6) The syllabi for the written and the practical examination shall cover all aspects relating to the special subjects chosen for research and shall be prepared by the supervising teacher in consultation with the Chairman of the Board of Studies concerned and in case the Chairman is the Supervising Teacher, another member nominated by the Syndicate. The syllabi shall be approved by the Syndicate in either case. The Scheme of examination shall be as prescribed in the Regulations.

- (7) Candidates who have been declared successful in the qualifying examination shall submit to the Registrar, together with the prescribed fee, four copies of a thesis printed or typewritten in English, and embodying results of research work carried out by them. The candidate shall state, in a preface the source from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has already been submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report from the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the Candidate.
- (8) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others.
- (9) The Syndicate shall appoint a Board of two examiners who shall conduct the examination and viva voce and value of the thesis. The candidate may be required to undergo at the discretion of the examiners an oral test on the subject of the thesis.
- (10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.
- (11) If the thesis is not approved for the award of the Degree the candidate may submit after an interval of not less than six months a new or a revised thesis together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.
- (12) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for Syndicate, if the Board of Examiners so recommended, to permit the candidate to submit his thesis for a third time.
- (13) The Board of Examiners shall classify the successful candidate either as first or second class after taking into consideration in each case, the marks obtained by the candidate and the quality of the thesis



submitted by him. No candidate shall be awarded a first class if he has not passed at the first appearance.

- (14) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate and the Syndicate may grant permission for the publication under such conditions as it may think fit.

5. ***Degree of Master of Philosophy:*** The Degree of Master of Philosophy (M.Phil.) may be awarded to persons holding a Master's Degree of the University or of any other recognised University on the results of course work and research work extending over a period of not less than twelve months after passing the qualifying examination carried out in an institution maintained by the University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purview of the Faculty of Science, subject to such Regulations as may be framed by the Academic Council in this regard.

6. ***Degree of Doctor of Philosophy:***

- (1) The Degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the Master's Degree under any Faculty of the University or of any other University recognised by the University as equivalent thereto, on the results of research work as embodied in a thesis relating to subjects coming within the purview of the Faculty of Science-
  - (a) to Master of Science by Examination on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Master's Degree and undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of the University or of any other University or an Institute approved by the Syndicate, who have complied with the provision prescribed hereunder with regard to registration and submission of thesis and have passed the qualifying examination for the submission of the thesis prescribed in clause (5) of Statute 4.
  - (b) to Master of Science by Research, on the results of further research work carried out in an approved institution extending over a period of not less than two years after the submission, of the thesis for which Master's Degree was awarded.

- (2) A candidate shall be required to register himself as a research student and candidate for the Degree of Doctor of Philosophy before the commencement of the course of research:

Provided that a candidate who possesses the Degree of Master of Science by Research may register at any time during the further period of his two years research work.

- (3) <sup>1</sup>[The application for registration as a research student and candidate for the Ph.D.Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year in the prescribed form, and shall be accompanied by -]
- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research and details of previous study and research, if any;
  - (b) particulars regarding the special subject in which he intends to prosecute research;
  - (c) the name of a teacher of the University or of any other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work accompanied by the written consent of the teacher agreeing to supervise his work, provided that in the case of candidates who have already qualified for the M.Sc.Degree by research of the University they shall be permitted to submit a thesis on the basis of independent research;
  - (d) a statement giving the name of the Institution or Laboratory where he proposes to carry out his research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research. The institution for purpose of approval shall be departments of the University or Colleges maintained, by or affiliated to the University up to the Master's standard in the branch of study concerned, or special departments of professional Colleges. In regard to subjects for which research facilities are not available within the University and in other special cases, it shall be competent for the Syndicate to recognise on individual merit research Institutes or Departments of an all India character and the teachers and officers employed therein for purposes of enabling persons to

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA-12 dtd 30/06/2011.

pursue research in such Institutes for the Ph.D. Degree of this University; and

- (e) a registration fee as prescribed by the Ordinances.
- (4) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside the State for the purpose of any particular course of research.
- (5) Candidates for the Ph.D. Degree who have not previously qualified for the Degree of Master of Science by Research of the University shall be required to take, within six months before the submission of the thesis, the qualifying examination for the submission of the thesis and only those who are declared successful in the qualifying examinations shall be permitted to submit the thesis. The qualifying examination shall be on the same lines as prescribed for the M.Sc. Degree by Research, according to those subjects in which the candidates have Registered. The standard required in the case of candidates for the Ph.D. Degree shall be higher than that for the M.Sc. degree. No candidate shall be permitted to take the qualifying examination more than twice.
- (6) After the expiry of the period of the Post- Graduate study and research or at any other time afterwards, the candidate shall submit to the Registrar together with the prescribed fee, four copies of the thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of the research carried out by him. Every candidate other than those who have already qualified for the M.Sc. Degree of the University by Research shall also submit with his thesis a certificate from the teacher under whom he worked and that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title of any other University or Society together with a statement from the teacher indicating the extent to which the thesis represents independent work on the part of the candidate. The candidate shall clearly set forth in a preface the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others and the portions which he claims as original. If the thesis submitted has formed in

part the basis for the award of a previous research degree, the candidate shall clearly set forth in the preface the portion or portions upon which has been based the award of the previous Degree. In the case of those who have already qualified for the Degree of Master of Science by Research of the University, the thesis shall be accompanied by a declaration signed by the candidate that it has been composed independently by himself and a certificate that it has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other similar title or distinction. A candidate may also forward as supplementary papers to his thesis, printed copies of any contribution or contributions to the knowledge of his subject or of any cognate branch of science he may have published in journals or periodicals alone or jointly with others together with the names of such journals or periodicals.

- (7) <sup>1</sup>[The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate, and the candidate may be required to undergo a public viva-voce to defend the thesis.

The report of the examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate. The decision of the Syndicate shall be published and the candidate shall be admitted to the Degree under the prescribed conditions. The date of effect of the award of the Ph.D Degree shall be the date of the conduct of the public viva-voce undergone by the candidate.]

- (8) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.
- (9) A candidate shall not be permitted to submit his thesis for the Degree on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommended, to permit the candidate to submit his thesis for a third time.
- (10) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate. The Syndicate may grant permission for the publication under conditions as it may think fit.

**7. Degree of Doctor of Science:**

- (1) (a) A candidate for the Degree of Doctor of Science (D.Sc.) shall have taken the Degree of Master of Science of the University or of any other University considered by the University as its equivalent and shall have carried out post doctoral research work for not less than five years.
- (b) Notwithstanding the provisions under clause (a) above, the Syndicate on the recommendations of the Board of Studies concerned may waive these requirements in exceptional cases.
- (2) A candidate shall not be required to register for the degree.
- (3) When the candidate proposes to submit application for the award of the D.Sc. Degree, it shall be accompanied by the prescribed fee and three copies of his published work.
- (4) (a) It shall consist of published papers, published monograph or memoir and shall relate to the contribution the candidate has made to the advancement of scientific knowledge.
- (b) The application shall be accompanied by a declaration signed by the candidate that the work has been done by him independently. He shall also certify that it has not been previously submitted for D.Sc. Degree elsewhere.
- (c) The candidate shall in a brief resume indicate in what respect his investigations appear to him to tend to the advancement of scientific knowledge.
- (5) The work shall be reported to a Board of three external examiners. The degree shall be granted only if the Board is unanimous in making its recommendation for the award of the Degree.
- (6) A candidate shall not be permitted to apply for the Degree more than twice.

**8. Doctor of Letters:**

- (1) A candidate for the Degree of Doctor of letters (D.Litt.) shall have taken (1) a Master's Degree and (2) a Ph.D. Degree of the University or of any other University recognised by this University as equivalent thereto and shall have carried out Post-Doctoral research work for not less than seven years.

- (2) The candidate shall not be required to register for the Degree.
  - (3) The application for the award of the D.Litt. Degree shall be made to the Registrar together with the prescribed fee.
  - (4) The candidate shall submit in support of his application six printed copies of a published work on a specific topic coming within the purview of the Faculty. The work shall embody original research of the highest order and shall be an outstanding contribution to the advancement of the subject concerned. It shall be on a single theme. However a series of published papers can be considered provided they are on the same theme.
  - (5) The candidate shall submit alongwith his work, a statement of self-assessment highlighting the original contribution embodied in the work.
  - (6)
    - (a) The work shall be accompanied by a declaration signed by the candidate that it has been prepared entirely by himself and a certificate to the effect that the work has not previously been submitted for the award of any degree or diploma of a University or other institution.
    - (b) The candidate shall also submit a certificate to the effect that he has resided within the territorial limits of the Mahatma Gandhi University for at least one year during the Post Doctoral period.
  - (7)
    - a) The work together with the related papers shall be preferred by the Syndicate to three eminent scholars of international repute who are specialists in the field. The panel of such scholars may be prepared in consultation with the chairman of the P.G. Board of Studies and the Dean of the concerned Faculty.
    - b) Before sending the work to the international referees the work shall be screened by the Vice-Chancellor in consultation with the Standing Committee of the Syndicate on Research.
  - (8) The Degree shall be awarded only if the referees are unanimous in making their specific recommendation for the award of the Degree. A work once rejected shall not be considered again.
  - (9) A candidate shall be permitted to apply for the Degree only once.
9. ***Diploma and certificates:*** The University may grant Diplomas and Certificates in Mechanical Data Processing.

## CHAPTER 17

### FACULTY OF COMMERCE

1. ***Degrees:*** The Degrees in the Faculty of Commerce shall be-
  - (i) Bachelor of Commerce B.Com
  - (ii) Master of Commerce M.Com.
  - (iii) Doctor of Philosophy Ph.D.
2. ***Degrees of Bachelor of Commerce:*** Candidates for the Degree of Bachelor of Commerce (B.Com.) shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or the University for a period of not less than three academic years or by private registration and passed the prescribed examinations.
3. ***Degree of Master of Commerce:*** Candidates for the Degree of Master of Commerce (M.Com.) may be required to have taken the Bachelor of Commerce Degree of the University or a Degree in Commerce of any other University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college or the University and passed the prescribed examinations.
4. ***Degree of Doctor of Philosophy:***
  - (1) The Degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder on the results of research work extending over a period of not less than three years as embodied in a thesis relating to subjects coming within the purview of Faculty of Commerce.
  - (2) The following categories of persons shall be eligible to register for the Ph.D.Degree in Commerce:-
    - (a) A Master of Commerce of the University or of any other University recognised by the University; and
    - (b) A person who holds a Master's Degree in Business Administration or Management Studies from any Indian or Foreign University recognised by the University as equivalent to M.Com.

- (3) The following categories of persons shall be eligible to register for the Ph.D. Degree in Management Studies:-
- (a) A Master of Business Administration or Management Studies from any Indian or Foreign University recognised by the University;
  - (b) A Master of Commerce of this University or any other University recognised by the University;
  - (c) A Master of Arts, Science, Engineering or Technology of this University or of any other University recognised by the University; and
  - (d) A Bachelor's Degree holder in any subject of the University or of any other University recognised by the University as equivalent thereto who has obtained an additional qualification of a Diploma in Industrial or Business Management recognised by the All India Council for Technical Education or one whose name has been entered as a member in the Register maintained either by the Institute of Chartered Accountants of India or by the Institute of Cost and Work Accountant of India or both or one who is a member of similar institutions abroad recognised as equivalent thereto.
- (4) The research shall be undertaken under the guidance of a supervising teacher in an Institution of the University or of any other University or an institute approved by the Syndicate.
- (5) [The application for registration as a research student and as a candidate for the Ph.D. Degree shall be submitted to the Head/ Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/ May every year, and shall be accompanied by:-]
- (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
  - (b) the written consent of a teacher of the University or of any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
  - (c) a registration fee as prescribed by the Ordinances.

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. Acl/1/2011/SA-12 dtd 30/06/2011.



- (6) The application for registration for the degree shall be considered and disposed of by the Syndicate:

Provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution, if outside Kerala State, for the particular course of research proposed to be undertaken.

- (7) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall State, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.
- (8) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.
- (9) In addition to thesis the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. <sup>1</sup>[The candidate shall also be required to undergo a public viva-voce to defend the thesis.]
- (10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree, under the prescribed conditions. <sup>1</sup>[The date of effect of the award of the Ph.D Degree shall be the date of the conduct of the public viva-voce, undergone by the candidate.]
- (11) If the thesis is not approved for the award of Degree, the candidate may submit after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

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1. Amendment.No.24 w.e.f 02.02.2019 Notification. No. AcL/1/2338/SA-24 dtd 16/04/2019.

- (12) A candidate shall not be allowed to submit his thesis on more than two occasions:

Provided, however, that it shall be competent for the Syndicate if the Board of Examiners so recommended, to permit the candidate to submit his thesis for a third time.

- (13) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit.

5. **Diplomas:** The University may grant Diplomas in such subjects as the Senate may, from time to time, institute.

## CHAPTER 18

### FACULTY OF LAW

1. **Degree:** The Degrees in the Faculty of Law shall be -

i)	Bachelor of Laws	LL.B.
ii)	Master of Laws	LL.M.
iii)	Doctor of Philosophy	Ph.D.
iv)	Doctor of Laws	LL.D.

2. **Degree of Bachelor of Laws (Three year course):** No candidate shall be eligible for the Degree of Bachelor of Laws (LL.B.) unless he has taken the Degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce in the University or a Degree of any other University accepted by the University as equivalent thereto and has undergone for a period of three years, the prescribed course of study in a college maintained by or affiliated to the University and passed the prescribed examinations.

3. **Degree of Bachelor of Laws (Five year course):** Candidates for the Degree of Bachelor of Laws shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto, and has undergone for a period not less than five academic years, the prescribed course of study in a college of the University and to have passed the prescribed examinations.

4. ***Degree of Master of Laws:*** No candidate shall be eligible for the Degree of Master of Laws (LL.M.) unless he has taken the Degree of Bachelor of Laws in the University or a Degree in Law of any other University accepted by the University as equivalent thereto and undergone for a period of not less than two years, the prescribed course of study and passed the prescribed examinations.
5. ***Degree of Doctor of Philosophy:***
- (1) Candidates for the Degree of Doctor of Philosophy (Ph.D) in law must be either a Master of Laws of the University or a Master of Laws of any other University recognised by the University as equivalent thereto
  - (2) <sup>1</sup>[The candidate shall apply for admission to the University stating his qualifications and the subject he proposes to investigate.
  - 2A. The application for registration as a research student and a candidate for the Ph.D Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year, and shall be accompanied by:]
  - (3) The candidate shall register himself as a research scholar of the University. He shall pay the registration fee as prescribed by the Ordinances.
  - (4) Every candidate shall pursue as student of the University a course of research for a period of not less than two academic years.
  - (5) Any recognised teacher of Law of the University may register for the Ph.D.Degree in the manner prescribed and work as a part time student, the minimum period of that part time work being not less than three academic years.
  - (6) Candidates for the Ph.D.Degree shall ordinarily be required to submit their thesis within one year after completion of the minimum period research. The Vice-Chancellor may, however, on the recommendation of the supervising teacher extend the above period for good and sufficient reasons.
  - (7) After research work is completed, the candidate shall submit four copies of his thesis printed or typewritten in English with a brief summary in an Indian language which shall comply with the following conditions to merit the award of the degree-

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA/-12 dtd 30/06/2011.

- (a) It must be a piece of research work, characterised either by the discovery of new facts or by a fresh approach towards interpretation of facts and theories, and shall State the material published or unpublished used by the candidate;
  - (b) It should evidence the candidate's capacity for critical examination and judgment;
  - (c) It shall also be satisfactory so far as its literary presentation is concerned.
- (8) The candidate may also submit as subsidiary matter any printed contribution on legal subjects which he may have published independently or conjointly, stating in the latter case his own share therein.
- (9) The candidate may incorporate in his thesis, the contents of any work which he may have published on the subject but he shall not submit as his thesis any work for which a degree has been conferred on him in the University or any other University.
- (10) The thesis shall be valued by a Board of three examiners to be appointed by the Syndicate for the purpose. The examiners shall read the thesis and <sup>1</sup>[may recommend that the thesis be accepted and degree be awarded. The candidate shall also be required to undergo a public viva-voce to defend the thesis.]
- (11) (a) The report shall be specific and shall state the grounds on which the recommendation is based. In case two examiners recommend the award of the Ph.D. Degree and the third examiner differs, the report of the examiners together with the recommendations and the thesis shall be referred to a fourth examiner without mentioning the names of the examiners, who may make a recommendation in the manner specified above, such recommendation being final.
- (b) The fourth examiner shall also consider the recommendation of the three examiners and shall submit his own observations on those recommendations.
- (12) (a) The report of the examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate admitted to the degree, under the prescribed conditions. <sup>1</sup>[The date of effect of the award of the Ph.D Degree

shall be the date of the conduct of the public viva-voce, undergone by the candidate.]

- (b) If the thesis is not approved for the award of the degree, the candidate may submit after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also;
- (c) A candidate shall not be allowed to submit his thesis on more than two occasions:  
Provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.
- (d) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose;
- (e) The candidate shall on publication of the thesis state on the title page “that was thesis approved for the Ph.D.Degree in law of the Mahatma Gandhi University”.

6. ***Degree of Doctor of Laws:*** The Degree of Doctor of Laws (LL.D) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

## CHAPTER 19

### FACULTY OF EDUCATION

1. ***Degree:*** The Degrees in the Faculty of Education shall be-

(i)	Bachelor of Education	B.Ed.
(ii)	Master of Education	M.Ed.
(iii)	Master of Philosophy	M.Phil.
(iv)	Doctor of Philosophy	Ph.D.

2. ***Degree of Bachelor of Education:***

- (1) Candidate for the Degree of Bachelor of Education (B.Ed.) shall be required to have undergone the prescribed course of study in a

college or the University for a period of one academic year after qualifying for a degree in the University or a degree of any other University accepted by the University as equivalent thereto and passed the prescribed examinations.

- (2) No candidate shall be admitted to the B.Ed. degree Examination unless he has been previously admitted to a degree of the University or of any other University accepted by the University as equivalent thereto.

### **3. *Degree of Master of Education:***

- (1) No candidate shall be admitted to the examination for the Degree of Master of Education (M.Ed.) unless he has passed not less than two years previously the examination for the Degree of Bachelor of Education of the University or a degree of any other University accepted by the University as equivalent thereto, and forwards before the date of the commencement of the examination satisfactory evidence of having taken the degree, and has undergone the prescribed course of study in a college or the University for a period of twelve months.
- (2) The M.Ed. Degree Examination shall consist of two parts, Part I being the written examination and Part II the thesis. A candidate shall not be allowed to submit his thesis until he has secured a pass in the written examination.

**4. *Degree of Master of Philosophy (M.Phil):*** The Degree of Master of Philosophy (M.Phil) may be awarded to persons holding a Master's Degree of the University or of any other University recognized as equivalent thereto, on the result of course work and research work extending over a period of not less than twelve months carried out in an Institution maintained by the University under the guidance of a supervising teacher approved by the Syndicate on a subject within the purview of the Faculty of Education after passing the qualifying examination subject to the regulations that may be framed by the Academic Council in this regard.

### **5. *Degree of Doctor of Philosophy:***

- (1) The Degree of Doctor of Philosophy (Ph.D) in the Faculty of Education may be awarded as prescribed hereunder to persons holding the degree of Master of education of the University or of any other recognised University on the results of research work

extending over a period of not less than two years after qualifying for the Master's Degree as embodied in a thesis relating to subjects coming within the purview of the Faculty. The research shall be undertaken under the guidance of a supervising teacher in an institution of the University or of any other University or an institute approved by the Syndicate.

- (2) A candidate shall be required to register himself as a research student and as a candidate for the degree of Doctor of Philosophy before the commencement of his course of research.
- (3) <sup>1</sup>[The application for registration as a research student and as a candidate for the Ph.D. Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year and shall be accompanied by-]
  - (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;
  - (b) the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and
  - (c) a registration fee as prescribed by the ordinances.
- (4) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate:

Provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala for the purpose of any particular course of research.
- (5) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee four copies of a thesis printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state in a preface, the sources from which he has derived information or guidance for his work, the

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1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA-12 dtd 30/06/2011.

extent to which he has availed himself of the work of others and the portions of the thesis which he claims, as original.

- (6) The thesis shall be accompanied by a declaration signed by the candidates that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.
- (7) In addition to the thesis the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. <sup>1</sup>[The candidate shall be required to undergo, a public viva-voce to defend the thesis.]
- (8) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the syndicate and the candidate shall be admitted to the Degree under the prescribed conditions. <sup>1</sup>[The date of effect of the award of the Ph.D Degree shall be the date of the conduct of the public viva-voce, undergone by the candidate.]
- (9) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.
- (10) A candidate shall not be allowed to submit the thesis on more than two occasion :  

Provided that it shall be competent for the Syndicate, if the Board of Examiners so recommended, to permit the candidate to submit his thesis for a third time.
- (11) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

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1. Amendment No.24 w.e.f.02.02.2019 Notification. No. AcLJ/1/2338/SA-24 dtd 16/04/2019.



## CHAPTER 20

### FACULTY OF ENGINEERING AND TECHNOLOGY

1. ***Degrees:*** The Degrees in the Faculty of Engineering shall be-
  - (i) Bachelor of Technology B.Tech.
  - (ii) Bachelor of Architecture B.Arch.
  - (iii) Master of Technology M.Tech.
  - (iv) Doctor of Philosophy Ph.D.
  - (v) Doctor of Science D.Sc.
2. ***Degree of Bachelor of Technology:*** Candidates for the Degree of Bachelor of Technology (B.Tech) shall be required to have undergone the prescribed course of study in a college or the University for a period of not less than four academic years after passing the Pre-Degree Examination or an examination accepted by the University as equivalent thereto and to have passed the Bachelor of Technology Degree Examination conducted by this University.
3. ***Degree of Bachelor of Architecture:*** Candidates for the Degree of Bachelor of Architecture (B.Arch) shall be required to have:
  - (i) undergone the prescribed course of study in an Engineering College of this University for a period of not less than-
    - (a) four academic years after passing the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto; or
    - (b) four academic years after passing the Bachelor of Science Degree Examination of this University or an examination accepted by the University as equivalent thereto; and
  - (ii) passed the prescribed examination.
4. ***Degree of Master of Technology:*** Candidates for the Degree of Master of Technology MSc. (M.Tech) shall be required to have taken the Degree of Bachelor of Technology of this University or an equivalent degree of any other University recognised by the University and to have undergone the prescribed course of study in a college of Engineering

maintained by or affiliated to this University for a period of not less than two academic years after qualifying themselves for the Bachelor's Degree in Technology and to have passed the Master of Technology (M.Tech) Examinations.

**5. Degree of Master of Technology (By Research):**

- (1) The Degree of Master of Technology (M.Tech) may be awarded to B.Tech graduates of this University or of a recognised University as prescribed thereunder on the results of a research work as embodied in the thesis relating to subjects within the purview of the faculty:-
  - (i) To B.Tech graduates on the result of research work extending over a period of not less than three years after passing the examination qualifying them for the B. Tech.undertaken under the guidance of a supervising teacher in an institution of this University or of any other University or an institute recognised by the Syndicate.
  - (ii) Candidates for the M. Tech.Degree shall be required to register themselves as research students before the commencement of their course of research.
- (2) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar on or before 15th January and 15th July of the year in the prescribed form and shall be accompanied by-
  - (a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;
  - (b) the written consent of a recognised teacher of the University or a recognised institute agreeing to supervise the work of the applicant; and
  - (c) a registration fee of Rs.25.
- (3) The application shall be considered and disposed of by the Syndicate.
- (4) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate may submit to the Registrar, together with the prescribed fee, four copies

of a thesis printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has been already submitted by him for a degree, diploma or title of any other University or society and to submit a report by the Supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

- (5) The thesis shall be valued by a Board of three examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.
- (6) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the decision of the Syndicate shall be published and the candidate shall be admitted to the Degree under the prescribed conditions.
- (7) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.
- (8) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.
- (9) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit to impose.

**6. *Degree of Doctor of Philosophy:***

- (1) A candidate for registration for the Degree of Ph.D. in the Faculty of Engineering must have qualified for the Degree of Master of Technology of this University or of any other University recognised by this University for the purpose.

- (2) <sup>1</sup>[A candidate for the Ph.D.Degree must, before registration produce a certificate from a recognised supervising teacher of the University, stating that the candidate is in his opinion a fit person to undertake a course of research in the specified subject with a view to taking the Ph.D.Degree and that he is willing to undertake the responsibility of supervising the work of the candidate. The above certificate shall be forwarded to
- the Registrar of the University through the Principal of the College, or institution where the work is proposed to be carried out.
- (2A) The application for registration as a research student and as a candidate for the Ph.D.Degree shall be submitted to the Head/Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/May every year, and shall be accompanied by:]
- (3) A candidate whose application has been approved must register within three months from the date on which he has notified that his application for registration was approved. The fee for registration shall be Rs.30(Rupees thirty only).
- (4) If a student does not begin his course of study in the University within one calendar year from the date of the approval of his application for registration, the approval of his application shall lapse, and he must apply again to the University for registration if he still desires to proceed to the Ph.D.Degree.
- (5) Every candidate for the Ph.D.Degree in the Faculty of Engineering shall pursue a course of not less than two and not more than four calendar years of training in research and research methods. The student shall during his course of study pay such fee as may be prescribed by the University to the college or institution in which he is working, unless he is specially exempted by competent authority from making the payment.
- (6) Not later than one calendar year before the date when he proposes to enter for the examination, the student shall submit the title of his thesis for approval by the University. After the title of the thesis has been approved, it may not be changed except with the permission of the University.

1. Amendment.No.12 w.e.f 10.06.2011 Notification. No. AcL/1/2011/SA -12 dtd 30/06/2011.

- (7) On completing his course of study, every candidate shall submit a thesis which embodies, the result of his research and observation and which must form a distinct contribution to the knowledge on the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical power.
- (8) The Degree shall not be conferred upon a candidate unless a Board of three examiners appointed for the purpose by the Syndicate certify that the thesis is worthy of publication as a "Thesis approved for the Degree of Doctor of Philosophy (Engineering) in the Mahatma Gandhi University". The candidate shall be required to undergo, a public viva-voce to defend the thesis. <sup>1</sup>[The date of effect of the award of the Ph.D. Degree shall be the date of the conduct of the public viva-voce, undergone by the candidate.]
- (9) An abstract of the thesis comprising not more than 300 words shall be included in each copy of the thesis submitted to the University.
- (10) A candidate shall be permitted to submit as his thesis a thesis for which a degree has been conferred on him in this or in any other University; but a candidate shall not be precluded from incorporating work which he has already submitted for a degree in this or in any other University in a thesis covering a wider field;

Provided that he shall indicate in his form of entry and also in his thesis, any work, which has been so incorporated.

- (11) Every candidate shall apply to the Registrar for a form of entry which must be returned duly completed and accompanied by  
four copies of his thesis, printed or typewritten in English with a brief summary in an Indian language together with the prescribed fee and a certificate of having completed the course of study prescribed in his case.
- (12) The candidate may submit as subsidiary matter in support of his candidature any printed contribution or contributions to the advancement of his subject which he may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter, he shall be required to state fully his own share in any conjoint work.

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1. Amendment.No.24 w.e.f 02.02.2019 Notification. No. AC/L/1/2338/SA-24 dtd 16/04/2019.

- (13) After the examiners have read the thesis, they may, if they think fit and without further test, recommend that the candidate be rejected.
- (14) If the thesis is adequate, the examiners shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, on the subject of the thesis and if they see fit, on subjects relevant thereto.
- (15) If the thesis is adequate but the candidate fails to satisfy the examiners at the oral, practical or written examination held in connection therewith, the examiners may recommend to the University that the candidate be permitted to represent the same thesis and submit to a further oral, practical or written examination within a period not exceeding one year specified by them and the fee on re-entry. If the University adopts the recommendations of the examiners, shall be half of the fee originally paid.
- (16) If the thesis, though inadequate, seems, to be of sufficient merit to justify such action, the examiners may recommend to the University that the candidate be permitted to represent his thesis in a revised form within eighteen months from the decision of the University with regard thereto and the fee on re-entry, if the University adopts such recommendation, shall be half of the fee originally paid. The examiners shall not make such a recommendation without asking the candidate to appear for a public viva-voce to defend the thesis. <sup>1</sup>[The date of effect of award of the Ph.D. Degree shall be the date of the conduct of the public viva-voce, undergone by the candidate.]
- (17) Each report of the examiners shall state-
  - (a) the subject of the thesis submitted by the candidate;
  - (b) a list of his other original contributions, if any to the advancement of his subject;
  - (c) a concise statement of the grounds upon which he is recommended by the examiners for the Degree.
- (18) Copies of all successful thesis, whether published or not, shall be deposited for reference in the University Library.
- (19) Work approved for the Degree of Ph.D. and subsequently published must contain a reference, either on the titled page or in the preface, to the fact that the work has been approved by the University for the award of the Degree.

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1. Amendment.No.24 w.e.f.02.02.2019 Notification. No. AcL/1/2338/SA-24 dtd 16/04/2019.

- (20) Teachers who are working in the University institutions and who are Heads of Departments may be permitted to submit a thesis for the Ph.D. Degree without working under a supervising teacher, subject to the condition that they possess the qualification prescribed in clause (1) and register themselves for the Degree.
7. ***Degree of Doctor of Science:*** The Degree of Doctor of Science (D.Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.
8. ***Diplomas and Certificates:*** The University may grant Post graduate Diploma, Diplomas and Certificates in the following subjects of study:-
- (i) Post-Graduate Diploma in Engineering
  - (ii) Mechanical Engineering
  - (iii) Electrical Engineering
  - (iv) Civil Engineering
  - (v) Architecture
  - (vi) Chemical Engineering
  - (vii) Automobile Engineering
  - (viii) Food Technology

### **Post Graduate Diploma Courses in Engineering**

9. ***Condition for admission:*** Candidates for admission to the Post Graduate Diploma Courses in Engineering shall be required to have passed the B.Tech. Degree in the respective branch of Engineering of the University or any degree recognised by the University as equivalent thereto.
10. ***Duration of the course and the course of study:***
- (1) The Course shall extend over a period of two semesters followed by a period of three months allotted for completion of the project work. Semester I shall ordinarily be from first August to 30th November of every year, and Semester II from 1st January to 30th April of every year.
  - (2) University examinations shall be conducted at the end of each semester.

- (3) The course of study shall include lectures, laboratory work, design, seminars, project and submission of a project report. The candidates are required to undertake a project work to be arranged by the Head of the Department at the commencement of the second semester. The report based on the project shall be submitted before the University on 31st July of every year.
11. **Branches of study:** Candidates shall be examined in any one of the branches of Engineering approved by the University, from time to time.
  12. **Subjects of study and scheme of examinations:**
    - (1) Candidates have to study three compulsory subjects in the first semester and two in the second semester. Two optional subjects in each semester shall be selected by the candidates.
    - (2) A candidate shall be permitted to appear for the University examination in a subject at the end of semester only if he has earned a progress certificate from the Head of the Institution for having satisfactorily undergone the prescribed course of study in that semester and put in the minimum attendance of 75% in each subject of study. The project report submitted by a candidate on a topic approved by the Post Graduate Professor in the branch of study concerned shall be evaluated internally and sessional marks awarded. Sessional works on all subjects shall be valued and marks awarded on the basis on day to work, tests and assignments.
  13. **Pass requirements:**
    - (1) A candidate who secures not less than 40% marks in the written examination, 60% of the sessional marks, and 50% of the aggregate of the sessional marks and written examinations for any subject, shall be declared to have passed in that subject.
    - (2) A candidate shall be eligible to undergo the course of study in the second semester only if he has completed satisfactorily the course of study and secured the minimum of the sessional marks in all the subjects in the first semester.
    - (3) A candidate shall be required to complete the course of study comprising the semesters and submission of the project report within two years of his first admission to the course.
  14. **Results and Classifications:**
    - (1) The results of the University examination shall be declared at the end of each semester. The mark sheets of the candidates shall contain the written examinations marks and the sessional marks. A candidate who has passed all the examinations shall be declared to have passed



- (i) in first class with honours if he secures not less than 70% of the total marks in the two semesters put together
  - (ii) in first class, if he secures not less than 60% of the marks as above.
- (2) All other candidates who have passed all examinations in the two semesters and obtained the minimum sessional marks shall be declared to have passed in second class.
- 15. *Withdrawal of candidates from examinations:***
- (1) A candidate may be permitted to withdraw from the University Examination of a semester, provided he does so in writing before the commencement of the last examinations of that semester, to the Chief Superintendent of the University examinations. Such withdrawal shall be permitted only once during the entire course.
  - (2) A candidate who withdraws has to re-appear in examinations in all the subjects of that semester and for the purpose of classifications, such candidate shall be considered as appearing for the first time in those subjects.

