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KERALA GAZETTE
കേരള ഗസറ്റ്

EXTRAORDINARY
അസാധാരണം

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No. നമ്പർ 1202

GOVERNMENT OF KERALA

Health and Family Welfare (S) Department

NOTIFICATION

G.O. (P) No. 125/2013/H&FWD. *Dated, Thiruvananthapuram, 4th April 2013.*

S.R.O. No. 350/2013.— In exercise of the powers conferred by sub-section (1) of Section 41 of the Kerala University of Health Sciences Act, 2010 (Act 4 of 2011), the Government of Kerala hereby make the following First Statutes.

By order of the Governor

RAJEEV SADANANDAN,
Principal Secretary to Government.

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33/1991/2013/DTP

THE KERALA UNIVERSITY OF HEALTH SCIENCES

FIRST STATUTES, 2013

CHAPTER I

PRELIMINARY

1. *Short title and commencement.*— (1) These statutes may be called the Kerala University of Health Sciences First Statutes, 2013.

(2) They shall come into force at once.

2. *Definitions.*—(1) In these Statutes, unless the context otherwise requires,

(a) "Academic year" means the period as declared by the Councils in respect of the course of study approved by the respective Councils or a period of twelve months commencing from the first day of the month as decided by the University from time to time;

(b) "Act" means the Kerala University of Health Sciences Act, 2010 (Act 4 of 2011);

(c) "Ayurveda college " means a college in which provision is made for courses of study in Ayurveda as recognized by the Council of Indian System of Medicine and allied subjects and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(d) "Chapter" means a chapter of these Statutes.

(e) "Clear days" means the number of days to be counted excluding the first and last days;

(f) "Department" means a University Department of study and/or research or a department functioning for a specific purpose maintained at the cost of the Kerala University Health Sciences Fund;

(g) "Dental College" means a college in which provision is made for courses of study in Dental and allied subjects as recognized by the Dental Council of India and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(h) "Head of Department" means the officer in charge of the department responsible for its administration including its day to day working;

(i) "Laws of the University" means the provisions contained in the Act and the Statutes, the Ordinances, Regulations, Rules and bye laws made under the Act;

(j) "Medical College" means a college in which provision is made for courses of study in modern medicine as recognized by the Indian Medical Council and allied subjects and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(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 Assistant 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) "Naturopathy College" means a college in which provision is made for courses of study in naturopathy and allied subjects only and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(n) "Nursing College" means a college in which provision is made for courses of study in nursing and allied subjects as recognized by the Indian Nursing Council and the Kerala Nursing Council and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(o) "Para-medical College" means a college in which provision is made for courses of study in MLT or Radiological Physics or Radiation Technology, or Ophthalmology or such other subjects as may be approved and recognized by the University and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(p) "Pharmacy College" means a college in which provision is made for courses of study in Pharmaceutical science as recognized by the Indian Pharmacy Council and allied subjects and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the university in such courses;

(q) "Physiotherapy College" means a college in which provision is made for courses of study in Physiotherapy and allied subjects and for the preparation of students for degree or Post Graduate Degrees or titles or diplomas of the University in such courses;

(r) "resolution" means an original assertive statement;

(s) "salaried officer" means an employee of the university in classes I,II and III as specified in Statute 6 of Chapter V of these statutes;

(t) "section" means a section of the Act;

(u) "Sidha College" means a college in which provision is made for course of study in Sidha and allied subjects only and for the preparation of students for Degrees, Post Graduate Degrees, Titles or Diplomas of the University in such courses;

(v) "special meeting" means a special meeting of the Senate convened under sub-section (9) to Section 20 of the Act;

(w) "subject of study" means a subject for which a separate Board of Studies is set up;

(x) "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 Kerala University of Health Sciences Fund;

(y) "University fund" means the Kerala University of Health Sciences Fund;

(z) "University Service" means service under the Kerala University of Health Sciences, other than a teacher;

(2) The words and expressions used and not defined in these Statutes but defined in the Kerala University of Health Sciences Act, 2010 shall have the meaning respectively assigned to them in that Act.

CHAPTER II

OFFICERS OF THE UNIVERSITY

Vice Chancellor

1 *General Supervision.* —(1) The Vice-Chancellor shall be a whole time salaried Officer of the University and shall exercise general supervision and control over the affairs of the University and shall give effect to the decision of all authorities of the University.

(2) Where an employee of:-

(a) The University: or

(b) Any other institution maintained by or affiliated to the University, is appointed as the Vice-Chancellor, he shall be allowed to continued 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 after his appointment as Vice-Chancellor.

(3) The remuneration and other terms and conditions of service of the Vice-Chancellor shall not be varied to his disadvantage after his appointment.

2. *Eligibility for travelling and daily allowance.*—The Vice-Chancellor shall be entitled to travelling and daily allowance at such rate as may be fixed by the Governing Council. The T.A.Bills of the Vice-Chancellor shall not require any counter signature.

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

Provided that in the event of the same incumbent being re-appointed 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 predict at the end of previous term.

4. *Eligibility for leave without pay.*—The Vice-Chancellor shall also be entitled, on medical grounds or otherwise to leave without allowances 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 clause 3.

5. *Sanction of leave.*—The Vice-Chancellor shall submit leave application to the Chancellor for sanctioning except for casual leave not exceeding ten days, which may be intimated to the Chancellor after availing by the Vice-Chancellor.

6. *Eligibility for casual leave.*—The Vice -Chancellor shall be entitled to avail casual leave and such number of holidays as applicable to employees of the University.

7. *Eligibility for accommodation.*—The Vice -Chancellor shall be eligible for furnished accommodation and subject to such rules as may be made in this behalf by the University. A car shall be placed at his disposal for use in connection with official purposes.

8. *Eligibility for medical reimbursement.*—The Vice -Chancellor shall be entitled to medical attendance, medical treatment and medical reimbursement benefits as applicable to the first grade officers of the State Government, from time to time.

9. *Eligibility for surrender.*—The Vice Chancellor shall be entitled to draw cash equivalent of leave salary in respect of earned leave at his credit.

10. *Deputation.* —Vice-Chancellor may be deputed by the Governing Council on University business to any part of India or abroad.

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

12. *Power to transfer employees and posts.*—The Vice-Chancellor shall be competent to transfer any employee or post from one institution to another institution maintained by the university

13. *Powers and functions of the Vice-Chancellor.*—In addition to the powers specified in the Act, the Vice-Chancellor shall exercise the following further powers, namely:-

A. *Academic Powers*

(i) the meetings of the Senate and the Academic Council shall be convened by the Registrar as directed by the Vice Chancellor;

(ii) to give effect to the decisions of the Governing Council;

(iii) responsible for the co-ordination, integration of teaching & research under various streams, development of all academic programmes and curriculum development in consultation with the respective Deans;

(iv) to nominate any person or persons to inspect and report on the teaching equipment and general condition of any institution or college maintained or recognized by or affiliated to the University, or any hostel, if he thinks it necessary;

(v) to grant extra time to the disabled candidates for answering papers at University Examinations, on the recommendations of the Principal;

(vi) to accept, in deserving cases, applications from candidates for admission to University examinations who could not remit the examination fee within the prescribed time;

(vii) to sanction deputation of delegates to conferences and seminars;

(viii) to appoint external experts and chairman for qualifying and for final examination and for the appointment of examiners for valuation of PhD thesis and to appoint examiners and chairmen of boards of examiners for post graduate courses;

(ix) to grant registration of candidates for research;

(x) to grant recognition of supervising teacher for research and post graduate courses;

(xi) to change or to make modification of research subjects and conversion of research from part-time to full-time and vice-versa;

(xii) to issue orders with regard to the recognition of research centers on the basis of the report of the Expert Committee;

(xiii) to appoint Inspection Commission for inspection of colleges which seek affiliation, enhancement of seats and for continuation of affiliation;

(xiv) to issue orders on continuation of affiliation;

B. Administrative powers

(i) to sanction study leave, special disability leave and leave without allowances to all employees and officers of the university and to the teachers and non teaching staff in the Departments of the university;

(ii) to exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the university;

(iii) to ensure the due observance of the provisions of the Act, the Statutes, the Ordinance and the Regulations and may exercise such powers as may be necessary for this purpose;

(iv) to ensure proper administration of the university and for the proper and regular performance of the academic work of the university;

(v) the Vice Chancellor shall be the disciplinary authority of officers and staff of the university;

(vi) to make arrangements for additional charge in leave vacancies and such other short term temporary vacancies when substitutes are not required;

(vii) to grant increments and declare the probation of statutory officers and teaching staff of the university;

(viii) to permit employees of the university to accept all form of works offered by any university or institution without prejudice to their normal duties and receive remuneration thereto, if any;

(ix) the Vice Chancellor shall be the representative of the university in certain organization viz. the Association of Indian/Commonwealth universities and other similar bodies or associations in India and abroad. In case he is unable to attend the meetings of these bodies he may depute a person to represent the university at such meeting.

C. Financial Powers

(i) to sanction, in consultation with the Governing Council, grant-in-aid to affiliated colleges and other institutions from the University Fund and from the funds placed at the disposal of the university by the Government or other agencies for the purpose;

(ii) to open new heads of accounts in connection with schemes already sanctioned by the Governing Council;

(iii) to sanction re-appropriation of funds from one major head to another, provided specific and convincing reasons are mentioned and that such re-appropriation does not involve any recurring liability;

(iv) to accord sanction for purchases, works- original or repairs, provided,-

(a)the work is one included in a scheme approved by the Governing Council; and

(b) funds have been provided in the University Budget;

(v) to fix the amount of permanent advance to Officers and Heads of Institutions under the university;

(vi) to sanction advances for departmental purpose, up to an amount of rupees five lakhs against specific budget provision where the concerned scheme has sanctioned by competent authority;

(vii) to accept limited tenders for urgent works and purchases up to rupees five lakhs, when they are the lowest;

(viii) to sanction extraordinary expenditure not provided for in the Budget to the extent of rupees one lakh, provided funds are available by diversion from another head;

(ix) to sanction expenditure up to rupees fifty thousand, at a time, on items of unforeseen nature including grants for which no provision has been made in the Budget subject to the condition that all such expenditure shall be reported to Governing Council at its next meeting;

(x) to write off and dispose of un-serviceable material and assets where the book value is up to rupees five lakh, in each case;

(xi) to sanction honorarium not exceeding rupees one lakh, at a time per person, to the employees for extra work done subject to availability of funds provided the expense is of non recurring nature;

(xii) to fix the remuneration and the travelling and other allowances payable to persons engaged in the university business;

(xiii) to condone breaks in the continuity of fee concessions and Scholarships;

(xiv) to engage consultants, counsels and other external experts and sanction their fee and other charges up to rupees twenty five lakh per annum;

(xv) engagement of employees on contract basis up to six months against existing vacancies up to rupees thirty thousand per month per person, limited to an expenditure of rupees one crore in a year;

(xvi) to exercise such other financial powers as may be delegated by the Governing Council from time to time.

14. *Delegation of Powers.*—The Vice-Chancellor may delegate any of his administrative powers and functions, other than the powers which are to be exercised by the Vice-Chancellor himself, under the laws of the university. The delegation of such powers shall be reported to the Governing Council at its next meeting.

The Pro -Vice Chancellor

15. *Conditions of service of the Pro-Vice-Chancellor.*—(1) The Pro-Vice-Chancellor shall, subject to the terms and conditions of his of service, hold his office for the period as specified in the Act.

(2) Where an employee of,-

(a) the University; or

(b)any other institution maintained by, or affiliated to the university,

is appointed as the Pro- 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 Pro- Vice-Chancellor.

16. *Eligibility for travelling and daily allowance.*—The pro-Vice-Chancellor shall be entitled to travelling allowance and dearness allowance at such rates as may be fixed by the Governing Council.

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

Provided that in the event of the same incumbent being re-appointed as Pro-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 predict at the end of previous term.

18. *Eligibility for accommodation.*—The Pro-Vice-Chancellor shall be eligible for furnished accommodation, subject to such rules as may be made in this behalf by the university. A car shall be placed at his disposal for use in connection with official purposes.

19. *Eligibility for medical reimbursement.*—The Pro-Vice-Chancellor shall be entitled to medical attendance, medical treatment and medical reimbursement benefits as applicable to the first grade officers of the State Government from time to time.

20. *Eligibility for surrender.*—The Pro-Vice-Chancellor shall be entitled to draw cash equivalent of leave salary in respect of earned leave at his credit.

21. *Eligibility for leave without pay*:—The Pro -Vice-Chancellor shall also be entitled , on medical grounds or otherwise, for leave without allowances 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 clause 17.

22. *Sanction of leave.*—The Pro-Vice-Chancellor shall submit leave application to the Chancellor for sanctioning.

23. *Eligibility for casual leave.*—The Pro- Vice -Chancellor may avail casual leave and such number of holidays as applicable to the employees of the university.

24. *Mode of resignation.*—The Pro-Vice-Chancellor may resign from his office after giving one months notice in writing of his intention to do so addressed to the Chancellor. The Chancellor shall be the authority to accept his resignation.

25. *Powers and functions of Pro-Vice Chancellor.*—(1) The Pro-Vice-Chancellor shall exercise such powers and perform such functions as may be determined by the Chancellor in consultation with the Vice-Chancellor, subject to the provisions contained in the laws of the university.

(2) In the event of a temporary vacancy occurring in the office of the Vice-Chancellor, or where the Vice-Chancellor is absent, the pro-Vice Chancellor shall exercise the powers and perform the duties of the Vice-Chancellor.

The Registrar

26. *Period of probation.*—(1) The Registrar shall be on probation for a period of one year commencing from the date he assumes office within a continuous period of two years:

Provided that it shall be competent for the Governing Council to extend the period of probation for a period not exceeding one year on specific 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 the extended period of probation, the Governing Council decides that the Registrar is not suitable for continuance in the post of Registrar, 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.

27. *Appointment by deputation.*—Notwithstanding anything contained in these Statutes, the Governing Council may, in the interest of the university and for reasons to be recorded in writing, appoint a person as Registrar by deputation from the State Government service or Central Government service, on such terms and conditions as it thinks fit.

28. *Emolument.*—The Registrar shall receive such emoluments as may be determined by the Governing Council.

29. *Eligibility for accommodation.*—The Registrar will be eligible for free furnished accommodation and subject to such rules as may be made in this behalf by the university. A car shall be placed at his disposal for use in connection with official purposes.

30. *Leave, Provident Fund etc. of the Registrar.*—With regard to leave, provident fund, insurance and retirement benefits other than the age of retirement and disciplinary proceedings, the Registrar shall be governed by the provisions contained in the Act and the Statues governing the conditions of the service of the non-teaching staff of the university other than Last Grade employees.

31. *Mode of Resignation.*—The Registrar may, by writing under his hand addressed to the Governing Council, resign his office after giving three months notice of his intention so to do and it shall be competent for the Governing Council to accept his resignation.