## CHAPTER 21

### FACULTY OF MODERN MEDICINES

**1. *Degrees:*** The Degrees in the Faculty of Medicine shall be:-

- |    |   |                |
|----|---|----------------|
| 1. | Bachelor of Medicine and Surgery                          | M.B.B.S        |
| 2. | Bachelor of Pharmacy                                      | B.Pharm        |
| 3. | Bachelor of Science (Nursing)                             | B.Sc.(Nursing) |
| 4. | Bachelor of Science<br>(Medical Laboratory<br>Technology) | B.Sc.(M.L.T)   |
| 5. | Doctor of Philosophy                                      | Ph.D.          |
| 6. | Master of Pharmacy  | M.Pharm        |
| 7. | Master of Surgery   | M.S.           |
| 8. | Master of Science   | M.Sc           |
| 9. | Doctor of Medicine  | M.D.           |

2. ***Degree of Bachelor of Medicine and Surgery:*** Candidates for the Degree of Bachelor of Medicine and Surgery (M.B. & B.S.) shall be required-

- (a) to have passed the Pre-Degree examination of the University or an examination accepted by the University as equivalent thereto;
- (b) to have subsequently pursued the prescribed course of study in a Medical College affiliated to or recognised by the University for a period of not less than four and a half academic years, of which not less than three years shall be spent in the study of clinical subject after having passed the First M.B. & B.S. Examinations;
- (c) to have passed all the prescribed examination; and
- (d) to have worked thereafter as a house-surgeon for a period of not less than one year in a hospital recognised by the Syndicate or to have put in not less than one years' approved service in the Indian Army Medical Service.

*Explanation-* Candidates who have passed the Final M.B. & B.S. Examination shall be given only provisional certificates and they shall become eligible for the award of the degree only after completing one year's house-surgency or one year's approved service in the Indian Army Medical Service:

Provided however that a candidate who holds the Diploma of L.M.P. or D.M.S. or any other qualification accepted by the University and the Medical Council of India as equivalent thereto, and who has passed the Intermediate Examination in the Medical Group of any recognised Indian University or any other examination recognised by the University as equivalent thereto and has subsequently undergone the prescribed course of study in a Medical College of the University for a period of two academic years and passed the second and Final M.B. & B.A. Examinations shall be admitted to the M.B. & B.S. Degree.

3. ***Degree of Bachelor of Pharmacy:*** Candidates for the Degree of Bachelor of Pharmacy (B.Pharm) shall be required to have passed the Pre-Degree examination of the University or an examination accepted by the University as equivalent thereto, and to have subsequently pursued the prescribed course of study in a college or the University for a period of not less than four academic years and passed the prescribed examination.

4. ***Degree of Bachelor of Science (Nursing):*** Candidates for the Degree of Bachelor of Science (Nursing) B.Sc. (Nursing) shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in an institution maintained by or affiliated to the University and passed the prescribed examinations.
5. ***Degree of Bachelor of Science Medical Laboratory Technology:*** Candidates for the Degree of Bachelor of Science (Medical Laboratory Technology) B.Sc.(M.L.T.) shall be required to have passed the Pre-Degree Examination of the University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of three academic years in a College or the University and to have passed the prescribed examinations.
6. ***Doctor of Medicine:*** Candidate for the Degree of Doctor of Medicine (M.D.) shall be required to have qualified themselves for the M.B. & B.S. Degree of the University or of any other degree accepted by the University as equivalent thereto and to have undergone the prescribed course of study as a post graduate student in General Medicines or speciality for a period of not less than three years and to have passed the prescribed examinations.

Provided that the period of study may be reduced by one year in the case of those who have one year's Senior House Surgency or one year's service as Tutor in the concerned speciality or one year's Residency in the concerned speciality or three year's Government service as Medical Officer or five year's professional practice.

7. ***Degree of Master of Pharmacy:*** Candidate for the Degree of Master of Pharmacy (M.Pharm) shall be required to have taken the Degree of Bachelor of Pharmacy (B.Pharm) of the University or a Degree of any other University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college affiliated to the University for a period of not less than two academic years and to have passed the prescribed examinations.
8. ***Master of Surgery:*** Candidates for the Degree of Master of Surgery (M.S) shall be required to have qualified themselves for the M.B. & B.S. Degree of the University or of any other degree accepted by the University as equivalent thereto and to have undergone the prescribed course of study as a post graduate student in General Surgery or speciality

for a period of not less than three years and to have passed the prescribed examinations.

Provided, however, that the period of study may be reduced by one year in the case of those who have one year's Senior House Surgency or one year's service as tutor in the concerned speciality or one year's Residency in the concerned speciality or three year's Government Service as Medical Officer or five year's professional practice.

9. ***Master of Science:*** Candidates for the Degree of Master of Science (M.Sc.) shall be required to have taken the M.B. & B.S. Degree Examination of the University or of any other degree recognised by the University as equivalent thereto and thereafter worked in department concerned in a Medical College affiliated to the University either as a member of the staff or as post graduate for a period of not less than one year and to have subsequently pursued the prescribed course of study and research in the department for a further period of not less than two years and have passed the prescribed examinations.

Provided that the period of two years study and research mentioned above may be reduced to one year in the case of candidate who have worked in the department for three years prior to the admission to the course.

10. ***Degree of Doctor of Philosophy:***

- (1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder to persons holding the Degree of M.D. or M.S. or M.Sc. obtained from the faculty of Medicine of the University or any other degree of an Indian or Foreign University recognised by the University as equivalent thereto, on the results of research work as embodied in a thesis relating to subjects coming within the purview of the Faculty of Medicine:

Provided, however, that M.B.B.S. Degree holders who have secured not less than 50% marks for the Final M.B.B.S. Examination may also be allowed to register themselves as candidates for Ph.D. The duration of the research course in their case shall not be less than four calendar years.

- (2) Every candidate shall be required to register himself as a research student and candidates for the Degree of Doctor of Philosophy before the commencement of the course of research and to pursue a course of research extending over not less than three calendar years under the guidance of a supervising teacher approved by the

University, who shall have not less than ten year's teaching and research experience after obtaining post graduate qualifications and should have not less than five year's post graduate teaching experience.

- (3) '[The application for registration as a research student and as a candidate for the Ph.D. Degree shall be submitted to the Head/ Director of the University Teaching Department/School concerned on or before 31<sup>st</sup> July, following notifications in this regard in April/ May every year, and shall be accompanied by:-]
- (a) a diploma or certificate showing the academic qualification of the applicant, such other evidence of attainments as will show his fitness to pursue the proposed course of research and details of previous study and research, if any;
  - (b) particulars of the special subject in which he intends to prosecute research;
  - (c) the name of the teacher of the University or of any other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work accompanied by the written consent of the teacher agreeing to supervise his work;
  - (d) a statement giving the name of the institution or laboratory where he proposes to carry out research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research. The institution for purposes of approval shall be departments of the University or Medical Colleges maintained by or affiliated to the University with facilities for Post-Graduate and research study in the branch of study concerned. In regard to subjects for which research facilities are not available  
  
within the University and in other special cases, it shall be competent for the Syndicate to recognise on individual merit, research institutes or departments of an all India Character and the teachers and officers employed therein for purpose of enabling persons to pursue research in such institutes for the Ph.D. Degree of the University; and
- (c) a registration fee as prescribed by the Ordinances.

- (4) The application for registration as research student and as candidate for the Degree or for registration for the Degree shall be considered and disposed of by Syndicate provided however that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution of outside the state for purposes of any particular course of research.
- (5) Candidates for the Ph.D. Degree shall be required to take within six months before the submission of the thesis the qualifying examination for the submission of the thesis and only those who are successful in the qualifying examination shall be permitted to submit the thesis.
- (6) (a) The syllabi for the written and practical parts of the qualifying examination shall cover all aspects of the special subject chosen for research and shall be prepared by the supervising teacher and another member nominated by the Syndicate. The syllabus shall be approved by the Chairman, Post-graduate board of studies in Medicine and the Dean, Faculty of Medicine.

The Scheme of Examination shall be as follows:-

(i)	Written Examination I	3 hours	100 marks
(ii)	Written Examination II	3 hours	100 marks
	or Practical Examination		
(iii)	Viva-Voce Test		100 marks

*Total*      300 marks

- (b) The Viva-voce test shall be held after the examiners have valued the written papers.
  - (c) The pass minimum for the qualifying examination shall be 50% of the aggregate marks in the written and practical examinations and 50% in the Viva-voce Test.
  - (d) No candidate shall be permitted to take the qualifying examination more than twice.
- (7) After the expiry of the period of research or at any time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten in

English with a brief summary in an Indian language, embodying the results of the research carried out by him. Every candidate shall also submit with his thesis and certificates from the teacher under whom he worked that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for the award of a previous research degree. The candidate shall clearly set forth in the preface the portion or portions upon which has been based the award of the previous degree. A candidate may also forward as supplementary papers to his thesis, printed copies of any contribution or contributions to the knowledge of his subject or any cognate branch of science he may have published in journals or periodical alone or jointly with others together with the names of such journals or periodicals.

- (8) The thesis shall be valued by a Board of three external examiners appointed for the purpose by the Syndicate and the candidate may be required to undergo at the discretion of the examiners an oral test on the subject of the thesis. The report of the examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the decision of the Syndicate shall be published and the candidate admitted to the degree under the prescribed conditions.
- (9) If the thesis is not approved for the award of the degree, the candidate may submit after an interval of not less than six months, a new revised thesis, together with the same fee. The procedure prescribed in the preceding clause shall be followed in respect of this thesis also.
- (10) A candidate shall not be permitted to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend to permit a candidate to submit his thesis for a third time.
- (11) The thesis, whether approved or not, shall not be published without the sanction of the Syndicate, and the Syndicate may grant permission for the publication under such conditions as it may think fit.

11. **Diplomas:** The University may grant diploma in the following objects of study:-

- (1) Obstetrics and Gynecology;
- (2) Clinical Pathology;
- (3) Public Health;
- (4) Child Health;
- (5) Radiology;
- (6) Ophthalmology;
- (7) Nursing;
- (8) Orthopaedics;
- (9) Psychiatric Medicine;
- (10) Physical Medicine and Rehabilitation;
- (11) Tuberculosis Chest diseases; and
- (12) Such other subjects of study as the Syndicate may decide, from time to time.

## CHAPTER 22

### FACULTY OF AYURVEDA

1. ***Degree:*** The Degree in the Faculty of Ayurveda shall be:-
  - i) Bachelor of Ayurvedic Medicine and Surgery B.A.M.S.
  - ii) Bachelor of Pharmacy (Ayurveda) B.Pharm.(Ay)
  - iii) Bachelor of Science-Nursing (Ayurveda) B.Sc.  
(Nursing Ay.)
  - iv) Doctor of Medicine (Ayurveda) M.D. (Ay.)
2. ***Bachelor of Ayurvedic Medicine and Surgery:*** Candidates for the Degree of the Bachelor of Ayurvedic Medicine and Surgery (B. A. M. S.) shall be required to have passed the Pre-Degree examination of the University or any other examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of Ayurvedic Medicine of the University for a period of not less than five years and passed the prescribed examinations and thereafter undergone six months internship in a hospital recognised by the Syndicate.



3. ***Degree of Bachelor of Pharmacy (Ayurveda):*** Candidates for the Degree of Bachelor of Pharmacy (Ayurveda) B.Pharm. (Ay.) shall be required to have passed the Pre-Degree examination of the University with Physics, Chemistry and Biology as optional subjects or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of four academic years in a college or the University and to have passed the prescribed examinations.
4. ***Doctor of Medicine (Ayurveda):*** Candidates for the Degree of Doctor of Medicine (Ayurveda) M.D. (Ay.) shall be required to have qualified for the B.A.M.S. Degree of the University or an equivalent degree recognised by the University and to have subsequently undergone the prescribed course of study in an ayurveda college maintained by or affiliated to the University for a period of not less than three academic years, and to have passed the prescribed examinations.
5. ***Degree of Bachelor of Science Nursing (Ayurveda):*** Candidates for the Degree of Bachelor of Science-Nursing [Ayurveda B.Sc. Nursing (Ay)] shall be required to have passed the Pre-Degree Examination of the University with physics, chemistry and biology as optional subjects or an examination recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than four academic years in a college affiliated to the University and to have passed the prescribed examinations.
6. ***Diploma:*** The University may also grant a Diploma in Ayurvedic Medicine.

## CHAPTER 22A

### FACULTY OF HOMOEOPATHY

1. ***Degree:*** The Degree in the Faculty of Homocopathy shall be:-
  1. Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)
  2. Degree of Bachelor of Homoeopathic Medicine and Surgery:-  
Candidates for the Degree of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) shall be required:
    - a. To have passed the Pre-Degree Examination of this University with Physics, Chemistry and Biology as optional subjects or

an examination accepted by the University as equivalent thereto with an aggregate of 50 per cent marks in the Science Subject viz., Physics, Chemistry, Biology or to have passed B.Sc.Degree (3 Year Course) examination of this University or an examination approved as equivalent thereto with Physics/Chemistry/Botany/Zoology/Bio-chemistry as the main subject and any one or two of these subjects as subsidiary subjects and secured 50 percent or more marks for the Science subjects, provided that the candidate has passed the Pre-Degree Examination with Physics, Chemistry and Biology as Optional subjects.

- b. to have subsequently pursued the prescribed course of study in a Homoeopathic College affiliated to or recognised by the University for a period of not less than four and a half academic years of which one and a half years shall be spent in the first B.H.M.S. Course and one academic year each shall be spent in the second, third and final B.H.M.S. Courses.
- c. to have passed all the prescribed examinations; and
- d. to have worked as a House Surgeon for a period of not less than one year in a Homoeopathic Hospital recognised by the Syndicate.

*Explanation:* Candidates who have passed the final B.H.M.S. examination shall be given only provisional Certificate and they shall become eligible for the award of the Degree only after completing One Year's House Surgeoncy.

## CHAPTER 23

### AFFILIATION OF COLLEGES

1. ***Date of application:*** Applications for affiliation of a college or for affiliation in additional subjects shall be addressed to the Registrar and shall be forwarded to him not later than <sup>1</sup>[the 31st of August of the academic year] preceding the academic year in which the courses are proposed to be started.

<sup>2</sup>[Provided that the applications seeking affiliation for starting new Colleges/Courses received in a particular academic year on which the

1. Amendment No. 17 w.e.f.02.02.2014 Notification. No. Ac.L/1121/SA/2012 dtd 18/03/2014.

2. Added by amendment No. 2 w.e.f.5.4.2001 Notification No.ACL/2679/S/53/1998 dt. 18.4.2001.

University has made favourable recommendations and sought the views of the Government as envisaged in Statue 9 shall be deemed to be valid for the next succeeding year also. This will have effect from 1998-99 academic year.]

2. ***Form of application:*** An application for affiliation of a new college shall be furnished in Form 2.
3. ***Application for additional affiliation etc.:*** The application for affiliation in additional subjects or for upgrading a college shall be made in Form 3. Application for starting post graduate courses and for seeking of additional seats in existing courses shall respectively be made in Form 4, Form 5, as the case may be.
4. ***Application to be made by whom:*** The applications for affiliation shall be made in the case of Government Colleges by the Head of the Department and in the case of private college by the Educational Agency.
5. ***Inspection Fee:*** The applicant shall pay to the University an inspection fee, calculated at the rate fixed by the Syndicate from time to time and the taxes of Central and State Government, if any, for each member of the Board of Inspection, appointed by the Syndicate in this regard.]
6. ***Power of the Syndicate to grant affiliation etc.:***
  - (1) All applications seeking affiliation shall be considered by the Syndicate not later than 31st May preceding the academic year in which the courses are proposed to be started.
  - (2) The Syndicate shall have power to affiliate any college within the territorial jurisdiction of the University preparing students for degree, titles or diplomas of the University which satisfies conditions prescribed in the laws of the University.
7. ***Procedure on receipt of application:*** The Syndicate may call for any further information which it may deem necessary before proceeding with the application, or may advise the educational agency that the application is premature or may decline to proceed with the application if it is satisfied that the arrangements made or likely to be made before the beginning of an academic year in which the courses are to be started for the conduct of the courses are not sufficient or suitable or if the college has failed to observe the conditions laid down in respect of any previous affiliation.

8. **Local Enquiry:** If the Syndicate decides to proceed with the application, it shall direct a local enquiry to be made by a competent person or persons appointed by it in this behalf, provided that it shall be competent for the Syndicate to dispense with the enquiry above mentioned in the case of any subject or group of subjects in which it does not, for special reasons to be recorded, consider a local enquiry necessary.

9. **Grant of Affiliation:**

- (1) The University may appoint a Commission to inspect the proposed site of a new college or to make a physical verification of the facilities that may exist for starting the new college/course, if the application is considered favourably by the University. The Commission shall inspect the suitability of the proposed site, verify the title deeds as regards the proprietary right of the management over the land (and buildings, if any) offered, building accommodation provided, if any, assets of the Management, constitution of the registered body and all other relevant matters. Further action on the application shall be taken on receipt of the report of the Commission.
- (2) The grant of affiliation shall depend upon the fulfilment by the Management of all the conditions for the satisfactory establishment and maintenance of the proposed institution/courses of studies and on the reports on inspection by the commission or commissions which the University may appoint for the purpose.
- (3) Unless all the conditions are fulfilled, before the commencement of the academic year, no new college/or additional courses shall be permitted to be started during that year.
- (4) Educational agency/Management, the Principal or any other person or persons on their behalf shall neither demand nor accept donations from candidates for appointment to the staff and from students for admission to the college.
- (5) The management shall be prepared to abide by such conditions and instructions as regards staff, equipment, library, reading room, playgrounds, hostels etc., as the University may, from time to time, impose or issue in relation to the college.
- (6) The educational Agency/Management shall give an undertaking to the University to carry out faithfully, the provisions of the Act, Statutes, Ordinances and Regulations and the directions issued by the University, from time to time, in so far as they are related to the

college. The undertaking shall be endorsed by the Principal of the College.

- (7) After considering the report of the Commission and the report of the local enquiry, if any, and after making such further enquiry as it may deem necessary, the Syndicate shall decide, after ascertaining the views of the Government also, whether the affiliation be granted or refused, either in whole or part. In case affiliation is granted, the fact shall be reported to the Senate at its next meeting.
10. **Separate affiliation:** Affiliation may be granted to a college or to departments of and college which provides courses of instruction in Science, Language and Literature, Fine Arts, commerce, Engineering and Technology, Medicine, Ayurveda, Law, Education or in such other Faculties as the University may from time to time prescribe. The affiliation shall be granted separately for each subject or each group of subjects and for each separate standard.
11. **Combination of optional subjects:** Where a college is affiliated in a number of optional subjects, the college shall be at liberty to provide instruction in combination of those subjects approved by the Faculty.
12. **Conditional affiliation:** The affiliation granted may be provisional. If provisional affiliation is granted for a fixed period, the length of the period and the conditions to be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting such affiliation. But in exceptional circumstances the Syndicate shall have the power to extend the period of such provisional affiliation for one more year. If the conditions are not fulfilled by the end of the period fixed, the affiliation shall cease automatically. If the conditions are fulfilled the Syndicate shall have the power to confirm the affiliation at the end of the period. The confirmation of the affiliation shall be reported to the Senate.
13. **Withdrawal of Application:** Application for affiliation may be withdrawn at any time before an order has been passed on the application. But the application fee once paid shall not be refunded.
14. **Withdrawal or suspension of affiliation:** The Syndicate shall have the power at any time after the enquiry to withdraw or suspend for a definite period, the affiliation granted to a college, provided that before taking such action the Syndicate shall inform the management of the College concerned of the findings after the enquiry and shall allow it an opportunity of making such representations as it may deem fit and shall

record its opinion on the representations so made. The report of the enquiry and the representation made by the Management, if any, and the decision of the Syndicate thereon shall be placed before the Senate.

**15. *Suspension of instruction in courses or subject:***

- (1) It shall be open to a college to suspend for want of students with prior approval of Syndicate, for a total period not exceeding one academic year, instruction in any subject or course of study in which the college is affiliated. At the end of the period of suspension, work may be resumed after intimating the Syndicate.
- (2) No course of study shall be abolished in any College without the prior approval of the Syndicate.

**16. *Privileges of Affiliated Colleges:*** Every College affiliated to the University shall be entitled to prepare and present students, in accordance with the laws of the University for the examination of the University in the subjects of study for which the college is affiliated to the University.

**17. *Privileges of Staff and students:*** Students and members of the staff of every college affiliated to the University shall be eligible for membership of the University Library, the University Athletic Club and other such institutions subject to the rules governing those institutions.

**18. *Grant-in-aid:*** Funds placed at the disposal of the University by the Central or State Government or the University Grants Commission or other agencies for grant-in-aid to affiliated colleges and other institutions shall be administered by the Syndicate in accordance with the rules framed in this behalf.

**19. *Conditions to be satisfied by affiliated colleges:***

- (1) Every College affiliated to the University shall comply with and duly observe, the provisions in the laws of the University in so far as they are applicable to the College.
- (2) All changes in the membership of the Governing Body or the Managing Council and all appointments, transfers, promotions, demotions, or dismissals of teachers of the colleges with name, qualification and designation shall forthwith be reported to the Syndicate.
- (3) No students shall be admitted to any course of instruction in the college in anticipation of affiliation.

**20. College Council:**

- (1) Every college shall have a duly constituted college council properly representing the teaching staff to advise the Principal in the internal affairs of the college. It shall consist of all heads of departments or lecturers in charge of the departments including the department of physical Education and not less than two members of the teaching staff elected by the members of the teaching staff other than heads of departments from among themselves.
- (2) The College Council shall meet at least once in three months and the minutes of the meetings shall be recorded.
- (3) If the principal over-rules the decision of the College Council, it shall be reported to the Vice Chancellor.

**21. Responsibilities of the Principal:** In every college, the Principal shall be the head of the college and shall be responsible for the internal management and administration of the College. In the absence of the principal, the senior-most professor or in his absence, the next senior-most professor or lecturer of the college, as the case may be shall be in charge of the duties of the principal. No person shall be appointed as principal if he does not possess the qualification and experience prescribed by the regulations.

**22. Financial Stability:** Every college shall satisfy the syndicate that adequate financial provision is available for its continued and efficient maintenance either in the form of an endowment or in the form of bona fide financial security.

**23. Financial Guarantee:**

- (1) In the case of Junior colleges an amount of one lakh rupees in cash or approved securities and or properties yielding a guaranteed income of rupees five thousand per annum shall be furnished as financial guarantee.
- (2) In the case of Degree Colleges an amount of rupees one and a half lakhs for Women's colleges and rupees three lakhs for other colleges shall be furnished as financial guarantee, in the form of approved securities and/or properties yielding a guaranteed income of Rs.7,500 in the case of Women's Colleges and Rs.15,000 in case of other colleges.
- (3) In the case of colleges of Language and Literature, an amount of Rupees thirty thousand shall be furnished as financial guarantee in

the form of approved securities and/or properties yielding a guaranteed income of rupees one thousand five hundred only.

*Explanation:* For the purpose of this statute, the expression “approved securities” shall have the meaning assigned to it in clause (a) of section 5 of the Banking Regulation Act, 1949 (Central Act 10 of 1949)

- (4) Where the Financial guarantee is furnished as cash deposit, the University may permit a portion of this money to be invested for construction of Hostels for the students of the college or for staff quarters, which will yield the prescribed annual income.

**24. *Mode of furnishing the financial guarantee:*** The financial guarantee may be furnished in any one or more of the following forms:-

- (a) Cash deposits;
- (b) Fixed deposit in the State Bank of India or in any one of the subsidiaries of the State Bank of India or in any of the nationalised banks specified in the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act 5 of 1970) the receipt being endorsed in the name of the Finance Officer of the University;
- (c) Government Securities as defined in the India Securities Act, 1920 (Central Act X of 1920);
- (d) Saving Certificates, National, Postal or Defence Bonds and the like endorsed in the name of the Finance Officer of the University;
- (e) Mortgage of the title deed of immovable property other than the college site and building, hostels sites and hostels where such mortgage is permitted under any law for the time being in force.

*Note:* Any form of financial guarantee already given by the Educational Agency/Management of the college will not be released in lieu of the mortgage or immovable property permitted under this clause.

**25. *Requirement of space for colleges:***

- (1) The minimum extent of land required for colleges shall be as follows:-
- (a) For Arts and Science Colleges:-
- (i) Six hectares for first grade Colleges and four hectares for junior colleges in a Corporation or Municipal area; and
- (ii) Eight hectares for first grade colleges and six hectares for junior colleges in Panchayat areas.



- (b) For Women's Colleges, four hectares in Corporation and Municipal areas and six hectares in Panchayat areas.
  - (c) For Colleges of Language and Literature 4 hectares.
- (2) The land thus owned by the college shall be without any encumbrance and shall be available exclusively for the purposes of the college.

**26. *Matters to be complied with for seeking affiliation:***

- (1) Every College shall satisfy the Syndicate on the following aspects:-
- (i) that the college if started will supply the needs of the locality having regard to the type of education intended to be provided by the college, the facilities existing for the same type of education in the neighbourhood and the suitability of the locality;
  - (ii) the suitability and adequacy of the buildings, libraries, laboratories and equipments;
  - (iii) the character, qualifications and adequacy of the teaching staff and the conditions of their service;
  - (iv) the buildings in which the college is to be located are suitable and that provision will be made in conformity with the laws of the University for the residence in the college hostels or in lodgings approved by the college. If students are not residing with their parents or guardian and for the supervision and welfare of students;
  - (v) such other matters are essential for the maintenance of the tone and standard of University education.
- (2) In regard to the matters referred to in clause(i) the Syndicate shall be guided by the reports of the Commission referred to in statue 9 and by the rules which may be prescribed by it.

- 27. *Proportion of teachers to students:*** The proportion of teachers to students shall be in accordance with the workload fixed by the University.
- 28. *Facilities for women students:*** In every college in which both men and women students are admitted, separate reading and tiffin rooms and other necessary conveniences shall be provided for the women students.
- 29. *Residence of Teachers:*** Every college shall provide for the residence of the Principal and for at least a few of the members of the teaching staff either in or close to the college campus.

30. **Residence of students:** Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognised guardians. Such provision shall be in the form of hostels managed by the college and recognised by the Syndicate or approved hostels.

31. **Accommodation equipment and strength of students:**

(1) Admission of students to every college shall be subject to the conditions prescribed by the University and the strength of each class or subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

(2) The maximum number of students that shall be permitted to be admitted in the first year of starting a Junior college shall be 320 (that is four batches of eighty each) and the overall strength of a Junior college shall not exceed 960 at any time.

(3) When a junior college is upgraded, sanction will be given upto five main subjects of which at least two shall be arts subjects and one Mathematics.

(4) The initial maximum student strength in main subject when degree courses are started shall be as follows:

Languages-24, Arts subjects-40 and Science subjects- 24. No increase in strength or additional courses shall be permitted until the first batch has been presented for the University examination when the courses become established, the student strength for main subjects may be increased to-

Languages-40, Arts subjects-60, Science subjects Mathematics, Physics and Chemistry-48 each, other Science subjects-36 each.

(5) Not more than four post-graduate courses will be normally allowed in a college. The maximum student strength for post-graduate classes will be-

Art, Languages, Commerce and Mathematics	13 to 20
Science subjects	12

(6) The overall strength of a degree college shall not ordinarily exceed 1500. Existing colleges with strength exceeding 1500 will be granted new courses only if they agree not to exceed the existing overall strength.

- (7) Accommodation to be provided by a college may be calculated on the basis of the norms prescribed herein regarding strength and space.
- (8) Each student in the Pre-Degree shall be allotted lecture hall space of 1 sq.m. and if he is a science student, laboratory space of 3 sq.m. for each laboratory. In the case of Degree students, the above shall be 1-2 sq.m. and 3-4 sq.m. respectively.
- (9) Apart from the above, sufficient space shall be available for the office, Library, reading room, Principal's room, Professor's room, Departmental staff room, Staff common room, separate Common rooms both for men and women students and Tiffin rooms for students.
- (10) The Library and Reading room together shall have an area of not less than 400 sq.ms. and shall provide facilities for reading and study.
- (11) There shall be separate laboratories for main students and for subsidiary and Pre-Degree students.
- (12) Accommodation on the above basis of floor space shall be provided to the satisfaction of the University in permanent buildings before the beginning of the classes. Even if permanent building for housing the whole college is not ready by the beginning of the Academic year, permanent building for laboratories shall be ready and the laboratories shall be furnished and fully equipped before starting the course.
- (13) The class rooms including library shall be furnished with good desks and benches or chairs.
- (14) Lists of equipments for laboratories and books and periodicals for the library (both sectional and general) shall be kept separately.
- (15) (1) At the degree level, there shall be a minimum of 400 to 500 standard books in each of the main science subjects 500-600 in Arts subjects; about 2000 books in English, 1500 books in Malayalam, 1000 books in Hindi and about 400 to 500 books in other languages to start with. For the Junior college, there shall be minimum of 200 to 300 books in each optional subject for the Arts section and 100 to 200 for each subject in the Science section, about 1500 books in English including a sizable number of books with controlled vocabulary for beginners in English, about 1000 books in Malayalam and about 200 to 300 books in other languages.

- (2) A reference section shall be organised consisting of reference books and one copy each of all the books recommended. Adequate provision shall be made both on capital account and on recurring basis for developing the library. The list of periodicals in each subject to be subscribed for shall be finalised with the approval of the Subjects Inspection Commission. The list of books showing separately additions made for starting the Degree course shall be made available. The library shall be attractively furnished.
- (16) All the Laboratories and class rooms and the library shall be fully equipped and furnished so as to enable regular classes being started from the beginning of the first year of the course.
32. **Facilities for games etc.:** Every college shall provide adequate and suitable facilities for games and physical exercise and shall make adequate arrangements for the physical training of its students and shall have on its staff a trained lecturer in Physical Education possessing the qualifications prescribed by the Regulations.
33. **NSS, NSC, NSO, NSS etc:** Every college shall provide facilities for the organisation of the National Cadet Corps. National Students Council, National Students Organisation or National Service Scheme.
34. **Medical Inspection:** Every college shall have attached to it a Medical Officer possessing the qualifications prescribed by the Ordinances in order to conduct the medical inspection of students of the college.
35. **Maintenance of Discipline:** Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.
36. **Tuition and other fees:** Every private college may charge students such tuition fee and such other annual fees as may be fixed by the Ordinances.
37. **Vacations and Holidays:** Every college shall have vacation/holidays as prescribed by the Ordinances.
38. **Attendance of classes in religion:** Every college shall satisfy the Syndicate that no student of the college is compelled to attend any class or discourse on a particular religion.
39. **Inspection of Colleges:** Every college shall be subject to inspection, from time to time, by one or more persons appointed by the Vice-Chancellor or the Syndicate or by the Board of Inspection constituted under clause (vi) of section 23 and the Act and report of such inspection shall be

forwarded to the Principal of the College concerned and his explanation called for before any action is taken on it. The Syndicate may, after considering the explanation, if any, issue to the College such instruction as it may deem fit and the college shall, within such period as may be fixed, take such action as the Syndicate may specify.

**40. *Maintenance of Registers and Records:*** Every college shall maintain the following registers and records in the forms that may be prescribed by the Syndicate:-

- (a) A register of admissions and withdrawals;
- (b) A register of attendance;
- (c) A register of attendance at Physical training;
- (d) A register of other record of addresses of students;
- (e) A register of the member of the staff showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught;
- (f) A register of fees paid showing dates of payment;
- (g) A counterfoil fee receipt book;
- (h) A register of scholarships, prizes and concessions of all kinds, whether of tuition, boarding or lodging showing the dates of receipt of the amounts of scholarships, prizes or grants and the dates of disbursement duly attested by the parties concerned;
- (i) A counterfoil book of transfer certificate;
- (j) A counterfoil book of certificates of medical inspection of students;
- (k) A register of marks obtained by each student at the college examinations;
- (l) Account books showing the financial transactions of the colleges as separate from those of the management;
- (m) Acquittance roll of the members of the staff of the college;
- (n) A register of marks secured by each student at the qualifying examination on the basis of which admission is given;
- (o) Such other registers as may be prescribed by the Syndicate.

41. ***Inspection of Registers:*** The registers and records shall be subject to inspection by the members of the Board of Inspection or any officer authorised in this behalf by the Vice-Chancellor or the Syndicate.
42. ***Exemption of Government Colleges from certain provisions:*** The University may, in public interest, exempt colleges run by the Government from the requirements of financial guarantee, procedure for selection and appointment of staff and the provision regarding the Board of Management.
43. ***Conditions for obtaining permission to provide instruction in post graduate courses of study:*** For the purpose of obtaining permission to provide instructions in post graduate courses of study, an affiliated college shall satisfy the following conditions, namely:-
- (a) that there are adequate financial resource for the continued maintenance and efficient working of the Post-Graduate Section or sections of the College;
  - (b) that there is or shall be provided suitable and adequate accommodation for students, staff, library, laboratories, museums, scientific equipments and other technical appliances which may be necessary for the purpose of providing post-graduate instruction and research in respect of which permission is applied for;
  - (c) that adequate provision has been or shall be made for a library properly equipped for the Post-Graduate courses of study sought to be undertaken by the college;
  - (d) that where post-graduate instructions is sought to be imparted in any branch of experimental science, arrangements have been or shall be made in conformity with the regulations of imparting such instructions in a properly equipped laboratory or museum;
  - (e) that necessary arrangements have been or shall be made for the conduct of lecturers, tutorials and practicals and other means of imparting instructions in the intended post graduate course of study; and
  - (f) that such other conditions as the Syndicate may, from time to time, lay down for the maintenance of the standard of Post-graduate study.

## CHAPTER 24

### GOVERNING BODIES FOR PRIVATE COLLEGES UNDER UNITARY MANAGEMENT

1. ***Constitution of Governing body for private college under Unitary Management:***
  - (1) A Unitary Management shall constitute a Governing Body consisting of the members specified in section 54 of the Act for giving advice on all matters relating to the administration of the college under the management.
  - (2) One of the persons nominated by the Unitary Management shall be the treasurer.
  - (3) The name of all persons elected or nominated as members of the Governing Body shall be reported by the Chairman of the Governing Body to the University.
  - (4) The quorum for a meeting of the Governing Body shall be seven.
2. ***Nomination of a person by the University:*** The Syndicate shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Governing Body of a private college to represent the University.
3. ***Election of a permanent teacher to the Governing Body:*** The Principal of the private college shall prepare a list of all the permanent teachers of the private college which shall be published not less than ten days before the date of the election. Any person aggrieved by any omission from the list of his name may represent to the Principal to rectify the omission. The Principal, if satisfied that the omission was not justified, shall include his name in the list before the date of the election. The Principal may also include the name of any permanent teacher inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent teacher to the Governing Body on a date to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the principal and the election shall be held at the meeting by secret ballot. The person securing the highest number of votes shall be declared elected, If two or more candidates secure an equal number of votes and they cannot be declared elected, the final election shall be made by drawing lots.

4. ***Election of a person by the permanent members of the non-teaching staff of the private college:*** The Principal of every private college under a Unitary Management shall prepare a list of all the permanent members of the non-teaching staff of the private college which shall be published not less than ten days before the date of election. Any person aggrieved by any omission from the list of his name may represent to the Principal to rectify the omission. The Principal if satisfied that the omission was not justified, shall include his name in the list before the date of election. The principal may also include the name of any permanent member of the non-teaching staff inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent member of the non-teaching staff to the Governing Body on a date to be fixed by him with due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the principal and the election shall be held at that meeting by secret ballot. The person securing the highest number of votes shall be declared elected. If two or more candidates secured an equal number of votes and they cannot be declared elected, the final election shall be made by drawing lots.
5. ***Election Dispute:*** All disputes about the election or nomination of the members of the Governing Body shall be referred to the Vice-Chancellor and his decision thereon shall be final.
6. ***Cessation of membership:*** A person nominated or elected to the Governing Body in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher of the private college or as a permanent member of the non-teaching staff, as the case may be, shall cease to be a member of the Governing Body as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher of the private college or permanent member of non-teaching staff, as the case may be.
7. ***Disqualification:*** No person shall be elected or nominated as or continue to be a member of the Governing Body who is or becomes of unsound mind or is declared insolvent or is convicted of an offense involving moral delinquency.
8. ***Rules regarding the working of the Governing Body:*** The Unitary Management shall frame rules for the conduct of meetings of the Governing Body consistent with the provisions of the Act. Such rules shall have the approval of the University.



9. ***Constitution of the first Governing Body:*** The first Governing Body shall be constituted within six months from the date of commencement of these Statutes.

## CHAPTER 25

### MANAGING COUNCILS FOR PRIVATE COLLEGES UNDER CORPORATE MANAGEMENT

1. ***Constitution of Managing Council for private colleges under Corporate Management:***
  - (1) A Corporate Management shall constitute a Managing Council consisting of the members specified in section 55 of the Act for giving advice on all matters relating to the administration of all colleges under its management.
  - (2) One of the persons nominated by the Corporate Management shall be the Treasurer.
  - (3) The names of all persons elected or nominated as members of the Managing Council shall be reported by the Secretary of the Managing Council to the University.
  - (4) The quorum for a meeting of the Managing Council shall be twelve.
2. ***Nomination of a person by the University:*** The Syndicate shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Managing Council of the private college under a corporate management to represent the University.
3. ***Election of two permanent teachers to the Managing Council:*** The manager of the private colleges under a corporate management shall prepare a list of all the permanent teachers of the private colleges under the corporate management which shall be published not less than ten days prior to the date of the election. any teacher aggrieved by any omission from the list of his name may represent to the manager to rectify the omission. The Manager shall, if satisfied that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of two permanent teachers to the Managing Council on a day to be fixed by him

with due notice thereof to the permanent teachers. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The two persons securing the highest number of votes shall be declared as elected. If two or more candidates secure an equal number of votes and they cannot be declared elected the final election shall be made by drawing of lots.

4. ***Procedure for appointment of a Principal to the Managing Council:*** The educational agency shall prepare a list of all the Principals of the colleges under the corporate management in the order of seniority. The senior most Principal in the list shall be appointed to the Managing Council for a full term. In case the seniormost Principal is unwilling to be appointed as a member of the Managing Council, the Principal next in rank in the order of seniority shall be appointed as member of the Managing Council. Such appointment by rotation of all the Principals shall continue until the list is exhausted.
5. ***Election of one person by the permanent members of the non-teaching staff of all the private colleges:*** The Manager of the Private Colleges under a Corporate Management shall prepare a list of all the permanent members of the non-teaching staff of the private colleges under the corporate management which shall be published not less than ten days prior to the date of the election. Any member aggrieved by any omission from the list of his name may represent to the Manager to rectify the omission. The Manager shall, if satisfied that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent member of the non-teaching staff inadvertently omitted from the list which was originally published. The manager shall convene a meeting for the purpose of the election of one permanent member of the non-teaching staff to the Managing Council on a day to be fixed by him with due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The person securing the highest number of votes shall be declared as elected. If two or more candidates secure equal number of votes and they cannot be declared elected, the final election shall be made by drawing of lots.
6. ***Election disputes:*** All disputes about the election, nomination or appointment of the members of the Managing Council shall be referred to the Vice-Chancellor and his decision thereon shall be final.

7. ***Cessation of Membership:*** A person nominated or elected or appointed to the Managing Council in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher or as the Principal of a private college or as a permanent member of the non-teaching staff as the case may be, shall cease to be member of the Managing Council as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher or the Principal of a private college or permanent member of non-teaching staff as the case may be under a corporate management.
8. ***Disqualification:*** No person shall be elected, nominated or appointed as or continue to be member of the Managing Council if he is or becomes of unsound mind or is declared insolvent or is convicted of an offense involving moral delinquency.
9. ***Rules regarding the working of the Managing Council:*** The Corporate Management shall frame rules for the conduct of meetings of the Managing Council consistent with the provisions of the Act. Such rules shall have the approval of the University.
10. ***Constitution of first Managing Council:*** The first managing council shall be constituted within six months from the date of commencement of these Statutes.

## **CHAPTER 26**

### **RECOGNITION OF RESEARCH CENTRES**

1. ***Institution to be recognised:*** It shall be competent for the Syndicate to recognise any institution engaged in research or specialised studies as a recognised institution in accordance with the following provisions.
2. ***Standard of the Institution:*** An Institution seeking recognition of the University shall conform to the standard, aims and objectives of the University and its programmes of teaching and research.
3. ***Application:***
  - (1) An institution seeking recognition shall submit to the Registrar an application in a Form approved by the Syndicate for the purpose with such fees as may be prescribed by the Ordinances.
  - (2) The application shall contain the following particulars:-
    - (a) the name of the institution and its location;

- (b) the date of its establishment;
- (c) a statement of its aims and objectives;
- (d) a statement of its financial resources together with the source of its income;
- (e) a general inventory of its properties and materials in terms of which its programmes are carried out such as books, library, equipment, exhibition materials and similar other materials;
- (f) the number and qualifications of the members of staff engaged in educational functions of the institutions in respect of which the recognition is sought for;
- (g) whether recognition is sought for the institution as a whole or for some part of its activities or programme and if for the latter, what part of its activities or its programme;
- (h) the constitution, organisation and other particulars of the governing body of the institution; and
- (i) such other information as may be pertinent to or helpful in determining whether recognition should be granted or not.

**4. *Enquiry and grant of recognition to institution:***

- (1) When an application for recognition of any institution complies with all the requirements specified in Statute 3 and the Syndicate considers it fit to do so, it may, after considering the views of the Academic Council, call for such further information as it may deem necessary from the applicant and appoint a Committee for making an inspection, if deemed necessary, into all matters relevant to the application by visiting the institution and conversing with its officers or other individuals possessing the relevant information concerning the institution.
- (2) If upon receipt of the further information and the enquiry report, if any, referred to above, the Syndicate may, if it thinks fit, so to do by an order grant, subject to the provisions of these Statutes, the application either wholly, or in part on such terms and conditions and for such period as may be specified in the order granting the recognition.

**5. *Inspection of recognised institution:*** On the recommendation of the Academic Council, the Syndicate may, from time to time, cause an

inspection to be made of a recognised institution by such person or persons as it may authorise in this behalf.

6. ***Withdrawal of recognition:*** If at any time the Syndicate is satisfied, either on receipt of a report of inspection referred to in statute 5 or otherwise, that any of the terms and conditions imposed on recognised institution at the time of granting recognition to it is not fulfilled or complies with or that the institution is otherwise unfit to be continued as recognised institution, the Syndicate may, by order, withdraw the recognition of such institution:

Provided that before making such order of withdrawal of recognition, the Syndicate shall, by notice, afford the institution concerned an opportunity of making its representation, if any, within thirty days from the date of receipt of the notice and shall record its opinion on any representation so made.

## CHAPTER 27

### BOARD FOR ADJUDICATION OF STUDENTS GRIEVANCES

1. ***Constitution:*** There shall be constituted a Board to entertain, adjudicate and redress any grievances of the Students of Colleges who may for any reasons be aggrieved otherwise than by an act of the court.
2. ***Members:*** The Board shall consist of:
  - (a) the Vice-Chancellor as Chairman;
  - (b) the Dean of Students;
  - (c) three Members of whom one shall be a Principal or a College nominated by the Vice-Chancellor from among the Members of the Syndicate.
  - (d) the Chairman of the University Union, if any;
  - (e) two Chairmen of the College Unions nominated by the Vice-Chancellor;
  - (f) two Members of whom one shall be a Principal of a college nominated by the Vice-Chancellor from among the members of the Academic Council;
  - (g) The Registrar.

3. **Term:** The term of a Member of the Board shall be four years from the date of his appointment.

Provided that the term of the Chairman of the University Union and of the Speakers of the College Unions shall be one year and that of the Dean of Students, two years.

4. **Casual vacancies:** Casual vacancies shall be filled up in the same manner as the place that fell vacant was originally filled.
5. **Receipt and entertainment of Complaint:** Complaints shall ordinarily be sent to the Chairman through the University Union or the Principal of the college concerned. As soon as the Chairman receives a complaint seeking redressal of any grievance of the students of colleges, he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Board. The Board shall then decide whether the complaint shall be entertained or not.
6. **Procedure on entertainment of a complaint by the Board:** After the Board has decided that a complaint filed before it should be entertained, it shall commence the enquiry at the appointed time, date and place or on such other date to which the enquiry may be adjourned. At the enquiry, the oral and documentary evidence on behalf of the complaint shall be first adduced and the authorities of the College or University, as the case may be, shall then be given an opportunity to adduce oral and documentary evidence. The complainant as also the authorities of the college or the University shall be allowed to file any supplementary statement in support of their case. The Board may at any stage of the examination of the witnesses put questions to them. After all the evidence is recorded, the Board may, if necessary, allow the parties concerned to argue their case before the Board. After all the evidence is recorded and arguments, if any, heard, the Board shall record its findings in respect of the complaint. The findings of the Board shall then be forwarded to the Syndicate by the Chairman of the Board for appropriate action.

## CHAPTER 28

### INTER-COLLEGIATE TEACHING AND UNIVERSITY LECTURES

1. ***Inter-Collegiate Teaching:*** The Syndicate may, in consultation with the Principals of concerned Colleges, sanction inter-collegiate arrangement for teaching in Post-graduate level in those colleges.
2. ***Arrangement for Lectures:*** The Syndicate may arrange counsels or lectures to be delivered by the Teachers of the University and the affiliated colleges on subjects which form part of the courses of instruction to be undertaken in any college affiliated in such subject or group of subjects.
3. ***Lectures by eminent persons:*** The Syndicate shall have power to arrange for lectures or courses or lectures being delivered by eminent persons on such subjects as the Syndicate may, from time to time, decide.
4. ***Attendance:*** Attendance of students at courses of lectures under statutes 1 to 3 shall be deemed to be attendance put in at similar courses of lectures in the colleges to which they belong.

## CHAPTER 29

### RECOGNITION OF HOSTELS

1. ***Recognition of hotels:***
  - (1) The Syndicate may recognise a hostel as such on application made in that behalf together with the fee prescribed in the Ordinances by the person or persons maintaining or managing such hostels. If the Syndicate is satisfied that the maintenance and management of the hostel is in conformity with the provisions of the Ordinances with regard to the standards of maintenance and management of hostels, it shall accord recognition to such a hostel.
  - (2) If the Syndicate on enquiry is satisfied that the hostel recognised under clause (1) is not run in the best interest of the students and that there is persistent complaint about the running of the hostel, the Syndicate may after giving a reasonable opportunity of being heard to the persons concerned, withdraw such recognition.

## CHAPTER 30

### AWARD OF DEGREES (OTHER THAN HONORARY DEGREES)

1. ***Procedure for awarding degrees:*** Degrees other than honorary degrees shall be awarded to all candidates eligible to receive them by a resolution of the Syndicate, in the meeting subsequent to the declaration of results of candidates who have been declared to have passed the concerned examinations. The Controller of Examinations shall maintain the record of degrees awarded which shall be signed by the Vice-Chancellor. The diplomas of candidates shall be sent by post, on application in the prescribed form, with the prescribed fee, remitted in the prescribed manner.
2. ***Validity of Diplomas:*** The diplomas of the University shall be valid only if they bear the seal of the University and bear the signature of the Vice-Chancellor.
3. ***Fee for a degree:*** A candidate applying for a degree shall pay such fee as may be prescribed by Ordinances.
4. ***Date of application:*** Candidates for degrees must submit to the Registrar their applications for admission to the degrees before such date and in such manner as may be specified.
5. ***Admission to the same degree for a second time not admissible:*** No candidate who has already been award a degree and has been given him diploma shall be awarded the same degree for a second time.

## CHAPTER 31

### PROCEDURE FOR CONFERRING HONORARY DEGREES

1. ***Persons on whom honorary Degrees may be conferred:*** On the recommendations of the Academic Council an honorary degree may be conferred on distinguished persons approved by the University who by reason of their eminent position and attainments or by virtue of their contribution to learning or eminent services to the cause of education are fit and proper person to receive such a degree, subject to the conditions that such recommendation is accepted by not less than two



thirds of the members present at a meeting of the Syndicate and is confirmed by the Chancellor.

2. **Conferment:** Honorary degrees shall be conferred only at a Convocation and may be taken in person or in absentia.
3. **Presentation of persons:** The presentation at the Convocation of persons on when honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence by a member of the Syndicate nominated by the Syndicate.
4. **Authentication:** The diploma or certificate for an honorary degree shall be signed by the Chancellor.
5. **Degrees to be conferred:** The following shall be the degrees to be conferred as Honorary Degrees:-

Doctor of Science	D.Sc.
Doctor of Letters	D.Litt.
Doctor of Laws	LL.D.

6. **Convocation for conferring Honorary Degrees:**

- (1) Convocation of the body corporate of the University for the purpose of conferring Honorary Degrees shall be summoned by the Chancellor at such time and on such dates as the Chancellor may appoint for the purpose.
  - (2) <sup>1</sup>[The Chancellor or the Pro-Chancellor, or in the absence of both, the Vice-Chancellor or the Pro-Vice-Chancellor shall preside at the Convocation.]
7. **Notice:** The Registrar shall notify the date of the Convocation at least four weeks before the date fixed for the Convocation.
  8. **Address at Convocations:** The Chancellor may address or appoint an eminent person to address the Convocation.
  9. **Academic Robes:** Officers of the University shall appear for convocation in the academic robes prescribed for them by the Statutes.

*Note-* ‘Officers’, means VC, PVC and Registrar only.

10. **Preliminary meeting of the Syndicate:** There shall be a meeting of the Syndicate, preliminary to the Convocation, at which the graces of the <sup>1</sup>[Syndicate] shall be supplicated on behalf of the candidate/candidates for admission to the degree/ degrees by the Vice-Chancellor or his nominee.

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1. Amendment.No. 13 w.e.f 15.07.2011 Notification. No. Ac/L1/2011/SA.13 dtd 27/07/2011.

11. **Formula for supplication of grace:** I.....Chancellor, move that a grace of the Syndicate be passed that .....be admitted to the degree of.....in recognition of.....
12. **Passing of grace:** On each motion for the grace of the Syndicate, the Chancellor shall put the question “Doth it please you that this grace is passed” and the Syndicate assenting, the Chancellor shall say “This grace is passed”.
13. **Procession:** When all the graces have been passed, the Registrar, the members of the Syndicate and the Senate, the Deans of Faculties, the Pro-Vice-Chancellor, the Vice-Chancellor, <sup>1</sup>[the Pro-Chancellor] and the Chancellor shall proceed in procession to the hall in which the degrees are to be conferred.
14. **Procedure:**
  - (1) On the procession entering the hall, those present in the hall shall rise and remain standing until the Chancellor, <sup>1</sup>[the Pro-Chancellor], the Vice-Chancellor, <sup>1</sup>[the Pro-Vice-Chancellor, the Deans of Faculties, the members of the Syndicate & Senate and the Registrar] have taken their seats.
  - (2) After the Chancellor, <sup>1</sup>[the Pro-Chancellor], the Vice-Chancellor and <sup>1</sup>[the Pro-Vice Chancellor, the Deans of Faculties, members of the Syndicate & Senate and the Registrar] have taken their seats, the Chancellor shall rise and say-  

“This convocation of the Mahatma Gandhi University has been called to confer the degree of .....upon.....in recognition of.....”
15. **Citation about the candidate:** The Vice-Chancellor or any member nominated by the Vice-Chancellor shall then cause the citation to be presented to the Syndicate before the Convocation about the candidate.
16. **Admission to the Degree/Degrees:** After the citation the Chancellor shall say to the candidate/candidates who shall remain standing  

“By virtue of the authority vested in me as the Chancellor of the MahatmaGandhi University I admit you to the degree of.....in the University and in token thereof you have presented with these degrees”.
17. **Record of Degrees:** After the conferment of the degree/degrees the Registrar shall lay the record of honorary degrees that have been conferred before the Chancellor who shall sign the same.

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1. Amendment.No.13 w.e.f 15.07.2011 Notification. No. AcL/1/2011/SA.13 dtd 27/07/2011.

18. <sup>1</sup>[*Address by the Pro-Chancellor:* An address may be made by the Pro-Chancellor.]
19. <sup>1</sup>[*Acceptance speech by the candidate/candidates:* An acceptance speech may then be made by the candidate/candidates on whom the degree has been conferred.]
20. <sup>1</sup>[*Convocation Address:* A convocation address may be made by the Chancellor.]
21. <sup>1</sup>[*Dissolution of Convocation:* The address being ended or if there is no address after the record has been signed, the Chancellor shall dissolve the convocations by saying “I dissolve the Convocation”.]
22. <sup>1</sup>[*Return procession:* The convocation being dissolved the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-chancellor, the Deans of Faculties, members of the Syndicate & Senate, the recipient of the degrees, and the Registrar shall retire in procession and other persons present in the hall standing.]

## CHAPTER 32

### ACADEMIC ROBES

1. *Academic robes for the Chancellor etc.:*
  - (1) The academic robes for the Chancellor, <sup>1</sup>[the Pro-Chancellor], the Vice-Chancellor, the Pro-Vice-Chancellor and the Registrar shall be as specified below:-
    - (i) Chancellor: A gown of the traditional shape made of scarlet colour velvet, with three inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Scarlet velvet academic cap bound round with gold lace three inches wide and with gold tassel.
    - <sup>1</sup>[(ii) Pro-Chancellor: A gown like the Chancellor’s but with two inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Cap the same as for Chancellor but with two inches wide lace.
    - (iii) Vice-Chancellor: A gown of the same shape as the Chancellor’s but made of scarlet silk cloth with three inches of silver lace down the front and round the edge of the sleeves and the bottom front. Scarlet velvet academic cap, bound round with silver lace three inches wide with silver tassel.

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1. Amendment.No.13 w.e.f 15.07.2011 Notification. No. AcL/1/2011/SA.13 dtd 27/07/2011.

- (iv) Pro-Vice-Chancellor: A gown and cap like the Vice-Chancellor's but with two inches wide silver lace.]
  - (v) Registrar: Black damask silk gown with black silk lace and silk tufts. Black cloth academic cap with a black silk tassel.
2. **Academic Robes for honorary degree:** The academic costume for degree awarded Honoris cause shall be as prescribed for the same degrees.
  3. **Academic Robes for other University Graduates:** Graduates of other Universities may wear the academic costumes which they are entitled to by virtue of their degrees.

### CHAPTER 33

## INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS STUDENTSHIP ETC.

1. **Awards:** Awards by the University in aid of Post-Graduate research shall be of three kinds:-
  - (i) University Research Fellowships;
  - (ii) Endowed Research Scholarships or Fellowships; and
  - (iii) Special grants and prizes.
2. **University Research Fellowships:**
  - (1) The University Research Fellowships shall be of three categories:
    - (i) Senior Research Fellowships;
    - (ii) Special Research Fellowships for teachers; and
    - (iii) Junior Research Fellowships
  - (2) The number of Fellowships that may be awarded each year shall be decided by the Syndicate, from time to time.
  - (3) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be such as may be prescribed in the Ordinances.
3. **Selection Committee:**
  - (1) The Fellowship shall be awarded by the Syndicate on the recommendation of a selection committee constituted by the Vice-Chancellor.
  - (2) The Selection Committee shall consist of-

- (i) The Dean of the Faculty concerned;
  - (ii) the Head of the Department of the subject concerned or in the absence of the Head of Department, a person nominated by him;
  - (iii) the Convenor of the Standing Committee of the Syndicate dealing with Research Fellowship.
4. ***Deputation and grant-in-aid:*** The Fellowships shall be tenable only in an institution maintained by the University or in recognised institutions, but in exceptional cases, fellows may be deputed by the Syndicate to work in other institutions in, India and/or abroad. The Syndicate may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.
  5. ***Suspension or cancellation:*** The Syndicate may suspend or cancel a Fellowship at any time on account of misconduct or unsatisfactory progress and may require the holders to refund the whole or part of the stipend drawn. The decision of the Syndicate shall be final.
  6. ***No award if not deserving candidate:*** The Syndicate may decline to award a Fellowship in any year, if, in its opinion, there are no deserving candidates.
  7. ***Vacancies:*** Casual or other vacancies during the course of the academic year among Fellows may not be filled up by fresh awards. But a vacant Senior Fellowship may however be awarded to a Junior Fellows, who is otherwise eligible.
  8. ***Endowed Research Scholarships and Fellowships:*** The award of endowed scholarships and fellowships shall be made according to the terms of each endowment. The statutes for the award of University Research fellowship which are not repugnant to the terms of the endowment shall, mutatis mutandis, apply to such research scholarships and Fellowships.
  9. ***Special Grants and Prizes in aid of Research:*** Grants-in-aid to cover expenses in connection with research or for the publication of research work may be given at the discretion of the Syndicate to persons who are not full time research scholars or Fellows.
  10. ***Consultation of Dean:*** The award of such grant-in-aid shall be made in consultation with the Dean of the Faculty concerned.
  11. ***Conditions of bond:*** The Syndicate may require the recipient of grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Syndicate.

12. ***Obligation of recipients:*** It shall be obligatory for the recipient to acknowledge the aid when publishing the work in respect of which the aid was given and to furnish free of cost, four copies of the publication to the University.
13. ***Prizes for original work:*** It shall be competent for the Syndicate to award prizes for approved original work in any branch of study, subject to such rules and conditions as the Syndicate, may, from time to time, prescribe.
14. ***Expenditure:*** The Syndicate shall have power to defray out of University Funds, such expenditure incurred in connection with research as, in its judgement, is reasonable.
15. ***Facilities for Research:*** The Syndicate shall also make arrangements, where necessary, for affording facilities for the prosecution of research.
16. ***Non-Stipendiary workers:*** The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers.

## CHAPTER 34

### REGISTER OF MATRICULATES

1. ***Persons to be registered:*** The University shall maintain Register of Matriculates in which the names of the following classes of persons shall be registered:-
  - (a) Holders of completed Secondary School Leaving Certificates issued by the Secretary to the Commissioner for Government Examinations, Kerala who have been declared eligible for admission to a course of study in the University;
  - (b) Candidates who have passed any other examination conducted by any University or other authority recognised by the University as equivalent to the S.S.L.C. Examination, and who are admitted to a University course of study.
  - (c) Holders of any degree, title, diploma or certificate other than those specified in clause (a) or clause (b), on first admission to University course of study;

- (d) Persons other than those specified in clause (a) or clause (b) or clause (c) who, with or without exemption from attendance certificates, are permitted to appear for the first time for any examination of the University;
  - (e) Persons other than those specified in clause (a) or clause (b) or clause (c) or clause (d) who are candidates for admission to a Research Degree of the University.
2. **Other categories to be registered:** All persons who enter upon a course of study or research in the University or appear for an examination of the University for the first time shall be required to have their name registered in the Register of Matriculates maintained by the Syndicate.
3. **Particulars of the Register:** The Register of Matriculates shall set forth in respect of each matriculate the following particulars:-
- (i) The name in full (initials to be expanded):
  - (ii) The name of father or guardian:
  - (iii) Age:
  - (iv) Religion:
  - (v) Mother tongue:
  - (vi) (a) School, where educated:
  - (b) Number and date of School Leaving Certificate:
  - (c) Authority issuing such certificate:
  - (vii) (a) Accepted examination:
  - (b) Date of passing:
  - (c) Number of certificate:
  - (d) Authority issuing certificate:
  - (viii) Institution entered with date of admission:
  - (ix) University examination for which he has been permitted to appear:
  - (x) Research Degree for which he is a candidate:
4. **Fee:** Every applicant for registration shall pay to the University such fee as may be prescribed by the Ordinances.

**5. *Date of sending Matriculation Forms etc.:***

- (1) Matriculation forms, Recognition forms, etc. required in a college during an academic year shall be sent to the colleges before such date as may be prescribed by the University.
  - (2) The Principals of Colleges, shall on the first working day of every week remit to the University fund all the amounts collected for the item specified in clause(1) and send the related Matriculation Fee Receipt with challans at the end of every month, with detailed statements.
  - (3) The University Office shall finalise compilation of the Returns of Matriculates by 30th December every year and send back the fee receipts to the colleges so as to enable those institutions to get them on or before the 1st February of the following year.
- 6. *Migration and Re-admission:*** Matriculates of this University who have been migrated from this University shall have the name removed from the Register of Matriculates of the University. When any such person whose name has been removed from the register, rejoins this University, he shall register his name as matriculate of this University afresh, after paying the prescribed fee.

## **CHAPTER 35**

### **WITHDRAWAL OF CANCELLATION OF DEGREES, DIPLOMAS, TITLES ETC.**

***Procedure:*** If evidence is laid before the Syndicate to show that any person on whom a degree, title or other distinction has been conferred or to whom a diploma, license or certificate has been granted by the Syndicate has been convicted of, what in their opinion is, an offense involving moral delinquency, the Academic Council may propose to the Syndicate that the degree, diploma, title, license, certificate or other distinction shall be cancelled, and if the proposal is accepted by not less than two thirds of the members present at a meeting of the Syndicate and is confirmed by the Chancellor, the degree, diploma, title, license, certificate or other distinction shall be cancelled accordingly:

Provided that before cancellation of the degree, diploma, title, license, certificate or other distinction of a person, the person affected shall be given a reasonable opportunity to present his case.



## CHAPTER 36

### REGISTER OF DONORS

*Maintenance of Register of Donors:* The Syndicate shall maintain a Register of Donors showing the following particulars:

- (i) the names and addresses of all persons who have contributed not less than Rupees Five Thousand or transferred property of the like value to the University Fund;
- (ii) the name and address of every association that has undertaken to make to the University an annual contribution of Rs. 1,000 (Rupees one thousand only) or more, with the period for which such undertaking is given.

## CHAPTER 37

### DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

1. *Degree of the University:* The University may confer the following Degrees, namely:-

- |     |  |                    |
|-----|--|--------------------|
| 1.  | Bachelor of Arts                                       | B.A.               |
| 2.  | Bachelor of Science                                    | B.Sc.              |
| 3.  | Bachelor of Technology                                 | B.Tech.            |
| 4.  | Bachelor of Science<br>(Nursing Ayurveda)              | B.Sc.(Nursing)(Ay) |
| 5.  | Bachelor of Science(Nursing)                           | B.Sc.(Nursing)     |
| 6.  | Bachelor of Science<br>(Medical Laboratory Technology) | B.Sc.(ML.T)        |
| 7.  | Bachelor of Architecture                               | B.Arch.            |
| 8.  | Bachelor of Education                                  | B.Ed.              |
| 9.  | Bachelor of Laws                                       | LL.B.              |
| 10. | Bachelor of Medicine and Surgery                       | M.B.B.S.           |
| 11. | Bachelor of Commerce                                   | B.Com.             |
| 12. | Bachelor of Pharmacy                                   | B.Pharm.           |

- |     |  |              |
|-----|--|--------------|
| 13. | Bachelor of Pharmacy(Ayurveda)                                       | B.Pharm.(Ay) |
| 14. | Bachelor of Ayurvedic Medicine & Surgery                             | B.A.M.S.     |
| 15. | Master of Arts   | M.A.         |
| 16. | Master of Letters  | M.Litt.      |
| 17. | Master of Science  | M.Sc.        |
| 18. | Master of Technology   | M.Tech.      |
| 19. | Master of Education  | M.Ed.        |
| 20. | Master of Laws   | LL.M.        |
| 21. | Master of Commerce   | M.Com.       |
| 22. | Master of Social Work  | M.S. W.      |
| 23. | Master of Surgery  | M.S.         |
| 24. | Master of Pharmacy   | M.Pharm.     |
| 25. | Doctor of Medicine   | M.D.         |
| 26. | Doctor of Medicine(Ayurveda)   | M.D.(Ay.)    |
| 27. | Master of Philosophy   | M.Phil.      |
| 28. | Doctor of Philosophy   | Ph.D.        |
| 29. | Master of Chirurgery   | M.Ch.        |
| 30. | Doctor of Medicine   | D.M.         |
| 31. | Doctor of Letters  | D.Litt.      |
| 32. | Doctor of Science  | D.Sc.        |
| 33. | Doctor of Laws   | LL.D.        |
| 34. | Such other Degrees as the Syndicate may institute from time to time. |              |

2. ***Diploma and Certificates:*** The University may grant the following diplomas and certificates, namely:-

1. Fine Arts
2. Mechanical Data Processing
3. Space Physics
4. Social Service
5. Obstetrics and Gynecology
6. Clinical Pathology

7. Public Health
  8. Child Health
  9. Radiology
  10. Medical Radiology (Diagnosis)
  11. Medical Radiology (Therapy)
  12. Ophthalmology
  13. Nursing
  14. Orthopedics
  15. Oto-Rhino Laryngology
  16. Anesthesia
  17. Psychiatric Medicine
  18. Physical Medicine and Rehabilitation
  19. Tuberculosis and Chest Diseases
  20. Such other Diplomas as the Senate may decide from time to time.
3. ***Titles in Oriental Studies:*** The University may confer such degrees/ Certificates in Languages and Literature as the Syndicate may decide, from time to time.
  4. ***Eligibility:*** No candidate shall be eligible to qualify for a degree, diploma, certificate or title in this University unless he has undergone the prescribed course of study of research as an enrolled student of a college or other institution of this university or by private registration or is eligible to appear for the examination as laid down in the Regulations.
  5. ***Award of Degrees, Diplomas, etc.:*** Save as otherwise provided, the award of Degrees, Diplomas, Certificates, Titles etc., shall be made in absentia at a meeting of the Syndicate held after the publication of the results of the examinations concerned, the said meeting of the Syndicate being considered as a convocation for this purpose.
  6. ***Case of Students Transferred to the Mahatma Gandhi University for the Kerala and Calicut Universities:*** Candidates who have been transferred to any College or Institution affiliated to or maintained by the Mahatma Gandhi University on or after 2nd October, 1983, from any college or institution affiliated to or maintained by the Kerala University or Calicut University or in exceptional circumstances, from any other institution outside the jurisdiction of the Mahatma Gandhi University

under the orders of the appropriate authority of the Mahatma Gandhi University for the purpose of completing a course of study leading to a degree, diploma, certificate or title in the Mahatma Gandhi University shall be deemed to have completed the prescribed courses of study and passed the examinations on their completing the remaining courses of study and passing the examinations as students of a college or institution affiliated to or maintained by the Mahatma Gandhi University.