32. *Termination of Appointment.*—The Governing Council 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.

33. *Arrangement during absence.*—The Registrar shall submit leave application to the Vice-Chancellor for sanction . If the period of absence is ninety days or below the Vice Chancellor shall make alternate arrangements for the performance of the duties of the Registrar. If the absence is more than ninety days, the matter shall be reported to the Governing Council and the Governing Council shall make alternate arrangements for the performance of the duties of the Registrar.

34. *Ex-officio Secretary.*—The Registrar shall act as the Secretary to the Senate, the Governing Council, the Academic Council, the Faculties, the Boards of Studies and such other committees as directed by the Vice-Chancellor.

Powers of the Registrar

35. (1) *Supervisory powers.*—Subject to the general direction and control of the Vice Chancellor, the Registrar shall,-

(i) be in charge of the administration of the University Office and shall have power to fix and define the functions and duties of the officers and employees of the University other than those working under the direct supervision of the Controller of Examinations and the Finance Officer.

(ii) take prompt steps for the efficient working of the University office, and frame and implement such procedures and guidelines necessary for the work.

(2) *Other powers.*—The Registrar shall have the power,-

(i) to sanction leave of all kinds except extra ordinary leave without allowances, special disability leave and study leave to all employees of the university office reporting to him;

(ii) to sanction increments to all employees of the university;

(iii) to sanction transfer of posts within the university office and between departments up to the level of Section Officer as per necessity, and higher posts with the approval of the Vice-Chancellor;

(iv) to appoint persons selected for posts in the university up to and inclusive of Section Officer against posts approved by Government;

(v) to takes disciplinary action and award punishments, except termination of service, against employees of the university up to and inclusive of Section Officers and award minor punishment in the case of higher Officers reporting to him according to rules;

(vi) to sanction refundable advance from Provident Fund to all employees of the University;

(vii) to sanction the use of office vehicles for official purpose;

(viii) to sanction legal charges like court fee and other charges;

(ix) to accord sanction for purchases, works- original or repairs up to rupees five lakh in each case subject to a limit of rupees fifty lakh in a year provided,-

(a) the work is one included in a scheme approved by the Governing Council; and

(b) funds have been provided in the University Budget;

(x) to sanction advance to permanent staff for official purpose, up to an amount of rupees fifty thousand against specific budget provision after scrutiny of estimate by finance wing;

(xi) to sanction loans and advances to employees of the university , covered by rules framed by university and the Governments;

(xii) to sanction of Travelling Allowance, Inspection fees, Examiner's fees/honorarium as per approved rates;

(xiii) to sanction expenditure on special contingencies not provided for in the Budget not exceeding rupees five thousand provided that it has been administratively approved by a competent authority;

(xiv) to sanction investment of funds in Fixed Deposits or in Government securities up to rupees one crore;

(xv) to sanction refund of deposits of earnest money, security etc. not exceeding rupees one lakh on the basis of the recommendation of Heads of Departments;

(xvi) to sanction payment of salaries to staff, contract employees, staff on deputation and pension contribution on account of deputation of staff and officers as per rules;

(xvii) such other powers as may be delegated to him by the Vice-Chancellor and the Governing Council.

36. *Duties of the Registrar.*—(1) It shall be the duty of the Registrar,-

(a) to be the custodian of all the records, the common seal and other properties committed to his charge by the Governing Council;

(b) to conduct the official correspondence of the university and be responsible for the proper maintenance of all the records of the University;

(c) to issue all notices convening meetings of the Senate, the Governing Council, the Academic Council, the Faculties, the Boards of Studies and any Committee appointed by these authorities;

(d) to prepare and maintain a record of the proceedings of the meetings of the Senate, the Governing Council, the Academic Council, the Faculties, the Boards of Studies and any committee appointed by these authorities;

(e) to make arrangements for the conduct of elections to the various authorities or bodies of the university under the direction of the Vice-Chancellor;

(f) 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 Statues, Ordinances and Regulations made,from time to time;

(g) to manage, under the directions of the Governing Council, the property and investments of the university and the University Fund;

(h) to sign contracts and other agreements on behalf of the university under the directions of the Governing Council; and

(i) to perform such other functions as may, from time to time be assigned by the Vice-Chancellor and the Governing Council.

(2) The Registrar, 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 official duties.

37. *Access to University Records*:—The Registrar shall, on application previously made for the purpose of fixing a convenient time, arrange that any member of a Faculty or the Senate, shall have access to the proceedings of the Faculty or of the Senate and to any records other than confidential and privileged documents connected with such proceedings. The members of the Governing Council shall have access to all the documents of the university office except those connected with the question papers and answer scripts:

Provided that, it shall be competent for the Vice-Chancellor to withhold the availability of any documents to any member of the Governing Council, for good and sufficient reasons.

38. *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.

Controller of Examinations

39. *Mode of appointment of the Controller of Examinations* .- (1) The Controller of Examinations shall be appointed by the Vice-Chancellor on the recommendation of a Selection Committee constituted for the purpose consisting of the Vice-Chancellor as Chairman and two other members nominated by the Governing Council.

(2) The controller of Examinations shall be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years.

(3) Notwithstanding anything contained in these statutes, the Selection Committee may, in the interest of the university and for reasons to be recorded in writing, appoint a person as Controller of Examinations by deputation from the State Government or Central Government Service, on such conditions as it thinks fit.

(4) No person shall be eligible to be appointed as Controller of Examinations unless he possess the following qualifications, namely :-

(i) Masters Degree in any of the Health Sciences Discipline;

(ii) Ten years experience in teaching out of which five years experience in administration in any University, college or similar institution under Education Department.

40. *Period of Probation* . - At the end of the prescribed period of probation, if the appointing authority decides that the probationer is not suitable for continuing in the post, he may be discharged from service after giving a notice of one month.

41. *Emoluments* . - The Controller of Examinations shall receive such emoluments as may be determined by the Governing Council.

42. *Leave, Provident Fund etc. of the Controller of Examinations*.- The Controller of Examinations shall be governed by as regards disciplinary proceedings, leave, Provident Fund, Insurance, Pension and retirement benefits by the provisions of the Act and the Statues governing the conditions of service of the non-teaching staff of the university other than Last Grade employees.

43. *Resignation* .- The Controller of Examinations may, by writing under his hand, resign his office after giving three months notice of his intention to do so. The Governing Council shall be the authority to accept his resignation.

44. *Termination of Appointment* .- The Governing Council shall be competent to terminate the appointment of the Controller of Examinations, if it is established that he has committed grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated except after an inquiry in which he has been *informed* of the charges against him and given a reasonable opportunity of being heard in respect of the charges leveled against him.

45. *Powers and duties of the Controller of Examination.*— Subject to the provisions of the Act the Controller of Examinations,-

(a) 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 all other matters incidental thereto and connected with university examinations;

(b) 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) shall keep the minutes of the Board of Examiners and all committees appointed by the said Boards;

(d) shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by it and conduct the official correspondence thereof;

(e) shall have the power to countersign the traveling allowance, bills and remuneration bills of Examiners and paper setters and all other bills relating to examinations;

(f) shall have the power to sanction hiring of buildings, furniture and any other equipments required to conduct examinations; and

(g) shall perform such other duties and functions as may be conferred upon him by the Senate, the Governing Council or the Academic Council, from time to time.

46. *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 Board of Examinations.

47. *Direction and Control* - The Controller of Examinations, shall in the execution of his powers and functions 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 he shall be,-

(a) provided with free furnished accommodation; and

(b) subject to such orders as may be issued this behalf by the university a car shall be placed at his disposal for use in connection with official purposes.

Finance Officer

48. *Mode of appointment of the Finance Officer.*- (1) The Finance Officer shall be appointed by the Vice-Chancellor on the recommendation of a selection committee consisting of the Vice-Chancellor as its Chairman, two members of the Governing Council, nominated by it and one expert to be nominated by the Vice-Chancellor.

(2) No person shall be eligible to be appointed as Finance Officer unless he possess the following qualifications, namely:-

(i) First or Second class Degree of University established under any law passed by the Parliament or the State Legislature;

(ii) Associate Member/Fellow of the Institute of Chartered Accountants in India; and

(iii) Not less than ten years experience in Finance, Accounts and Audit in an executive capacity in a University, autonomous body, Public undertaking or under the Government.

49. *Period of probation* .—(1) The Finance Officer shall be on probation for a period of one year commencing from the date he assume the office within a continuous period of two years:

Provided that the Governing Council may extend the period of probation by a period not exceeding one year for 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 to the post to which he has been appointed.

(3) Where the appointing authority decides that the incumbent is suitable for full membership, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed his probation and after the issue of such an order, he shall be confirmed by a written order.

(4) Where the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, by order discharge him from service after giving him a reasonable opportunity of being heard.

50. *Emoluments*.- Finance Officer shall receive such emoluments as may be fixed by the Governing Council.

51. *Leave, Provident Fund etc. of the Finance officer*.- The Finance Officer shall, with regards to disciplinary proceedings, leave, Provident Fund, Insurance, Pension and retirement benefits be governed by the laws of the university as applicable to the non-teaching staff of the university other than Last Grade employees.

52. *Deputation of the Finance Officer*:- (a) In case a suitable Officer is not available for appointment as Finance Officer, the Vice-Chancellor shall request the Government of Kerala or the Government of India to lend the services of an Officer who has the required qualification and experience in matters relating to accounts and financial administration, on deputation

(b) If a Government servant is appointed as Finance Officer, he shall be treated as on deputation and be paid in the scale of pay with allowances and other service benefits as may be fixed according to the terms and conditions of deputation.

53.*Duties of the Finance Officer*.-(1) Subject to the general supervision and control of the Vice –Chancellor, the Finance Officer shall,-

(i) be in charge of the Finance, Accounts and Audit Branch of the university;

(ii) be the Principal adviser of the university on all matters connected with Finance and Audit of the university. The advice tendered by him shall generally be followed in the University office unless they are inconsistent with the

provisions of the Act. Any exception to this shall be recorded by the authorities concerned and thereafter be reported to the Finance Committee;

(iii) ensure that the limits fixed by the Governing Council 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;

(iv) be responsible for the preparation of annual accounts and the Budget of the University and for their presentation to the Governing Council;

(v) keep a constant watch on the progress of expenditure against the budget and on the state of investments ;

(vi) watch the progress of the collection of revenue and advise on the methods of collection employed;

(vii) ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock verifications of equipment and other consumable materials in all Departments of the university, University Centers, specialized laboratories, colleges and institutions maintained by the university are conducted.

(viii) report to the Vice-Chancellor that explanation be called for regarding unauthorized expenditure or other financial irregularities in any particular case and suggest disciplinary action against the persons responsible;

(ix) call for from any Centre, Laboratory, College or Institution maintained by the university any information or returns that may be considered necessary for the discharge of his official duties;

(x) make all arrangements for the transaction of business of the meetings of the Finance committee;

(xi) enter into correspondence with the University Grants Commission, the Government of India, the State Government and other institutions and bodies on matters connected with the Finance, Accounts and Audit of the university;

(xii) scrutinise every item of new expenditure not provided for in the budget estimates of the university;

(xiii) make recommendations, whenever necessary, to the Governing Council on all matters relating to the Finance, Accounts and Audit of the university;

(xiv) suggest any new account or audit form or register considered necessary or to suggest alteration 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 Governing Council.

(xv) realize and receive or other monies due to the University from Central and State Governments, University Grants Commission and other bodies, institutions or individuals.

(xvi) fix the duties and responsibilities of the Officers working under him, and to exercise control over those officers and to assess their work and performance.

(xvii) grant increment to non-teaching staff working under a Head of the Department.

(2) The Finance Officer shall be the custodian and disbursing officer of the 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.

(3)The Finance Officer shall make all authorized payment out of the University Fund.

(4)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.

(5)The receipt of the Finance Officer or the person or persons duly authorized in this behalf by the Governing Council for any money payable to the University shall be sufficient discharge for payment of such money.

54. *General powers* .- The Finance officer shall,-

(a) exercise general supervision over the Funds of the university and shall advise the university as regards the financial policy;

(b) perform such other financial functions as may be assigned to him by the Finance Committee, the Governing Council and the Vice-Chancellor.

Deputy Registrars and Assistant Registrars

55. *Appointment of Deputy Registrars*.--(1) Vice-Chancellor shall be the appointing authority of Deputy Registrar

(2) The Deputy Registrar shall be appointed by a written order and his order of appointment shall be lodged with Registrar.

56. *Period of probation*:- (1) Every person appointed as 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 for the Vice-Chancellor to extend the period of probation by a period not exceeding one year or 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 decided 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.

57. *Duties of the Deputy Registrar*:- (1)The Deputy Registrars shall devote their whole time in the performance of their duties and discharges such work as may from time to time, be allotted by the Vice Chancellor and shall also render such work and assistance as required by the Registrar from time to time in the performance of their official duties.

(2) Save as otherwise provided, the Deputy Registrar shall in the execution of his duties be subject to the control of the Registrar

58. *Mode of appointment of Assistant Registrar*:- The Assistant Registrar shall be appointed by the Vice-Chancellor.

59. *Period of Probation*:- (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 or of appointed by promotion , the probation shall be six months:

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

(4) Deputy Registrar shall be appointed by a written order and his order of appointment shall be lodged with Registrar.

60. *Duties of the Assistant Registrar*:—(1) The Assistant Registrar shall devote his whole time in the performance of his duties and discharge such work as may from time to time, be allotted by the Vice-Chancellor and shall also render such work and assistance as 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 execution of his duties by subject to the control of the Registrar

(3) To perform such other functions and duties as may be assigned to him by the Vice Chancellor/Governing Council/Registrar.

61. *Conditions of service of the Deputy Registrars and Assistant Registrars*.—The Deputy Registrars/Assistant Registrars shall as regards disciplinary proceedings, leave, provident fund, insurance, pension and retirement benefits be governed by the provisions of the Act, Statutes,Ordinances and regulations governing the conditions of service of the non-teaching staff of the University.

62. *Appointment of other staff* – The University shall have such other officers and staff as may be decided by the Governing Council from time to time with the previous approval of the Government.

CHAPTER III

TEACHERS OF THE UNIVERSITY

63. *Institution of posts*. –With the prior approval of the Government, the Governing Council shall be competent to institute Professorship, Additional Professorship, Associate Professorship, Readership, Assistant Professorship, Lectureship and such other teaching or research posts required by the University on the motion of the Governing Council or on the proposal of the Academic Council.

64. *Abolition or suspension of posts*. – Based on the report of the Academic Council, the Governing Council may suspend or abolish any teaching or research post, 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.

65. *Appointment of teachers*.– Except in the case of short-term contract appointments, teachers of the university shall be appointed by the Governing Council after advertisement inviting applications by issuing notifications in the University Web Site. In making appointments by direct recruitment to posts in any class or category in each department under the University, the University shall observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15,16 and 17 of the Kerala State and Subordinate Service Rules 1958, as amended

from time to time. It shall however be competent for the Governing Council to appoint in exceptional cases a Dean without advertisement.