## CHAPTER 38

### PROCEDURE FOR MAKING ORDINANCES

#### *Authority to initiate Ordinance:*

- (1) The Syndicate shall be authority to make, amend or repeal Ordinances.
- (2) Every Ordinances or amendment or to repeal of an Ordinance made by the Syndicate shall be submitted as soon as may be to the Chancellor.

## CHAPTER 39

### PROCEDURE FOR MAKING REGULATIONS

1. *Authority to initiate Regulations:* The Academic Council may make or repeal regulations either on its own motion or on the recommendation of the Senate, the Syndicate, the Faculties or other authorities of the University.
2. *Consultation with Faculties:* The Academic Council shall ordinarily consult the Faculty or Faculties concerned before making or repealing any Regulation relating to -
  - (a) courses of study;
  - (b) admission to the various courses of study and to examinations;
  - (c) qualifications of teachers;
  - (d) appointment and prescription of duties of the Boards of Studies and Boards of Examiners;
  - (e) institution of department of study or research.

3. ***Laying of regulations before the Syndicate:*** All Regulations made or repealed by the Academic Council shall be laid before the Syndicate during its next succeeding meeting as laid down in Sub section (1) of section 40. The Syndicate shall have the power to cancel or amend any Regulation in the manner laid down in clause (XXV) of section 23. If any Regulation or repeal thereof is not so laid before the Syndicate the Regulation of repeal shall lapse or the Regulation repealed shall revive, as the case may be, after the next succeeding meeting of the Syndicate.

## **CHAPTER 40**

### **LEGAL ADVISER AND STANDING COUNSEL**

It shall be competent for the Syndicate to appoint a Legal Advisor and a Standing Counsel for the University for such period and on such terms and conditions as it may decide and to perform such duties, as it may, from time to time, decide.

## **CHAPTER 41**

### **THE MAHATMA GANDHI UNIVERSITY FUND AND THE MANNER OF ITS UTILIZATION ETC.**

1. ***Subject to which the University Fund may be applied:*** The University Fund shall be utilized for the following purposes:-
  - (a) For repaying of debts incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder;
  - (b) For the upkeep of colleges, departments, hostels and other buildings and grounds maintained by the University;
  - (c) For the payment of salaries and allowances to officers the teaching and non-teaching staff of the University for and in furtherance of the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishments;

- (d) for the payment of travelling and other allowances to the members of the Senate, the Syndicate, the Academic Council and other authorities of the University or to the members of the Committees or Boards appointed by any of these authorities of the University in pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;
- (c) for the payment of the cost of audit of the University accounts as fixed by the Government;
- (f) for the expenses of any suit or proceedings to which the University is a party;
- (g) for the payment of any expenses incurred by the University in carrying out the provisions of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;
- (h) for the payment of the Provident Fund contribution to private College teachers to which the University may be liable prior to the commencement of the Pension Statutes or of any grant-in-aid to the Private Colleges affiliated to the University or to any recognised institutions; and
- (i) for the payment of any other expenses not specified in any of the preceding clauses, but provided for in the budget of the University.

2. ***Restriction of expenditure not included in the Budget:***

- (1) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by reappropriation or by drawing on the closing balance.
- (2) The closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

3. ***Receipts and Disbursement:*** The Finance Officer shall be the custodian of the Mahatma Gandhi University Fund. All payments received by him on behalf of the University shall be credited under proper heads of account. The Finance Officer shall make all authorised payments out of the University Fund. The accounts of the University shall be kept by the Finance Officer, under the directions of the Syndicate.

4. ***Payments:*** No payment shall be made under the main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.

5. ***Unspent balance:*** Unspent balance of budget allotment at the close of the financial year shall automatically lapse to the University Fund.

6. ***Powers of the Registrar to draw Establishment Bill etc:*** Subject to the provisions of the Statutes, the Registrar shall be competent-
  - (i) to draw the establishment, traveling allowance, contingencies and all other bills relating to the University Office;
  - (ii) to countersign detailed contingent bills: Provided that it shall be competent for the Finance Officer to countersign all T.A. Bills of employees of the University and members of the Senate, the Syndicate, the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the committees of those bodies and other committees appointed by the University;
  - (iii) to countersign stipend and scholarship bills and work bills and other bills requiring countersignature by a University Officer.
7. ***Maintenance of Accounts:*** The Finance Officer shall be responsible for the proper maintenance of the accounts of the University and shall make arrangements under the directions of the Syndicate, for the audit and payment of bills, presented at the University Office.
8. ***Assets Register:*** The Registrar shall maintain an Assets Register in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.
9. ***Accounts regarding construction:*** The Registrar shall get from the University Engineer or any other authority entrusted with constructions, monthly classified accounts regarding construction in a form suited to the requirements of the University.
10. ***Custody of Securities etc:*** The Registrar shall be responsible for the custody of all Government Securities, Fixed Deposits Receipts, National Savings Certificates and other securities which are owned by or lodged with the University.
11. ***Release of Securities etc.:*** All Securities lodged with the University by the Educational Agencies or Principals of affiliated colleges or other persons shall be released under the signature of the Registrar.

## CHAPTER 42

### UNIVERSITY DEPARTMENTS

1. *Department of study and/or Research:* A University Department of Study and/or Research is one established by Statute and under the direct control of the University.

2. *Names of Departments/Schools of study and Research:*

(1) The following shall be the Departments/Schools of study and/or Research in the University.

- (1) School of Chemical Sciences
- (2) School of Pure and Applied Physics
- (3) School of Biosciences
- (4) School of International Relations
- (5) School of Gandhian Studies and Peace Science
- (6) School of Letters
- (7) School of Social Sciences
- (8) School of Behavioural Sciences
- (9) School of Indian Legal Thought
- (10) School of Mass Communication
- (11) School of Mathematics and Computer Sciences
- (12) School of Distance Education
- (13) Department of Printing and Publishing
- (14) School of Ichthyology and Ecology
- (15) Department of Remote Sensing
- <sup>2</sup>[(16) Department of Lifelong Learning and Extension]
- <sup>1</sup>[(17) School of Pedagogical Sciences
- (18) School of Management and Business Studies
- (19) School of Environmental Studies
- (20) Department of Physical Education and Sports sciences]

(2) Each Department/School of study and Research shall be under a Head of the Department/Director.

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1. Amendment No.5 w.e.f. 21.12.2002 Notification No. ACL/1/S/8/ 2000 dtd 02.01.2003.

2. Amendment.No.16 w.e.f.22.02.2014 Notification. No. AcL/1/125/SA/2013/Dept. dtd 18/03/2014.



- (3) <sup>1</sup>[Notwithstanding anything contained in any other Statutes, Ordinance or Regulation in force, it shall be competent for the Vice-Chancellor, in consultation with the Syndicate, to confer functional autonomy on all or any of the University Departments of Teaching and Research, subject to the Statutory powers and duties of the Academic Council as provided in the Act.]
- (4) <sup>1</sup>[The functional autonomy as may be conferred shall be as regards all the courses offered by such Departments and shall relate to matters such as the development of curriculum, design of Courses, mode of conduct of Courses and conduct of Examination for the Courses, subject to the Statutory powers and duties of the Academic Council as provided in the Act.]

## CHAPTER 43

### REGISTRATION OF GRADUATES

1. ***Eligibility for Registration:*** The Syndicate shall maintain a register of registered graduates in which a graduate of any of the following classes may have his name entered and retained so long as he continues to be employed in or normally resident in the territorial jurisdiction of the University.
- a) A graduate of the Mahatma Gandhi University who became eligible for a degree in any faculty not less than three years before the date of application for registration and who has taken the degree;
  - b) A graduate deemed to be a registered graduate of the Mahatma Gandhi University under the proviso to section 90 of the Act;
  - c) A graduate of any other statutory University in India or of any Foreign University that may be recognised by the Syndicate for the purpose of registration who become eligible for a degree in any faculty not less than three years and who has taken the degree before the date of application shall be entitled to be registered as a graduate of the University constituted under the Act.
  - d) Holders of the Honorary Degree of the Mahatma Gandhi University.
2. ***Authority for Registration:*** The Vice-Chancellor shall be the competent authority to admit a graduate as the registered graduate of the University.

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1. Amendment. No. 9 w.e.f. 22.2.2005 Notification No. ACL/S/10/2002 dtd 23.03.2005.

**3. Procedure for Registration:**

- (1) The application for registration shall be sent in the form prescribed for the purpose by the Mahatma Gandhi University with a fee of Rs. 20. The Degree Certificate in original or a duplicate of it issued by the concerned University, in case the original has been irrecoverably lost, shall be forwarded along with the application of registration. He shall produce with the form for registration and affidavit in such form as may be prescribed by the University to the effect that he is ordinarily resident within the territorial limits of the Mahatma Gandhi University.
- (2) In the case of a graduate deemed to be registered graduate of the Mahatma Gandhi University under the proviso to section 90 of the Act, the application for inclusion of his name in the register of registered graduates, shall be made in the form prescribed for the purpose by the University, showing his number in the register of registered Graduates maintained by the Kerala University and the date of his registration/date of renewal of his registration. No fee need be paid for the inclusion of the name under this clause.

**4. Renewal of Registration:**

- (1) Every person whose name has been entered in the register of graduates as per these statutes shall renew his registration every five years, on application made in that behalf to the Registrar, by registered post acknowledgment due without payment of any fee. The names of those persons who fail to renew their registration shall be struck off from the register of graduates. Intimation shall be given, both renewal and removal by the University, to the party concerned.
- (2) Every registered graduate, shall subject to the provisions of clause (1) have his name retained in the register during his lifetime unless his name has been removed from the register of graduates in the circumstances stated in sub-section (2) of section 45 of the Act by the Syndicate or under statute 8.

- 5. Revision and Correction of register:** The register of graduates shall be revised and corrected on the first day of November each year and application for revision or correction of the register of graduates shall reach the Registrar not less than thirty clear days before the first day of November each year.

6. ***Eligibility to participate in election:*** A graduate who gets himself registered not less than sixty clear days before the date of publication of the electoral roll shall be eligible to participate in the election.
7. ***Inspection of Register:***
  - (1) Any graduate whose name is in the register shall be entitled to inspect the register during office hours on application to the Registrar and on payment of the fee to be prescribed by the Vice-Chancellor and to have a copy of the list or registered graduates as corrected upto the last revision under statute 5.
  - (2) The University shall have the right to reserve to itself the right of printing and reprinting the list of registered graduates. Supplemental list or lists of registered graduates shall be supplied on payment of the price to be fixed by the Vice-Chancellor, from time to time.
8. ***Removal of names of Graduates:***
  - (1) Every registered graduates shall report his change of address to the Registrar.
  - (2) In case he fails to intimate his change of address to the Registrar and when any communication is posted to a registered graduate to his address as registered in the register of graduates and it is returned through the Returned Letter Office to the Register undelivered with an endorsement by the postal department that the addressee has shifted, it shall be competent for the Registrar to hold that he is not entitled to be in the register of registered graduates.
  - (3) If the Vice-Chancellor on enquiry is satisfied that a person whose name has been included in the register of graduate is deceased, by shall remove the name of such person from the register.
  - (4) If at any time after registration as a registered graduate, any person for any reason whatsoever, is deprived in any manner of his degree or degrees which entitled him to such registration, he shall cease to be a registered graduate of the University from that date. The Registrar shall thereupon remove, his name from the register.
  - (5) If the Vice-Chancellor on enquiry is satisfied that a graduate who has registered his name in the register or graduates as per these statutes has shifted his residence from the University area, he shall remove his name from the register of graduates.

**CHAPTER 44**  
**ELECTIONS**

**PART A**  
**GENERAL**

1. **Definition:** In this Chapter, unless the context otherwise requires:-
- (a) “Ballot Box” includes any box, cover, bag or other receptacle used for insertion of ballot paper by voters;
  - (b) “Candidate” means a person qualified to seek election, who has been duly nominated in accordance with these statutes;
  - (c) “Continuing Candidates” means a candidate not elected or not excluded from the poll at any given time;
  - (d) “Elector” means a person who is qualified to vote at the election;
  - (e) “Exhausted Paper” means a ballot paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted in any case in which-
    - (i) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in earlier preference;
    - (ii) the names of the candidate next in order of preference whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures;
  - (f) “First preference” means the figure ‘1’ set opposite to the name of any candidate, “Second preference” means the figure ‘2’, “Third preference” means the figure ‘3’ and so on;
  - (g) “Original Votes” in regard to any candidate means the votes derived from ballot papers on which a first preference is recorded for such candidates;
  - (h) “Polling Station” means the place fixed for conducting the poll at the election;
  - (i) “Returning Officer” includes any Assistant Returning Officer performing any function he is authorised to perform by the Returning Officer;

- (j) “Surplus” means the number by which the votes of any candidates, original and transferred exceed the quota as defined in statute 54 of this chapter;
- (k) ‘Transferred Vote’ in regard to any candidate means a vote credited to such candidate and which is derived from a ballot paper on which a second or subsequent preference is recorded for such candidate;
- (l) “Unexhausted Paper” means a ballot paper on which a further preference is recorded for a continuing candidate.

**2. Procedure for the conduct of election:**

- (1) All elections shall, save as otherwise provided in this chapter, be held by postal ballot and in accordance with the provisions of Part B of this chapter.
- (2) The election of members to the senate under items (4), (9) and (12) under the heading “Elected Members” in section 17, clauses (a) and (b) under the heading “Elected Members” in subsection (2) of section 29 of the Act shall be held otherwise than by postal ballot and in accordance with the provisions in statutes 68 to 77 in PART C of this chapter:

Provided that for the elections of members to the Senate in item (12) under the heading “Elected Members” in section 17 and of the members to the students council in clauses (a) and (b) under the heading “Elected Members” in sub-section (2) of section 29 of the Act, the poll shall be taken at a booth specially provided for the purpose in the University Office. The schedule for the conduct of these elections shall commence from the publication of the electoral rolls seven days prior to the date of notification of election as provided for under statute 32. The stipulation relating to the publication of electoral roll as required under statute 12 shall not apply to these elections. But the electoral roll shall be published in the University Office not less than seven clear days before the notification of the date of election. All members of the General Council of the Mahatma Gandhi University Union and full time students of the University departments on the date of issue of notification shall be entitled to participate at the concerned elections.

- (3) The election of the members to the Senate under items (5), (6) and (10) under the heading “Elected Members” in section 17, and clause (s) of sub-section (3) of section 24 shall be held without postal ballot and in accordance with the provisions in statutes 77 to 85 in PART C:

Provided that for the election of members to Academic Council under clause (s) of sub-section (3) of section 24 of the act, polling stations shall be provided in every college and University department. The Schedule for the conduct of elections shall commence from the publication of the electoral roll seven days prior to the date of notification of the election as provided for under statute 32. The stipulations relating to publication of the electoral roll as required under statute 12 shall not apply to this election. But the electoral roll shall be published in the University Office not less than seven clear days before the notification of the date of election. All full time post-graduate students of each faculty on the date of issue of notification shall be entitled to vote at this election.

- (4) In the case of election of members to the Senate by the members of the Legislative Assembly of Kerala from among the members representing the electorate of the University are under item (3) under the heading "Elected Members" in section 17, the procedure laid down in PART D shall be followed.

**3. *Vice-Chancellor responsible for conduct of election:***

1. Subject to the other provisions of this Chapter, the Vice-Chancellor shall be responsible for the conduct of all elections held by the University and shall have power-
- (a) to fix the time, date and place of election;
  - (b) to prescribe the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover and envelope for any election, the form of any other record to be prepared or maintained in relation to an election and the instructions to be contained in the notification;
  - (c) to decide, in cases of doubt, the validity or invalidity each ballot paper or of each vote recorded thereon;
  - (d) to declare the result of each election; and
  - (e) to fix-
    - (i) the date of notification;
    - (ii) the last date for receipt of nominations;
    - (iii) the date of scrutiny of nominations and publication of list of candidates validly nominated;

- (iv) the last date and hour for withdrawal of candidature
  - (v) the date of publication of the final list;
  - (vi) the date of issue of ballot paper;
  - (vii) the date and hour for the poll;
  - (viii) the date and hour of scrutiny and counting of votes.
2. It shall be competent for the Vice-Chancellor when any emergency arises-
- (a) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election the Returning Officer cannot carry on his duties; or
  - (b) to postpone the date or dates fixed in the programme for transaction of business connected with the elections at any intermediate stage. The Vice-Chancellor shall record his reasons for so doing.

No election shall be postponed/cancelled due to the demise of a candidate after the publication of the final list of candidates.

**4. *Decision of the Vice-Chancellor:***

- (1) Unless otherwise, specially provided, the decision of the Vice-Chancellor on any question relating to election shall be final.
- (2) If any question arises as to whether any person has been duly elected or is entitled to be a member of any authority or body of the University, the Vice-Chancellor shall refer it to the Chancellor, whose decision thereon shall be final.

**5. *Returning Officer:*** The Registrar or any other person authorised by the Vice-Chancellor shall be Returning Officer for elections held by the University.

**6. *General duty of the Returning Officer:***

- (1) It shall be the general duty of the Returning Officer at any election to do all such acts and things as may be necessary for effectually conducting the election in the manner provided by the statutes in this chapter.

- (2) The Returning Officer may, for sufficient cause with the previous consent of the Vice-Chancellor, postpone the date or dates fixed in the programme for publication of final list of valid nominations, for despatch of ballot papers, for all or for scrutiny and counting of votes, when at any intermediate stage of an election any objection to any question is raised which necessitates the postponement of the programme.

**7. *Assistant Returning Officer:***

- (1) Returning Officer may appoint one or more Assistant Returning Officers to assist him in the performance of his functions.
- (2) Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer.

Provided that no Assistant Returning Officer shall perform any of the functions of the Returning Officer which relate to the counting of postal ballot and announcement of the result of election, unless the Returning Officer is unavoidably prevented from performing the said functions.

- (3) Reference in this chapter to the Returning Officer shall unless the context otherwise requires, be deemed to include an Assistant Returning Officer performing any of the functions under clause (2).

**8. *Election in anticipation of vacancies:*** The Vice-Chancellor shall have the power to direct the holding of elections in anticipation of vacancies that are about to occur by efflux of time.

**9. *Election not invalid by reason of vacancies in Electorate:***

- (1) No election to an authority of the University shall be invalid by reason of any vacancy among the person entitled to vote at such election or on account of the non-receipt or loss during transmission of any notice, ballot paper, or any other paper connected with the election.
- (2) No act or proceeding of any authority or any other body of the University shall be invalid merely because of the invalidity of the election of any of the members.

**10. *Disqualification for membership or for continuing as a member of the Authorities of the University:*** No person shall be qualified to seek election for any of the Authorities of the University or continue as a member of



any such authority if he is subject to any of the disqualifications mentioned in section 34 of the Act subject to the exceptions mentioned therein.

11. ***Maintenance of electoral rolls:*** The Returning Officer shall maintain an electoral roll for each electoral body entitled to elect members at any election conducted by the University, showing the names and addresses of all persons.
12. ***Publication of electoral roll:*** The electoral rolls shall be published in the University Office not less than 30 clear days before the date of notification of the election. The Returning Officer shall notify the date of publication of each electoral roll, not less than 30 clear days before the date of publication of the roll, in newspapers approved by the Vice-Chancellor for the purpose.
13. ***Eligibility to take part in elections:*** The names of persons who are on the electoral body 60 days before the date of publication of the roll alone shall be included in the electoral roll, and such persons alone shall be entitled to participate in the election, provided that any person who ceases to be a member of an electoral body before the date of issue of the ballot paper from the University Office shall not be entitled to participate in the election:

Provided when a person is transferred from one college or other, within the University area, he shall be permitted to vote at the new college after getting a declaration from the principal of the old college to the effect that he has not exercised his franchise in the college where his name is included in the roll.

14. ***Corrections, alterations etc. in electoral roll:*** It shall be competent for the Returning Officer to make any addition, correction, alteration or deletion of any electoral roll, provided that the fact necessitating such correction or alteration or deletion is brought to his notice within 15 days after the publication of the electoral roll and that he is satisfied that such correction or alteration or deletion is necessary.
15. ***Prices of copies of electoral roll:*** Copies of the electoral roll or part thereof shall be made available to the electors on request and on payment of the price to be fixed for the roll or part thereof, by the Vice-Chancellor.
16. ***Electoral roll of Principal Colleges:*** The electoral roll of the Principal Colleges shall contain the name and official addresses of the Principals concerned.

17. ***Electoral Roll of Registered graduates:*** In the case of registered graduates, the electoral roll shall contain the names and addresses of registered graduates of the University whose names are registered in the register of Registered graduates not less than 60 days prior to the publication of the electoral roll.
18. ***Electoral Rolls of Teaching staff of colleges and University for election to the Senate:*** The electoral rolls of the teaching staff of colleges affiliated to the University and the teachers of the University shall include the following:-
  - (i) names and official addresses of the teachers of the Colleges whose appointments have been approved by the University, the roll being prepared separately for Private and Government Colleges;
  - (ii) names and official addresses of the teachers of the University.
19. ***Electoral Roll of Mayors of Municipal Corporations, chairman of Municipalities and Presidents of Panchayats:*** The electoral roll of the Mayors of Municipal Corporations, the Chairmen of Municipalities and the Presidents of Panchayats within the University area shall contain the names and addresses of the Mayors of Municipal Corporations, the Chairmen of Municipalities and the Presidents of Panchayats in the said area.
20. ***Electoral Roll of registered trade unions:*** The electoral roll of the Registered Trade Unions shall include only the registered trade unions in the University area which have a membership of over 2000 as on the first day of May of the year succeeding the Calendar year to which the returns relate under the Kerala Trade Union Regulations for the time being in force. The electoral roll shall be prepared with reference only to such annual returns by the Trade Unions as have actually been received by the Registrar of Trade Unions in proper form and in time. It shall contain only the name and address of the President of the Union concerned.
21. ***Electoral Roll of non-teaching staff of the University:*** The electoral roll of non-teaching staff of the University shall contain the names and designations of all the regular full time employees of the University other than teaching staff but shall not include those paid from contingencies or employed on a part-time basis.
22. ***Electoral Roll of non-teaching staff of affiliated Colleges:*** The Electoral roll of the non-teaching staff of affiliated colleges shall include the names and designations of all the approved non-teaching staff of such colleges

other than those paid from contingencies or employed on a part time basis or working in the hostel and shall be prepared college-wise.

23. ***Electoral Roll of the Managers of Private Colleges:*** The electoral roll of the Managers of Private Colleges shall contain the names and addresses of Manager and the name or names of colleges wherein he has been appointed as the Manager.
24. ***Electoral roll of Full time Post Graduate Students of each faculty entitled to elect members to the Academic Council:*** An electoral roll for the full-time post-graduate students of each faculty shall be maintained. It shall contain the name, class and college address of those students who are receiving instructions for full time regular post-graduate courses (only post-graduate courses in the respective faculties) in affiliated colleges and departments of the University and who are on the register of the colleges and Departments concerned 60 days prior to the publications of the electoral rolls.
25. ***Electoral roll of the Members of the General Council of the University Union and full time students of the Departments of the University for election to Students Council:*** The electoral roll shall contain the name and college address of all the members of the General Council of the University Union. In the case of the full-time students of the Departments of the University, it shall show the names of the full-time students Department-wise.
26. ***Electoral roll of the Electorates:*** Separate electoral rolls showing the names and addresses of the members shall be prepared for all other elections as and when required and it shall contain the names of only those who are members of the electorate concerned, 60 days prior to the publication of the respective electoral rolls.
27. ***Election disputes:*** An election petition calling in question any election shall be made in writing. It shall be forwarded to the Vice-Chancellor with a fee of Rs. 100 remitted in a treasury to the credit of the Mahatma Gandhi University Fund so as to reach him within seven days of the declaration of the result of the election.
28. ***Preservation of election papers:*** The nomination papers, ballot papers, declaration papers and the ballot paper covers shall be preserved in the University Office for a period of one month after the date of declaration of the results, or if any dispute arises regarding the election, until it is disposed of. Thereafter, they may be destroyed.

29. ***Prohibition of Simultaneous membership:*** A person who has given his nomination for election to a body or authority through more than one electorate and who has been declared elected by more than one such electorate of the same body or authority shall retain membership of only one of the electorates which he may choose within fifteen days of declaration of the result of election. If he fails to do so, he shall be deemed to be a member of only the electorate, the result of which election has been declared first.
30. ***Candidature of a person already elected to a body for election to the same body from another electorate:*** No person who has been elected from a particular electorate shall be eligible to stand as a candidate for election to the same body or authority from more than one of the electorates without resigning his membership from the body or authority, as the case may be. It shall, however, competent in the case of an anticipatory vacancy to a body or authority elected by a particular electorate or nominated to stand as a candidate for such anticipatory vacancy, provided the date of membership in that vacancy is posterior to the date on which he ceases to be a member of the body or the authority.
31. ***Date of effect of result of elections:*** The results of all elections shall be published in the Gazette. Anticipatory elections shall take effect from the date of occurrence of the vacancy, and other elections from the date of the notifications of the result of election:

Provided those who are elected/nominated shall hold office for the term fixed as per the Act from the date of notification of constitution of the body/ bodies by the University.

## **PART B**

### **PROCEDURE FOR ELECTION BY POSTAL BALLOT**

32. ***Notification of elections:*** When any vacancy occurs or is about to occur by efflux of time among the members of any University Authority or Body which has to be filled up by election, or if an election has to be conducted for the constitution of any Body, Authority, or any Committee thereof according to the provisions of the laws of the University, the Returning Officer shall, under the directions of the Vice-Chancellor, notify the fact in the Kerala Gazette and also simultaneously cause the notifications to be published in newspaper approved by the Vice-Chancellor for the purpose. The notifications shall contain the programme

of the election from the date of notification of election, giving the following particulars:-

- (1) date of notification
- (2) last date for receipt of nominations
- (3) date of scrutiny of nomination and publication of list of candidates validly nominated
- (4) last date and hour for withdrawal of candidate
- (5) date of publication of the final list of candidates
- (6) date of issue of ballot paper
- (7) date and hour fixed for the poll
- (8) date and hour of scrutiny and counting of votes.

**33. *Presentation of nomination paper and requirements of a valid nomination:***

- (1) On or before the date appointed under Statute 32 each candidate shall either in person or by his proposer, deliver between the hours of eleven O' clock in the forenoon and three O' clock in the afternoon to the Returning Officer at the place specified in this behalf in the notification issued under Statute 32 a nomination paper in the prescribed form, which shall, on application, be supplied free of cost by the Returning Officer to any elector whose name is in the electoral roll.

Provided that no nomination paper shall be delivered to the Returning Officer on a day which is a holiday.

- (2) Every nomination paper shall be proposed by an elector with his signature whose name is in the electoral roll and seconded by another elector of the concerned constituency with his signature. The candidate shall then sign a declaration on it expressing his willingness to serve on the University authority or body, as the case may be, if elected. He shall also make a statement to the effect that he is not already a member, if such authority or body or if he is already a member in such capacity, his term of office would expire before the membership for which he is seeking election, takes effect. The nomination paper shall reach the Returning Officer within the date and hour fixed, which shall not be earlier than 14 clear days after the date of publication of the notification in the newspapers.

34. ***Scrutiny of nominations:*** All nomination papers received through the post or deposited in the box provided for the purpose in the office of the Returning Officer within the prescribed hour on the prescribed date shall be scrutinised by the Returning Officer. The candidate or his representative who shall be appointed in writing by him and approved by the Returning Officer may be present at the time of scrutiny of nominations.
35. ***Decisions of the Returning Officer on objections:*** The Returning Officer shall examine the nomination papers and decide all objections which may be made at the time to any nomination and may, either on such objection, or on his own motion, after such summary enquiry, if any as he thinks necessary, reject any nomination, on any of the following grounds-
- (i) that the candidate is ineligible for election under subsection (i) of section 34 of the Act subject to the exceptions mentioned therein;
  - (ii) that the proposer/seconded is a person whose name is not registered in the electoral roll;
  - (iii) that the signature of the candidate proposed or seconded is not genuine or has been obtained by fraud;
  - (iv) if the nomination paper is incomplete or otherwise defective.

The decision of the returning Officer shall, in each case, be endorsed by him on the nomination paper in respect of which such decision is given.

36. ***List of candidates validly nominated:*** A list of candidates whose nominations have been declared valid shall be published with their names and addresses by affixing the same on the notice board in the office of the Returning Officer on the same day. The names of the candidates in the list shall be in the serial order of their electoral roll numbers.
37. ***Withdrawal of candidature:*** Any candidate may withdraw his candidature by notice in writing signed by him and countersigned by the principal of the college concerned in the case of students and either sent by registered post or delivered in person or by messenger to the Returning Officer so as to be received by him not later than the hour on the day fixed for withdrawal, which shall not be less than 5 clear days after the last date for the receipt of nominations and the withdrawal, once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for renomination as a candidate for the same election to the same authority, or body.

38. ***Final list of candidates:*** Returning Officer shall, after the expiry of the period fixed for withdrawal of candidature, publish in the University Office a final list of candidates validly nominated. The final list of candidates validly nominated shall show the name, roll number, the designation, if any, and address of the candidates.
39. ***Declaration of election of validly nominated candidates:*** If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected. If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate, shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancy or vacancies. If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed hereinafter.
40. ***Despatch of ballot paper:*** The Returning Officer shall forward to each elector, by registered post, a serially numbered declaration paper, a ballot paper containing the names and addresses of all candidates in the same order as in the final list of candidates validly nominated and bearing the initials of Returning Officer and the date of posting, a ballot paper cover, and an envelope addressed to the Returning Officer and bearing a number corresponding to the serial number of the declaration paper, together with the letter of intimation stating the number of vacancies to be filled by election, the date and hour fixed for the poll and the date and hour fixed for the scrutiny and counting of votes, and such guidance to the voters for exercising their franchise as may be deemed necessary. The papers shall be forwarded to the address of each elector as given in the electoral roll of the constituency or, if any elector has since the publication of the roll, changed his address, to the address changed, provided the fact has been intimated to the Returning Officer not less than 14 clear days before the date of posting of the ballot paper. The date fixed for the poll shall not be less than 14 clear days after the date of posting of the ballot paper.
41. ***Non-receipt of loss of ballot paper by an elector:*** When any elector has not received or has lost the ballot paper sent to him, he may make and transmit a declaration to that effect signed by himself and request the Returning Officer to send him duplicate papers in place of the ones not received or lost, and the Returning Officer, if satisfied as to the

genuineness of the declaration, issue duplicate papers through registered post. In every case where duplicate papers are issued, the fact shall be noted against the number of the elector in the electoral roll for use at the time of scrutiny and counting of votes, and the word “Duplicate” in block capitals shall be written or stamped in ink on the declaration paper and the envelope addressed to the Returning Officer.

42. ***Defective ballot papers etc.:*** If the elector receives any ballot papers, ballot paper cover, or declaration from which is liable to be rejected for want of serial number, initial or for any reason arising from a clerical error or omission in the office of the Returning Officer, the elector shall within two days of the receipt of the same but before the time fixed for the commencement of the election bring the matter to the notice of the Returning Officer who shall, if satisfied, issue by post fresh ballot paper or ballot paper cover or declaration paper, as the case may be, in its place. The fact that a fresh ballot paper, ballot paper cover or declaration has been issued shall be noted against the number of the electoral roll for issue at the time of scrutiny and counting.
43. ***Procedure when election Papers are spoilt:*** When an elector has inadvertently spoilt the ballot paper or any other connected papers sent to him, he shall make a declaration to that effect signed by himself and transmit the same to the Returning Officer, together with the spoilt papers and the Returning Officer, on receipt of the spoilt papers, shall cancel them and issue through the post, fresh ones.
44. ***Voting:*** The elector, in case he desires to vote at the election, shall after filling up the declaration paper and the ballot paper in accordance with the directions given in the letter of intimation and/or the reverse side of the ballot paper, enclose the ballot paper in the cover marked “Ballot paper cover” and stick it and enclose the same and the declaration paper in the envelope addressed to the Returning Officer and send the envelope by registered post to the Returning Officer so as to reach him before the hour and date fixed for the poll or deposit the envelope or cause it to be deposited in the box provided for the purpose in the office of the Returning Officer during office hours on any working day, before the last date and hour fixed for the poll.
45. ***Recording of votes if illiterate disabled elector etc.:***
  - (1) If an elector is unable through illiteracy, blindness or by reason of any physical or other disability to record his vote in the manner prescribed, it shall be competent for him to record his vote by the



hand of any of the persons specified in clause (2) and such persons shall on the declaration paper attest the incapacity and the fact of his having been requested by the elector to record his vote on his behalf and of its having been so marked by him in the presence of the elector.

(2) The following person are empowered to record the vote under clause (1) namely:-

- i) Judicial Magistrates;
- ii) District Registrars;
- iii) Sub-Registrars:

Provided that such person attesting the declaration paper about the incapacity of an elector shall not be a near relative of a candidate contesting the election.

**46. *Closing of ballot box:*** The Returning Officer shall close the slit of the ballot box and seal it immediately after the hour appointed on the last date fixed for the poll.

**47. *Procedure on counting:*** The scrutiny and counting of votes shall be conducted by the Returning Officer from the hour appointed on the date fixed for the scrutiny and counting of votes. No person shall be present at the scrutiny and counting except the Vice-Chancellor, the Returning Officer and such person as the Vice-Chancellor may appoint to assist the Returning Officer, the candidate or not more than one representative of each candidate appointed by him in writing and approved by the Returning Officer. The ballot box shall be opened at the hour fixed for the scrutiny, and the envelopes in the box scrutinised by the Returning Officer.

**48. *Envelope when rejected:***

- (1) an envelope shall be rejected before opening-
  - a. if it is not the one sent by the Returning Officer;
  - b. if it does not bear any serial number.
- (2) If two envelopes bearing the same serial number are received and one of them is superscribed as "Duplicate", the latter alone shall be accepted.

**49. *Ballot paper cover when rejected:***

- (1) A ballot paper cover shall be rejected-
  - i) if it is not accompanied by the declaration paper sent by the Returning Officer; or

- ii) if the envelope contains no declaration paper outside the ballot paper cover; or
  - iii) if the envelope contains anything other than the declaration paper and the ballot paper cover; or
  - iv) if the declaration is not in accordance with the statutes;
  - v) if the ballot paper is placed outside the ballot paper cover; or
  - vi) if more than one declaration paper or ballot paper cover have been enclosed in one and the same envelope; or
  - vii) if the serial number in the declaration paper differs from the serial number of the envelope addressed to the Returning Officer.
- (2) In each case of rejection, the word, “Rejected” shall be endorsed by the Returning Officer on the ballot paper cover or the declaration paper, as the case may be.

**50. *Manner of recording votes:*** Every elector entitled to vote at the election shall have as many preferences as there are candidates. An elector may indicate the order of preference by placing the figures 1,2,3 etc. against the names of the candidates, who represent respectively his first, second, third, etc., choice.

**51. *Ballot Paper when rejected:***

- (1) The ballot paper covers other than those rejected shall be mixed together and then opened in the presence of the Returning Officer. The Returning Officer shall then proceed with the scrutiny of the ballot papers.
- (2) The Returning Officer shall reject a ballot paper as invalid, for any of the following reasons, namely:-
  - i) if the ballot paper cover contains any matter other than the ballot paper;
  - ii) if it does not bear the initials of the Returning Officer;
  - iii) if the voter signs his name or writes any word or makes any mark by which the identity of the voter becomes recognisable;
  - iv) if the figure 1 is not marked;
  - v) if the figure 1 is set opposite the name of more than one candidate; or is so marked as to render it doubtful to which candidate it is intended to apply;
  - vi) if the figure 1 and some other figures are set opposite the name of the same candidate.

- (3) On every paper so rejected, the Returning Officer shall endorse the word "Rejected" stating the grounds of rejection and keep such rejected papers in a separate packet.
- 52. *Fractions and preferences:*** In carrying out the provisions regarding the procedure for election hereinafter prescribed:-
- a. all fractions shall be disregarded; and
  - b. all preferences recorded for candidates already elected or excluded from the poll shall be ignored.
- 53. *Division into parcels according to first preference:*** After the invalid ballot papers, if any, have been rejected, the remaining papers shall be divided into parcels according to the first preferences recorded for each candidate and the number of papers in each parcel noted and credited to the concerned candidates' account.
- 54. *Quota:*** The number of papers in all the parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled by election and the quotient increased by one shall be the number sufficient to secure the return of candidates, hereinafter called the "quota".
- 55. *When persons who obtained quota are declared elected:***
- (1) If at the end of any count a number of candidates equal to the number of vacancies to be filled by election has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.
  - (2) A candidate, in whose parcel the number of votes on the first preference being counted is equal to or greater than the quota, shall be duly declared elected.
  - (3) If the number of papers in any such parcel is equal to the quota, the papers shall be set as finally disposed of.
- 56. *Transfer of surplus:***
- (1) If the number of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates so indicated in the ballot papers as next in the order of the voters' preference in the manner hereinafter prescribed.
  - (2) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in the order of magnitude, provided

that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.

- (3) Where two or more surpluses are equal, regard shall be had to the original votes of each candidate, and the candidate who is credited with the largest number of original votes shall have his surplus first distributed and if their original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.
- (4)
  - (i) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to the candidate, divide the unexhausted papers into sub-parcels according to the next preference recorded thereon and make a separate sub-parcel of the exhausted papers.
  - (ii) The number of the papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.
  - (iii) If the total number of the unexhausted papers is equal to or less than the surplus to be transferred, all the sub-parcels shall be transferred to the continuing candidates, the value of each paper so transferred being one.
  - (iv) If the total number of unexhausted papers is greater than the surplus, the sub-parcels shall be transferred to the continuing candidates, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.
- (5) If in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts the number of papers to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as of the value of unity, and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional parts shall be deemed to be the larger which arise from the largest sub-parcel, and if the sub-parcels in question are equal in size, preference shall be given to the candidate who obtained the larger number of original votes.

- (6) If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the sub-parcel last transferred to the candidate shall be examined and the exhausted papers divided into sub-parcels, according to the next preference recorded thereon. The sub-parcels shall be dealt with in the same manner as is provided in the case of the sub-parcels referred to in clause(4).
- (7) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate, and the value of such transferred votes credited to his account.
- (8) All the papers in the parcel or sub-parcel of an elected candidate not transferred to any continuing candidate under this statute shall be set apart as finally disposed of.

**57. *Exclusion of candidate lowest in the poll:***

- (1) If, after all the surpluses have been transferred as hereinafter provided, the number of candidates elected is less than the required number the Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preference marked thereon and any exhausted papers shall be set apart as finally disposed of.
- (2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of such paper being one.
- (3) The papers containing the transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which he obtained them.
- (4) Each of such transfers shall be deemed to be a separate transfer, but not a separate count.
- (5) If the total of the votes of two or more candidates lowest on the poll together with any surplus votes transferred, is less than the votes credited to the next highest candidate, those candidates may in one operation be excluded from the poll and their votes transferred in accordance with the provisions in clauses (1) to (4).
- (6) The above process shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until the last vacancy is filled, either by the election of a candidate with the quota or as hereinafter provided.

58. ***Completion for transfer when quota obtained:*** If as a result of a transfer of papers under these statutes, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed and no further papers shall be transferred to him.
59. **Procedure in the case of candidates obtaining votes equal to or greater than the quota:**
- (1) After the completion of any transfer under these statutes, the number of votes of any candidate is equal to or greater than the quota, he shall be declared elected.
  - (2) If the number of the votes of any candidate is equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally disposed of.
  - (3) If the number of the votes of any such candidate is greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided, before the exclusion of any other candidate.
60. ***When continuing candidates are declared elected:*** When at the end of any count, the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the counting candidates shall be declared elected.
61. ***When the number of votes of one candidate exceeds the total votes of the other candidates:*** When at the end of any count only one vacancy remains unfilled and the number of votes of any one candidate exceeds the total of all the votes of the other continuing candidates together with any surplus not transferred, the candidate shall be declared elected.
62. ***When continuing candidates have equal number of votes:*** When at the end of any count only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same value of votes and no surplus remains capable of transfer the Returning Officer shall decide by lots which of them shall be excluded, and after the exclusion of one of the candidates by drawing lots, the other candidate shall be declared elected.
63. ***Exclusion of candidate when two or more candidates have equal number of votes:*** If at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom the lowest original votes are

recorded shall be first excluded; and if their original votes are equal, the Returning Officer shall decide by lot which candidate shall be excluded.

**64. *Recounting:***

- (1) Any candidate or his agent may, at any time during the counting of votes, either before the commencement or after the completion of any transfer of votes, request the Returning Officer in writing to re-examine or recount of the papers of all or any candidate (not being papers set aside at any previous transfer as finally disposed of) and the Returning Officer shall forthwith re-examine or recount the same accordingly.
- (2) The Returning Officer may, at his discretion count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing in this statute shall make it obligatory on the Returning Officer to recount the same votes more than once.

**65. *Declaration of results:*** The Returning Officer shall, at the end of the counting, declare the names of the candidates who have been duly elected.

**66. *Record of election:***

- (1) The Returning Officer shall prepare a record in the prescribed form showing-
  - a. the number of voters who voted;
  - b. the number of ballot papers rejected-
    - i) as being received late;
    - ii) for irregularities connected with declaration;
    - iii) as invalid;
  - c. the number of valid ballot papers;
  - d. the number of votes obtained by each candidate at each stage of the transfer;
  - e. the stages at which each candidate was declared elected.
- (2) The Returning Officer shall also prepare a result sheet showing the result at various stages of the counting.

## PART C

### PROCEDURE FOR ELECTION WITHOUT POSTAL BALLOT

#### SECTION-I

[See Statute 2(2)]

67. *Application of certain provisions:* Subject to the following provisions, statutes, 33 to 39 and 47 to 66 of Part A, shall mutatis mutandis apply to election otherwise than by postal ballot under this section.
68. *Polling Stations:* In the case of elections held under this part, polling stations shall be provided in the University Office and/or in the University Centres.
69. *Notification of election:* The notification shall inter alia contain information of the place where polling stations will be provided and the date on which and the time during which the poll shall be taken. The electors shall exercise voting in the respective polling stations.
70. *Polling agents:* A candidate may appoint any number of polling agents with the approval of the Returning Officer, however that there shall not be more than two agents for a particular polling station, for a particular candidate.
71. *Presiding Officers and Polling Officers:*
- (1) The Returning Officer may appoint a Presiding Officer for each polling station and such Polling Officer or officers as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election.
  - (2) If a Polling Officer is absent from a polling station, the presiding officer may appoint any person who is present at the polling station who is not disqualified to be a polling officer under clause (1) during the absence of the former officer and inform the Returning Officer accordingly.
  - (3) A Polling Officer shall perform all or any of the functions of the Presiding Officer if so directed by the Presiding Officer.
  - (4) If the Presiding Officer is absent owing to illness or other cause, his functions shall be performed by such Polling Officer as has been previously authorised by the Returning Officer, to perform such function.



**72. Duties of the Presiding Officer and the Polling Officer:**

- (1) It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is fairly taken.
- (2) The Polling Officer shall assist the Presiding Officer in the performance of his functions.

**73. Prohibition of canvassing in or near polling station:** No person shall, on the date or dates on which a poll is taken at any polling station commit any of the following acts within the polling station or within a distance of one hundred metres of the polling station, namely:-

- a. canvassing for votes; or
- b. soliciting the vote of any elector; or
- c. persuading any elector not to vote for any particular candidate; or
- d. persuading any elector not to vote at the election; or
- e. exhibiting any notice or sign for improving his prospects of election.

**74. Voting:**

- (1) Voting shall be by secret ballot. No vote shall be given by proxy.
- (2) The ballot box shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.
- (3) Each voter has to produce a duly signed identity form which shall be prescribed by the Vice-Chancellor. Ballot papers shall not be issued to those who fail to produce this identity form.
- (4) The Polling Officer shall ascertain
  - (a) the identity of the voter before issue of the ballot paper, and
  - (b) that the person desiring to vote has not already exercised his franchise.
- (5) At the time of issue of the ballot paper, a tick mark may be placed against the name of the elector in a copy of the electoral roll kept for the purpose and the elector shall also sign against his name in the roll.
- (6) The name of the voter shall be entered in the serially numbered counterfoil and the ballot paper corresponding to that counterfoil shall be torn off after affixing the initials of the Returning Officer thereon and handed over to the voter.

- (7) The voter who has received the ballot paper shall then proceed to a place screened from observation by others for marking the vote, record his vote in the manner prescribed and then proceed to the place where the ballot box is placed and deposit the same in the ballot box. The ballot paper must be deposited in the box even if the voter does not desire to record his vote for any candidate. No ballot paper shall be taken away from the polling booth.
- (8) No voter shall be allowed to enter the place arranged for marking the vote when another voter is there and no voter shall remain there longer than is necessary for recording his vote.
- (9) If a voter is incapacitated by physical infirmity, it shall be competent for him to record his vote by the hand of the Returning Officer or by his deputy.
- (10) The Presiding Officer shall seal the slit of the ballot box immediately after the hour appointed on the day fixed for the poll and hand it over to the Returning Officer the same day.

**75. *Adjournment of the poll in emergencies:***

- (1) If the proceedings at any place of polling are interrupted or obstructed by riot or open violence, or if it is not possible to take the poll at any such place on account of natural calamity or other sufficient cause, the Presiding Officer may announce an adjournment of the poll to a date to be notified later and immediately report the circumstances which led to the adjournment to the Returning Officer.
- (2) Whenever a poll is adjourned under clause (1), the Returning Officer shall, as soon as may be, fix the day on which, the place at which and the hours during which, the adjourned poll shall be taken, and shall notify the said details to all concerned in such manner as he may think fit.
- (3) On the date on which such adjourned poll is taken, the electors who have already voted at the poll before its adjournment shall not be entitled to vote. Only the remaining electors who were entitled to vote at the place of polling before its adjournment shall vote.

**76. *Fresh poll in the case of destruction etc., of ballot boxes:***

- (1) If at any election, any ballot box used at a polling station is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is in any way tampered with or is accidentally or intentionally destroyed, lost or damaged and the Returning Officer

- is satisfied that in consequence thereof the result of the poll at that polling station cannot be ascertained, he shall-
- a. declare the polling at that polling station to be void;
  - b. appoint a day and fix the hours for taking a fresh poll at that polling station; and
  - c. notify the day so appointed and fix the hours of the fresh poll.
- (2) The provisions of these statutes shall, so far as may be, apply to the fresh poll as they apply to the original poll.

## SECTION II

[See Statutes 2(3)]

- 77. *Application of certain provisions:*** Subject to the following provisions, statutes 33 to 39, 47 to 66 and statutes 70, 72, 73, 75 and 76 shall mutatis mutandis apply to election without postal ballot held under this section.
- 78. *Erection of polling stations:*** In the case of elections held under this section, polling stations shall be provided in every college and University departments. The teachers, post-graduate students and non-teaching staff of each college shall be entitled to vote only at that polling station.
- 79. *Notification of election:*** The notification shall inter alia include information of the places where polling stations will be provided and the date on which and the time during which the poll shall be taken.
- 80. *Presiding Officers:***
- (1) The Returning Officer may appoint the Principals of Colleges or such other persons as may be decided by him as the Presiding Officers of the polling stations in the respective Colleges and University Departments. In case the Returning Officer is of opinion that the Principal should not be appointed as the Presiding Officer in any College, he may record his reasons for so doing and appoint any other persons in the College as the Presiding Officer.
  - (2) The Presiding Officer or such other persons as may be appointed by the Returning Officer under clause (1), may appoint the required number of teaching and non-teaching staff from the College to assist him in the conduct of the poll.

**81. *Despatch of ballot paper:*** The Returning Officer shall forward to the Presiding Officers sufficiently in advance, the required number of

- (1) serially numbered ballot papers,
- (2) ballot paper covers,
- (3) copies of the concerned electoral rolls, and
- (4) copies of the letter of intimation.

Copies of the letter of intimation shall be supplied to the voters by the Presiding Officer at least one day in advance of the date of polling.

**82. *Voting:***

- (1) voting shall be by secret ballot. No vote shall be given by proxy.
- (2) At each polling station there shall be set a separate voting compartment screened from observation by others, for marking the vote.
- (3) The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling booth.
- (4) Each voter shall be supplied with a ballot paper and a ballot paper cover after ascertaining (a) the identity of the voter and (b) that the person desiring to vote has not already exercised his franchise.
- (5) Before issue of the ballot paper, the voter shall sign against his/her name in the copy of the electoral roll kept by the Presiding Officer.
- (6) The name and roll number of the elector shall be entered by the Presiding Officer on the counterfoil of the ballot paper and the ballot paper corresponding to that counterfoil shall be torn off and handed over to the voter along with a ballot paper cover.
- (7) The voter who has received the ballot paper shall then proceed to a place screened from observation by others, record his vote in the manner prescribed, fold the ballot paper so as to conceal his markings and then enclose the ballot paper in the ballot paper cover and stick it. The closed ballot paper cover containing the ballot paper shall be deposited in the ballot box kept before the Presiding Officer who shall keep it in safe custody. No ballot paper or ballot paper cover shall be taken away from the polling booth.
- (8) If a voter is incapacitated by physical infirmity, it shall be competent for him to record his vote by the hand of the Presiding Office or his deputy.

83. **Closing of poll:** At the close of the hour fixed for the poll or and when all who have reported before him for polling before the close of the hour fixed for the poll have exercised their franchise, the Presiding Officer shall close the poll and shall not thereafter issue ballot paper to any elector.
84. **Packing of the ballot paper covers:** Immediately after the close of the poll, the Presiding Officer shall check the total number of ballot papers issued, and the number of ballot paper covers collected against the marked copy of the electoral roll. He shall also prepare a ballot paper account in the form supplied by the Returning Officer. He shall then make into separate packets.
- i) The ballot paper account;
  - ii) The marked copy of the electoral roll;
  - iii) The unused ballot papers;
  - iv) The counterfoils of used ballot papers;
  - v) Unused ballot paper covers;
  - vi) The ballot paper covers containing ballot papers; and
  - vii) Any other paper directed by the Returning Officer to be kept in a sealed packet.

All the above items shall be separately packed and affixed with the seal of the Presiding Officer.

85. **Transmission of ballot papers to the Returning Officer:** The Presiding Officer shall despatch preferably in one bundle the sealed packets referred to in the above statute securely packed by Registered post with acknowledgement due to the Returning Officer by name on the same day. The bundle shall bear the superscription "Election papers-Confidential."

## **PART D**

### **PROCEDURE FOR ELECTION OF MEMBERS TO THE SENATE BY THE MEMBERS OF THE LEGISLATIVE ASSEMBLY**

**[See Statute 2(4)]**

**86. *Procedure for the election of members to the Senate by the Members of Legislative Assembly representing the electorate of the University Area:***

- (1) In the case of election of members to the Senate by the members of the Legislative Assembly of Kerala from among the members representing the electorate of the University area, the Registrar shall make a request in time to the Secretary of the Legislative Secretariat to forward a list of the members of the Legislative Assembly representing the electorate of the University area in time.
- (2) On receipt of request under clause (1), the Secretary of the Legislature Secretariat shall forward the list to the Registrar on or before the date specified.
- (3) The Registrar shall take necessary steps for the conduct of the election by postal ballot as per the provisions of Part B.

## **PART E**

### **ELECTION PETITIONS**

**87. *Presentation of election petition:***

- (1) Any election petition calling in question any election may be presented within seven days of the declaration of the result of the election by any candidate at such election-
  - a. one or more of the grounds, specified in sub-section (1) of section 34 of the Act; or
  - b. on the ground that the result of the election has been materially affected-
    - i) by the improper reception or refusal of a vote; or
    - ii) by any non-compliance with the provisions of the Act or of any Statute issued thereunder; or

- c. on the ground that the nomination of any candidate has been wrongly rejected or the nomination of the successful candidate or of any other candidate who has not withdrawn his candidature has been wrongly accepted.
  - (2) One authenticated copy of the petition and the Annexure thereto, if any, for the use of the Vice-Chancellor and as many additional copies as there are respondents shall be produced along with the petition.
- 88. *Parties to the petition-A petitioner shall join as respondent to his petition:***
  - a. Where the petitioner, in addition to claiming a declaration that the election of all or any of the returned candidate is void, claim a further declaration that he himself or any other candidate has been duly elected; all the contesting candidates other than the petitioner; and
  - b. Where no further declaration as under (a) above is claimed, all the returned candidates.
- 89. *Contents of petition:***
  - (1) An election petition-
    - a. shall contain a concise statement of the material facts on which the petitioner relies;
    - b. shall set forth full particulars of the malpractice that the petitioner alleges including a full statement if possible of the names of the persons alleged to have committed such malpractice; and
    - c. shall be signed by the petitioner.
  - (2) Any schedule or annexure to the petition shall also be signed by the petitioner.
- 90. Relief that may be claimed by the petitioner-Petitioner may, in addition to claiming a declaration that the election of all or any of the returned candidate is void, claim a further declaration that he himself or any other, candidate has been duly elected.**

## PART F

### MISCELLANEOUS

#### **91. *Voting by electors under preventive detention:***

- (1) Notwithstanding anything contained in the foregoing provisions of this chapter, an elector may, if he is subjected to preventive detention under any law for the time being in force, be entitled to vote by postal ballot.
- (2) The Returning Officer shall send by Registered post, to the Officer in charge of the Jail or other place where the elector is detained, a ballot paper together with the connected records and a letter of instructions, so as to reach that officer well ahead of the time fixed for polling.
- (3) On the date of polling, the said officer shall deliver the ballot paper and other necessary papers to the electors, allow him all reasonable facilities and sufficient time not exceeding two hours, for recording his vote in accordance with the instructions of the Returning Officer, and if and when the elector has so recorded his vote, send the ballot paper and other connected records in a sealed cover either by Registered Post or through a special messenger to the Returning Officer so as to reach him before the time fixed for the counting of votes.



## CHAPTER 45

# CONDITIONS OF SERVICE OF TEACHERS AND MEMBERS OF NON-TEACHING STAFF IN PRIVATE COLLEGES

## PART A

### GENERAL

#### 1. *Definitions:*

(1) In this chapter, unless the context otherwise requires:-

- a. “academic year” means a period of twelve months commencing on the first day of June.

Provided that in the case of teachers who are granted extension of service till the end of an academic year shall mean a period of ten months commencing from the 1st day of June.

- b. “Direct Payment Scheme” means the scheme introduced by the Government for the direct payment of salary to the teaching and non-teaching staff of private colleges under the Educational Agencies which have agreed for Government control in the matter of appointment of the teaching and non-teaching staff, in the admission of students and which have executed an agreement with the Government for that purpose.
- c. “Manager” when used with reference to a private engineering college shall mean the “Chairman” of the Governing Body of the respective institution.
- d. “Service” means continuous service rendered in a college affiliated to any university in the State or any service rendered in a college affiliated to the University of Travancore or the Madras University by a person who is at the commencement of these Statutes working in any college affiliated to any of the Universities in this State.
- e. “Substantive Vacancy” means a vacancy which has arisen permanently by reason of the retirement of a person holding a permanent appointment in that post or by reason of a temporary

post being made permanent by an order of the competent authority or by reason of the termination or suspension of the lien of a person holding a permanent appointment in that post.

- (2) Words and expressions used and not defined in this Chapter but defined in the Mahatma Gandhi University Act, 1985 (12 of 1985) or in the Interpretation and General Clauses Act, 1125 shall have the meanings respectively assigned to them in those Acts.
- (3) Any reference in this chapter to the Director of Collegiate Education or the Zonal Deputy Director of Collegiate Education, shall, in relation to a Private Engineering College, be construed as a reference to the Director of Technical Education or such other Officer as the Government may authorise in that behalf.

## **PART B**

### **CONDITIONS OF SERVICE OF TEACHERS IN PRIVATE COLLEGES**

2. ***Appointment of teachers by direct recruitment:*** For making appointments to the posts of teachers by direct recruitment, the post shall be advertised in an edition of one national English daily, <sup>1</sup>[and in a minimum of five editions, of which one in the district where the college situates, of two Malayalam daily newspapers] having wide circulation in the area approved by the University and in the “University News”, a weekly chronicle of higher education published by the Association of Indian Universities, AIU House 16 Kotla Marg, New Delhi 110002 giving a minimum period of thirty days for the aspirants to apply.
3. ***<sup>1</sup>Constitution of Selection Committee for appointments:***
  - (A) **Assistant Professor in Colleges including Private Colleges.**
    - (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
      1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.

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1. Amendment.No.26 w.e.f 18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.

2. The Principal of the College.
  3. Head of the Department of the subject concerned in the college.
  4. Two nominees of the Vice-Chancellor of whom one should be a subject expert. In case of colleges notified/ declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
  5. Two subject experts not connected with college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university. In case of colleges notified/ declared as minority educational institutions, two subject experts not connected with the University to be nominated by the chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
  6. An Academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) At least five members, including two subject experts should constitute the quorum.

- (c) For all levels of teaching positions in constituent college(s) of the University, the Selection Committee norms shall be similar to that of the posts of departments of the University.

**(B) Associate Professor in Colleges including private colleges**

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition:
1. The Chairperson of the Governing Body or his or her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. The Head of the Department of the subject concerned from the college.
  4. Two University representatives nominated by the Vice-Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the subject concerned. In case of colleges notified/ declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
  5. Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University. In case of colleges notified/ declared as minority educational institutions, two subject experts not connected with the University to be nominated by the chairperson of the Governing

Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

6. An Academician representing SC/ST/OBC/Minority/ Women/ Differently-abled Categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

- (b) At least five members, including two subject experts should constitute the quorum.]

4. <sup>1</sup>[Deleted]

5. **Notice:** Notice of not less than fourteen clear days shall be given for every such meeting and no matter other than that included in the agenda shall be considered. The notice shall be accompanied by a list showing the name and address of the candidates, qualification, age, community, experience etc.

6. <sup>1</sup>**[College Principal:**

- (a) The Selection Committee of the post of College Principal by direct appointment/promotion shall have the following composition:
  1. Chairperson of the Governing Body of the College as chairperson of the selection committee.
  2. Two members of the Governing Body of the college to be nominated by the chairperson of whom one shall be an expert in academic administration.
  3. One nominee of the Vice-Chancellor who shall be a Higher Education expert. In case of colleges notified/declared as minority educational institutions, one nominee of the chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of whom one should be a subject expert.
  4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the

college) out of a panel of six experts approved by the relevant statutory body of the university.

5. An Academician representing SC/ST/OBC/Minority/ Women/ Differently-abled Categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) At least five members including two subject experts should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and wait-listed candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The term of appointment of College Principal shall be five years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the UGC.
- (e) The constitution of the external peer review committee shall be:
  - i) Nominee of the Vice-Chancellor of the University
  - ii) Nominee of the Chairman, University Grants Commission

The nominees shall be nominated from the Principals of the College with excellence/College with potential for excellence/Autonomous Colleges/NAAC “A+” accredited colleges.

The report of the above peer review committee shall be the main basis for re-appointment of the Principal.]

**7. *Selection Committee for teaching staff of private Engineering Colleges:***

- (1) In the case of a private engineering college, appointments to the teaching posts including workshop staff, whether provisional or permanent, shall be made by the Educational Agency only from a list of persons prepared by a selection committee according to the rank assigned by that committee.

- (2) The selection Committee for teaching staff shall consist of the following members, namely:-
  - (a) two representatives of the Educational Agency of whom one according to the choice of the Educational Agency shall be the Chairman;
  - (b) a representative of the University;
  - (c) the Director of Technical Education or an officer not below the rank of Joint Director;
  - (d) the Regional officer of the Ministry of Education or his nominee, representing the Central Government;
  - (e) two representatives of the Southern Regional Committee of the All Indian Council for Technical Education to be nominated by the Regional Officer of the Ministry of Education from the panel approved by the Southern Regional Council in consultation with the institution concerned and the Director of Technical Education;
  - (f) the Principal of the institution shall be the Member Secretary, except for selection to the post of Principal.
- (3) The Selection Committee for the teaching staff shall meet as often as, if found, necessary by the Chairman.
- (4) The members of the Selection Committee shall be paid travelling allowance by the Educational Agency at the rates at which they are eligible for under the Travelling Allowance Rules as contained in the Kerala Service Rules in case they perform any journey for that purpose.

8. ***Quorum for meetings of the Selection Committee in Private Engineering Colleges:*** A decision of the Selection Committee for the teaching staff shall be valid only if at least five out of the eight members are present at the meeting in which the decision is taken and the decision has been agreed to by a majority of the members present at the meeting:

Provided that if the meeting cannot be validly held for want of the minimum number of members required to be present under this Statute, it shall be necessary to hold another meeting of the Committee as soon as possible with sufficient notice to the members and the decision taken at such meeting shall be valid.

9. **Notice:** Notice of not less than fourteen clear days shall be given for every such meeting and no matter other than that included in the agenda shall be considered. The notice shall be accompanied by a list showing the name and address of the candidates qualifications, age, community, experience etc.
10. **Period of members of the Committee for selection of teaching staff:** The members of the Committee for selection of the teaching staff referred to in clause (3) of statute 3 shall hold office for a period of one academic year commencing from the 1st June and ending with the 31st day of May of the succeeding year.
11. **Payment of Travelling Allowance to the Members of the Committee for selection of staff:** The official members of the Selection Committee shall be paid Travelling Allowance by the Educational Agency at the rates at which they are eligible under the Travelling Allowance Rules as contained in the Kerala Service Rules in case they perform any journey. The official members referred to herein are the officer of the Government and the expert chosen by the Educational Agency from the subject-wise list of experts furnished by the University.
12. **Method of selection of teaching staff by Educational Agencies:**
- (1) (a) The Educational Agency shall have the option to have all the members of the teaching staff selected purely on the basis of merit from candidates of all communities or reserve every alternate vacancy or 50% of the vacancies for being filled up on the basis of merit from among candidates of any particular community to be specified by the Educational Agency.
- (b) The Educational Agency shall specify in the advertisement to be made under Statute 2 as to whether the selection is for an open vacancy or for a vacancy reserved for the members of a particular Community. In the former case, applications shall be invited from among all the qualified persons who are interested in getting the appointment and in the latter, applications shall be invited only from among the qualified members of the Community.
- (c) It shall not be open to the Educational Agency to convert an open vacancy for the community and vice-versa after the advertisement of the vacancy:



Provided that in case no suitable candidate belonging to the community is available for appointment against the reserved vacancy, it is open to the Educational Agency to postpone the selection and invite fresh applications from the members of the Community only or from members of all communities. Where applications are invited from members of all communities, the Educational Agency shall make the appointment on the basis of merit only and the vacancy reserved for the community shall be treated as lapsed for want of suitable candidates. The fact that such a vacancy has been filled up on the basis of merit shall not by itself entitle the Educational Agency to claim another vacancy in its place to be filled from the members of the Community.

- (2) The method of selection specified in clause (1) shall apply to all vacancies which arise in all departments of the colleges under the Educational Agency. The Educational Agency shall clearly indicate in its statement before the Selection Committee as to how the vacancies have occurred and whether the vacancies for which interview is to be conducted falls within the merit quota or in the quota reserved for the community. The selection of candidate from the community shall be based on merit.
- (3) The Selection Committee shall prepare the select list on the basis of merit and appointments shall be made only in the order of merit as indicated in the list. No candidate who has been included in the select list on the basis of merit shall be bypassed over by a person ranked lower in the same list. Where candidates are bracketed for merit purposes, the selection committee shall specifically mention that fact in the list.
- (4) The select list prepared by the selection committee shall not normally contain more than three times the number of vacancies likely to arise within one academic year. In case the selection committee proposes to include more names in the list, it shall record the reasons for the same.
- (5) A select list prepared by the selection committee shall remain in force only for a period of one year.