66. *Selection Committee for appointment of teachers.*–(1) When posts are to be filled up after inviting applications by advertisement, the applications received shall first be screened by a Screening Committee . After screening the applications shall be referred to a Selection Committee for consideration with a brief note on each application. The Selection Committee shall consist of the following persons, namely:-

(i) The Vice Chancellor who shall be ex-officio chairman of the Selection Committee; and

(ii) (a) for the posts of Professor and similar status, the Head of the Department in the rank of Professor, if any, in the subject concerned, and if the selection is made to an additional post of Professor. Where there is no University Professor in the subject, one more additional expert shall be nominated by the Vice Chancellor. Two external experts chosen by the Governing Council and the Dean of the Faculty concerned as member;

(b) for the posts of Associate Professor / Reader, Assistant Professor / Lecturer etc; the Head of the Department in the subject concerned, provided the post for which selection is made not of a higher rank than the post held by the Head of the Department as member;

(iii) one Governing Council member to be nominated by the Chancellor as member;

(iv) two external experts chosen by the Governing Council as members;

(2) No member of the committee who is an applicant for the post or is related to or interested in any of the applicants for the post shall take part in the deliberations of the Committee.

(3) The Registrar shall be the Secretary of the Committee.

(4) The recommendations of the committee for selection shall be placed before the Governing Council which shall make the appointment:

Provided that when the Governing Council proposes to make the appointment otherwise than in accordance with the above provisions or against the recommendation of the Selection Committee, the Governing Council shall record its reasons and submits its proposal for the sanction of the Chancellor.

67. *Qualifications.*– No person shall be eligible for appointment as teacher of the University, unless he possesses such qualifications as may be prescribed by the Regulations.

68. *Age limit for direct appointments.* - The upper age limit for appointment by direct recruitment of University teachers shall be as follows:

(i) Professors and teaching posts of similar status- 50 years

(ii) Readers and teaching post of similar status – 48 years

(iii) Teaching posts below the rank of Reader – 40 years

Notes.-(1) the usual relaxation in the upper age limit shall be allowed in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

(2) Age of the applicants shall be ascertained as on the 1st day of January of the year in which applications for appointment to such posts are invited.

69. *Mode of appointment.*—(1) Every teacher of the university shall be appointed by a written order.

(2) A copy of the written order shall be lodged with the Registrar and the other delivered to the teacher concerned and his acknowledgement obtained.

70. *Probation and confirmation.*—(1) Every teacher of the University shall in the first instance be appointed on probation. He shall, from the date on which he joins duty 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 Governing Council to extend the period of probation for a period not exceeding one year for sufficient reasons.

(2) On satisfactory completion of probation the teacher shall be confirmed by a written order.

71. *Age of retirement.*—The age of retirement of teachers of the University shall be sixty years.

72. *Pension, Insurance and Provident Fund.*—The teachers of the University shall be eligible for pension, insurance, provident fund and such other benefits.

73. *Starting pay.*—The Governing Council may fix the starting pay of a teacher on appointment at any stage in the scale of pay applicable to the post.

74. *Visiting Professors/Honorary Professors* .–The Vice Chancellor shall has the power to appoint competent persons as visiting Professors in their respective subjects on payment of such honorarium as may be fixed by the Governing Council.

75. *Presence during working days etc.* :—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.

76. *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 for such leave. If the casual leave taken by a Head of department involves or is expected to involve absence from head quarters, 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.

(77) Leave other than casual leave to the teachers may be sanctioned by the Registrar.

(78) No leave shall be sanctioned without ascertaining the eligibility of the applicant from the leave account maintained for the purpose.

(79) In cases where the University has granted leave without allowances to its academic staff for enabling them to accept foreign assignments of visiting professorships and the like, such leave without allowances shall count for increments in the timescale applicable to a post in which those persons were officiating at the time they proceeded on leave and would have continued to officiate but for their 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 if 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.

80. *Permission to leave station.*—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 to do so. They shall also give their leave or vacation address. The Heads of Departments shall also give prior intimation to the Registrar before they leave their place of duty and also furnish their leave or vacation address to him. The Registrar shall make arrangements for the discharge of their duties, during their absence.

81. *Disciplinary proceedings.*–The provisions relating to disciplinary procedure contained in the contained in Part III of Chapter IV 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 Governing Council.

82. *Disciplinary control of the Governing Council.*—All teachers of the University shall be subject to the disciplinary control of the Governing Council.

83. *Applicability of certain rules to university teachers.*– Subject to the provisions of the Act and the statutes issued there under the Kerala service rules, the Kerala State and Subordinate Service Rules and the Kerala government servant's conduct rules for the time being in force as amended from time to time shall *mutatis mutandis* apply to the teachers of the university, with such modifications as the context may require and the expression "Government" in those rules shall be construed as a reference to the 'University".

84. *Appointment of part-time teachers:*—(1) It shall be competent for the Vice Chancellor to appoint part-time teachers, in the exigencies of service. They shall perform such duties as may be assigned to them.

(2) Part-time teachers shall be appointed for such periods, and paid such

salaries as may be fixed in each case regard being had to the grade of the teacher and the amount of time he is to devote to the work of University.

(3) Part time teachers shall be entitled to the holidays as may be fixed by the Governing Council.

85. *Certain lapses of University teachers to be punishable.*—The following lapses on the part of teachers of the University shall constitute improper conduct 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 over-marking/ under-marking or attempting at victimization on any ground, what so ever;

(iii) inciting students against other students, colleagues or against the University or the State Government or the Central Government:

Provided that a teacher may express his differences 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 taken by appropriate administrative and academic bodies and/or functionaries of the University, subject to the condition that they are not against the provisions of any law for the time being in force. 86. *Duties of a University Professor.* – It shall be the duty of a University Professor,-

(i) to deliver lectures, conduct classes, engage in research and do such other academic work related to his subject,

(ii) to direct and supervise the work of research students in branches of knowledge relating to his subject, working under him; and

(iii)to advise the Governing Council, the Academic Council and the Faculties with respect to any course of study or examination or on any other matter relating to his subject, if so required.

87. *Head of Department.*—The Professor in charge of a Department shall be the Head of the Department. The Head of the Department shall be nominated on rotation basis for two years starting with the senior most teacher of the Department. The Governing Council shall nominate the senior most Professors as the Head of the Department for a period of two years and at the end of the two year the next senior most Professor shall be nominated. It shall however be open to the senior most Professors who have been nominated as such to make a request that he shall be relieved of such a responsibility for academic reasons. In such a case, the next senior most Professors shall be the Head of the Department. The other members of the teaching staff in the Department 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, the Additional Professor/ Associate Professor /Reader /Lecturer or senior Lecturer shall be the Head of the Department.

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

(1). *Administrative Powers:*

(i) to sanction tours within the state, of all employees of the department for authorized official purposes;

(ii) to grant leave of all kinds according to the service rules (except leave for higher studies and special disability leave) to all officers of non- teaching staff serving in the department;

(iii) to take disciplinary action against subordinate non teaching staff under their control as specified in Chapter 1V;

(iv) to engage workmen for carrying out menial work connected with the office, on a casual basis.

(2). Financial powers:

(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.10,000 in each case and the disposal of such stores and articles as per the laws of the University;

(iii) to sanction temporary withdrawals from the provident fund deposits of subordinates of the department, subject to the provident fund, laws, the availability of funds being ascertained from the University office.

(iv) to sanction investigation of arrear claims unless time barred as per the provisions of the Kerala Financial code volume I.

(v) to sanction expenditure on non recurring supplies of special contingency expenditure up to Rs. 2500 at a time.

(3). *Contingencies:*

(i) *Ordinary contingencies*:– to accord sanction for all recurring supplies and 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 Governing Council.

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

(ii) Special contingencies.- to sanction expenditure on non-recurring supplies or special contingent expenditure upto Rs.5,000 at a time.

Note.- Special contingencies comprise such items as exhibits for a museum, special or ordinary apparatus and equipments, materials for a science department. Articles like refrigerators, electric fans, iron safes, etc., shall, however be purchased under sanction from other higher authorities as required by the rules with reference to the monetary limits.

(iii) to sanction contingent expenditure for purchase not exceeding Rs.1,000 in each case without calling for quotations.

89. *Constitution of a Departmental Council.*—(1) Each Department in the University shall constitute a Departmental Council which shall consist of all the teachers of that Department including the Research Assistant.

(2) Each Departmental Council shall meet once in every month. However, it may meet at any other time as decided by the Chairman or on requisition by

2/3 of the members of the Department to consider matters of urgent academic importance or on matters affecting the working of the Departments.

(3) Teachers shall attend the meeting of the Departmental Council as a matter of duty;

(4) The Chairman shall circulate the minutes of the council meeting for confirmation among members within seven days of the meeting.

(5) Where there is difference of opinion among the members on the contend of the minutes, it shall be resolved based on the majority view.

(6) The finalized minutes signed by the Chairman shall be forwarded to the Registrar for approval of the Vice Chancellor immediately after confirmation.

(90) *The powers of the Council*.- the Council shall have the following powers, namely:-

(i) budget formulation;

(ii) recommendations regarding institution of new teaching posts and their specialization;

(iii) all matters relating to research schemes of the Department;

(iv) facilities insisted for registration of research students in the Department;

(v) allocation of teaching work and such other matters as may come within the purview of the Departmental Council; and

(vi) delegation of powers among the teachers of the Department:

Provided that the decision taken at each meeting of the Departmental Council shall be placed before the Vice-Chancellor for his

approval and it shall be the duty of the Head of the Department to see that any such decision which has been approved is implemented without delay.

CHAPTER IV

TERMS AND CONDITIONS OF SERVICE OF THE NON TEACHING STAFF OF THE UNIVERSITY

Part I

91. *Applicability of chapter.*—Subject to the provisions of the Act, this chapter shall apply to all employees of the University, other than teachers.

92. *Applicability of the Kerala Service Rules etc., to the non-teaching staff.*—(1) Subject to provisions of the Act, and the Statutes, Ordinances and Regulations, the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959, the Kerala Government Servants Conduct Rules, 1960 as amended from time to time, in so far as may be applicable except to the extent expressly provided for in the Statutes, Ordinances and Regulations shall apply in the matter of all the service conditions of the University employees:

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

(2) Notwithstanding anything contained in these Statutes, the Governing Council may, for special reasons, provide different service conditions and rules for any person or group of person in the service of the University.

93. *Travelling allowance.*– The University employees shall, as regards traveling allowance, be governed by the provisions contained in Kerala Service Rules, as amended from time to time.

Part II

94. *Constitution of the University Service.-*. There shall be a service called the Kerala University of Health Sciences Service which shall consist of the following classes of posts, namely:-

Class I – Posts on scales of pay with a minimum Rs.29180/- and above.

Class II – Posts on scales of pay with a minimum of Rs.18740

Class III – Posts on scales of pay with a minimum of Rs.9940 and above

Class IV – Posts on scales of pay with a minimum of Rs. 8500 and above

95. *Scale of Pay, qualification and method of recruitment.*– The scales of pay of the various posts in the University shall be such as may be prescribed by Ordinances.

96. *Recruitment to posts.*—(1) The recruitment to posts of non-teaching staff shall be made through Kerala Public Services Commission.

(2) The appointing authority of all the posts except Class IV will be the Vice Chancellor.

(3) The appointing authority of other posts will be the Registrar.

97. *Probation and confirmation of non-teaching staff* .–(1) Every person appointed to class, I, II and III post shall, from the date on which he joins duty be on probation for a period of one year within a continuous period of two years:

Provided that where there are more than one grade to the same category and duties and responsibilities attached to the various grades are one and the same and appointment to the higher grades are made by promotion from the lower grades, then probation shall be insisted only in the lowest grade in such category.

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

(2) If, on expiry of the prescribed period or extended period of probation, the Registrar decides that a person appointed to any class or category 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 appointment as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(3) On satisfactory completion of probation every person shall be declared to have satisfactorily completed his probation by a written order of the competent authority. Thereafter, he shall become eligible for confirmation.

98. *Passing of examination or test.*– The University employees shall be required to pass such department tests or examinations within such period as may be specified by the Governing Council within the period of probation.

99. *Temporary appointments* .– (1) When it is necessary in the interest of University owing to an emergency which has arisen to fill immediately a vacancy in a post borne in the cadre of the service and there would be undue delay in making such appointment in accordance with these statutes, the appointing authority may appoint a person, otherwise than in accordance with these statutes, temporarily, until a person is appointed in accordance with these statutes.

Provided that a person appointed under this clause shall not be allowed to continue in such post for a period exceeding three months.

(2) No appointment under clause (i) shall ordinarily be made of a person who does not possess the requisite qualifications, if any, prescribed for the post. Every person who does not possess such qualifications and who has been or is

appointed under clause (1) shall be replaced as soon as possible by a person possessing such qualifications.

(3) Where it is necessary to fill a short vacancy in a post borne on the cadre of service and appointment of the person who is entitled to such appointment under these statutes would involve exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the prescribed qualifications, if any.

(4) A person appointed under clause (1) shall, whether or not he possess the qualifications prescribed for the post to which he is appointed be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under these statutes:

Provided that persons appointed under clause (1) or (2) shall be replaced in the order of seniority based on length of temporary service in the unit.

(5) A person appointed under clause (1) or (3) to a post borne on the cadre of the service shall not be regarded as a probationer or be entitled by reason only of such appointment to preferential claim to future appointment.

(6)Subject to the provisions of the relevant service rules and as regards pay, there shall be laid to the person appointed under clause (1) or (3) to hold temporarily a post borne on the cadre of the services either his substantive pay or the pay of the lowest grade or the minimum pay in the time scale of pay, as the case may be, applicable to the service, whichever is higher.

100. *Temporary promotion.* – (1) 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 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.

(2)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) of clause (a) shall be replaced as soon as possible by the member of the 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.

(3) Where it is necessary to fill a short vacancy in a post borne in the cadre of a higher category in any class of 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.

(4) A person temporarily promoted under clause (1) shall, whether or not he possesses the qualification prescribed for the post to which he is promoted, be replaced as soon as possible by the member of the service who is entitled to promotion under these Statutes.

(5) A person promoted under clause (1) or (2) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to 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 Governing Council.

(6) Subject to the provisions of the relevant service rules as regards pay, those person promoted under clause (1) or (2) shall be paid 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.

101. *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 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 and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

102. *Posting and transfers.* – All university employees shall be bound to serve throughout the State of Kerala.

103. *Confidential reports.* – (1) University employees except Senior Executives and Heads of department- Every University employee is class I and II service shall report on the 15th day of January each year, in Form A on the work and conduct of the employees who have worked 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.

The confidential report shall be shown to the officer concerned and his acknowledgement recorded in the report itself. The officer concerned shall

have a right to make representation against the adverse remarks, if any within a period of thirty days.