13. ***First appointment of a teacher:*** The first appointment of a teacher in a Private/Aided Arts and Science College shall be only as <sup>1</sup>[an Assistant Professor;]

Provided that persons who are working as <sup>1</sup>[Assistant Professor] in Colleges under (an) Educational agency/Government and whose appointment/promotions as <sup>1</sup>[Assistant Professor] has been approved by the University, shall be eligible to be appointed as <sup>1</sup>[Assistant Professor] in a college under (another) Educational Agency.

14. ***Age limits for direct appointment:*** The minimum age limit and the maximum age limit for appointment by direct recruitment of Assistant Professors in Private Aided Arts and Science Colleges shall be <sup>2</sup>[the same as that followed by the State Government in making appointment to the post of Assistant Professors in Government Colleges, as amended from time to time with the usual relaxation of age limits to members of SC/ST/OBC communities as in Government service.]

Provided that the upper age limit shall be relaxed by <sup>2</sup>[a maximum of five years/or to the extent of length of regular service on the date of application, in the case of persons who are in service as teachers in Government/private Aided High Schools, Government/Private Aided Vocational Higher Secondary Schools and Government/Private Aided Higher Secondary Schools.]

15. ***Form of appointment Order:*** Every appointment to the teaching staff shall be made by a written order of the Manager in Form 6 and a copy of every such order shall be forwarded with a report thereon to the University for approval.

16. ***Approval of appointment:***

- (1) Approval of every appointment to the teaching post shall be made by the Syndicate subject to the conditions that the appointment is in accordance with the staff pattern fixed by the University and that the person so appointed is fully qualified for the post.
- (2) The Deputy Director of Collegiate Education concerned shall verify before making direct payment of salaries as to whether the post for which payment is claimed is in accordance with the staff pattern and workload fixed by the University. Doubtful cases shall be referred to the University for clarification and the correctness of direct payment ensured.

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1. Amendment.No.26 w.e.f 18.09.2010 Notification. No. AcL/1/3017/SA-26 dtd 31/12/2019.

2. Amendment.No.20 w.e.f 10.12.2015 Notification. No. Ac.L/1/11485/SA/Aided Colleges dtd 07/01/2016.

- (3) In the case of those private colleges coming under the Direct payment Scheme, the Director of Collegiate Education or the Officer authorised by him in this behalf shall verify in consultation with the University as to whether the teaching post in private colleges are in excess of the posts sanctioned by the University. However, in the case of incumbents declared as supernumeraries by the University, the controlling officers shall ensure that no fresh appointment is made against future vacancies until all the supernumeraries are absorbed against those vacancies. The direct payment of salaries shall not be made to the person appointed against fresh vacancies, before the absorption of supernumeraries.
17. ***Presence on first working day of the year:*** Every teacher except when he is on leave, shall be present in the College on the first working day in the academic year, failing which he shall lose the salary for the day of absence. Such absence and loss of salary shall not, however, constitute a break of service, however, the Principal may grant leave of absence to a teacher who is absent on the first working day of the academic year in case the teacher applies for leave in writing and satisfies the Principal that absence is not deliberate.
18. ***Attendance to work:*** A teacher shall be present in the College during the working hours of the College, whether he has teaching work or not, unless otherwise permitted by the Principal. Every teacher shall take part in such extra curricular activities of the college and hostels attached to it as may be required by the Principal.
19. ***Restriction of other activities:***
- (1) All teachers shall be full time teachers of the college in which they are employed. They shall devote their entire time to the work of the college and shall not engage themselves in any other work of a remunerative nature including private tuition or work in a tutorial institution but excluding such educational or cultural activities as giving radio talks, writing books and articles for periodicals and such other activities wherein the key role of the teacher in modernisation of the society and development of the economy is given expression to. Where necessary, the Principal shall obtain the permission of the Educational Agency.
- (2) Every teacher shall refrain from any activity which is anti secular or which tends to create communal disharmony.

**20. *Communication to the Management or the University to be routed through Principal:***

- (1) Any communication that teacher may address to the management of the college or to the University in his capacity as teacher shall be sent only through the Principal.
- (2) A teacher shall not apply for an appointment under any other authority, except through the Principal.
- (3) Notwithstanding anything contained in this Statute, in exceptional circumstances declared as such by the Vice-Chancellor, the University may allow teachers individually or collectively, to communicate or apply directly to the University.
- (4) In the case of private colleges which have entered into a voluntary agreement with the Government for direct payment of salary to their staff by the Government such application shall be forwarded by the Principal to the Zonal Deputy Director of Collegiate Education concerned who shall forward it in turn to his next superior authority with his remarks.

**21. *Salary:***

- (1) Except as otherwise specified in this chapter, the salaries of teachers for a month shall be paid by the Educational Agency before the fifth of the succeeding month.
- (2) In the case of those, Educational Agencies which have entered into written agreements with the Government for direct payment of salary to their staff by Government, the salary shall be paid in accordance with the orders of Government issued, from time to time, and in accordance with such agreement.

**22. *Vacation salary:***

- (1) A teacher who has been confirmed in a permanent post shall be entitled to full vacation salary. A teacher who has completed his probation and who has not been confirmed in a permanent post due to the fact that the post in which he is working is not a permanent one shall also be paid full vacation salary in case the duration of the vacancy subsists beyond the period of vacation.
- (2) A teacher who has been appointed temporarily to a post, the duration of which exceeds eight months shall also be entitled to full vacation salary in case his service is not terminated on the closing date of the

academic year. Teachers who are appointed temporarily for specific periods, the duration of which exceeds six months ending with the last working day of the academic year shall be entitled to vacation salary in such proportion as the period of service rendered during the academic year bears to eight months. Teachers temporarily appointed for less than six months shall not be entitled to any vacation salary. The proportionate vacation salary is for the whole of the vacation and not for a part of it.

*Explanation-I:* For the purpose of the Statute, teachers who are appointed temporarily shall be entitled to full vacation or proportionate vacation salary only in case the original incumbent of the post does not return and rejoin duty prior to or during the vacation.

*Explanation-II:* Those who are reappointed at the beginning of the academic year shall be treated as fresh appointees.

**23. Scales of pay:** The scales of pay of teachers of various categories in private colleges shall be the same as are applicable to corresponding categories of posts in similar Government Colleges.

**24. Increments:**

- (1) A permanent teacher or a teacher on probation shall be entitled to annual increment in the scales of pay of the post and it shall be paid by the Educational agency as and when due as a matter of course unless it is withheld.
- (2) A teacher duly appointed on probation or for a specified period if thrown out of service for reasons other than disciplinary action shall be given preference in the matter of future appointments in the private college or as the case may be, or any of the Private College under the arrangement of the educational agency within the University area.

*Note 1-* If there are more claimants under this sub-clause, the order of preference shall be according to the rank obtained in the selection.

*Note 2-* The educational Agency shall issue an order of appointment to the junior lecturer by registered post acknowledgement due and give a period of fourteen clear days to the junior lecturer to join duty. If the junior lecturer does not join duty within the time mentioned above, the educational agency should give a further notice to the

junior lecturer stating that another person will be appointed instead and that the preferential right under the sub clause would be forfeited if not exercised within another seven clear days. If nothing is heard during that time also the preferential right under this sub clause will be regarded as forfeited.

- (3) A private college teacher thrown out of service for want of vacancy and again reappointed after a break in the same post or in another post carrying the same time-scale of pay can count his prior service for purpose of increment under rule 33 (a) read with rule 12 (35) (h) of Part I of the Kerala Service Rules.
- (4) When a teacher working in an aided or Government school within the State of Kerala takes up appointment to a higher post in a college run by an educational agency or a teacher working in a college under a particular educational agency takes up appointment to a higher post in another college run by a different educational agency his pay on such appointment shall be fixed at his pay in the previous appointment if it represents a stage in the new appointment or at the next higher stage if it is not a stage in the new appointment. No refixation will be allowed in such cases. This will apply only in cases of appointment by direct recruitment.

**25. *Probationary and temporary teachers:*** A teacher appointed on probation or for temporary service shall be eligible for such scales of pay and increments as are admissible to permanent teachers.

**26. *Grant of leave:***

- (1) The principal shall be the authority to grant casual leave.
- (2) Other kinds of leave shall be granted by the educational agency on the recommendation of the principal:

Provided that previous sanction of Government shall be obtained for grant of leave without allowances in excess of 4 months at a time including leave without allowances on medical grounds.

- (3) The leave sanctioned by the Educational Agency shall be promptly entered in the Service Book of the teacher concerned as and when sanctioned. The Manager shall attest the entries made in the Service Book. Failure on his part to do so shall entail disciplinary action. It shall be competent for the Zonal Deputy Director of Collegiate Education concerned to verify the correctness of the entries made in the Service Book in respect of private colleges coming under the Direct Payment Scheme.

27. ***Teachers not eligible for leave in certain circumstances:*** The teachers of private colleges who are allowed to continue in service beyond the date of superannuation till the end of the academic year shall not be eligible for any leave other than casual leave during the period of their service beyond the date of superannuation and if they apply for any leave other than casual leave during the period, they shall be retired from service from the date of such application for leave.
28. ***Absence on duty:*** A teacher attending any meeting of the University body or committee in his official capacity or any educational conference, seminar, etc., approved by the college, or superintending or conducting any public examination or engaging in any other activity in which the college is interested or attending a civil or criminal court as a witness in obedience to summons from a court or attending a conference or meeting of a committee convened by the Central or State Government shall be considered to be on duty and be entitled to draw his full salary during his absence:

Provided that the previous sanction of the Principal shall be obtained for any absence of duty under this Statute.

*Explanation-I:* In the case of private colleges which have executed an agreement with the Government for the direct payment of salary to the staff and which continue to subsist, the Educational Conferences, Seminars, etc., contemplated under this Statute are those which are sponsored by the central Government, the State Government, the University Grants Commission and any University existing in the State of Kerala.

*Explanation-II:* An activity in which the college is interested means an activity which subserves the interests of the teachers and the taught to which the University may accord prior approval in consultation with the Director of Collegiate Education in the case of private colleges coming under the Direct Payment Scheme.

29. ***Teachers eligible for travelling allowance and daily allowance for accompanying students on study tours:*** In the case of Private College Teachers coming under the Direct Payment Scheme, the Principals of colleges shall sanction study tours relating to the departments of Botany, Zoology, Geology, Home Science, Chemistry, Geography, Physics,

Psychology, Physical Education and B.Ed. courses of the respective colleges inside the state and the adjoining states of Tamil Nadu and Karnataka, subject to the availability of funds and make payments of Travelling Allowances/Dearness Allowances to the concerned.

30. ***Leave Account:*** A leave account shall be maintained for each teacher in every private college.
31. ***Foreign Service:***
- (1) It shall be competent for the Educational Agency to depute a teacher to foreign service as laid down in Chapter XI of Part I of the Kerala Service Rules for a period not exceeding five years. In the case of those private colleges coming under the Direct Payment Scheme, the prior permission of the Government shall be obtained.
  - (2) The provisions relating to foreign service in the Kerala Service Rules shall apply to the teachers deputed to foreign service, except to the extent provided for in this chapter.
32. ***Payment of honorarium:***
- (1) Teachers in private colleges who are put in charge of the duties of the Principal shall be granted an honorarium of thirty rupees per mensem subject to the condition that it shall be paid only if the period of charges exceeds fourteen days:  
Provided that no such honorarium shall be paid after three months.
  - (2) The Lecturers working in Junior Colleges who are put in charge of the duties of the Principal shall also be eligible to the honorarium under clause (1).
33. ***Travelling allowance and joining time:*** A teacher transferred from one institution to another in the University area under the same Educational Agency shall be given travelling allowance and joining time as in the case of Government Servants governed by the Kerala Service Rules as amended from time to time. The travelling allowance shall be paid by the Educational Agency in the manner provided for in the Kerala Service Rules.
34. ***Maintenance of Service Book:*** The principal of a college shall maintain a Service Book in respect of every teacher.
35. ***Seniority List:***
- (1) Every Educational Agency shall maintain a seniority list of the teachers in the college or of all the colleges in the University area, as the case may, under its management.



- (2) The transfer of a teacher from one college to another in the University area under the Educational Agency shall not affect his seniority.
- (3) The Syndicate may frame guidelines for fixation of interse seniority of teachers. The Educational Agency shall have the power to decide disputes regarding seniority of teachers in their colleges. An appeal shall lie to the Vice-Chancellor against such decision of the Educational Agency.

**36. Procedure for making application for study leave and grant of such leave:**

- (1) Applications for study leave shall be submitted to the Educational Agency through the Principal with details of the course or courses of study and the examination or examinations which the teacher proposes to undergo during the period of study leave.
- (2) Where it is not possible for the teacher to give full details of the course or courses of study and examination or examinations in his original applications or if after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Educational Agency. In such cases, he shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Educational Agency.
- (3) Teachers with continuous officiating or temporary service of five years or more may be granted in addition to any leave to which they are eligible for leave for undergoing higher studies or research work in the sphere of their duties which are primarily or benefit to the institution. The leave shall be granted only with due regard to the usefulness of the higher studies or research work to the institution.
- (4) In the case of colleges coming under the Direct Payment Scheme the Educational Agency shall not grant any study leave without the prior concurrence of the Government.
- (5) The provisions contained in the Kerala Service Rules for the time being in force shall, so far as may be, apply to the grant of study leave.
- (6) On completion of a course of study, a certificate in the proper form together with certificate of examinations passed or special courses of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in charge of the course of study, shall be forwarded to the management.

**37. *Transfer of Teaching and Non-Teaching Staff under Corporate Managements-Guidelines for effecting transfers:***

- (1) Transfer of teaching and non-teaching staff shall be made only to the bare minimum requirements.
- (2) Managements shall instruct the members of teaching and non-teaching staff in those colleges to submit their requests if desired for transfer in the prescribed form (as in Government colleges) on or before 31st March of every year and finalise the transfers before the re-opening of the colleges in the subsequent academic year preferably before 15th May of the year.
- (3) As far as possible, requests for mutual transfers may be entertained, but only in case eligible persons under category (iv) and (v) are not available.
- (4) To the extent possible, couples may be given transfer to the same college or nearby colleges.
- (5) As far as possible those who have been working in colleges for long periods or at far away places from their home town may be given preference for transfers to places of their choice. No transfers shall be made against posts declared supernumerary as per staff fixation order. When once a post is declared supernumerary, the incumbent in the post shall be transferred forthwith to any available vacancy. Transfers between persons working in a supernumerary post and in a regular vacancy shall not be made.
- (6) Transfer of teaching and non-teaching staff shall be made only after ascertaining the availability of clear vacancies.

In the case of teaching staff, this should be done according to the staff fixation approved by the University for the concerned academic year and subject to the provision as contained in the Mahatma Gandhi University (inter University Transfer of teachers of colleges under educational agencies having colleges affiliated to Kerala University and Calicut University) First Statutes, 1988.

- (7) Staff on transfers, except on request shall be eligible for travelling allowance and joining time as provided in Statute 33.

**38. *Intra University transfer of teachers of colleges under corporate managements:***

- 1) (a) A teacher working in a College under the corporate management as defined under Section 53 (a) of the M.G.University Act 1985 shall specify the College where he desires to get a posting, this college shall hereinafter be referred to as his 'home college'.
  - (b) The teacher shall also specify a college as a college or least inconvenience to him.
  - (c) The teacher shall have the freedom to change his home college <sup>1</sup>[two times] in his entire period of service.
- 2) <sup>1</sup>[The educational agency shall obtain option declaring his/her 'home college' from all teachers of colleges under corporate managements having colleges affiliated to the Mahatma Gandhi University in the prescribed form within a period of one month from the date of commencement of these statutes.

The option statement shall be pasted in the service book of the teachers after countersignature by the principal and subsequent change of home college shall be recorded in the service book in the same way.]

- 3) A teacher who has put in a period of three years outside service <sup>1</sup>[in colleges in the State] under the same educational agency, shall be eligible for transfer to his home college.
- 4) A teacher shall ordinarily be posted in his 'home college'. The service in colleges situated within a distance of 15 kilometers from the home college shall be treated as home college service.
- 5) The entire period of service put in by a teacher in a college or colleges other than his 'home college' service under the same educational agency shall be treated as outside service. The length of 'outside service' shall be calculated in the following manner.
  - (i) One year of service in a college or colleges situated in a place <sup>1</sup>[including and] beyond 15 kilometers but less than <sup>1</sup>[thirty five] kilometers away from his home college is equal to one year of outside service.
  - (ii) One year of service in a College or Colleges situated in a place including and beyond <sup>1</sup>[thirty five] kilometers but less than <sup>1</sup>[eighty] kilometers is equal to one and a half years of outside service.

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1.Amendment No. 3 w.e.f 5.4.2001. Notification No. ACL/2679/S/53/1998 dtd 18.4.2001.

- (iii) One year of service in a college or colleges<sup>1</sup>[situated in place including and] beyond <sup>1</sup>[eighty kilometers but less than two hundred kilometers is equal to two years of outside service.]

Note: Length of service of a teacher shall be calculated as on the 31st May of every year. 'Outside service' shall not include leave exceeding three months <sup>1</sup>[in a spell] (Leave means half pay leave, leave on medical ground, commuted leave, earned leave, study leave under Faculty Improvement Programme or otherwise, leave without allowance, leave for seeking employment elsewhere, deputation or assignment of any kind in any institution or leave for joining spouse) Total 'outside service' of a teacher shall be calculated on the basis of above rules.

<sup>1</sup>(a) The above weightage in calculation shall be given in proportion to the actual period of service in that college.

(b) The service put in by a teacher in College/Colleges situated within fifteen kilometers of his/her permanent address as entered in the service book prior to the commencement of these statutes shall be treated as home college service.]

(iv) When a teacher makes his first declaration of his 'home college' as per statute 38(2) above, the service put in by him in the same college prior to his declaration shall be treated as his 'home college service'.

(v) When a teacher changes his 'home college' as per statutes the service put in by him in the newly opted 'home college' prior to declaration of the change of 'home college' shall be treated as his home college service.

Even after a teacher declares a change in his home college, the service put in by him in his first 'home college' shall also be treated as his 'home College service'.

- 6) When transfers are effected by the educational agency they shall be made as per rules laid down below.
  - (i) Open vacancies shall be filled up by transferring teachers who have put in the largest period of outside service.

- (ii) If the number of open vacancies are insufficient to accommodate, all eligible applicants, the teachers who have put in the longest period of service in that College but no 'outside service' shall be transferred first and the teachers who have put in the longest period of service in that College but shorter, 'outside service' shall be transferred next in an orderly manner.
- (iii) Applicants with the longest 'outside service' get first and applicants with the 'shortest outside service' get last shall be the criterion for making transfer to 'home college'.
- (iv) When the "home college service" as well as the 'outside service' of two applicants happen to be the same, <sup>1</sup>[the total period of teaching service put in by him/her in colleges under the same educational agency] shall be the criterion for effecting transfers on request;
- (v) In case when an applicant does not get a transfer to his home college even after observing the guidelines laid down in these statutes, he shall be transferred to his college of least inconvenience, if he has put in longer period of 'outside service' than any teacher in that college.
- (vi) When the 'outside service' of two teachers is the same, teachers with longer period of 'home college service' shall be transferred out first to accommodate an applicant for a transfer to his 'home college'.
- (vii) In the case of a college where all the teachers in a department have already completed 3 years of 'outside service' to provide an eligible teacher who has 3 or more years of outside service, the following criteria shall be adhered to :
  - a) If the applicant has only less 'outside service' than any teacher working in the college, no transfer shall be given.
  - b) If the applicant has longer 'outside service' than any teacher working in that college the person with shortest period of 'outside service' <sup>1</sup>[xxx] shall be transferred first. Provided that he shall be disbursed only if the incoming teacher has a minimum of 9 months longer outside service than the teacher who is to be transferred out.

- c) Other things being equal among the teachers who have to be transferred to accommodate a teacher who has requested for a transfer to his home college, the teacher with the longest period of service in that college shall be transferred first.
- d) <sup>1</sup>[Deleted.]
- viii) <sup>1</sup>[Teachers who have only two years to retire shall be transferred to his/her home college giving preference to those who are due to retire earlier.]
- (ix) The State President and the General Secretary of a recognised teacher's association shall be eligible for a posting at the headquarters of the Association.
- (x) <sup>1</sup>[In the case of inter caste married persons where one of the partners belongs to Scheduled Caste/Scheduled Tribe shall be accommodated in the same college of their choice.  
Provided that this benefit shall be allowed only once throughout the entire period of service.]
- (xi) <sup>1</sup>[Physically handicapped persons with 40 or more percentage of disability shall be given posting in a college of his/her choice provided a certificate proving the disability from the Medical board constituted by the Director of Health Services is produced.  
Provided further that this benefit shall be allowed only once in the entire period of service.]
- (xii) <sup>1</sup>[A teacher who is father or mother of a mentally retarded or physically handicapped child with 40 or more percentage of disability shall be given posting in a college of his/her choice provided a certificate to this effect from the Medical Board is produced.  
Provided further that this benefit shall be allowed only once in the entire period of service.]
- 7) <sup>1</sup>[Transfer to facilitate husband and wife to serve in the same college will be allowed to the extent possible against open vacancies after effecting transfers in accordance with the above statutes, without prejudice to the claim of those teachers who have exercised option as per statute 38(2).

- 8) No application for mutual transfer shall be entertained by the Educational Agency
- 9) Those incumbents who are undergoing Teaching Fellowship and are due to rejoin duty on or before 1st July of every year will also be included in the transfer proposals, on the presumption that they will rejoin duty on or before 1st day of July]
- 10) <sup>1</sup>[General transfers shall be effected only once a year and they shall be ordered by the first week of May every year. The Educational Agency shall obtain application for transfers from the teachers till 15th of March every year, provided that transfers shall be effected on the commencement of these statutes within one month after the last date prescribed for the receipt of option from the teachers. Application for transfer shall be given along with the form of option.
- 11) Appeals against transfers made in violation of the statutes shall be made to the Vice-Chancellor within a period of one month from the date of receipt of the communication regarding transfer by the teacher aggrieved. He shall dispose of the appeal within one month from the date of receipt of the same and the decision of the Vice-Chancellor shall be final and shall be binding on both the Management and the teacher.]

**39. *Certain lapses of teachers to constitute improper conduct:*** The following lapses on the part of a teacher in a private college shall constitute improper conduct inviting disciplinary action-

- (1) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes demonstration, assessment, guidance, invigilation, etc.;
- (2) gross partiality in assessment of students deliberately over marking or under marking or attempting at victimisation on any ground whatsoever;
- (3) inciting students against other students or colleagues or against the University or the State Government or the Central Government;

Provided that expression of differences of opinion on principles at a seminar, or other place, where students are present shall not be deemed to constitute improper conduct;

- (4) raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above consideration for the improvement of his prospects;

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1. Amendment No. 3 w.e.f 5.4.2001. Notification No. ACL/2679/S/53/1998 dtd 18.4.2001.

(5) refusal to carry out the decisions by appropriate administrative or academic bodies or functionaries of the University which are not against the provisions of any law for the time being in force.

**40. *Posting of women teachers in Women's Colleges:*** In private Colleges exclusively set up for women, women alone shall be appointed as teachers as far as possible.

**41. *Resignation of discharge:*** A teacher may resign from service in the college by giving the Educational Agency of the college three months notice in writing, provided that the Educational Agency may, in special cases, relax this period and accept the resignation:

Provided further that the teacher shall not ordinarily resign during the second half of an academic year.

**42. *Application of the Kerala Service Rules to the teachers:***

(1) Subject to the provisions of the Act, the Statutes, and the rules contained in Parts I and II of the Kerala Service Rules for the time being in force, except those mentioned below, shall, so far as may be, apply to teachers of private colleges.

(2) All orders, Government decisions, rulings and notifications issued by Government with reference to any provision in Parts I and II of the Kerala Service Rules which are applicable to the teachers of private colleges, shall also so far as may be apply to them subjects to such modification as the context may require.

Part I K.S.R. (Fifth Edition)-Sub-rule (ii) of rule 1, rules 2, 3, 4, 5, 6, 8 para 2 of the Ruling under rule II, (24) and (31) of rule 12, 20, 21, 22 para (2) under clause (d) of Government Decision No. 1 under rule 23 Note 1 under rule 26 m, first proviso to sub-rule (2) of rule 33, rule 34, 39, 40, 44 and Appendix IV, 45, 49, 50 Note to clause (f) of rule 51, 53. Notes 3A and 4 of rule 55, 60, 60A, 62, clause (a) of rule 63, Note to rule 71, Government Decisions 1 and 2 under rule 77, Notes 2 and 6 to rule 81, 91, 91A, clauses (a) to (c) and (g) of rule 103, 107 to 110A, Note to rule 112, Note 5 to rule 117, 120, Government Decision under rule 125, exception (3) to rule 127, 135, Government Decision under rule 139 rules 157 to 159.

Part II, K.S.R. (Fifth Edition)-Items (a) and (b) of rules 5 and Government Decision No. 2 thereunder, rules 6 to 11, Government Decision No. 2 under rule 34, Notes 2 to 4 of rule 47, 53, 54, Note 2



rule 63, 93, Appendix I, Appendix IV, Appendix IVA, Sub-rule (2) of rule 1 of Appendix VI, Appendix VIII, Appendix XII, Form No. 12, Form No. 14.

***Grant of Special Casual Leave:*** Private College teachers who are office bearers of their respective associations which are recognised by the Government when called for discussion by Government by name shall be granted special casual leave for the day of the meeting and the minimum days required for the to and fro journey, subject to a limit of one representative for each Association.

## **PART C**

### **CONDITIONS OF SERVICE OF MEMBERS OF NON-TEACHING STAFF**

**44. *Qualification for appointment:*** The minimum qualifications for the various categories of non-teaching staff in Private Colleges shall be as

Posts	Qualifications
(1)	(2)
1. Senior Superintendent	S.S.L.C or equivalent Examination with a pass in the manual of office procedure and Account Test(Lower) conducted by the Public Service Commission
2. Junior Superintendent	-do-
3. Head Accountant	-do-
4. Upper Division Clerk/ Upper Division Accountant	-do-

5. Lower Division Clerk/  
Lower Division Storekeeper/  
Lower Division Accountant/

S.S.L.C. or equivalent qualification and with a pass in the manual of office procedure for earning the third increment. The non-clerical staff like Library/Laboratory Assistant, Gasmen/Specimen Collectors, Last Grade Staff who have 5 years service with SSLC and have passed the clerical test conducted by the Kerala Public Service Commission may be promoted on the basis of common seniority in lower cadre. Herbarium Keeper/Taxidermist who have 3 years service with SSLC and have passed the clerical test conducted by the Kerala Public Service Commission may be promoted on the basis of common seniority in the lower cadre. Qualified hands if available shall be given preference before recruiting persons from outside. Provided that the non-clerical staff i.e., Lower Division Typist, Herbarium Keeper/Taxidermist, Library Assistants, Laboratory Assistants, Attenders and Last grade staff, Gasmen, Specimen Collectors etc, who are matriculates and who are either in regular permanent service or have put in three years of service as on 31.3.1971, are eligible for appointment in the order of their seniority as L.D. clerks. Their continuance as Lower Division Clerks shall, however, be subject to their passing in one of the four consecutive annual competitive tests conducted by the Kerala Public Service Commission for the low-paid employees for appointments as clerks etc. after the commencement of the statutes. Such of those who remain unqualified in the test even after the four consecutive chances shall be reverted to their original

posts. In the case of any person whose promotion has already been approved by the Director of Collegiate Education before the commencement of these statutes, such promotion shall be deemed to have been validly made.

6. Lower Division Typist

1. SSLC or equivalent
2. A Lower grade certificate (K.G.T.E) in Malayalam Typewriting or equivalent.
3. A Lower grade certificate (K.G.T.E/M.G.T.E) in English Typewriting or equivalent.

Provided that the peons and other non-clerical staff excluding the technical Staff like Laboratory staff and Library staff of the Private Arts, Science and Training Colleges who are fully qualified and who are in regular permanent service or have put in three years of continuous service after the commencement of these statutes shall be promoted as Lower Division Typists against future vacancies arising in Private Arts, Science and Training Colleges.

7. Mechanic

(a) For Direct Recruitment

VIII standard with I.T.I. Qualification in the relevant trade. In the absence of I.T.I. certificate holders, those with experience as a mechanic or fitter in a well-equipped workshop for a period of three years with VIII standard Educational qualification.

(b) For promotion from  
Laboratory Assistants

VIII standard with experience as a mechanic or fitter in a well-equipped workshop for a period of three years.

8. Gas Man

(a) For Direct Recruitment

VIII standard with I.T.I. (Electrical) qualification. In the absence of I.T.I. certificate holders, those with experience as an Electrician in a well equipped workshop for a period of three years with VIII standard Educational qualification.

- (b) For promotion from Laboratory Assistants VIII standard with experience as an Electrician in a well-equipped workshop for a period of three years.
9. Herbarium Keeper
- (a) For Direct Recruitment SSLC with experience in Botany Laboratory.
- (b) For promotion from Laboratory Assistants VIII standard pass with experience in Botany Laboratory. ( Preference will be given to those with Higher Educational qualification).
10. Taxidermist
- (a) For Direct Recruitment SSLC with training in Taxidermy in a museum or apprenticeship under competent Taxidermists.  
Desirable Skill in mounting specimens and pen and ink drawing.
- (b) For Promotion from the category Laboratory Asst. VII Standard or equivalent, training or experience in Taxidermy (preference will be given to candidates possessing the minimum general educational qualification of SSLC standard).
11. Specimen Collector Literacy in English and Regional Language with experience in collection of specimen from local area.
12. Library Assistants/ Laboratory Assistants SSLC or equivalent with a pass in Attender's Test conducted by the Kerala Public Service Commission. Technical qualification or experience required in the particular section, department or institution:
- For appointment by transfer from members of last grade Staff and Specimen collectors employed in the private college or colleges
- 1) Pass in Form III (Std. VII new or equivalent
  - 2) Pass in Attender's Test conducted by the Kerala Public Service Commission
- or
- 1) Five years regular service under private colleges
  - 2) Pass in Attender's test conducted by the Kerala Public Service Commission.

Provided that the last grade staff who possess the qualifications mentioned above excepting pass in Attender's test and who were either in service on 31.3.1971 or who are in regular permanent service will be eligible for appointment in the order of seniority, as Library Assistants/Laboratory Assistants. Their continuance as Library Assistants/Laboratory Assistants shall, however, be subject to their passing in one of the five consecutive Attender's test conducted by the Kerala Public Service Commission for the last grade staff of the Private Colleges. Such of those who remain unqualified in the Attender's Test even after five consecutive chances shall be reverted to their original posts:

Provided further that those who have been appointed as Library Assistants/ Laboratory Assistants before 16.1.1975 by direct recruitment by the Educational Agencies concerned for want of qualified hands for promotion from among the last grade servants shall continue as such subject to the condition that they pass the eligibility test which the Kerala Public Service Commission may conduct in accordance with such orders as the Government may issue and those who entered service prior to 1.9.1972 shall be exempted from passing the Attender's test.

13. Last Grade Staff
- Must be able to read and write Malayalam, Tamil or Kannada.  
Last Grade Staff belonging to SC/ST community Provisionally promoted as Attender shall be given four chances for passing the Attender's Test.
14. Administrative Assistant/ Accounts Officer
- (i) Pass in SSLC with 10 years experience in the Accounts Administrative matters in College Department concerned.  
(ii) Account Test Lower.
- Method of Recruitment*
- (i) By promotion from the category of Senior Superintendent or similar category in the College.  
(ii) In the absence of the above, by promotion from the lower category of Junior Superintendent / Chief Accountant.

15. <sup>1</sup>[Technical Assistant (Electronics) B.Sc. (Electronics) with one year experience or Diploma in Electronics approved by the Department of Technical Education, Government of Kerala with one year Laboratory experience in any Government/ Quasi Government institution or any other institution recognized by the University.
16. Technical Assistant (Computer Science) PGDCA approved by the Government of Kerala.  
OR  
B.Sc. (Computer Science) with one year experience in Computer Programming/ Computer Maintenance.  
OR  
3 years Diploma in Computer Engineering approved by the Technical Education Department, Kerala, with one year experience in Computer Programming/ Computer Maintenance in any Government/Quasi Government institution.]
17. <sup>2</sup>[Gardener (in colleges having M.Sc Botany Course) Pass in Class VII and work experience as gardener of a Government recognised institution for a period not less than one year.]

*Note:* The posts of Administrative Assistant and Accounts Officer carry same scale.