(2). In respect of officers in whose case the confidential reports are to be maintained, the following procedure shall be followed namely:-

(i) as soon as the report is written by the reporting officer and reviewed by the reviewing officer, it shall be shown to the officer concerned and his acknowledgment obtained on it, so that he could have a complete picture of the impression he has created on the reporting officer.

(ii) if any representation is received from the officer regarding the report it shall be filled 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 has seen it.

(3). No confidential report shall be maintained in respect of the following categories of staff:

1. Library Assistant
2. Confidential Assistant
3. Typist
4. Sergeant
5. All Class IV Employees

(4) The provisions in clause (1) shall apply *mutatis mutandis*, except that the Registrar/Controller of examinations /Finance Officer shall write the confidential report in Form A in respect of those who are working under them and keep them in their personal custody after perusal by the Vice Chancellor.

(5) The vice chancellor shall write the confidential reports of the professors, the Registrar, the controller of examinations, the finance officer, Deans other than Faculty Deans in Form A and keep them in his custody.

104. *Relinquishment of rights by members.* – Any person may, in writing, 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.

105. *Members absent from duty.*- The absence of a member of the University service from duty, whether on leave, 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 to 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

106. *Definitions.* – 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 for 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.

107. *Suspension.*- (1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Governing Council in that behalf may, at any time, place a university employee under suspension-

(a) Where a disciplinary proceedings against him is contemplated or is pending; or

(b) where a case against him in respect of any criminal offence 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.

(d) Where final orders are pending in the disciplinary proceedings, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interests of the University that the University employee should be suspended from 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 to such conviction.

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

(3) (a) An order of suspension made or deemed to have been made under this statue 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 proceeding or otherwise) and any other disciplinary proceeding 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 University employee shall continue to be under suspension until the termination of all or any of such proceedings.

108. *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.

109. *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 of with any direction, the order of his suspension shall be deemed to have 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.

110. 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.

111. *Modifications 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 made the order or by any authority to which that authority is subordinate.

112. *Subsistence allowance.*- (1) Whenever a University employee is place 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 written 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 percent 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 attribute to the member of service.

(ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent 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 member of the service.

(2) No member of the service shall be entitled to receive payment under clause (1) unless he furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

113. *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)

(i) with holding of increments or promotion

(iv) (a) recovery from 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 of orders,

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

Explanation.- In case of stoppage of increments with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to with-held may be recovered.

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.

*Note*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 a disqualification for future employment.

Explanation.- The following shall not amount to a penalty within the meaning of this statute.-

(i) with-holding 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 or orders governing the services or post or the terms of his appointment.

(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 service, category, class, grade or post of University employee officiating in a higher service, category, class, grade, or post on the ground that he is considered, after trial, to be unsuitable for such higher service, category, class, grade or post or on administrative grounds unconnected with his conduct.

(v) Reversion to his previous service, category, class, grade or post of a University employee appointed on probation to another service, category, class, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or 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 Government or the authority which had lent his services.

(vii) Compulsory retirement of a University employee in accordance with the provisions 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 or the laws of the university.

114. *Fine.* – The penalty of fine as such shall not be imposed only of University employees holding Class IV posts.

115. *Disciplinary Authority.* –

(a) The penalties specified in items (i),(ii),(iii) and (iv) of statute 113 may be imposed on a University employee by the Registrar or the Head of the Department.

(b) The penalties specified in items (i) to (viii) of statute 113 may be imposed on any of the members of the establishment of the University officer, who is below the rank of Senior Executives, by the Registrar.

(c) The penalties specified in items (v) to (viii) of statute 113 may be imposed on a member of the establishment of the University below the rank of a Deputy Registrar by the Vice Chancellor.

(d) The penalties specified in items (i) to (viii) of statute 113 may be imposed on a University employee of and above the rank of Deputy Registrar by the Governing Council.

116. *Powers of Higher Authorities.* – The powers which any authority may exercise under statute 115 shall be exercisable by the higher authorities also.

117. *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 those statutes in respect to the same case.

118. *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 a lower authority in respect of the same case.

Procedure for imposing major penalties

119. Inquiry. – Without prejudice to the provisions of Kerala Public servants (Inquiry) Act, 1963, no order imposing a University employee any of the penalties specified in items (v) to (viii) of statute 113 shall be passed except after an inquiry held as far as may be, in the manner herein after provided, in statutes 120 to133.

120. *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 Governing Council in this behalf is satisfied that there is *prima facie* case for taking action against 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 on of any other circumstances which it is proposed to taken 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 extracts 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 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 Governing Council

(ii) an officer authorized by the Governing Council

(iii) an officer authorized by the appointing authority.

121. *Amendment of charges.* – The authority or officer conducting the inquiry (hereinafter referred to as the Inquiry 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.

122. *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 Inquiry

Authority, such records are not relevant for the purpose or it is against the interest of the university to allow him access thereto.

123. *Inquiry into charges not admitted.* – On receipt of the further written statement of defense under statute 120 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.

124. *Presentation of case* .– The disciplinary authority, if it is not the Inquiry Authority, may nominate any person to present the case in support of the charges before the Inquiry 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 Inquiry Authority, having regard to the circumstances of the case, so permits.

125. *Adducing of evidence.* – The Inquiry 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 the defense. The person presenting the case in support of the charges shall be entitled to cross-examine the University employee and the witnesses examined in his defense. If the Inquiry 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 Inquiry Authority proposed to rely on the oral evidence of 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 an shall not form part of the records of the inquiry except where the University employee agree in writing to treat it as such.

126. *Witnesses*. – The University employee may present to the Inquiry Authority a list of witnesses whom he desires to examine in his defense. Where the witness to be examined is a University employee, the Inquiry 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 Inquiry Authority will be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.

127. *Report of Inquiry*.- At the conclusion of inquiry, the Inquiry Authority shall prepare a report of the inquiry recording the findings on each of the charges together with reasons therefore. 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 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 him.

128. *Record of Inquiry*.- The records of the inquiry shall include

(i) The charges framed against the university employee and the statement of allegations furnished to him;

(ii) his written statement of defense, if any;

(iii) a 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, if any, made by the disciplinary authority and the Inquiry Authority in regard to the inquiry; and

(vi) a report setting out the findings on each charge and reasons therefore.

129. *Findings of disciplinary authority.*- The disciplinary authority shall, where it is not the Inquiry Authority consider the records of the inquiry and where it is considered necessary to depart from the findings of the Inquiry Authority, record its findings on each charge with reasons thereof.

130. *Imposition of major penalty.*- (1) If the disciplinary authority, having regard to the findings on the charges, is of the opinion that any of the penalties specified in terms (v) to (viii) of statute 113 shall be imposed, it shall,-

(a) furnish to the university employee a copy of the report of the Inquiry Authority and where the disciplinary authority is not the Inquiry Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiry Authority; and

(b) give 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 generally exceed one month, such representation as he may wish to make against the proposed action.

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

131. *Imposition of minor penalty*.- If the disciplinary authority having regard to its finding is of the opinion that any of the penalties specified in items (i) and (iv) of statute 113 shall be imposed, he shall pass appropriate orders in the case.

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

133. *Inquiry to be expeditious*.- The enquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly one against an officer under suspension.

Procedure for imposing minor penalties

134. *Inquiry*.- No order imposing any of the penalties specified in items (i) to (iv) of statute 113 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 opportunity to make any representation he may wish to make;

(b) such representation, if any, is taken into consideration by the disciplinary authority.

135. *Record of proceedings in respect of minor penalties*.- The record of proceedings under statute 134 shall includes,-

(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 him;

(iii) his representation if any;

(iv) the orders of the case together with the reasons therefore.

136. *Joint inquiry in respect of two or more employees.*- Where one or more university employees are concerned in any case, the authority competent to impost 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 Inquiry Authority for the purpose of such common proceedings.

137. *Special procedure in certain cases.*- Notwithstanding anything contained in statutes 120 to 133 and 134 to 136;

(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 particulate to follow the procedure prescribed in the said statutes; or

(iii) where the Governing Council, 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 such orders thereon as it deems fit.

138. *Order not appealable.*- There shall be no appeal against an order passed under the provisions of the statutes, except as expressly provided in Act or in these statutes.

139. *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.

140. *Appeal against penalties*. –

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

(b) An appeal from the order imposing a penalty by the Vice Chancellor or the Governing Council shall lie to the Chancellor.

141. *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;

to any authority which made such laws.

(2) An appeal against an order,-

(a) stopping a university employee at the efficiency bar in time scale on the ground of his unfitness to cross the bar;

(b) reverting to a lower service, grade 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 whom the authority imposing the penalty is immediately subordinate.

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

142. *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.

143. *Form and contents of appeal.* – Every person submitting an appeal shall to do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

144. *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:

Provided further that a copy of the appeal may be submitted direct to the appellate authority.

145. *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 provisions of statutes 141and 142;or

(iii)it is not submitted within the period specified in statute 142;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 these statutes:

Provided that an appeal withheld on the only ground that it does not comply with the provisions of statutes 141 and 142 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

146. *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 with holding the appeal shall forward a copy of the order communicated to the university employee to the appellate authority.

147. *Transmission of appeals.* – The authority which made the order appealed against shall, without any avoidable, transmit to the appellate authority every appeal which is not withheld under statute 145 with his comments thereon and the relevant records.

148. *Appellate Authority's power to call for appeals withheld.* – The authority to which the appeal lies may direct transmission to him of an appeal withheld under statute 145 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant record.

149. *No appeal from an order withholding an appeal.*- No appeal shall lie against the withholding of an appeal by a competent authority.

150. *Appeal against 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 statutes and having regard to the circumstances of the case, the order suspension is justified or not and confirm or revoke the order accordingly.

151. *Appeal against penalties*.- (1)In the case of an appeal against an order imposing any of the penalties specified in statute 113, 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) setting aside, reducing, confirming or enhancing the penalty;

(ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstance 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 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

(ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of Statute 113 and an inquiry under Statutes 120 to 133 has not already been held in the case, the appellate authority shall 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 if may deem fit.

(2) In the case of an appeal against an order specified in Statute 150 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

152. *Implementation of orders on appeal.*- The authority which made the order appealed against shall give effect to the orders passed, by the appellate authority.

153. *Procedure when the authority who imposed penalty becomes 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 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.

154. *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 Governing Council at any time to call for the records and after examining them pass such orders as it may consider necessary.

155. *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.

156. *Submission of Report.* – Every authority other than the General council empowered to impose any of the penalties specified in statute 113 shall submit to the Governing Council a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a university employee is suspended under statute 107. Every appellate authority other than the Governing Council shall likewise submit to the Governing Council a quarterly statement of cases disposed of.

157. *Event of the jurisdiction of the director of vigilance investigation to the university.*- (1) The Director of Vigilance Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption etc., against the officers (other than Vice Chancellor, the Pro Vice Chancellor, the Controller of Examinations, 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 Government of Kerala as modified from time to time be issued by the Government of Kerala on receipt of a request from the Registrar.

(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, under clause (1) the Director of Vigilance investigation shall conduct the enquiry and forward the enquiry report to the Registrar, for suitable action.

(4) Upon receipt of the enquiry report, it shall be competent for the disciplinary authority to initiate disciplinary action in the accordance with the procedure laid down in this Chapter.

Part – IV

Leave

LEAVE SANCTIONING AUTHORITY

158. *Leave other than casual leave.*—The authorities competent to sanction all leave, other than casual leave shall be as follows.-

Post held by the employees	*Name of leave*	*Sanctioning authority*
1. All posts in Class I services	All kinds of leave other than casual leave	Vice Chancellor
1. Posts in Class II, III and IV services	Do	Registrar or the Head of the Department concerned.
2. Posts in Class I, II, III and Class 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.

159. *Authorities to sanction Casual leave.*- The authorities competent to sanction casual leave or Restricted Holidays shall be as follows.-

	Post	*Sanctioning authority*	*Remarks*
I.	1.Senior Executives	Registrar/Controller of Examinations/Finance Officer as the case may be	
	2. Executives	Senior Executives under whom they are working	
	3. Junior Executives and & others	Executives	
II. Officers of the Department:			
1. Head of a Department (not being a teacher)		Head of the Department (not being a teacher) may avail 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 head quarters, he should make arrangement 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. Officers and subordinate (other than teachers) working under the Head of a Department		The Head of the Department concerned.	

CHAPTER V

THE SENATE

POWERS OF SENATE AND PROCEDURE FOR ITS MEETING

1.*Meetings* .– The annual meeting, at which the Annual Report, the Annual accounts and Audit report and the Financial Estimates shall be reported, shall be held in the fourth quarter of the financial year. The Senate also meet at such other times as it may from time to time, decide.

2. *Special meeting of the Senate* .– (1) A requisition for a special meeting of the Senate in the circumstances stated in sub-section (9) 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 such 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 should be convened for transaction of any urgent business, call, for an urgent meeting of the senate at a shorter notice of less than fourteen days.

3. *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 postponement.

4.*Dispatch of Annual Report etc. to the members.* – The Registrar, shall send to each member copies of the Annual Report, Annual Accounts, Audit report and financial estimates, ten days before the date of commencement of the Annual meeting.

5. *Notice of Resolutions.*– (i) Any member who wish 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.

(ii) 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.

(iii) No member shall move more than three resolutions at a meeting.

6. *Admissibility of Resolutions* – (1) The Registrar shall place all such resolutions before the Vice Chancellor and it shall be competent for the Vice Chancellor to disallow any resolution if, in his opinion, it does not satisfy any of the following conditions, namely:-

(i) that it does not fall within the purview of the Senate or otherwise contravenes the provisions of the Act and the Statutes;or

(ii) that it does not relate to a matter within the powers of the University and the Senate; or

(iii) that it is not clearly and precisely worded; or

(iv) that it refers to more than one definite issue; or

(v) that it contain arguments, inferences, ironical expressions, imputations, epithets of defamatory statements; or

(vi) that it refers to the character or conduct of any person except in their official or public capacity; or

(vii) that it refers to any matter which is under adjudication by a court law; or

(viii) that it refers substantially to the same issue as that raised in a resolution moved and decided in the senate during the twelve months preceding the date of the meeting at which it is to be moved.

(2) The decision of the Vice Chancellor shall be final and no discussion thereon shall be permitted.

(3) 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 at which such resolutions shall be taken up for consideration shall be decided by lot.

(4) When any resolution has been disallowed by the Vice Chancellor, the Registrar shall, before the meeting , intimate the fact to the member concerned stating the grounds for disallowing the resolutions.

(5) When a resolution duly authorized by Government has been moved by a representative of the Government of Kerala, the Vice Chancellor shall admit such a resolution

7. *Issue of Preliminary Agenda.* – Not less than three weeks before the date fixed for an ordinary meeting, the Registrar shall issue to every member an 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 Governing Council or the Vice Chancellor, may, bring forward before any meeting of the Senate, other than a special meeting, any business considered urgent by them without placing it on the Agenda paper.

8. *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.

9.*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 have been given and which have not been disallowed.

10. *Business at special meetings* .– At a special meeting of the Senate convened by the Vice Chancellor at his discretion, no business other than that brought forward by the Governing Council or the Vice Chancellor shall be transacted.

11. *Agenda for special meeting convened on requisition.* – (1) In the case of a special meeting of the Senate convened on requisition, the Registrar shall issue with the notice of the meeting, an agenda 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 then fourteen days 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 day of the meeting, a copy of the revised agenda containing the resolutions and amendments to which notice have been given and which have not been disallowed. However, if the Vice Chancellor considers it necessary, he may allow the revised agenda to be issued at a shorter interval of a not less than twenty four hours before the commencement of the meeting.

(4) The Vice Chancellor may bring before an urgent meeting any business considered urgent by them without placing the same on the agenda.

12.*Hours of Meeting.*-(1) unless the Senate otherwise resolves, the Senate shall meet at 10.30 am on each day appointed for the meeting with a break for lunch from 1 p.m to 2 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 adjourns the meeting at any time during the course of the meeting.

13. *Chairman of Meeting.*– The Vice Chancellor shall preside at meetings of the Senate. In the absence of the Vice Chancellor the Pro Vice Chancellor shall preside over the meeting. If either the Vice Chancellor or the Pro Vice Chancellor is absent, 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.

14. *Quorum.*- (1) If a quorum is not present within thirty minutes after the time appointed for 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 shall 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 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.

15.*Dissolution of the special meetings.*- In the case of a special meeting convened on requisition under sub-section (9) 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 signature of the members present and the record shall be signed by the Chairman.

16. *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 Governing Council or the Vice Chancellor may bring any urgent business before an adjourned meeting with or without notice.

17. *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.

18. *Question and Answers*.- At any ordinary meeting of the senate, any member may ask a maximum of three questions for the purpose of obtaining information on any matter concerning the university.

19. *Admissibility of questions*.- No question shall be admitted unless it complies with the following conditions.-

(i) It shall relate to a single matter;

(ii) It shall be so framed as to be merely a request for information;

(iii) It shall not contain, arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity.

(iv) It shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal question.

(v) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;

(vi) It shall not bring in any name or statement not strictly necessary to make the question intelligible;

(vii) It shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;

(viii)It shall not repeat in substance questions already answered or to which an answer has been refused;

(ix) It shall not ask for information on trivial matters;

(x) It shall not require information available in accessible documents or in ordinary books of reference;

(xi) It shall not make or imply a charge of a personal character; and

(xii) It shall not ordinarily ask about 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 enquire into, 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.

20. *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.

21. *Vice Chancellor to decide admissibility.*- After the last date for the receipt of questions, 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.

22.Disallowance of questions.- (1) The Vice Chancellor shall disallow any question or any part of a question which in his opinion,-

(i) Contravenes the provisions of the laws of the University;

(ii) Cannot be answered consistently with interest of the University or contains any insinuation; or

(iii) Amount to an abuse of the right of questioning.

(2) The Vice Chancellor may also disallow at his discretion,-

(i) any question which involves the preparation of elaborate statements or statistics;

(ii) any question the preparation of the answer to which involves an excessive amount of time, expense or labour; and

(iii) any question which relates to a matter confidential in nature; and

(iv) any question that has been fully answered at 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.

23. *Answers to Questions* .– Questions which have been admitted and the answers thereto shall be printed in the order of priority to be decided by lot by the Vice Chancellor and circulated to the members of the Senate along with the final agenda paper

24. *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) The answering of questions, if any;

(ii) Business brought forward by the Governing Council and the Vice Chancellor; and

(iii) Business brought forward by members of the Senate.

25. *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 order of business as stated in the agenda. 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 changes in the order of business is agreed to by the Senate, the business shall be transacted in the changed order.

26.*Answering of questions*. - 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.

27. *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.

28. *Disallowance of supplementary questions*.- The Chairman shall disallow any supplementary question, if, in his opinion it infringes Statutes 22 and 25. The decision of the Chairman shall be final, and no discussion shall be permitted thereon.

29.*Persons to answer supplementaries*.- Supplementary questions shall be answered by the concerned, as per the direction of the Chair.

30. *Supplementary questions*.- 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.

31 *Discussion on question and answer*:- No discussion shall be permitted in respect of any question or any answer given to a question.

32. *Time-limit* - At any meeting of the Senate, the time allowed for answering questions shall not exceed one hour.

33. *Correction of mistakes in the agenda*.- At any meeting, the Chairman may, without any formal motion make or permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business placed before the meeting.

34. *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 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.

35. *Motion 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 Vice Chancellor as urgent at a meeting other than a special meeting.

(iii) A motion for a change in the order of business as stated in the agenda paper;

(iv) A motion for the appointment of a committee to consider and to report on any matter before the senate at the time.

(v) A motion for the adjournment of the meeting or the debate on any question to a specified time;

(vi) A motion for the adjournment of the debate on any question to the next meeting of the Senate;

(vii)A motion that the Senate resolves itself into a committee to consider any matter before the Senate at the time; and

(viii) A motion that the meeting pass on to next business on the agenda paper.

(ix) A motion that is authorized by Government and moved by any representative of the Government of Kerala

36. *Amendment to Resolution* – At any meeting of the Senate, any member may move an amendment to any resolution brought forward by the Vice Chancellor as an item of urgent business, or to a resolution moved by a member or to resolution included in the agenda of an urgent meeting convened by the Vice Chancellor on less than fifteen clear days notice.

37. *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) to Statute 35;

(ii) Amendments to any resolution or amendment on the agenda paper which in the opinion of the chairman have been rendered necessary by and, are 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 Vice Chancellor at urgent meetings on less than ten clear days notice or at ordinary meetings on less than twenty-one clear days notice.

38. *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.

39. *Form of Motion*.- Every motion to be moved at a meeting shall be affirmative in form and shall begin with the word "That".

40. *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.

41. *Motion 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, '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.

42. *Order of Amendments*.- An amendments may be moved at 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.

43.*Forms of Amendments*.- (1) An amendments 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 amendments are of the first kind, the form in which it is moved shall be "That the words (mentioning item) be left out". When the amendments is of the second kind, the form shall be "That the words (mentioning item) be added or inserted" and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

44.*Scope of amendment*.- (i) An amendment must be relevant to and within the scope of the subject matter of the motions to which it relates;

(ii)Every amendment must be so worded that the motion as amended would form an intelligible and consistent whole'

(iii)An amendment must not reduce the original motion to its negative or opposite form;

(iv)An amendment must not be virtually an independent proposition; and

(v) The chairman may refuse to put an amendment to vote, which in his opinion is frivolous.

45. *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 the vote as he may think fit.

46. *Withdrawals of motions*.- (1) No resolution or amendment shall be withdrawn from the decision 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 amendments have been first disposed of.

47. *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.

48. *Lapse of resolution*.- If a resolution which has been admitted is not discussed during the session, it shall be deemed to have been withdrawn.

49. *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 the vote.

50. *Priority of motions*.- Motions referred to in Clause (i) to (viii) of Statute shall take precedence of any business that may be before the meeting at the time and must be disposed of before such business.

51. *Restriction on negative motion*.- When a motion has been brought forward and has been negatived, no motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the chairman may deem a reasonable time, nor shall, if a debate is permissible on such motion any debate or discussion be allowed on such second or subsequent motion.

52. *Motion for appointment of a committee*.- A motion for the appointment of a committee to consider and report on any question before the senate at the time, 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 addition to or omitting the names of the 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.

53. *Motion for remitting any matter to an Authority*.- A motion remitting any matter to the Governing Council 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

54. *Motion for adjournment*.- (1) A motion for the adjournment of the meeting or 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 intension 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 against on the main question.

55. *Motion of 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.

56. *Motion of 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 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 there upon to the meeting. If the motion be accepted by the chairman it shall be put forthwith without amendment on debate. If the motion be carried, the business still before the meeting shall drop and the chairman shall declare the meeting dissolved.

57. *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 questions 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 decide 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 motion is carried, the main question together with the amendment to it, if any, moved or given notice of shall drop.

58. *Closure motion.*- (1) A motion for closure shall be in the form "That the question be now put" and that be moved at any time after a question has been stated from the chair, but no so as to interrupt a speech. A member who moved the 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 the 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 there on 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 with holds his assent, such further question or questions shall be put forthwith and decided without amendment or debate.

59. *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 procession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude this speech by formally moving the motion.

60. *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.

61. *Speeches how often permitted*.- Save as otherwise provided, a member may not speak more than once to 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 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 or 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 acts the Regulations.

Provided further that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence or take part at a later period in the debate when it is resumed under statute 60.

62. *Personal explanation when allowed*.- A member who complaints 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.

63. *Statement when allowed*.- A member, may, with the special permission of the chair make a statement on any matter arising from the debate or any question.

64.*Right of reply for mover*: A member who has moved a resolution may speak again by way or 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) to Statute 35 or of an amendment shall have no right of reply.

65. *No speech after reply*.- No member shall speak to a question after the mover has made his reply.

66. *Duration of speeches*.- No speech shall ordinarily exceed 5 minutes in duration, provided that the mover of a resolution or an amendment, when moving the resolution or amendment may speak for 10 minutes, and provided further that the chairman may at his discretion allow a longer period to any speaker of limit the duration of speeches on any subject at any stage to a shorter period.

67. *Speeches by Chairman*.- The Chairman shall have the right of moving or seconding or speaking to 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 Pro Vice Chancellor or in his absence, a member nominated by him.

68. *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.

69. *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.

70. *Motions to be put to vote.*- When the debate on a motion is concluded or if there be 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 ascertain that the question is carried affirmatively by a unanimous vote. If there be an amendment he shall say, "it has been moved", followed by the words of the resolution; then he shall say, "since it had been moved by way of amendment' followed by the words of the amendment, if the amendment be one of the kind specified in clause (i) of Statute 44 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) of the

said statute, he shall put the question by saying, "Shall the following word or words…be left out in order to add or insert the following word or words.

71. *Voting*.- Save or otherwise provided in clause (i) all questions considered at meeting 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.

72. *Manner of taking votes* – Except as otherwise provided.

(i) The manner in which the vote of the meeting shall be taken shall be left to the discretion of the Chairman.

(ii) If on the announcement by the chairman of the result of the voting any member demands a poll, the same shall be taken. The chairman shall determine the method of taking the poll.

(iii)The result of a poll shall be announced by the chairman, and shall not be challenged.

73. *Power of Chairman*. - A member must speak to 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.

74. *Procedure when the Chairman (on his feet/stands up)* .– If the Chairman rises, the member speaking or offering to speak must sit down at once.

75. *Rulings 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 powers necessary to enforce his decisions on all points of order.

76. *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.

77. *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.

78. *Reconsideration 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 sub section (9) of section 20. No motion for revision o the decision taken by the senate shall be carried, unless two-thirds of the members present at such meeting vote in favour thereof.

79. *Procedure in matter 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.

80. *Admission of visitors and press*.- Representatives of the press and visitors may be admitted to the meetings of the senate, with permission of the Vice Chancellor.

81. *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 after a meeting, send a copy of the proceedings so prepared and signed to the Government.

82. *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.

CHAPTER VI

THE GOVERNING COUNCIL

1. *Convening of Governing Council meetings*.-(1) the Governing Council shall meet ordinarily once in three 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 members present shall elect one of the members of the Governing Council to preside at the meeting.

2. *Quorum for the Governing Council meeting*.- Nine members shall constitute a quorum for the meeting of the Governing Council, and no business shall be transacted at a meeting at which there is no quorum.

3. *Powers and duties*.- The Governing Council 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.-

(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 the schools/colleges and institutes by the University;

(iii) to approve the constitution and management of the recognized institutions and hostels;

(iv) to control and manage such other institutions as may be deemed necessary for the welfare of students, teachers and employees of the University.

(v) to manage students advisory bureau employment bureau translation and publication bureau, University extension boards, University athletic clubs, National Cadet Corps, National Service Corps, students cultural and debating society, university students union, co-operative societies and other similar institutions maintained by the University for promoting the welfare of the students and employees of the University;

(vi) to establish, equip and maintain university library;

(vii) to co-operate with other universities or any authorities or associations for the purpose of carrying out the objects of the University;

(viii) to make arrangements for examination being conducted in accordance with the laws of the University and for the supervision of such examinations, and to fix the remuneration of all persons engaged for work in connection with the conduct of examination;

(ix) the Governing Council shall be competent to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Governing Council justified 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 examinations 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 Governing Council may, according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the university for one or more years.

(x) 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 copied 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 Governing Council may cancel his/her examination and also debar him/her appearing at the examination of the University for one or more years according to the nature of the offence committed by the candidate:

Provided that when the University 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 examination if any, if filed within the specified time, before awarding the penalty;

(xi) the Governing Council 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 discovered 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 the university records including the answer books, mark sheets, result sheets, diploma and the like;

(xii) the Governing Council 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 discovered afterwards that the candidate had obtained admission to the examination by misrepresentation of facts or by submitting false certificates or by forging documents;

(xiii) The Governing Council may delegate any of its powers under this statute to the Vice Chancellor;

(xiv) The Governing Council shall 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 institution or university centre or in a hostel or at a university examination centre or by any student who seek admission to a university course of study brought to the notice of the Governing Council by the head of the institution or b y a member of any authority of the Governing Council 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 examinations or by the Controller of Examinations and to punish 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 examinations for which he appeared or by the deprivation of any university scholarship, held by him or by cancellation of any university prize or medal awarded to him or by such penalties as it deems fit.

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

(xv) Subject to the provisions in the laws of the university, to dispense with a compliance with 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, the 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 courses in which no college is already affiliated, or applications for starting new colleges;

(xvi) subject to the provisions in the laws of the university, to appoint its own committees and to delegate such powers as it deems fit to make its own standing orders and regulate the transaction of its own business;

(xvii)to regulate and determine all matters concerning the administrative of the university in accordance with the laws of the university;

(xviii)to constitute the board for the adjudication of students grievances;

(xix) the Governing Council may by resolution delegate such powers as it deems fit to the Vice Chancellor.

4. *Financial powers*.- It shall be competent for the Governing Council

(a) to dispose of all unserviceable articles;

(b) to dispose of all unserviceable buildings, the book value of which exceeds Rs.25,000;

(c) to write off unserviceable articles, apparatus, books, furniture etc., whose book value exceeds Rs.25,000;

(e) to sanction write off of irrecoverable revenue upto Rs.5,000 in each case;

(f) to sanction all re-appropriation of funds from one head to another head exceeding Rs.5,000 provided that it does not involve any recurring liability, ie, a liability which extends beyond the financial year in question;

(g) to sanction projects sponsored by outside agencies and to create necessary posts on a temporary basis;

(h) to lay down the administrative, financial and disciplinary powers of the Officers employed in the university;

(i) to fix the amount of security to be taken from subordinates dealing with cash, stores and other valuables;

(j) to frame the Rules relating to preservation or destruction of records in all offices and institutions under the control of the university;

(k) to frame bye-laws and rules regarding the purchase of stores, books, apparatus and other articles and their annual stock taking;

(l) to invest moneys belonging to the university in such manner as it may determine from time to time; and

(m) to grant fee concessions and scholarships to students.