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1. Amendment No. 6 w.e.f 18.06.2003. Notification No. ACL/965/S/12/2001 dtd 26.06.2003.

2. Amendment No. 28 w.e.f 05.07.2022. Notification No. 98157/ACL SO/2021/ACL dtd 17.12.2022.

**45. Grading of Libraries and Librarians:**

- (1) The Libraries in Private Colleges shall be graded on the basis of the following criteria:-

<u>Grade of Library</u>	<u>Books Stock</u>	<u>No. of books issued per annum</u>
I Grade	Above 15000	Above 30000
II Grade	Between 10001 & 15000	Between 20001 & 30000
III Grade	Between 5001 & 10000	Between 10001 & 20000
IV Grade	5000 and below	10000 and below

The new grades for libraries will be determined on the basis of the statistics regarding the number of books as on 1.1.1971 and the number of books issued during 1970.

- (2) Save as otherwise provided, the scales of pay for the four grades of Librarians shall, subject to the provisions of the pay revision orders issued by the Government be, as follows:

<u>Old Scale</u>	<u>From 1.7.1978</u>	<u>Revised scale from 1.7.1983.</u>
I	Grade Librarian 700-1270	1250-2500
II	Grade Librarian 595-950	1050-2000
III	Grade Librarian 420-720	950-1640
IV	Grade Librarian 350-580	700-1140

- (3) The qualifications for the four grades of Librarians shall be as follows:-

Librarian Grade I-Qualification:	Graduation and Degree or Diploma in Library Science;
Librarian Grade II:	Graduation and Degree or Diploma in Library Science;
Librarian Grade III-Qualification:	Graduation and Degree or Diploma in Library Science;
Librarian Grade IV-Qualification:	SSLC and Certificate in Library Science.

- (4) In the case of any Librarian who was working in a private college at the time of issue of orders of Government in G.O.MS No. 39/71/ Education (F) Departments dated 31.3.1971 and who continues to work at the commencement of this Statute and who has not yet come

over to the revised scale of pay as ordered in G.O.(P) No.91/74/ Finance dated 5.4.1974, he shall be permitted to retain the higher scale of pay as was provided for in the Grant-in aid Code which was then in vogue.

- (5) In the case of a person who was in charge of a Library at the time of the issue of the orders of Government in G.O.Ms No.39/71/Education (F) Department dated 31.3.1971 and who was in possession of only the qualification prescribed for the Lower Grade Librarian, he shall be eligible only for the scale of pay attached to that grade of Librarian for which he was qualified at that time. He shall, however, be eligible for the concession mentioned above.

*Explanation:* For the purpose of this Statute, the Librarians who were underqualified at the time of the issue of the orders in G.O. Ms. No. 39/71/Education dated 31.3.1971 shall be eligible for the following concessions:-

1. Not more than 50% of the future vacancies in each grade under each Educational Agency shall be filled up by direct recruitment.
2. Librarians who were in service on 31.3.1971 and continued as such and who are absorbed in Grade IV shall be eligible for promotion to Grade III, provided that-
  - (a) the incumbent has put in five years service as Librarian, and
  - (b) not more than 50% of the Posts of Grade III at any time shall be so filled.
3. Librarians who were in service on 31.3.1971 and continued as such and who are absorbed in Grade III from Grade IV shall be eligible for promotion to Grade II provided that
  - (a) the incumbent has put in eight years of service as Librarian; and
  - (b) not more than one third of the posts of Grade II at any time shall be so filled.
4. Librarians who were in service on 31.3.1971 and continued as such and who are absorbed in Grade II or later get promoted to Grade II shall be eligible for transfer to grade I provided that



- (a) the incumbent has put in ten years service as Librarian; and
  - (b) not more than 25% of the posts of Grade I at any time shall be so filled.
5. Those who are promoted/transferred to higher grades by virtue of the reservation of post in items (2) to (4) above shall acquire an additional qualification of certificate in Library Science if they do not have any such qualification, within a period of two years from the date of such promotion, transfer, failing which they shall be reverted to the next lower grade.
  6. The percentages specified in items (2) to (4) above shall be in relation to the posts in the various categories available on 1.1.1971 and in the case of vacancies arising in future, they shall be in relation to the vacancies available for promotion/transfer under item (1) above.
  7. By virtue of the percentages specified in items (2) to (4) above for promotion/transfer of unqualified Librarian, the claims of a senior fully qualified Librarian for promotion/transfer to higher grades shall not be affected adversely.
  8. Those who are now in service as Librarians on the Upper Division Clerks Scale of Pay shall be eligible for the grade of 3rd Grade Librarians irrespective of the qualifications possessed by them.
  9. Those who are now in service as Librarians on the Lower Division Clerks grade shall be eligible for the grade of the 4th Grade Librarian irrespective of the qualification possessed by them.
  - (6) The Library Assistant/Laboratory Assistants possessing the prescribed qualifications shall be eligible for promotion as Grade IV Librarian.

**46. *Constitution of Selection Committee for appointments*<sup>1</sup>[(Applicable only for employees drawing non UGC Scales of pay):-]**

- (1) In order to ensure that appointments of members of the non-teaching staff by direct recruitment are on the basis of merit, such appointments shall be made by the Educational Agency from a panel of three names for every vacancy recommended by a Selection Committee constituted by the Educational Agency consisting of the following members, namely:-

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1. Amendment No. 26 w.e.f 18.09.2010. Notification No. ACL/1/3017/5SA-26 dtd 31.12.2019.

- (a) One representative of the educational agency nominated by it who shall be the Chairman of the Selection Committee;
- (b) The principal of the college concerned or the senior most Principal in the case of colleges under a corporate management;
- (c) The Manager of the College or Colleges, as the case may be.

*Note:-* <sup>1</sup>[Deleted.]

(2) Notwithstanding anything contained in clause (1) in the case of an educational agency which has voluntarily entered into a written agreement with the Government for the direct payment of salaries to the teachers and the non-teaching staff of its colleges, appointment of the members of non-teaching staff, whether provisional or permanent, shall be made only from a list of persons prepared by a Selection Committee constituted by the educational agency and consisting of the following members namely:-

- (a) two representatives of the educational agency nominated by it;
- (b) a person nominated by the educational agency from amongst the Officers of the Government in the cadre of Revenue Divisional Officers and/or Deputy Collectors:

Provided that if for any reason the Government consider that the officer chosen by the educational agency cannot be deputed to the Committee, the educational agency shall choose another officer from amongst the said categories:

Provided further that for the selection of librarian, the committee shall include a library expert also.

(3) A representative of the educational agency referred to in item (a) of clause (2) shall be the chairman and the convener of the Selection Committee constituted under the said clause. In the case of Private Arts, Science and Training Colleges, a decision of the Committee shall be valid only if at least two members of the Committee are present, out of which one shall be the members deputed by the Government. In the case of Private Engineering College, a decision of the Committee shall be valid only if all the members of the Committee are present at the meeting in which the decision is taken and the decision has been agreed to by a majority of the members at the meeting.

- (4) The members of the Selection Committee referred to in clause (2) shall hold office for a period of one academic year from the date of their assumption of office as such.
  - (5) The Selection Committee constituted under clause (1) or clause (2) shall meet as often as is necessary.
47. **Notice:** Notice of not less than fourteen clear days shall be given for every such meeting and no matter other than that included in the agenda shall be considered. The notice shall be accompanied by a list showing the name and address of the candidates the qualification, age, community, experience etc.
  48. For making appointment to the non-teaching posts by direct recruitment the posts shall be advertised in all editions of one national English daily and in all editions of two Malayalam daily newspapers having wide circulation in the area approved by the University giving a minimum period of thirty days for the aspirants to apply.
  49. **Age for appointments:** For the purpose of appointment of members of non-teaching staff by direct recruitment, the minimum and the maximum age followed for similar categories of post in Government service shall be followed.
  50. **Probation:** Every person (other than in the last grade service) appointed by the Educational Agency shall be on probation as specified in section 61 of the Act.
  51. **Form of appointment order:** Every appointment shall be made by a written order of the Manager in Form 6 prescribed and communicated to the person concerned with a copy marked to the University.
  52. **Return to be submitted by Principal to the University:** The Principal of the College shall submit not later than the 15th of October every year a return to the University showing details of the non-teaching staff employed by the college as on the 1st October of that year, subsequent changes in the staff pattern shall also be reported to the University.
  53. **Termination of service:** If the work and conduct of a probationer or a temporary employee are found unsatisfactory, his service may be terminated by the Educational Agency after giving him a reasonable opportunity of showing cause against the action proposed to be taken.

**54. Maintenance of Service Book:**

- (1) The principal of a Private College shall maintain a Service Book in respect of every member of the non-teaching staff in the form prescribed for Government Officers. Duplicate copies of Service Books may also be maintained.
  - (2) Every member of the non-teaching staff shall provide at his own cost a Service Book.
  - (3) The Principal shall be responsible for the safe custody and proper maintenance of the Service Books and shall produce them for inspection whenever demanded by any Officer of the Collegiate Education Department or Technical Education Department or of the University or by such other person who may be competent to inspect such books, in the due discharge of his official duties.
  - (4) The date of birth on page 1 of the Service Book shall be entered in words as well as in figures in Christian Era.
  - (5) The procedure for making entries in the Service Book shall generally conform to the procedure followed in the case of Service Books of Government Officers.
  - (6) The Zonal Deputy Director of Collegiate Education in the case of Private Arts, Science, Training Colleges and the Director of Technical Education or such Officer as he may authorise in the case of Private Engineering Colleges shall be the attesting officer in respect of entries in Part I of the Service Book. In respect of entries in Part II of the Service Book, the Principal shall be the attesting officer.
  - (7) If any member of the non-teaching staff acquires any additional qualification during his service, particulars of such additional qualification shall be entered in the Service Book by the Principal and the entries got attested by the Zonal Deputy Director of Collegiate Education concerned in the case of private colleges coming under the Direct Payment Scheme.
- 55. Pay and increment:** The scales of pay and increment of the various categories of non-teaching staff shall be the same as prescribed for the non-teaching staff of corresponding categories in Government Colleges.
- 56. Grant of Onam Advance:** All employees in Private Colleges shall be eligible to draw a festival advance of Rs. 175 for Onam. Employees in Class III and IV may also be paid for Onam, such advance of pay at such rate as the Government may be order direct. The advance shall be

recoverable in such number of installments as in the case of employees of the Government.

57. ***Permanent exemption from test qualification:*** All members of the non-teaching staff of private colleges who have attained the age of 50 years shall stand permanently exempted from passing the obligatory departmental tests as in the case of Government servants.
58. ***Absence without leave:*** The absence of a non-teaching employee without leave, shall entail forfeiture of pay and allowance. If he absents himself without leave for more than seven days continuously, his service shall be liable to be terminated, provided that the employee shall be given a reasonable opportunity to explain the reason for his absence.
59. ***Attendance:*** Unless otherwise permitted by the Principal of the College, every member of the non-teaching staff shall be present in the College during office hours or during such time as may be required by the Principal.
60. ***Presence during holidays in certain cases:*** In the case of those private colleges coming under the Direct Payment Scheme the non-teaching staff of private colleges who are treated as non-vacation employees under this chapter who are given a holiday on grounds like Founder's Day, death of a staff member, religious holidays and such other holidays of a like nature, which are not authorised holidays for Government colleges, shall compensate such a holiday by working on a subsequent authorised holiday.

*Explanation:* For the purpose of this Statute "authorised holidays" means a public holiday which is declared as such by the Government, from time to time, in respect of Government offices.

61. ***Communication to the Educational Agency or the University:*** All communications by the non-teaching staff to the educational agency or to the University shall be sent through the Principal.
62. ***Application for other appointments:*** No member of the non-teaching staff shall apply for an appointment under any other authority, except through the Principal of the College.
63. ***Disciplinary proceedings:*** The provisions in Part D on disciplinary action against teachers of private colleges shall mutatis mutandis, apply to the non-teaching staff.

64. **Acceptance of other work:** No member of the non-teaching staff shall engage himself in any other work of remunerative or honorary nature except with the previous sanction of the Educational Agency.
65. **Maintenance of staff list:** Every Educational Agency shall prepare and maintain in the form specified by the Director of Collegiate Education, a staff list, otherwise called the seniority list of the members of the non-teaching staff of the college or of all the colleges, as the case may be, under its management, category-wise and the Head of the institution may approve the list provisionally after careful scrutiny of the records, pending finalisation of appeals, if any, preferred by the aggrieved parties. In the event of transfer of an employee from one college to another under the same Education Agency his seniority shall be safeguarded.
66. **Circulation of staff list:**
- (1) The staff list provisionally approved shall be circulated to the members of the non-teaching staff inviting objections and suggestions, if any, from the members concerned, within one month from the date of circulation. It shall then be submitted to the Director of Collegiate Education with the remarks of the Educational agency within two months from the last date specified for the receipt of the representations with a detailed statement showing the names in the order of seniority in each grade, their qualifications, the date of first appointment to the grade and such other particulars as the Educational Agency deem necessary.
  - (2) The Educational Agency shall submit the list to the Director of Collegiate Education or the Director of Technical Education, as the case may be.
67. **Determination of seniority:**
- (1) Seniority of an officer in a grade in a unit shall be decided with reference to the date of first appointment in that grade in the unit, provided he is duly qualified for the post.
  - (2) In the case of those in the same grade in the same unit whose date of first appointment is the same, seniority shall be decided with reference to age, the older being senior. In case the appointment is from a select list, then seniority shall be decided according to the ranking in the said select list.
  - (3) The Director of Collegiate Education may, after considering the representations, if any, and after hearing the parties, if considered necessary, finalise and approve the list with or without change and the list so approved shall be final.

- (4) The Appeals, if any, in regard to the gradation list approved by the Director may be heard by the Vice-Chancellor and appropriate orders passed.
- (5) When a member of the non-teaching staff leaves service from the Institution or is transferred from one institution to another or from one category of service to another in the same institution, a note to that effect shall be entered against the name in the last column of staff list. Persons joining the institution subsequent to the finalisation of the list shall be included in the list then and there under the appropriate category.

**68. *Confirmation and promotion:***

- (1) The appointment of an Officer who has satisfactorily completed his probation may be made permanent against any permanent vacancy that may exist or arise in the grade with effect from the date of commencement of continuous service or the date of occurrence of the vacancy, whichever is later.
- (2) Where two or more officers are eligible for permanent appointment, such appointment shall be made only in the order of seniority.

**69. *Filling up of vacancies:*** Subject to the rules in force in similar Government institutions regarding qualifications and method of appointment, the vacancies in the higher grade shall be filled up by promotion from the next lower categories, if qualified persons are available according to seniority in the case of non-selection posts, and according to merit and seniority in the case of selection posts, and if there are no candidates available for promotion to the higher grades, the posts shall be filled up by direct recruitment by inviting applications and selection by the management in the manner laid down in this Chapter.

**70. *Relinquishment of rights by members:***

- (1) Any person may in writing, to the appointing authority relinquish any right or privilege to which he may be entitled under these Statutes, if in the opinion of the appointing authority such relinquishment is not opposed to the interests of the University and nothing contained in these Statutes shall be deemed to require the recognition of any right or privilege to the extent to which it has been relinquished.

Provided that the appointing authority shall accept such relinquishment only after obtaining the concurrence of the Director of Collegiate Education.

Provided also that no relinquishment which is opposed to public interest should be accepted.

Provided further that in the case of temporary appointment/promotion relinquishment can be accepted for specific period subject to the condition that the juniors temporarily promoted during the period of relinquishment of the seniors will have superior claims for continuance in the promoted post and for other benefits attached to the higher posts.

- (2) If the conditional relinquishment of right for promotion/appointment by the employees is not in public interest and therefore not legal and permissible, it should not be accepted.
- (3) In the case of regular promotion/appointment, relinquishment can be accepted for a specific period or permanently. The seniority will be lost to the extent to which it has been so relinquished.
- (4) The appointing authorities should make necessary entries to the effect in the Service Books of the employees and the fact intimated to the Accountant General then and there for favour of information and necessary action.
- (5) A statement of relinquishment (in triplicate) in form 7 may invariably be obtained from those employees who wish to relinquish promotion/appointment.

**71. Eligibility for promotion, increment etc., in certain cases:**

- (1) Underqualified non-teaching staff of Private Colleges who were in the Lower Division Grades on 9.2.1970 shall be eligible for promotion to the Upper Division Cadres but they shall be eligible for the post of Head Accountant/Senior Superintendent or Junior Superintendent only after they pass the Account Test (lower) and possess the minimum S.S.L.C qualification.
- (2) The members of the non-teaching staff of private colleges who were in service on or before 1.4.1962 and who are underqualified to hold that post shall be eligible to get the maximum in the revised scale of pay as it existed immediately before 1.7.1973.
- (3) The members of the non-teaching staff of private colleges appointed on or after 1.4.1962 and who do not possess the minimum qualification of S.S.L.C. shall be eligible for corresponding ten increments in the revised scale of pay as it existed immediately before 1.7.1973.



<sup>1</sup>[71 **A. Intra University Transfer:** The provisions in these statutes relating to Intra University Transfer of Teachers of Colleges under corporate Managements shall mutatis mutandis apply to the members of the non-teaching staff of Colleges under Corporate Managements.]

**72. Application of the Kerala Service Rules to the non-teaching staff:** Subject to the provisions of the Act and the Statutes issued thereunder, the Rules contained in parts I and II of the Kerala Service Rules, for the time being in force, except those mentioned below, shall, so far as may be, apply to the members to the non-teaching staff of private colleges. All orders, Government decisions, ruling and notifications issued by the Government with reference to any provision in Part I and II of the Kerala Service Rules which are applicable to the members of non-teaching staff of private colleges shall also, so far as may be, apply to them, subject to such modification, as the context may require.

Part I, K.S.R.(Fifth Edition): Sub-rule (ii) of rule 1, rules 2,3,4,5,6,8, para 2 of the Ruling under rule II, (24) and (31) of rule 12,20,21,22, para (2) under clause (d) of Government Decisions No.I under rule 23, Note I under rule 26, first proviso to sub-rule (2) of rule 33, rule 34, 39,40,44 and Appendix IV, 45,49,50, Note to clause (f) of rule 51, 53, Notes 3A and 4 of rule 55, 60,60A, 62, clause (a) of rule 63, Government Decisions 1 and 2 under rule 77, Notes 2 and 6 to rule 81, 91, 91A clauses (a) to (c) and (g) of rule 103, 107 to 110A, Note to rule 112, Note 5 to rule 117, 120 Government Decision under rule 125 exception (3) to rule 127, 135, Government Decision under rule 139, rules 157 to 159.

Part II, K.S.R. (Fifth Edition): Items (a) and (b) of rule 5 and Government Decision No.2 thereunder, rules 6 to 11, Government Decision No.2 under rule 34, rules 2 to 4 of rule 47, 53, 54, note 2 to rule 63,93, Appendix I, Appendix IV, Appendix IVA, sub-rule (2) of rule 1 of Appendix VI, Appendix VIII, Appendix XII, Form No. 12, Form No. 14.

## PART D

### **DISCIPLINARY ACTION AGAINST THE TEACHERS OF PRIVATE COLLEGES**

**73. Penalties:** The following Penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on teachers of private college, namely:-

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) a. Recovery from pay of the whole or part of any pecuniary loss caused to the Private College by his negligence or breach of orders;  
b. Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

*Explanation-* In cases, of stoppage of increments with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

- (iv) Reduction to a lower rank in the seniority list or to a lower grade or post or time scale or to a lower stage in a time-scale;
- (v) Compulsory retirement;
- (vi) Removal from the private college which shall not be a disqualification for future employment;
- (vii) Dismissal from the private college which shall be a disqualification for future employment in any of the institutions maintained by or affiliated to the University.

**74. Disciplinary authority:** The Educational Agency shall be the disciplinary authority in respect of the teachers of a private college as regards the penalties specified in Statute 73.

**75. Procedure for imposing major penalties:**

- (1) No order imposing any of the penalties specified in items (iv) to (vii) of Statute 73 shall be passed except after an enquiry held in accordance with the provisions of this Statute.

- (2) Whenever a complaint is received or on consideration of the report of an investigation or for other reasons, the Educational Agency is satisfied that there is a prima facie case for taking action against the teacher of a private college, such authority shall frame definite charge or charges which shall be communicated to the teacher of a private college, together with the statement of the allegations on which each charge is based, and of any other circumstance which it is proposed to take into consideration in passing orders on the case. The teacher concerned of the private college shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defense and also to state whether he desires to be heard in person. The teacher of the private college may, on his request, be permitted to peruse or take extract from the records pertaining to the case for the purpose of preparing his written statement, provided that the Educational Agency, may, for reasons to be recorded in writing, refuse him such access if in its opinion such records are not strictly relevant to his case. After the written statement is received within the time allowed, the Educational Agency is satisfied that a formal inquiry shall be held into the conduct of the teacher of the private college, it may pass an order accordingly.
- (3) The formal inquiry may be conducted by-
- (i) the Educational Agency of the private college;
  - (ii) any authority or person authorised by the Educational Agency.
- (4) Any authority or person conducting the inquiry (hereinafter referred to as the inquiring authority) may during the course of the inquiry, if it seems necessary, add to, amend, alter, or modify the charges framed against the teacher concerned in which case, the teacher shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defense.
- (5) The teacher of the private college shall, for the purpose of preparing his defense, be permitted to inspect and take extract from such records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the inquiring authority such records are not relevant for the purpose. On receipt of the further written statement of defense under clause (2) or if no such statement is received within the time specified therefore or in case where the accused is not required to file a written statement under the said clause, the inquiring authority may inquire into such of the charges as are not admitted.

- (6) The disciplinary authority, if it is not the inquiring authority, may nominate any person to present the case in support of the charges before the inquiring authority. The teacher may engage a legal practitioner to defend his case if he so desires.
- (7) The inquiring authority shall, in the course of the inquiry, consider documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The teacher or his advocate shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in a person and to have such witnesses as may be produced, examined in his defense. The person presenting the case in support of the charges shall be entitled to cross-examine the teacher of the private college and the witnesses examined in his defense. If the inquiring authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing.

*Explanation-* If the inquiring authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused teacher of the private college to cross-examine the witness.

- (8) The teacher of the private college may present to the inquiring authority a list of witnesses whom he desires to examine in his defense. The inquiring authority shall issue written request to secure the presence of such witnesses unless he is of the view that such witnesses, evidence are irrelevant to the case of inquiry and shall arrange to examine such witnesses in accordance with the general principles of taking evidence.
- (9) At the conclusion of inquiry, the inquiring authority shall prepare a report of the inquiry, recording its findings on each of the charges together with the reasons therefore. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, it may record its findings on such charges, provided that findings on such charges, shall not be recorded unless the teacher of the private college has admitted the fact constituting them or has had an opportunity for defending himself against them.
- (10) The record of inquiry shall include-
  - (i) the charges framed against the teacher of the private college and the statement of allegations furnished to him;

- (ii) his written statement of defense, if any;
  - (iii) the summary of the oral evidence considered in the course of the inquiry;
  - (iv) the documentary evidence considered in the course of the inquiry;
  - (v) the orders including order of refusal, if any, made by the disciplinary authority or the inquiring authority in regard to the inquiry and
  - (vi) a report setting out the findings on each charge and the reasons therefore.
- (11) The disciplinary authority where it is not the inquiring authority, shall consider the record of the inquiry and record its finds on each charge.
- (12) If the disciplinary authority, having regard to the findings on the charges is of the opinion that any of the penalties specified in items (iv) to (vii) of Statute 73 shall be imposed, it shall-
- (a) furnish to the teacher of the private college, a copy of the report of the inquiring authority and where the disciplinary authority is not the inquiring authority, a statement of its findings together with brief reason for disagreement, if any, with the findings of the inquiring authority; and
  - (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time which may not exceed one month, such representation as he may wish to make against the proposed action.
- (13) The disciplinary authority shall consider the representation, if any, made by teacher of the private college in response to the notice under clause (12) and determine the penalty, if any, to be imposed on the teacher of the private college and pass appropriate orders on the case.
- (14) If the disciplinary authority having regard to its findings is of opinion that any of the penalties specified in items (i) to (iii) of statute 73 shall be imposed, he shall pass appropriate orders on the case.
- (15) Orders passed by the disciplinary authority shall be communicated to the teacher.

**76. Procedure for imposing minor penalties:**

- (1) No order imposing any of the penalties specified in items (i) to (iii) of statute 73 shall be passed except after-
  - (a) the teacher is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity of showing cause against the action proposed to be taken against him;
  - (b) such representation, if any, is taken into consideration by the Educational Agency.
- (2) The record of proceedings in such cases shall include-
  - (i) a copy of intimation to the teacher of the proposal to take action against him;
  - (ii) copy of the statement of allegations communicated to him;
  - (iii) his representation, if any;
  - (iv) the orders of the case together with the reasons therefore.

**PART E**

**SPECIAL PROVISIONS IN RESPECT OF PRIVATE  
COLLEGES WHICH HAVE ACCEPTED THE DIRECT  
PAYMENT SCHEME**

- 77. Applicability of the part:** The provisions of this part shall apply only to those private colleges which have accepted the direct payment of salaries by the Government to the teaching and non-teaching staff of colleges and which have executed agreements with the Government for that purpose.
- 78. Drawing Officer:** The Principal of the College, whose appointment has been duly approved by the competent authority, shall be the drawing officer in respect of all the members of staff, both teaching and non-teaching of the college:

Provided that in the temporary absence of Principal or if the approval of appointment of the Principal by the University is delayed, any senior teacher of the college can be appointed as Drawing and Disbursing officer provisionally with the approval of the University. A person so appointed shall not exercise any other powers of the Principal except drawing and disbursing of money to the staff and students.

**79. *Inspection of workload by the Director of Collegiate Education and others:***

- (1) The Director of Collegiate Education or the Officer authorised in that behalf by the Director of Collegiate Education shall be competent to examine in detail the workload of each department of study in each college and the staff position and satisfy himself that no extra staff is permitted to continue in service. The Director shall, if he so desires, have periodical consultation with the University in the matter.
- (2) As staff fixation is done by the University on the basis of the data relating to student enrollment furnished by the principal, the Registrar or any officer deputed by him shall occasionally inspect the college office and ascertain the correctness of the data furnished by the principal in the statement of workload.

**80. *Inspection of Accounts, Registers, etc.:*** The accounts and registers of the college shall be open to inspection and audit by officers deputed by the Government, the Director of Collegiate Education and the Accountant General, Kerala.

**81. *Duties and Responsibilities of the Principal:***

- (a)
  - (1) The Principal shall prepare the salary bills of the staff on the basis of the data available as on the 15th of every month and present it to the office of the Zonal Deputy Director of Collegiate Education concerned on or before the 20th of every month.
  - (2) The Principal shall also furnish along with the bills a statement showing particulars of remittance, date of remittance, amount remitted, Challan No. and Head of Accounts and a statement of the staff showing particulars of leave taken and the number of days of casual leave availed of by the staff.
  - (3) A certificate of remittance of the previous month shall be furnished along with the bill for the succeeding month.
  - (4) The orders issued by the Government, from time to time, regarding the preparation of salary bills of the staff in private colleges, shall apply to such colleges and it shall be the duty of the Principal to follow such orders.
  - (5) The Principal shall be held personally responsible for the proper maintenance of accounts, vouchers and such other records relating to direct payment, fee collection and remittance thereof as prescribed, from time to time, by the Government.

- (6) In the case of Private Arts, Science and Training Colleges it shall be the duty of the principal to collect the tuition fee and fines from students and remit the same in the Government Account in the Treasury, the remittance being effected within the next four working days, after the collection, under the head of account provided for the purpose.

In the case of a Private Engineering College, it shall be the duty of the Chairman, Governing Body or any member of the Governing Body so authorised by the Chairman to ensure the collection of the tuition fee and fine from students through the Principal and remit the sums in the Government Account in the Treasury within the next four working days from the date of collection.

- (7) The Principal shall disburse the salaries to the members immediately on encashment and get their acquaintance in the acquaintance roll register and also in two more copies (loose sheets) in the same form. These copies shall be signed by the Principal. One of the two copies so signed by the Principal shall be sent to the countersigning authority and the other to the Director or Collegiate Education with an encashment statement as in the form given below within three days from the last date of disbursing of the money. While disbursing the salary the drawing officer shall see that any amount found, not due in view of later events, shall be, withheld.

### **Encashment Statement**

Name of College

District  
Place

1. Bill No.
2. Period of claim
3. Amount
4. Date of passing
5. Date of encashment
6. Name of Treasury
7. Date of disbursement and amount
8. Balance of undisbursed amount

(Signature of Principal)

Deduction on account of income tax shall be made in the pay bills.



- (8) Any failure on the part of the Principal to disburse the salary or to remit the fee collection into the Treasury shall be treated as defalcation of Government money, in case the failure is due to the fault of the Principal. He shall be liable for disciplinary action as well as penal action under any law for the time being in force.
  - (9) The local audit of the accounts of colleges falling under this chapter shall be conducted by the staff of the Zonal Deputy Director of Collegiate Education concerned.
- (b) Duties and Responsibilities of I Grade Cadre Professor:
- (1) There shall be a Cadre Professor duly qualified as per regulations who shall be the head of the department Post-Graduate/undergraduate as the case may be.
  - (2) He/She shall function as per the directives issued from time to time by the Principal consistent with the provisions of the Statutes/Ordinances/Regulations.
  - (3) It shall be his/her duty to ensure the efficient functioning of the department by assigning and supervising work for the teachers and non-teaching staff of the department.
  - (4) It shall be the duty of the Head of the Department to send a daily report of the work adjustment done, giving suitable substitution to teachers who are on leave, to the Principal at the beginning of the morning session.
  - (5) The Head of the Department shall maintain the work register and other relevant records concerning the department as per the assignment aforesaid and shall be accountable to the Principal.
  - (6) It shall be the duty of the Head of the Department to recommend applications for leave submitted by the teaching and non-teaching staff of the department to the Principal forthwith.
  - (7) It shall be the duty of the Head of the Department to ensure the conduct of terminal examinations, test papers/assignment as scheduled by the University/Principal/Staff Council, and he shall be responsible for the maintenance of all relevant records.

- (8) There shall be an annual stock verification as per rules and it shall be conducted during the mid-summer vacation and appropriate instruction shall be issued by the Principal and necessary follow-up action shall be taken by the Head of the Department.
- (9) It shall be the duty of the head of the Department to forward an objective assessment of the work and conduct of the staff of his department to the Principal by the last working day of the academic year.

(c) Duties and Responsibilities of Grade II (Cadre) Professor:

In Post-Graduate departments where there is a II Grade Cadre Professor it shall be his duty to assist and advise the Cadre Professor Grade I, and in his absence he shall discharge all the duties and responsibilities of the Head of the Department.

(d) Duties and responsibilities of teacher:

- (1) All teachers shall report for duty and sign the attendance register at least 15 minutes before the commencement of the morning session and shall be present in the campus till the end of the afternoon session except during the lunch interval and sign in the attendance register before they leave. However, he/she can avail himself or herself of any exception in this regard with the explicit sanction of the Principal.
- (2) It shall be the duty of every teacher to faithfully observe all the lawful orders of the Principal/Head of the Department, detailing duties of responsibility relating to any academic and co-curricular work that may be assigned to him or her over and above the work allotted.
- (3) It shall be the duty of every teacher to supervise University and College Examinations and periodical tests, to conduct practical tests, to correct records and composition exercises and submit mark list in time as per directions given from time to time by the University, concerned Head of the Department, and the Principal.
- (4) Every teacher shall submit a statement of the work done by him or her during the course of the academic year by the first week of March every year to the Principal through the Head of the Department.

## PART F

### MISCELLANEOUS

#### **82. *Surrender of earned leave by staff of Private Colleges:***

- (1) Only the members of staff mentioned in Notes 2 and 5 of rule 81 of Part I of the Kerala Service Rules shall be treated as non- vacation employees. All others shall be treated as vacation employees. All others shall be eligible to surrender earned leave, if any, and admissible subject to a maximum of thirty days once in twelve months and be paid leave allowance for the leave so surrendered, without availing of earned leave.
- (2) They shall also be eligible to surrender earned leave if due and admissible, subject to a maximum of fifteen days once in twelve months and be paid leave allowance for the leave so surrendered without availing of earned leave.
- (3) The following shall be the conditions for surrender of earned leave-
  - (a) Every applicant who wishes to surrender earned leave if due and admissible under this part shall give an application in Form 13 of Part I of the Kerala Service Rules.
  - (b) The benefits of surrender of earned leave can be given independently or in combination if the person who is eligible for the same applies for it.
  - (c) Retrospective surrender of earned leave is not permissible. Temporary hands who have not completed a year's service but who have earned leave to their credit shall also enjoy the benefit of surrender.
  - (d) Persons who are on leave preparatory to retirement shall not be eligible to surrender earned leave either under clause (1) or clause (2). To become eligible for such surrender, they should be on duty at least for one day just before the date of retirement.
  - (e) Permission can be granted to surrender earned leave for periods of less than fifteen days and/or thirty days but the surrender as specified in clause (1) or clause (2) can be allowed only after twelve months from the date of previous surrender. The fact whether the surrender is for fifteen days or thirty days shall be clearly written by the applicant himself in column 8 of the application for leave as contained in Form 13 of Part I of Kerala Service Rules and the order sanctioning such surrender shall also specifically quote the same.