5. *Investigation into the affairs of Private Colleges (aided & unaided).*-

(i) The Governing Council may direct investigation into the affairs of a Private college, if it is satisfied that there is a *prima facie* case for such investigation; or

(ii) If a complaint in writing is received from any of the teachers or students or the Managing Council or Governing Body of a Private College upon any matter relating to that college.

6. *Instruction for maintaining efficiency of Private Colleges* .– The Governing Council shall have the power, subject to the provisions of the Act and the statutes, as and when it deems necessary, to issue instructions requiring the private colleges to maintain definite academic and other standards as specified in such instructions.

7. *Conditions of employment of teaching staff in affiliated colleges* .– The Governing Council shall frame rules on,

(i) disciplinary action against the staff;

(ii) code of conduct of the staff;

(iii) conditions of affiliations

8. *Action on violations* .– (a) 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 such staff of private colleges, the Governing Council shall be competent to take such suitable action as it deems fit including modification of the conditions of affiliation.

(b) The action so contemplated shall include,-

(i) withdrawals of the aid or grant;

(ii) 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 Governing Council for the purpose.

9. *Financial estimates*.- (1) The Governing Council shall, before the first day of January every year examine the financial estimates of the income and expenditure for the ensuring financial year which has been prepared by the Finance committee or make such alteration as it deems fit and approve the same with modifications, if any.

10. *Annual Accounts, Annual Report, Audit Reports and Financial Estimates*.- (1) The Governing Council shall approve the Annual Accounts and Financial estimates of the University.

(2) The approved Annual report of the University shall be submitted to the Chancellor, the Government and presented to the Senate. The Senate may consider the annual report and may make recommendations as it deems fit. The Governing Council shall take appropriate action on the recommendations of the Senate and report the action taken to the Senate.

11.*Financial and Account Rules*.- It shall be competent for the Governing Council to make necessary rules and standing orders for the proper maintenance of the accounts of the University.

12.*Review of accounts and working of endowments* .– The Governing Council shall conduct an annual review of the accounts and working of the endowments and shall take whatever action is deemed necessary as a result of such review.

13. *Audit report*.- The Governing Council shall publish the accounts when audited together with audit report and forward copies of the accounts and audit report to the Senate and to the State Government. The audit report shall be considered by the Governing Council at its ordinary meetings.

14. *Discretionary powers of the Chairman to determine procedure*.- The Chairman, at any meeting, may , at his discretion, adopt the procedure for discussion of matters at meetings of the Governing Council in so far as he thinks fit.

15. *Validity of proceedings in certain cases* – Non-receipt of notice, agenda and other papers connected with any meeting of the Governing Council by any member shall not invalidate the proceedings of the meetins of Governing Council.

CHAPTER VII
THE ACADEMIC COUNCIL

1. *Meetings*:- The Academic council shall ordinarily meet not less than thrice in a year and as and when required by the Vice Chancellor.

2. *Quorum for the meeting of the Academic council.* – One fourth 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 shall preside over the meetings. In the absence of both the Vice Chancellor and the Pro Vice Chancellor, a member chosen by the members present shall 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.

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 resolution*.- 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 dispatch of the preliminary agenda paper, withdraw the resolution.

8. *Resolution to be placed on the agenda paper*.- 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 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 the agenda 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.

10. *Notice of Amendment*.- Any member wishing to move an amendment to a resolution on the preliminary agenda of any meeting shall forward a copy of the same to the Registrar so as to reach him not

less than 9 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 subject in general to the statutes 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 the meetings of the Academic Council shall, in general, be the same as laid down for the meetings of the Senate, and in so far as the Chairman, may, at his discretion decide.

12. *Proceedings*.—The proceedings at each meeting of the Academic Council shall be signed by the Chairman of the meeting. 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 Governing Council, the Faculties and the Boards 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 sending 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 the Deans of faculties as members. Half the number of members of the committee shall be the quorum.

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 a 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 matters as are referred to it by him.

17. *Chairman of the committee.*- The Vice Chancellor, if present, shall preside at meetings of the committee and in his absence the Pro Vice Chancellor and in the absence of Pro Vice Chancellor a person nominated by the Vice Chancellor shall be the Chairman.

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 VIII

THE BOARD OF EXAMINATIONS

1. *Meetings.* - The Board of examinations shall meet ordinarily twice in each academic term and as and when required by the Vice- Chancellor.

2. *Quorum for the meeting.* - Half of the total members shall constitute the quorum for a meeting of the Board of Examinations and no business shall be transacted at a meeting at which there is no quorum.

3. *Special meeting.*- The Vice Chancellor may, whenever he thinks fit or on the recommendations of the controller of examinations, convene special meeting of the Board of Examinations.

4. *Chairman*.- The Vice Chancellor shall, if present, preside over the meeting of the Boards of Examinations. In his absence, the Pro Vice Chancellor, shall preside over the meetings.

5. *Terms of office of the member*.- The members of the Board of Examinations other than ex-officio members, shall hold office for a term of four years from the date of nomination.

6. *Conduct of examination*.- The Board of Examinations shall ensure proper organization of examinations and tests of the University, including grant of moderation, tabulation and the declaration of results.

7. *Minutes*.- the controller of examinations shall prepare the minutes of the meeting of the Boards of Examinations and circulated to the Vice Chancellor for approval through the Registrar. Approved minutes shall be circulated all concerned.

CHAPTER IX

CONSTITUTON AND FUNCTONS OF BOARD OF STUDIES

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

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

(2) The Boards of Studies shall be constituted by the Vice Chancellor as provided in the clause 28 of the Act.

2. *Boards of each Department*.- (1) There may be separate Boards of studies in such branches of knowledge to deal with matter relating to the Post graduate studies.

3. *Reconstitution*.- The Board of studies shall be reconstituted once in three years.

4. *Duties of the Board of studies*.- (1) It shall be the duty of each Board of Studies to consider and report on any matter referred to by the Academic Council or the Governing Council or the faculty or board of examination concerned with any subject with which it deals or by the Vice Chancellor.

(2) It shall be the duty of Board of Studies to initiate steps to revise the syllabus and restructure the course in time with the modern trends and development in the respective branches of knowledge and make recommendations to the faculties concerned.

5. *Powers of Board of studies*. - Each Board shall have power,-

(i) to recommend for the guidance of teachers and students books in which the prescribed subjects are suitably treated, and to recommend text books when such are required.

(ii) to recommend persons suitable for appointment as question paper setters, examines in the subjects with which it deals.

(iii) to make recommendations in regard to courses of study and examinations in the subjects with which it deals.

(iv) to address the faculty or faculties concerned regarding improvements in the course of study

(v) to consult specialist who are not member of the Board;

(vi) to recommend to the Academic Council, for being forwarded to the Governing Council for its approval, the preparation and publication of selections or anthologies of the writing or works of authors and other masters in any subjects or group of

subjects; together with a synopsis of the selection o r 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

(vii) to bring to the notice of the Academic council or the Governing Council as the case may be, matters of importance relating to the examination in each subject or group of subjects.

6. *Meetings of the Boards of studies*.-(1) Boards 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 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) One of the members of the each board shall be elected by the members of the Board from among themselves as the Chairman. The Chairman shall convene the meeting of the Board of studies.

(4) 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.

(5) A joint meeting of two or more Boards may be held when the Governing Council or the Academic Council or the Vice Chancellor so direct for the disposal of any question affecting those Boards and such joint meetings shall be convened by the Registrar.

(6) When a joint meeting of two or more Boards is held the members present shall elect one of the Chairmen of the Boards of Studies as Chairman for the meeting. In case none of the Chairman of the Boards of studies is present,

the members present shall elect a Chairman for the meeting, from among themselves.

7. *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 member to preside over the meeting.

8. *Quorum*.- Half of the total members shall constitute the quorum for the meeting.

9. *Procedure for the meeting*.- Except herein before provided, the ordinary procedure for a meeting shall be applicable to the meetings of the Boards of Studies.

10. *Minute*.- (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.

11.*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 X

THE FINANCE COMMITTEE

1. *Constitution of the Finance Committee* .-(1) The Finance Committee shall consist of the members as specified in sub-section (1) of section 32 of the Act.

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

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

3. *Terms of office of members*.- All the members of the Finance Committee shall hold office for a term of three years.

4. *Chairman*.- The Vice Chancellor shall chair at the meeting of the Finance Committee. In the absence of the Vice-Chancellor the Pro-Vice Chancellor shall preside over the meeting. In the absence of both the Vice-Chancellor and Pro–Vice Chancellor, the members present shall elect one member from among themselves to preside over the meeting.

5. *Meetings of the Finance Committee*.- (1) The Finance Committee shall meet at least once in every quarter of a financial year to examine accounts and scrutinize the proposals for expenditure.

(2) Notwithstanding anything contained in clause (1) a meeting of the finance committee shall be convened before the day of a meeting of the Governing Council, to consider all financial matters.

6. *Annual accounts and financial estimate*.- The Annual Accounts and the financial estimate of the university shall be prepared by the Finance Committee for consideration of the Governing Council.

7. *Limits of expenditure*.- (1) The Finance Committee shall advice 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 loan).

(2) No expenditure other than that provided for in the budget shall be incurred by the University without consulting the Finance Committee.

8. *Powers and functions of Finance Committee*.- The Finance Committee shall,-

(a) examine the draft annual estimates of income and expenditure and annual accounts of the University;

(b) scrutinize every item of new expenditure not provided for in the budget Estimates of the University;

(c) advise the Governing Council regarding the strict observation of the rules and procedure relating to the maintenance of accounts of income and expenditure of the University;

(d) advise the Vice Chancellor on matters having financial implications referred to the Committee by him;

(e) examine and report on the accounts of the endowments and Trust funds;

(f) consider ways and means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University;

(g) make recommendations, whenever it deems necessary, to the Governing Council on all matters relating to the finance of the University;

(h) advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University.

(i) scrutinize and report on the utilization of the grants and loans given by the University or through the University, affiliated college or recognized institutions.

(j) have the right to call for any paper bearing on any financial proposals or any item of accounts matter for its consideration or in making its recommendation on the annual accounts or the financial estimates.

9. *Consultation of 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; except payments for extra work.

(b) proposals for making or amending financial and accounting rules:

(c) proposals for the creation or abolition of any post .

(d) any other item having financial implication which

the Vice- Chancellor may refer it for advice.

10. *Validity of proceedings in certain cases* .- Non-receipt of notice agenda and other papers connected with any meeting of the Finance Committee shall not invalidate the proceedings of the meeting of the Finance Committee.

11. *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 its Chairman.

CHAPTER XI

THE PLANNING COMMITTEE

1. *Convening of the meeting of the Planning committee*.- The planning committee shall meet at least thrice in a year to advice the Senate, the Governing Council and the Academic Council on any matter which the they considers necessary for the fulfillment of the objectives of the University.

2. *Notice of meeting*.- Fifteen clear days notice shall be given for a meeting of the planning committee.

3. *Quorum for meeting*.- The quorum for a meeting of the planning committee shall be one third of the number of members of the planning committee.

4. *Presiding over of the meeting*:- The Vice Chancellor shall chair at the meeting of the planning committee. In the absence of the Vice Chancellor the Pro- Vice Chancellor shall preside at the meeting. In the absence of both the Vice Chancellor and Pro–Vice Chancellor, the members present shall elect one member from among themselves to preside at the meeting.

5. *Powers and functions*:- The planning committee shall in addition to the powers and functions conferred and imposed on it by the Act shall have and exercise the following 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 and advise the Governing Council and the Academic Council which may be referred to it for the fulfillment of the objectives of the University;

(ii) to collaborate the plan objectives into long-term, medium term and short-term and specific projects and programmers and to assist in the preparation and scrutiny of detailed projects 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 chances in policies and measures as such reviews may indicate.

6. *Minutes*:- The Director of Planning who is the Member Secretary of the planning committee shall prepare the minutes of the meeting of the planning committee and forward to the Vice Chancellor for approval. The approved minutes shall be circulated to all its members and also to the Finance Committee and all concerned.

CHAPTER XII

THE STUDENTS' COUNCIL

1. *Constitution of Students' Council* – There shall be a Students' Council as laid down in section 38 of the Act.

2. *Election of student members.*- the election of three members from among the full time students of the campuses or departments of the University shall be held by ballot in accordance with the system of proportional representation by means of a single transferable vote.

3. *Secretary.*- There shall be a Secretary to the Students' Council who shall be nominated by the Vice Chancellor in the manner laid down in item (ii) of clause © of sub-section 2 of section 38 of the Act.

4. *Meeting of Students' Council.*- The Students' Council shall meet ordinarily once in six months and as and when required for the conduct of its business, on dates and hours to be fixed by the Chairman of the Council.

5. *Procedure for conduct of meetings in certain cases.* – In the absence of the Chairman, the Dean of Student Affairs shall preside over the meeting.

6. *Quorum.* – One fourth of members shall constitute the quorum for a meeting of the Students' Council and no business shall be transacted at a meeting at which there is no quorum.

7. *Convening of Special meetings* – The Chairman may, whenever he thinks fit convene a special meeting of the Students' Council.

8. *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.

9. *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.

10. *Resolution to be placed on the agenda.*– 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 at the meeting at which it is to be moved subject in general to the Statute governing the admissibility of resolutions.

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

12. *Notice of Amendment.*- Any member wishing 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 papers, subject in general to the statutes governing the admissibility of amendments and resolutions.

13. *Procedure at meetings*.- The procedure for admission of resolutions and amendment for the conduct of meetings of the Students' Council and of the Students' 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.

14. *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.

15. *Functions 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 organizations.

(b) to recommend to the Governing Council the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads;

(c) allocate funds for the different activities of the Students' Associations, Societies and other organizations as sanctioned by the Governing Council.

(d) submit an annual report of its work, together with a statement of its accounts to the Governing Council within a date to be fixed by it;

(e) make recommendations to the Governing Council regarding any matter affecting the corporate life or welfare of the students' and

(f) make recommendations to the Governing Council regarding the facilities existing for instruction.

16. *Laying of periodical reports*.- The Vicè Chancellor shall place before the Governing Council, Senate 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.

CHAPTER XIII

CONSTITUTION AND FUNCTIONS OF FACULTIES

1. *Faculties*.- The University shall have the following faculties, namely:-

(i) the Faculty of Medicine;

(ii) the Faculty of Ayurveda & Siddha;

(iii) the Faculty of Dental science;

(iv) the Faculty of Homoeopathy;

(v) the Faculty of Pharmaceutical sciences;

(vi) the Faculty of Nursing;

(vii) the Faculty of Para Medical and Allied Health sciences; and

(viii) such other faculties as may be instituted by the Governing Council.

2. *Dean*.- (1) The dean shall be the Chairman of each faculty.

(2) The Dean of every faculty shall be nominated by the Vice-Chancellor from among the members of the faculty.

3. *Duties of the Dean*.- The Dean shall ordinarily preside at all meetings of the faculty, but in his absence, the members present shall elect a Chairman from among themselves. It shall also be the duty of the Dean to present to the Academic Council, the recommendations of the faculty.

4. *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 in consultation with Dean.

(c) The Vice - Chancellor may direct additional meetings to be held as and when necessary at any time.

5. *Notice of meeting*.- Fifteen clear days' notice shall be given for a meeting of a Faculty.

6. *Quorum for meetings*.- (a) Half of the total members shall constitute the quorum for a meeting.

7. *Conduct of business*.- The conduct of business at meetings of Faculties shall be regulated in accordance with the statutes governing the meetings of the senate in so far as they are applicable.

8. *Reference to Board of Studies*.- The Dean, may, at his discretion, remit any matter referred to the faculty, to the Board of studies within the purview of the Faculty, before placing it before a meeting of a Faculty.

9. *Minutes*.- (1) Every resolution of the faculty 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.

(3) Notice, agenda and other papers connected with any meeting of the faculty if not received by any member shall not invalidate the proceedings of the meeting.

CHAPTER XIV

FACULTY OF MEDICINE

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

(i) Bachelor of Medicine and Surgery – MBBS;

(ii) Master of Surgery – M.S;

(iii) Doctor of Medicine – M.D;

(iv) Master of Chirurgery – M.Ch;

(v) Doctor of Medicine – D.M;

(vi) Doctor of Philosophy – Ph.D.

2. *Degree of Bachelor of Medicine and Surgery*.- Candidates for the Degree of Bachelor of Medicine and Surgery (MBBS) shall be required,-

(a) to have passed the Higher Secondary examination or any examination accepted by the University as equivalent thereto and as per the regulations of Medical Council of India.

(b) to have subsequently pursued the prescribed course of study in a Medical College affiliated to or recognized by the University for a period of not less than four and a half academic year of which not less than three years shall be spent in the study of clinical subjects after having passed the First MBBS Examination.

(c) to have passed all the prescribed examinations; and

(d) to have worked thereafter as a house surgeon for a period of not less than one year in a hospital recognized by the Governing Council and approved for internship by the Medical Council of India. Candidates who have passed the final MBBS examination shall be given only Provisional certificate, and they shall become eligible for the award of the Degree after completing one year's House Surgeoncy or internship as prescribed in the regulations.

3. *Master of Surgery.* - Candidate for the Degree of Master of Surgery (M.S) shall be required to have qualified themselves for the MB BS Degree of this University or of any other university accepted by this university as equivalent thereto and to have undergone the prescribed course of study as a post graduate student in General Surgery for specialty a period of not less than three years and to have passed the prescribed examinations.

4. *Doctor of Medicine.*- Candidates for the degree of Doctor of Medicine (MD) shall be required to have qualified themselves for the MBBS degree of this University or of any other university accepted by this university as equivalent thereto and to have undergone the prescribed course of study as a post graduate student in general medicine for specialty a period of not less than three years and to have passed the prescribed examinations.

5. *Degree of Master of Chirurgery.* - Candidates for the degree of Master of Chirurgery (M.Ch) shall be required to have qualified themselves for the M.S (General surgery) degree of this University or an equivalent qualification accepted by this university and to have undergone the prescribed course of study as a post graduate student for a period of not less than three years in a Medical College affiliated to this university and to have passed the prescribed examinations.

6. *Degree of Doctor of Medicine.*-Candidates for the degree of Doctor of Medicine (D.M) shall be required to have qualified themselves for the M.D (General medicine) degree of this University or an equivalent qualification accepted by this university and to have undergone the prescribed course of study as a post graduate student for a period of not less than three years in a medical college affiliated to this university and to have passed the prescribed examinations.

7. *Degree of Doctor of Philosophy.-* 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 this University or from any other university recognised as equivalent or any other degree of an Indian or foreign university recognized by this 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.

8. *Post Graduate Diplomas* .– The University may grant post graduate diplomas in the following subjects of study.-

(i) Obstetrics and Gynaecolgoy	D.G.O;
(ii) Clinical Pathology	D.C.P;
(iii) Public Health	D.P.H;
(iv) Child Health	D.C.H;
(v) Radiology	D.M.R;
(vi) Medical Radiology (Diagnosis)	D.M.R.D;
(vii) Medical Radiology (Therapy)	D.M.R.T;
(viii) Ophthalmology	D.O;
(ix) Orthopeadics	D.Ortho;
(x) Oto-Rhino Laryngology	D.L.O;
(xi) Anaesthesia	D.A;
(xii) Psychiatric Medicine	D.P.M;
(xiii) Physical Medicine and Rehabilitation	D.P.M.R;
(xiv) Tuberculosis and Chest Diseases	D.T.C.D;

and

(xv) Such other subjects of study as the Governing Council may decide from time to time.

9. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XV
FACULTY OF AYURVEDA

1. *Degrees*.- The degree in the faculty of Ayurveda shall be.-

(i) Bachelor of Ayurvedic medicine and Surgery –B.A.M.S *(Ayurvedacharya);*

(ii) Bachelor of Pharmacy (Ayurveda) – B.Pharm (Ay);

(iii) Bachelor of Science-Nursing(Ayurveda)–B.Sc Nursing (Ay);

(iv) Doctor of Medicine (Ayurveda) - MD (Ay) Ayurvedavachaspthi;

(v) Master of Surgery (Ay) - (M S – Ay)- Ayurveda Dhanwanthari ;

(vi) Bachelor of Siddha Medicine and Surgery - B.S.M.S;

(vii) Doctor of Philosophy –Ph.D; and

(viii) Such other subjects of study as the Governing Council may decide from time to time.

2. *Bachelor of Ayurvedic Medicine and Surgery*.-Candidates for the Degree of Bachelor of Ayurvedic Medicine and Surgery (B.A.M.S) shall be required to have passed the Higher Secondary examination with the required percentage of marks in science subjects such as Physics, Chemistry and Biology 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 this University for a period of not less than four and half years and passed the prescribed examination, and thereafter undergone 12 months internship in a hospital recognized by the University. Candidates who have passed the final B.A.M.S examination shall be given only Provisional Certificate, and they shall become eligible for the award of the Degree after completing one year's House Surgency or internship as prescribed in the regulations.

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 Higher Secondary examination 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 of Ayurvedic Medicine, maintained by or affiliated to this University, and to have passed the prescribed examinations.

4. *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 Higher Secondary examination with physics, chemistry and biology as optional subjects or an examination recognized 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 of Ayurvedic Medicine, maintained by or affiliated to this University, and to have passed the prescribed examinations.

5. *Doctor of Medicine (Ay) Ayurvedavachaspathi –M.D (Ay)*-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 this University or an equivalent degree recognized by this University and to have subsequently undergone the prescribed course of study in the Ayurvda College maintained by or affiliated to this University for a period of not less than three academic years, and to have passed the prescribed examinations.

6. *Ayurveda Dhanwanthari – Master of Surgery (Ay)*.- Candidates for the degree of Ayurveda Dhanwanthari (M.S Ayurveda) shall be required to have qualified for the BAMS degree of this university or as equivalent degree recognized by this university and to have subsequently undergone the prescribed course of study in an Ayurvedic college maintained by or affiliated to this University for a period of not less than three academic years and to have passed the prescribed examinations.

7. *Bachelor of Siddha Medicine and Surgery – B.S.M.S.* .- Candidates for the Degree of Bachelor of Siddha Medicine and Surgery (B.S.M.S) shall be required to have passed the Higher Secondary examination or any other examinations accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of Siddha Medicine of this University for a period of not less than four and half years and passed the prescribed examination and thereafter undergone 12 months internship in a hospital recognized by the University. Candidates who have passed the final B.S.M.S examination shall be given only Provisional Certificate, and they shall become eligible for the award of the Degree after completing one year's House Surgency or internship as prescribed in the regulations.

8. *Doctor of Philosophy –Ph.D.- Degree of Doctor of Philosophy*.- (i) The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the degree of M.D (Ay) obtained from this University or from any other University recognised as equivalent or any other degree of an Indian or foreign university recognized by this 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 Ayurvedic medicine.

9. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XVI

FACULTY OF DENTAL SCIENCES

1. *Degree*.- The Degrees in the faculty of dentistry shall be,-

(i) Bachelor of Dental Surgery – B.D.S;

(ii) Master of Dental Surgery – M.D.S;

(iii) Doctor of Philosophy – Ph.D; and

(iv) Such other subjects of study as the Governing Council may decide from time to time.

2. *Degree of Bachelor of Dental Surgery*.-(1) Candidates for the Degree of Bachelor of Dental Surgery (B.D.S) shall be required.-

(a) to have passed the Higher Secondary examination or an examination recognized by the University as equivalent thereto;

(b) to have subsequently pursued the prescribed course of study in a Medical or Dental College affiliated to or recognized by the University for a period of five and half years including six months internship; and

(c) to have passed all the prescribed examinations.

(2) Candidates who have passed the final B.D.S examination shall be given only Provisional certificate, and they shall become eligible for the award of the Degree only after completing six months House Surgency..

3. *Master of Dental Surgery.*- Candidates for the Degree of Master of Dental Surgery (M.D.S) shall be required.-

(i) to have qualified for the B.D.S Degree of this University or of any other University recognized by this University or its equivalent qualifications after undergoing the course for five and a half our calendar years, including house Surgency; and

(ii) to have subsequently undergone the prescribed course of study for a period of not less than three years in a Medical or Dental college affiliated to this University and to have passed the prescribed examinations.

4. *Degree of Doctor of Philosophy.*- The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the Degree of M.D.S obtained from the Faculty of Dental sciences of this University or any other University recognised as equivalent or any other Degree of Dentistry of this University or any other Degree of an Indian or Foreign university recognized by this University as equivalent thereto on the result of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of dentistry.

5. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XVII
FACULTY OF HOMOEOPATHY

1. *Degrees.*- The degrees in the Faculty of Homoeopathy shall be

(i)Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)

(ii) Doctor of Medicine (M.D (Hom)

(iii) Doctor of Philosophy – Ph.D

2. *Degree of Bachelor of Homoeopathic Medicine and Surgery.*-(1) Candidates for the Degree of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) shall be required,-

(a) to have passed the Higher Secondary Examination with physics, chemistry and biology as optional subjects or an examination accepted by the University as equivalent thereto with the required percentage of marks in the science subjects viz; physics, chemistry, biology;

(b) to have subsequently pursued the prescribed course of study in a Homoeopathic College affiliated to or recognized by the University for a period of not less than four and a half years.

(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 recognized Homeopathic hospital as per regulations.

(2) Candidates who have passed the final B.H.MS. examination shall be given onlyprovisional certificate and they shall become eligible for the award of the degree only after completing one year house surgency / internship as per regulations.

3. *Doctor of Medicine.*- Candidates for the Degree of Doctor of Medicine (M.D.Hom.) shall be required to have qualified themselves for the B.H.M.S. Degree of this University as equivalent thereto and to have subsequently undergone the prescribed course of study in a Homoeopathic College maintained and affiliated to this University as a post graduate student in the concerned speciality for a period of not less than three years and to have passed the prescribed examinations.

4. *Doctor of Philosophy –Ph.D: Degree of Doctor of Philosophy.*- The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed there under to persons holding the degree of M.D (Hom) obtained from this University or any other University recognized by this University as equivalent or any other Degree of an Indian or foreign university recognized by this 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 Homoeopathy.

5. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XVIII

FACULTY OF PHARAMCEUTICAL SCIENCES

1. *Degree.*-The degrees in the faculty of Pharmaceutical Sciences shall be,-
   (i) Bachelor of Pharmacy (B.Pharm);
   (ii) Master of Pharmacy (M.Pharm);
   (iii) Pharm D;
   (iv) Pharm .D (Post Baccalaurate) ;
   (v) Doctor of Philosophy –Ph.D .

2. *Degree of Bachelor of Pharmacy- B.Pharm* .- Candidates for the Degree of Bachelor of Pharmacy (B.Pharm) shall be required to have passed the Higher Secondary Examination or an examination accepted by the University as equivalent thereto, and to have subsequently pursued the

prescribed course of study in a college of this University for a period of not less than four academic years and passed the prescribed examinations.

3. *Degree of Master of Pharmacy – M.Pharm* .- Candidates for the Degree of Master of Pharmacy (M.Pharm) shall required to have taken the Degree of Bachelor of Pharmacy (B.Pharm) of this University or a Degree of any other University recognized by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college affiliated to this University for a period of not less than two academic years and to have passed the prescribed examinations.

4. *Pharm D.*- Candidates for the Degree of Master of Pharmacy (Pharm D) shall required to have a pass in 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics or Biology as one of the subjects, with the required percentage of marks in the aggregate for optional subjects, recognised by the University,

or

A pass in B. Pharm. course, with a minimum of 50% marks in B. Pharm Examination, from an institution approved by the Pharmacy Council of India, under section 12 of the Pharmacy Act and recognised by the University;

or

Any other qualification approved by the Pharmacy Council of India, New Delhi and recognised by the University as equivalent thereto.

5. *Pharm .D (Post Baccalaureate*).- Candidates for the Degree of Master of Pharmacy (Pharm D) shall required to have taken the degree of Bachelor of Pharmacy (B.Pharm) of this University, or a degree of any other university recognized by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college affiliated to this

University for a period of not less than for 3 academic years (2 years of study and 1 year internship or residency) and to have passed the prescribed examinations.

6. *Degree of Doctor of Philosophy Ph.D* .- (i) The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the degree of M.Pharm / Pharm D / Pharm .D (*Post Baccalaureate*) obtained from this University or any other University or from any other University recognised as equivalent by this University or any other degree of an Indian or Foreign University recognized by this university as equivalent thereto on the result of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of Pharmaceutical sciences.

7. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XIX

FACULTY OF NURSING

1. *Degree*.- The degrees in the faculty of Nursing shall be,.-

(i) Bachelor of Science (Nursing) – B.Sc.(Nursing);

(ii) Bachelor of Science (Nursing) – B.Sc.(Post Basic - Nursing);

(iii) Master of Science (Nursing) – M.Sc. (Nursing);

(iv) Doctor of Nursing - Ph.D

2. *Degree of Bachelor of Science (Nursing)*.- Candidate for the Degree of Bachelor of Science (Nursing) (B.Sc.Nursing) shall be required to have passed the Higher Secondary Examination or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period not less than four academic years

including integrated practice for 6 months in an institution maintained by or affiliated to this University and passed the prescribed examination.