- (4) The orders issued by the Government, from time to time, regarding the surrender of earned leave shall apply to the staff of private colleges who are eligible to surrender earned leave if due and admissible under this part.

**83. Proof of date of birth:**

- (1) Every person newly appointed in a Private College, whether on probation or otherwise, shall produce satisfactory proof of his date of birth to the appointing authority, for being entered in the Service Register. The entry in the service register shall be full and it shall indicate on what evidence the date of birth is accepted by the authority who is competent to make an entry in the Service Register. The date of birth when accepted and recorded as such, shall form conclusive evidence of the same in respect of all future transactions. <sup>1</sup>[Application of correction of date of birth, If any, needed in the case of staff of Private Colleges shall hereafter be made within five years of one's entry in service; In the case of those who have already crossed this limit, one year time from the date of Government Order No.G.O.(P) 45/91(P & ARD) dated 30.12.1991 shall be allowed provided they apply beyond the two years period proceeding retirement, reckoned with reference to the date of birth as recorded in the Service Book].Mere correction of date of birth in school records of a teacher or a member of the non-teaching staff of a private college shall not by itself confer a right on such person to have his date of birth corrected in the Service Register.
- (2) In the case of persons who have attended a recognised school, the School Leaving Certificate or an authenticated extract of the admission register of the school or college where the Officer last studied shall be accepted. If the date of birth entered in the school or college record is alleged to be incorrect, the person concerned may adduce satisfactory evidence to prove the correct date of birth. In respect of private colleges coming under the Direct Payment Scheme, correction of date of birth in the Service Register shall be made only with the prior consent of the Government.

**84. Extension of jurisdiction of the Director of Vigilance Investigation to private colleges:**

- (1) The Director of Vigilance Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption, etc. against the teachers and members of the non-teaching staff of private colleges receiving aid or grant from the Government, the University Grants Commission or the University, that are referred to him by the

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1. Substituted by, amendment No. 1 w.e.f.03.06.2000. Notification No. ACL/737/S/3/99 dtd 12.06.2000.

Educational Agency or the University or the Director of Collegiate Education in respect of the various types of cases specified in G.O.(P)No. 26/71/Vigilance dated 28.12.1971 issued by the Vigilance Department of the Government of Kerala as modified, from time to time or in accordance with such other orders, as may from time to time, be issued by the Government of Kerala.

- (2) On receipt of a request as specified in clause (1), the Director of Vigilance Investigation shall conduct the inquiry in the manner laid down in G.O.(P) No. 26/71/Vigilance dated 28.12.1971 and forward the inquiry report to the Educational Agency for suitable action.

**85. *Application of the Manual of Office Procedure for office work:*** The Educational Agencies shall follow the provisions of the Manual of Office Procedure in conducting office work. Regular inspections shall be conducted by the University to ensure that the Manual of Office Procedure is being correctly followed in the private colleges.

**86. *Consequential amendments in Parts I and II of the Kerala Service Rules in relation to Private College Staff:*** Unless the subject or context otherwise requires, whenever an expression mentioned in column (1) of the Schedule occurs in Part I and II of the Kerala Service Rules as extended by these Statutes, there shall be substituted therefore the expression set opposite to it in column (2) of the said Schedule.

### SCHEDULE

(See Statute 85)

(1)	(2)
i Government Service, State Service, Public Service	Service under the Educational Agency
ii Government Servant, Government Servants, Officer of Government, Government Officials	An Employee of the Private College
iii Interest of Government Public Interest	Interest of the College
iv Audit Officer, Accountant General	Director of Collegiate Education/Director of Technical Edn.
v Kerala Civil Services (Classification, Control and Appeal) Rules 1960	Part D Chapter 47 of these Statutes

vi	Officer, An Officer, Officers, Retired Officer	A member of the Private College
vii	Government laboratories	Private College Laboratory
viii	Government Machinery	Machinery in a private College
ix	Officer on leave	A member of staff of the Private College
x	In Rule 124, Part 1 of KSR for the words “Accountant General”	Dy. Director of Collegiate Education concerned/Director or Technical Education or such Officer authorised by him
xi	In Rule 147 Part 1 KSR for “Service under the State Government”	Service under the Educational Agency
xii	Public Convenience	Convenience of the Institution
xiii	Disciplinary Proceedings Tribunal	Disciplinary Authority

**87. *Inter-management transfer:***

- (1) A teacher serving in any institution under one educational agency may be transferred to another institution under another educational agency with the previous approval of the Deputy Director of Collegiate Education provided the two educational agencies and the teacher agree in writing; and in such cases the number and date of the order of the Deputy Director of Collegiate Education containing the approval shall be quoted in the L.P.C.
- (2) A teacher serving in any Government college may be transferred to a private college with the previous approval of the Government provided the educational agency and the teacher agree in writing and in such cases the number and date of the order of Government containing the approval shall be quoted in L.P.C.

Note- The transfer under this clauses may be to a post carrying the same scale of pay, a higher scale of pay or a lower scale of pay. Provided that no transfer to a higher post shall be made if the teacher to be transferred does not possess the prescribed qualifications for such post or if there are persons with the prescribed qualifications in the college eligible for promotion to that post to which the transfer is proposed.

- (3) Transfers under the above provisions shall ordinarily be made only at the beginning of the academic years.
- (4) Teachers who are transferred under the above provisions will continue to receive in the latter institution the pay and the scale of pay they were receiving in the former institution provided they are transferred to a post carrying the same scale of pay and their rank in the new institution will be fixed next below the junior most teacher in that particular grade in that institution.

## **<sup>1</sup>CHAPTER 46**

### **TERMS AND CONDITIONS OF SELECTION AND PROMOTION OF TEACHERS OF THE UNIVERSITY TEACHING DEPARTMENTS AND AFFILIATED COLLEGES**

1. ***Re-designation of Posts:*** All the existing teaching posts in the University teaching departments and affiliated colleges are re-designated as and limited to three posts viz; Assistant Professor, Associate Professor and Professor.
2. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the expert concerned in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

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1. Amendment No. 26 w.e.f 18.09.2010. Notification No. ACL/1/3017/5SA-26 dtd 31.12.2019.

### **3. Selection Procedures:**

- (1) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system, Proforma-based on the Academic Performance Indicators (A P I) as provided in the regulations issued from time to time. In order to make the system more credible, the selection committee shall assess the ability for teaching and/or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in the Regulations.
- (2) Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent Colleges/Affiliated Colleges (Government/Government-aided/ Autonomous / Private Colleges) to be followed transparently in all the selection processes. The University shall follow the proformas prescribed in the regulations or may devise its own self assessment cum Performance appraisal forms for teachers without changing any of the categories or scores of the API. The University can increase the minimum required score or devise appropriate additional criteria for screening of candidates at any level of recruitment.
- (3) In all the Selection Committees of direct recruitment of teachers and other academic staff in Universities and Colleges provided in the Statutes, an academician representing Scheduled Caste/ Scheduled Tribe/ OBC/ Minority / Women /Differently-abled categories, if any of the candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a college, Vice Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.



- (4) (i) The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by the UGC for approval of the Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”.
- (ii) In respect of Indian language publications, equivalence in quality shall be prescribed by a Co-ordination Committee of experts to be constituted by the Chancellor.
- (iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline specific databases.
- (5) The process of selection of Associate Professor should involve the biodata with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria provided in the Regulations. Without prejudice, to the requirements provided for the selection of Associate Professor, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be as follows;
- (a) For those who possess a Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor;
- (b) For those with an M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor; and
- (c) For those without Ph.D. or M.Phil degree, at least three publications during the period of service as Assistant Professor.

Provided that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

- (6) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the university based on the API criteria based PBAS and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage II.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

- 6A. In the case of selection of Professors who are from outside the academic stream as specified in the Regulation, the University statutory bodies must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the University knowledge system are selected in any discipline as per the requirements.

- (7) The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall be similar to that of directly recruited College Professors. In addition, the selection committee shall assess the following dimensions with the weightages given below:

- (a) Assessment of aptitude for teaching, research and administration (20%);
- (b) Ability to communicate clearly and effectively (10%);

- (c) Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%);
  - (d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a classroom situation by a lecture (10%);and
  - (e) Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the University based on the Regulations (deduced to 40% of the total API score).
- (8) In the selection process for posts involving different nature of responsibilities in certain disciplines/ areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in the Regulations which need to be taken up by the institution concerned while developing API based PBAS proforma for both direct recruitment and CAS promotions.
- (9) The Internal Quality Assurance Cell (IQAC) shall be established in the University/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of university), and Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping cell for the institution including assistance in the development of the API criteria based PBAS proforma using the indicative template separately developed by UGC. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.
- 9A. For reckoning in the process of various posts under CAS / Direct recruitment, the API score shall be calculated in accordance with the norms laid down in the Regulations.

- (10) A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved by the university, duly supported by all credentials as per the API guidelines set out in the Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application.
- (11) Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- (12) The Screening cum Evaluation Committee, for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of :
- 12.1 For University teachers:
- a) The Vice Chancellor as the Chairperson of the Selection Committee;
  - b) The Dean of the Faculty concerned;
  - c) The Head of the Statutory Teaching Department and
  - d) One subject expert in the subject concerned nominated by the Vice Chancellor from the University panel of experts.
- 12.2 For College teachers:
- a) The Principal of the college;
  - b) Head of the department concerned from the college;
  - c) Two subject experts in the subject concerned nominated by the Vice Chancellor from the university panel of experts;

12.3 The quorum for these committees in both categories mentioned above shall be three including the one subject expert/university nominee need to be present.

- (13) All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- (14) CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- (15) The incumbent teacher must be on the role and active service of the University/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.
- (16) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- (17)
  - (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
  - (b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

**4. *Stages of promotion under career advancement scheme of incumbent and newly appointed Assistant Professors/Associate Professors/Professors:***

1. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in the Regulation.

2. An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
3. An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. /M.Tech. etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
4. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in the UGC Regulations.
5. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by the Regulations, to move up to next higher grade (stage 3).
6. Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by the Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
7. Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to
  - (a) satisfying the required credit points as per API based PBAS methodology provided in the Regulations, and
  - (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
8. Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale of pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API

score through the PBAS methodology stipulated in the Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- i. Post-doctoral research outputs of high standard;
- ii. Awards / honours /and recognitions;
- iii. Additional research degrees like D.Sc, D.Litt., LID, etc.; patents and IPR on products and processes developed /technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert Committee evaluation of all credentials submitted as stipulated in the Regulations for teachers in University departments. No separate interview need to be conducted for this category.

Provided that the creation of higher grades in Professorship, which incurs additional financial commitments shall be done with prior concurrence of the State Government.

**5. *Professors in Undergraduate and Postgraduate Colleges:***

- (1) Ten percent of the number of the posts of Associate Professor in an Undergraduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities,

Provided that there shall be not more than one post of Professor in each Department;

Provided further that one-fourth (25%) of the posts of Professor in Under Graduate Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from

among eligible Associate Professors of the relevant department of the Undergraduate College. For avoidance of doubt, it is clarified that sanctioned posts include the posts approved under both direct recruitment and CAS promotion.

- (2) Identification of posts of Professor in an Undergraduate College for being filled through direct recruitment / deputation shall be carried out by the University in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer. The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in the Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system' shall be followed starting with promotions and the direct recruitment quota shall be rotated in an alphabetical order.
- (3) There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in University, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the University in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.



- (4) The selection process is to be conducted by the university by receiving PBAS proforma from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API score system with PBAS methodology, selection committee process stipulated in the Regulations for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota System' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.

Provided that the creation of Professorship, which incurs additional financial commitments shall be done with prior concurrence of the State Government from time to time.

**6. *Stages of promotion under the career advancement scheme for Assistant Librarians, etc.:***

- (1) Assistant University Librarian/College Librarian in the entry level grade, possessing Ph.D. in Library Science after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in the Regulations, shall become eligible for the higher grade (stage 2).
- (2) Assistant University Librarian/ College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil, in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in the Regulations, shall become eligible for the next higher grade (stage 2).
- (3) Assistant Librarian/College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil, after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in the Regulations, shall become eligible for the next higher grade (stage 2).
- (4) On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy

Librarian/ equivalent posts and being placed in the next higher grade (stage3) , subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian), as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in the Regulations. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade) /College Librarian (Selection Grade), as the case may be.

- (5) After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in the Regulations.

**7. *Stages of promotion under career advancement scheme for Physical Education and sports personnel:***

- (1) Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in the Regulations, shall become eligible for the next higher grade (stage 2).
- (2) Assistant DPE&S/College DPE&S in the entry level grade, possessing M.Phil, in Physical Education, after completing service of five years in the entry level (stage 1) , and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in the Regulations, shall become eligible for the next higher grade (stage 2).
- (3) Assistant DPE&S/ College DPE&S in the entry level grade, without the relevant Ph.D.and M.Phil, shall, after completing service of six years as Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in the Regulation shall become eligible for the next higher grade (stage 2).
- (4) After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC and made in the Regulations, Assistant DPE&S (Senior

Scale) / College DPE&S (Senior scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S; Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade), as the case may be.

- (5) After completing service of three years in stage 3 and subject to satisfying API/ scoring system and PBAS methodology prescribed in the Regulations, Deputy DPE&S / Assistant DPE&S (Selection Grade) / College DPE&S(Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade) / College DPE&S (Selection Grade).]

## **FORMS**

### **FORM 1**

(See Statute 23 of Chapter 4)

#### **MAHATMA GANDHI UNIVERSITY**

##### **Annual Confidential Report for the year 19.....**

1. (a) Name of Officer  
(b) Date of birth
  
2. Appointment held  
during the year (with  
date) and pay and scale  
of pay:
  
3. Total period including the period under report, that the Officer  
has worked under the reporting Officer.
  
4. General qualifications for the post held including any special or  
technical and professional attainments.
  
5. (i) Health and physical capacity  
(ii) Conduct  
(iii) Personality and bearing  
(iv) Intelligence  
(v) Promptness, enthusiasm and initiative  
(vi) Application  
(vii) Aptitude  
(viii) Knowledge of work (special reference should be made  
to ability to note and draft)

- (ix) Impartiality
- (x) Integrity
- (xi) Judgment
- (xii) Self-reliance whether opinionated confident of ability and receptive to ideas
- (xiii) Willingness to assume responsibility
- (xiv) Capacity for decision making
- (xv) (a) Patience; (b) tact and (c) courtesy
- (xvi) Control of staff (power of commanding respect and discipline enforcing)
- (xvii) Matters of official and public interest in which the officer has specialised himself or taken special interest
- (xviii) Manner in which the officer discharged the duties of his office during the year
- (xix) Any other qualities having a bearing on the duties of the Officer
- (xx) General remarks

Has the Officer any special characteristics and/or any outstanding merit or ability which would justify his advancement and special selection for higher appointment in the service.

Indebtedness

(Signature)

Reporting Officer (name in block letter)

Designation

## GENERAL

Opinion of Head of Department (when not the Reporting Officer)  
on conduct and efficiency of officer reported on

Head of the Department

---

The Reporting Officer should give his opinion and impression in a concise narrative form so as to cover the Officer's knowledge of procedure and departmental techniques, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the officer's attention had been drawn to the defects during the course of the reporting period and if so, with what results.

*Note-* The entries in regard to the various qualities reported on should be descriptive.

Shown to.....

Seen

Reporting Officer

Reported Officer

Date:

## **FORM 2**

(See Statute 2 of Chapter 23)

### **MAHATMA GANDHI UNIVERSITY**

**Form of Application for starting a new college during  
19.....**

1. (a) The Agency proposing to start the college  
(b) Whether the body is registered (copies of constitution, Bye-laws and certificate of registration to be enclosed)  
(c) Personnel of the Managing Body
2. Location of the college (Name of Place, village/town, taluk and district)
3. Factors such as location, feeder schools, etc., favourable for the development of the colleges, if it is started.
4. Names of other colleges within the radius of 16 kilometres.
5. Courses and subjects in which affiliation is sought.
6. Previous application if any, and the result of their disposal by the University.
7. Number of students proposed to be admitted in each group main

Pre-Degree

Degree

Main

Subsidiary

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

8. (a) Details of financial resources of the management for capital expenditure on buildings and equipments and for the continued maintenance of the College
- (b) Endowments, if any

9. Details of the accommodation available

No. of rooms available	Dimensions of rooms	Weather permanent building or temporary structure
(a)	Classrooms	
(b)	Lecture halls	
(c)	Staff rooms	
(d)	Professor's room	
(e)	Principal's room	
(f)	Laboratories	
(g)	Library	

(The information shall be accompanied by plans and drawings)

10. Details of playgrounds available
11. Area demarcated for college buildings and hostels and area of the playgrounds
12. Details of residential accommodation available for students
13. Details of residential accommodation available for staff
14. Whether accommodation is available for Principal
15. Details of the financial guarantee proposed to be furnished to the University by the Management
16. Details regarding the provisions made for the purchase of equipment, books, furniture etc.



17. Rate of fees (Tuition fees and special fees) proposed to be charged from the students
  - (a) Pre-Degree (Arts Group)
  - (b) Pre-Degree (Science Group)
  - (c) Degree (Arts Group)
  - (d) Degree (Science Group)
  - (e) Post-Graduate (Arts Group)
  - (f) Post-Graduate (Science Group)
  - (g) Oriental titles
18. Whether the management is prepared to appoint qualified staff and to pay salary in accordance with the laws of the University
19. Whether the Management is willing to appoint a Selection Committee for recruitment of staff in accordance with the laws of the University.

### **DECLARATION**

On behalf of the Management of the proposed new college (name of college, if any) we.....the President of the Educational Agency and President, Board of Management of the said college, jointly and severally undertake to carry out faithfully the provisions of the Mahatma Gandhi University Act, 1985, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University, from time to time, in so far as they are related to the College.

Place: President of the Board of Management  
Date: President, Educational Agency

## **FORM 3**

**(See Statute 3 of Chapter 23)**

### **MAHATMA GANDHI UNIVERSITY**

#### **Form of application for upgrading a college/additional affiliation**

1. Name of the College and place
2. Agency running the college
3. Whether the agency is registered and if so, under which Act?
4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University.
6. Existing courses of studies in the college
7. Courses and subjects in which, affiliation is sought
8. (a) Number of students proposed to be admitted in each course  
(b) Present strength of the college
9. Whether the college has fulfilled the conditions laid down by the University (regarding Management, administration and academic matters) and the Inspection commission regarding existing courses.
10. Previous application, if any, for affiliation in the same subjects and the results of such application
11. Whether the college has suspended or dropped any course of study for which affiliation has been granted if so, give particulars
12. Rates of fees proposed to be levied (tuition fees and special fees)
  - (a) Degree Arts group
  - (b) Degree Science Group
  - (c) Post Graduate Arts
  - (d) Post Graduate Sciencce
13. Existing rates of fees, course and group-wise

14. (a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached)
- (b) Whether permanent buildings are available or only temporary structure
- (c) Whether any other subject is taught in the same room with suitable adjustments of the time table and if so, the details
15. Additional accommodation proposed, if any No.of Class Rooms/ Laboratories
16.
  - (a) Details of laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory, showing the dimensions of the laboratory, the arrangements of work tables, dimensions of work tables, provision of gas, water, light etc., should be furnished)
  - (b) Whether any other practical or theory class will be conducted in the same laboratory. Give details.
17. Details of the arrangements made for store room, preparation room, balance room and staff room in respect of each proposed subject (indicate dimensions of room on a sketch map)
18. Provision made for Herbarium, Muscum, Frog Pond etc., for Natural Science subjects
19. Amount spent so far on capital expenditure for the purchase of equipments in each subject proposed to be started.

Subject	Amount spent
.....	.....
.....	.....

20. Annual provision for the purchase or equipment;s and Chemicals for the maintenance of laboratories
21. (a) Details of Library and Reading room facilities
- (b) Amount spent so far on capital expenditure for the purchase of books

- (c) Provisions made for the purchase of books during current year for each main subject proposed to be started
- (d) Provisions made for recurring expenditure on the purchase of books
- 22. Provision made for the purchase of additional furniture required
- 23. (a) Details of existing staff in the subjects proposed to be started
- (b) Additional staff for 1st year, 2nd and 3rd year
- 24. Whether the management is willing to appoint Selection Committee for the recruitment of staff in accordance with the Laws of the University.
- 25. (a) Details of hostel facilities now available
- (b) Provision made for additional Hostel accommodation in view of the additional affiliation applied for
- (c) Details of residential accommodation available for staff, including principal
- 26. Area of the playgrounds and provision made for games
- 27. Financial resources of the college for its continued maintenance

*Financial resources*

A Capital:

- (1) Approximate value of the buildings
- (2) Endowments
- (3) Deposit with the University
- (4) Additional resources
- (5) Other capital income

B Income for last two years from:

- (1) Endowments
- (2) Property
- (3) Fees
- (4) Grants

- (5) Other resources
- C Expenditure:
  - (1) for the last two years
  - (2) for the coming year (estimate)
  - (3) Budget for the last two years
- D Whether salary payment to the staff has been regular
- 28. (a) Details of financial guarantee furnished to the University by the Management
- (b) Details of financial guarantee proposed to be furnished to the University by the Management.

### **DECLARATION**

On behalf of the .....College (name of college, we, the Principal, President, Board of Management/Educational Agency and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the Mahatma Gandhi University Act, 1985, the Statutes, the Ordinances and Regulations and the directions issued by the Syndicate and the University, from time to time, in so far as they are related to the college.

Place:

Date:

Signature of the Principal

Signature of President,

Board of Management/Educational Agency

Signature of the Sponsor

## **FORM 4**

**(See Statute 3 of Chapter 23)**

### **MAHATMA GANDHI UNIVERSITY**

#### **Form of Application for starting Post-graduate Course**

1. Name of the college and place
2. Agency running the college
3. Whether the Agency is registered and if so under which Act
4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University
6. (a) Number of students proposed to be admitted in each course  
(b) Present strength of the College
7. Existing courses of studies in the college
8. Courses and subjects in which affiliation is sought
9. Brief history of the college not exceeding one page, showing the years of starting of the college, the major development, present strength of the college both regarding staff and students
10. Whether the college has fulfilled the conditions laid down by the University (regarding management administration and academic matters) and the inspection Commission regarding existing courses
11. Previous application, if any, for affiliation in the same subjects and the results of such application
12. Whether the college has suspended or dropped any courses of study for which affiliation has been granted, if so, give particulars

13. Rates of fees proposed to be levied (Tuition fees and special fees)
  - (1) Tuition fees
  - (2) Laboratory fees
  - (3) Library fees
  - (4) Special fees
  - (5) Other fees, if any
14. Existing rates of fees, course and group-wise
15.
  - (a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached)
  - (b) Whether permanent buildings are available or only temporary structures
  - (c) Whether any other subjects are taught in the same room with suitable adjustments of the time-table and if so, the details
16. Additional accommodation proposed, if any, No. of class rooms, laboratories, staff rooms and seminar room with dimensions
17.
  - (a) Details of laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the work tables, the dimensions of the laboratory the arrangement of work tables, provision of gas, water, light etc. should be furnished)
  - (b) Whether any other practical or theory class will be conducted in the same laboratory. Give details
18. Details of the arrangements made for the store room, preparation rooms, balance room and staff room in respect of each proposed subjects (Indicate dimensions of room in sketch map)
19. Provision made for Herbarium, Museum, Frog pond, etc. for Natural Science subjects

20. Amount spent so far on capital expenditure for the purchase of equipment in each subject proposed to be started

Subject	Amount spent
.....	.....
.....	.....

21. Annual provision for the purchase of equipments and chemicals for the maintenance of laboratories

22. Provision made for the purchase of additional furniture required

23. Financial resources of the college for its continued maintenance

Financial Resources

(A) Capital:

1. Approximate value of buildings
2. Endowments
3. Deposit with the University
4. Additional resources
5. Other capital items

(B) Income for last two years from:

1. Endowments
2. Property
3. Fees
4. Grants
5. Other sources



- (C) Expenditure:
1. for the last two years
  2. for the coming year (estimate)
  3. budget for the last two years
- (D) Whether salary payment to the staff has been regular
24. (a) Details of financial guarantee furnished to the University by the Management
- (b) Details of financial guarantee proposed to be furnished to the University by the Management<sup>24</sup>.
25. Strength and Examination results at the Degree level in the subjects for which affiliation is sought (for the last five years)
- (1) year
  - (2) No. of students admitted for the particular batch (Admissions made three years earlier)
  - (3) No. of students presented for University Examinations
  - (4) Total number of students passed
  - (5) No. of students with I Class among those in (4)
  - (6) No. of students with II Class among those in (4)
  - (7) No. of students with III Class among those in (4)
26. Optional papers proposed for the PG Course
27. Proposed mode of selection of students:
- (1) Whether by the Principal or by a Committee
  - (2) If by a Committee, composition of the Committee
  - (3) The principles proposed to be adopted in the selection of students

28. Staff:

- (1) Strength of the staff in the Department with composition of staff as Professor, Lecturer, etc.
- (2) Whether separate staff are proposed to be appointed for P.G Course or whether teaching work is to be assigned to the staff in both post graduate and under-graduate classes
- (3) Proposed number of teachers who are assigned teaching work in Post graduate classes.
- (4) List of teachers in the Department with details of qualification, hours of teaching work in the Post Graduate and under-graduate classes in the following proforma

Teaching work

Name	Designation	Qualification	Research degrees, if any	Published Research work, if any	Other publications, if any	Teaching Experience, Degree PG Total	PDC Degree PG	Composition Connection	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

- (5) A history of the educational service of each member may be furnished duly signed by the teacher and the Principal. It should contain his history of total service, his research and the academic work, his service as an examiner member of the Board of Examiners, Board of Studies etc.

(6) Research work:

- (i) Research works published by members of the Department
- (ii) Research papers published by the members with the names of the Research Journals
- (iii) Other works, if any, published by the members of the staff

29. Library:

(A) Books

- (1) Total number of volumes in the College Library
- (2) Total number of volumes in the particular subjects
- (3) Whether there is separate section in the library for books intended for P.G students

- (4) No. of volumes intended for P.G. section
  - (5) No. of books in each sub-section such as Shakespeare, History of the Language, Drama, Poetry, Fiction, Criticism etc.
  - (6) Whether there is a Text Library in the subject and if so the number and titles of the books available
- (B) Number and names of Journals subscribed for the Post graduate section
- (C) Accommodation for Library:
- (i) Accommodation for General Library
  - (ii) Accommodation for Sectional Library if there is a separate section
  - (iii) Accommodation for seminar Library
- (D) Library staff and working hours of Library:
- (i) Name and qualification of the Chief Librarian
  - (ii) If there are other qualified library staff, name and qualifications
  - (iii) Other staff in the Library
  - (iv) If there is any exclusive staff for the P.G. Section, their number, names and qualifications
  - (v) Whether the Library works beyond regular college hours, in the morning and evening and if so, the actual hours of work
  - (vi) Whether the Library works during week end and other holidays.

### 30. Methods of Teaching:

- (1) How many hours per week are set apart for Lecture/Practical class?

- (2) How many hours per week are set apart for other work such as Seminars, group discussions, tutorials? Give full of the nature of work and assignment of hours for each item
  - (3) Is the method of giving assignments proposed to be tried?
  - (4) Is there any supervised library work assigned? If so, indicate the nature of the guidance and supervision in the library  
(Furnish a copy of the Time Table of the Post Graduate Department showing the subjects, classes and teachers)
31. Residence of students
- (1) What is the total accommodation in the college Hostels for Men and Women?
  - (2) What is the total accommodation provided for P.G. Students?
  - (3) Are they given single rooms or double rooms or three bedded rooms?
  - (4) Give the following figures for the last three years:-
    - (a) No. Of students in the P.G.Course
    - (b) No. Of students from beyond a distance of 8 Kms. from the college
    - (c) No. of students provided with Hostel accommodation
    - (d) The reason for not providing Hostel accommodation for those coming from beyond a distance of 8kms. from the college
32. Whether the management is willing to appoint a Selection Committee for the recruitment of staff in accordance with the laws of the University.

### **DECLARATION**

On behalf of the ..... College (name of the College) we, the Principal, President, Board of Management/Educational Agency and the Sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the Mahatma Gandhi University Act, 1985, Statutes, Ordinances, and Regula-tions and the directions

issued by the Syndicate and the University, from time to time, in so far as they are related to the College.

Place:

Date:

Signature of the Principal

Signature of President,  
Board of Management/Educational Agency

Signature of the Sponsor

## **FORM 5**

**(See Statute 3 of Chapter 23)**

### **MAHATMA GANDHI UNIVERSITY**

#### **Form of Application for additional seats in existing courses**

1. Name of college and place
2. Name of course in which additional seats are applied for Existing strength/ Proposed strength
  - (1)
  - (2)
  - (3)
3. Whether the proposed increase is to be permanent or temporary
4. nature of affiliation granted to the subject(s) in which additional seats are requested for Provisional/Temporary/Permanent
  - (1)
  - (2)
  - (3)
5. Additional accommodation made or proposed to be made to accommodate the students if additional seats are sanctioned No.of rooms and Dimension of rooms
  - (a) Class rooms
  - (b) Laboratories
  - (c) Lecture Halls
  - (d) Library

6. Whether additional staff will be required for the subject(s) in which additional seats are applied for, or for languages under parts I and II of the Degree Course and Part I of the Pre-Degree Course. If required give details.
7. Whether the Management is willing to appoint a selection committee for the recruitment of staff in accordance with the laws of the University?

### **DECLARATION**

On behalf of the .....College (name of the College), we the Principal, President, Board of Management/Educational Agency and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the Mahatma Gandhi University Act, 1985, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time, in so far as they are related to the college.

Place:

Date:

Signature of the Principal

Signature of President,

Board of Management/Educational Agency

Signature of the Sponsor

**FORM 6**

**(See Statutes 15 and 51 of Chapter 45)**

**MAHATMA GANDHI UNIVERSITY**

**Form of Appointment Order**

Station;

Date:

Shri/Smt. (H.E. name and address of the teacher/member of the non-teaching staff).....is appointed as .....(H.E., designation of the post and nature of the appointment) under this Educational Agency on a pay of Rs.....p.m. in the scale of Rs.....in (name of the college) from.....to.....subject to the provisions of the Mahatma Gandhi University Act, 1985 and the Statutes, Ordinances and Regulations made thereunder and such other rules and orders issued, from time to time, by the Mahatma Gandhi University or by such other authority who may be competent to issue such rules, orders, etc., under the said Statutes.

Seal of the Governing Body  
or  
Managing Council

Signature of Manager

By order of the Governor,  
J.S. BADHAN,  
*Commissioner & Secretary Higher Education.*



**FORM 7**

**(See Statute 70 in Chapter 45 Part C)**

**Statement of Relinquishment**

In exercise of the right conferred under Statute 70 in Chapter 45, Part C of the Mahatma Gandhi University Statutes, 1997, I.....(here enter Name and Designation) hereby relinquish my right for promotion/ appointment under the said Statutes and consequent benefits permanently or for a period of.....(specify the month or year as the case may be) from.....to.....My claim for promotion/appointment may be considered after the above said period when I make a written request for the same.

Signed on the ..... day of ..... 19 .....

Signature :

Name:

Designation :

Place:

Witnesses:           (1) Name and Designation           Signature

(2) Name and Designation           Signature

**For Office Use**

The relinquishment made by Shri/Smt..... (Name)  
.....(Designation) ..... (Office) ..... is  
accepted.

Necessary entries to the effect will be made in the service Book  
of the incumbent.

Signature

Place:

Date:

Name & Designation of Appointing  
Authority

**OPTION FORM**

**(See Statute 38(2) Chapter 45)**

1. I, ..... do hereby opt  
the ..... college  
..... as may home college.
  
2. I, ..... do hereby opt  
to change my Home College from  
..... to  
..... college.
  
3. I, ..... do also hereby opt the  
..... college as the college of least  
inconvenience to me.

Signature :

Name :

Designation :

Subject :

College :

Place:

Date:

Counter Signed by :

\_\_\_\_\_