3. *Bachelor of Science (Nursing)* – B.Sc.(Post Basic - Nursing) shall be required to have passed General nursing and midwifery course of three and half years duration conducted by Kerala Nurses and Midwives Council or an examination accepted by the University as equivalent thereto and undergone at least one year physical experience as staff nurse in a hospital having not less than 120 beds or community health center/ Primary Health Center 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 this University and passed the prescribed examination.

4. *Degree of Master Science (Nursing).*- Candidates for the Degree of Master of Nursing, M.Sc.(Nursing), shall be required to have taken a Bachelors Degree (Nursing) of this University or if any degree recognized by the University as equivalent thereto and thereafter to have worked in any hospital with an average strength of 100 inpatients or in a School of Nursing or in a Community Health Programme for a period of one year and to have subsequently pursued the prescribed course of study for a period of not less than two academic years and to have passed the prescribed examinations.

5. *Degree of Doctor of Philosophy Ph.D* .- The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the degree of M.Sc (Nursing) obtained from this University or any other University recognised as equivalent by this University or any other Degree of an Indian or Foreign university recognized by this university as equivalent thereto on the result of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of Nursing.

6. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XX

FACULTY OF PARA MEDICAL AND ALLIED HEALTH SCIENCES

1. *Degree*.- The degree in the Faculty of Para Medical Sciences shall be.-

(i) Bachelor of Physiotherapy - BPT;
(ii) Bachelor of Science (Medical Laboratory Technician) B.Sc.(M.L.T);
(iii) Bachelor of Audiology, Speech , and Language Pathology. (BASLP);
(iv) Bachelor of Science- Optometry;
(v) Master of Science (Medical Laboratory Technology) - M.Sc (MLT);
(vi) Master of Physiotherapy MPT;
(vii) Master of Science – Medical Anatomy, Medical Biochemistry, Medical Physiology, Clinical Nutrition;
(viii) Master of Audiology Speech , and language pathology. (MASLP);
(ix) Master of Hospital Administration –MHA;
(x) Master of Public Health –MPH;
(xi) Master of Science in Laboratory Technology – Bio chemistry, Microbiology, Pathology;
(xii) M.Phil Clinical Epidemiology;
(xiii) Doctor of Philosophy – Ph.D;

2. *Degree of Bachelor of Science (Medical Laboratory Technology)*.- Candidates for the Degree of Bachelor of Science (Medical Laboratory Technology) (B.Sc.M.LT) shall be required to have passed the Higher Secondary Examination or an examination accepted by the University as equivalent thereto:

3. *Degree of Master of Science (Medical Laboratory Technology)*.- Candidates for the Degree of Master of Science (Medical Laboratory

Technology), shall be required to have taken a Bachelors Degree (Medical Laboratory Technology) of this University or of any University recognized by this University as equivalent thereto and thereafter to have subsequently pursued the prescribed course of study for a period of not less than two academic years and to have passed the prescribed examinations.

4. *Degree of Bachelor of Physiotherapy* (BPT).- Candidates for the Degree of Bachelor of Physiotherapy shall be required to have passed the Higher Secondary Examination 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 affiliated to this University and to have passed the prescribed examinations.

5. *Master of Physiotherapy (MPT).*- Candidates for the Degree of Master of Physiotherapy shall be required to have passed the Degree of Bachelor of Physiotherapy of this University or of any other University recognised as equivalent or a degree accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of two academic years in a college affiliated to this University and to have passed the prescribed examinations.

6. *Bachelor of Audiology, Speech, and language pathology. (BASLP).*- Candidate for Bachelor of Audiology, Speech, and language pathology. (BASLP) shall be required to have passed the Higher Secondary Examination 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 and one year internship in a college affiliated to this University and to have passed the prescribed examinations.

7. *Master in Audiology, Speech, and language pathology. (MASLP).*- Candidates for the Degree of Master in Audiology, Speech , and language pathology shall be required to have passed the Degree of Bachelor in Audiology, Speech , and language pathology of this University or of any other University recognised as equivalent or a degree accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of two academic years in a college affiliated to this University and to have passed the prescribed examinations.

8. *Doctor of Philosophy.*- Degree of Doctor of Philosophy Ph.D .- The degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the degree of Post graduate qualification in Paramedical Sciences obtained from this University or any other University recognised as equivalent by this University or any other Degree of an Indian or Foreign university recognized by this University as equivalent thereto on the result of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of Paramedical Sciences.

9. The regulations syllabus and scheme of examinations of all the courses under each faculty will be decided by the Academic Council of the University from time to time.

CHAPTER XXI
AFFILIATION OF COLLEGES

1. *Transfer of affiliations.*- Subject to the provisions contained in sections 50 and 51 the affiliation of all Professional medical or other college or institutions imparting education in Modern medicine, Dental, Ayurveda, Homeopathy, Siddha, Unani, Yoga, Naturopathy, Nursing, Pharmacy other paramedical and allied subjects, owned by Government or Government controlled societies, private aided and private unaided self financing educational agencies (except deemed universities) shall stand transferred University.

Procedure to be adopted in granting affiliations

2. *Date of application.*- Applications for affiliation of a college or for affiliation in additional subjects or affiliation for enhancement of seats or for consent of affiliation shall be addressed to the Registrar, and shall be forwarded to him on or before the date fixed by the University from time to time.

3. *Form of application.*- An application for affiliation of a new college shall be furnished in full and detailed information on the following matters (Format of application shall be issued by the University from time to time), namely:-

(a) The Individual/Agency proposing to start college;

(b) Whether the body is registered (copies of constitution, Bye-laws and certificate of registration to be enclosed);

(c) personnel of the Managing Council or Governing body;

(d) Location of the College (Name of Place, Village, Taluk and District);

(e) Names of other colleges within the radius of 20Kilometers;

(f) Courses Subjects and in which affiliation is sought;

(g) Previous applications, if any, for affiliation in the same subjects and their disposal;

(h) Accommodation, equipment and the number of students from whom provision has been made or is proposed to be made. The information relating to accommodation shall be accompanied by plans and drawings;

(i) Details of financial resources of the management for capital expenditure on buildings and equipments and for the continued maintenance of the college;

(j) Details of accommodation available (class rooms, Lecture halls, staff rooms, Professors rooms, Principals rooms, Laboratory, Library, Hospital facilities etc);

(k) Qualifications, salaries, work of the teachers and details of proposed staff pattern together with a timetable of the work;

(l) Hostels and playgrounds **for students** and residences for the Principal and the other members of the staff;

(m) Fees proposed to be levied and the financial provision made for capital expenditure on buildings and equipments;

(n) The financial resources of the colleges for its continued maintenance;

(o) Clear title deeds of property;

(p) Details of the hospital, wherever necessary;

(q) Details of the financial guarantee proposed to be furnished to the University by the Management.

(r) Provision of internet and other audiovisual facilities;

(s) Copy of agreement with Government;

(t) Affidavit in stamp paper worth of Rs.100 regarding the willingness to obey the rules and regulations formed by the University and the Government from time to time.

4. *Application for additional affiliation.*- The applications for affiliation in additional subjects shall contain the details specified in clauses (b), (c),(d), (e), (g), (l) and (m) of statute **3**.

5. *Application to be made by whom.*- The applications for affiliation shall be made in the case of Government colleges by the Head of the Institution concerned and in the case of private colleges by the Head of the Educational Agency.

6. *Application fee* - The applicant shall pay such application fee at the rates fixed by the University from time to time

7. *Power of the Governing Council to grant affiliation.*- (1)All applications seeking affiliation shall be considered by the Governing Council not later than the date fixed in this regard by the Governing Council.

(2) The Governing Council shall have the power to affiliate any college preparing students for degrees, titles or diplomas of the University which satisfies the conditions prescribed as per the laws of the University.

8. *Procedure on receipt of application.*-(1) The Governing Council may call for any further information which it may deem necessary before proceeding with an 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.

(2) On receipt of application for affiliation of a new college or a **new course** the university shall consider whether it is in consonance with the perspective plan approved by the Governing Council or educational development as required under section 51 of the Act.

10. *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 will 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, capability of maintaining academic standards 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 fulfillment by the Management of all the conditions that are specified here or that may be specified later for the satisfactory establishment and maintenance of the proposed institution/courses of studies and on the reports of 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 / or enhancement of seats 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, infra structure facility, hospital, Internet

and audiovisual facilities, equipment, library, reading room, play grounds, hostels, etc., as the University may, from time to time impose or issue in relation to the college.

(6) The Educational Agency or the 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 inspection commission report, if the University is satisfied, it may issue consent of affiliation for starting a new college or starting additional courses or enhancement of seats in existing courses subjected to obtain the essentiality certificate from Government.

(8) After considering the commission report and other enquiries, if any, and after obtaining the essentiality certificate from the Central and/or State Councils or authorities in the concerned discipline and after obtaining the essentiality certificate from the Government, the Governing Council shall decide whether the affiliation be granted or refused, either in whole or in part.

9. *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 Governing Council granting the affiliation. If the conditions are not fulfilled by the end of the period fixed, the affiliation shall cease

automatically. If the conditions are fulfilled, the Governing Council shall have the power to confirm the affiliation at the end of the period.

10. *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.

11. *Withdrawal or suspension of affiliation*.- the Governing Council shall have the power at any time after due enquiry to withdraw or suspend for a definite period the affiliation granted to a college, provided that before taking such action the Governing Council 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 representation as made.

12. *Suspension of instruction in courses or subjects*.- (1) It shall be open to a college to suspend for want of students with prior approval of the Governing Council, 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 Governing Council.

(2) No course of study shall be abolished in any college without the prior approval of the Governing Council.

13. *Presentation of candidates for examinations*.- Every college affiliated to the university shall be entitled to prepare and present student, 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.

14. *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, qualifications and designation shall forthwith be reported to the University.

(3) No student shall be admitted to any course of instructions in the college in anticipation of affiliation.

15. *Constitution of College council*.- (1) Every college shall have a duly constituted college council representing the staff and students to advise the question relating to the internal affairs of the college.

(2) The college council shall consist of the following members namely;

(a) The Principal, who shall be the chairman;

(b) All the Heads of departments or teachers in charge of the departments;

(c) The Director or Head of the Department of Physical Education;

(d) The Chairman of the college union;

(e) The Administrative Officer/Superintendent/Head clerk who is the chief of the office staff;

(f) The Chairman/President of the Parent Teachers Association in the college;

(g) Two representative of the teaching staff elected by the members of the teaching staff from among themselves.

(3) The college council shall elect a Secretary from among the members who shall be a teacher other than the Principal.

(4) The Secretary shall convene the meetings of the council. It shall be competent for the council to remove the Secretary from his office by two-third majority decision.

(5) The college council shall meet at least twice in an year and the minutes shall be recorded.

(6) The decisions of the college council shall be taken by simple majority and in case of equality of votes, the chairman shall have second or casting vote.

(7) Where the Principal overrules the decisions of the college council, and if the Principal does not report the fact to the Vice Chancellor, the Secretary shall report the same to the Vice Chancellor.

(8) The college council shall be reconstituted in every year.

(9) Subject to the provisions in these statutes, the functioning of the election to the college council shall be governed by the rules framed by the Governing Council in this regard.

16. *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 Principal, the senior most Professor or in his absence the next senior most teacher of the college shall be in charge of the duties of Principal. No person shall be appointed as a Principal who does not possess the qualifications and experience prescribed by the Regulations.

17. *Financial guarantee.*- Every college shall provide Bank guarantee or solvency certificate to the university for the amount prescribed by the Governing Council towards the financial guarantee of the college.

18. *Matters to be satisfied by the colleges.*- (1) Every college shall satisfy the Governing Council on the following points.-

(a) 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 neighborhood and the suitability of the locality.

(b) the character, qualifications and adequacy of the teaching staff and the conditions of their service.

(c) subject to the provisions of the Act, and the statutes framed there under the code of professional ethics for university and college teachers prescribed by the concerned central councils and approved by the Governing Council as amended from time to time shall be applicable to the teachers in colleges affiliated to the university.

(d) the suitability and adequacy of the buildings, libraries, laboratories and other equipment.

(e) 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 hostel or in lodgings approved by the college, if students are not residing with their parents or guardians and for the supervision and welfare of students and

(f) such other matters as are essential for the maintenance of the tone and standard of university education.

19. *Proportion of teachers to students*.- Every college shall maintain a proportion of teaches to students which is not less than the minimum prescribed by the Central regulatory authorities and the University.

20. *Facilities for students*.- Every college shall provide common rooms and other appropriate conveniences to the students.

21. *Residence of students* .- Every college shall make adequate provision for the residence of its students not residing with their parents or duly recognized guardians. Such provision shall be in the form of hostels managed by the college and recognized by the Governing Council.

22. *Facilities for games etc*.- Every college shall provide adequate and suitable facilities for games and physical exercises and shall make adequate arrangements for the physical training of its students and shall have on its staff, a trained Physical Director possessing the qualifications prescribed by the Regulations.

23. *N.C.C or N.S.C or N.S.O or N.S.S etc*.- Every college shall provide facilities for the organization of the National Cadet Crops, National students council, National students organization or National Service Scheme.

24. *Medical Inspection*.- Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Acts in order to conduct the medical inspection of students of the college.

25. *Conditions for admission of students*.- Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subjects shall not exceed the maximum for the class or subject sanctioned by the Governing Council.

26. *Maintenance of discipline*.- (a) Every college shall satisfy the Governing Council that proper discipline is maintained in the college and hostels.

(b) Every institution shall take effective steps to prevent the menace of ragging. They shall implement the directions/orders issued by the University from time to time in this regard.

27. *Tuition and other fees*.- No college shall collect from the students any fee, over and above those fixed as per rules and regulations.

28. *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 Governing Council and the 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 Governing Council may, after considering the explanation, if any, issue to the college such instructions as it may deem fit, and the college shall, within such period as may be fixed, take such action as the Governing Council specify.

29. *Maintenance of Registers and Records*.- Every college shall maintain the following registers and records in the forms that may be prescribed by the Governing Council

(a) A register of admissions and withdrawals;

(b) A register of attendance;

(c) A register or other record of addresses of students;

(d) A register of the members of the staff showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught:

(e) A register of fees paid, showing dates of payment;

(f) A counterfoil fee-receipt book;

(g) A register of scholarship, prizes and concession 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;

(h) A counterfoil book of transfer certificate;

(i) A counterfoil book of certificates of medical inspection of students;

(j) A register of marks obtained by each student at the college examinations;

(k) Account books showing the financial transactions of the college as separate from those of the Management;

(l) Acquaintance roll of the members of the staff of the college; and

(m)Such other Registers as may be prescribed by the Governing Council.

30. *Inspection of Registers*.- The Registers and records shall be subject to inspection by any officer authorized in this behalf by the Vice Chancellor or the Governing Council.

31. *Additional affiliation*.- When a college desires to institute additional courses of subjects of instruction, including courses of a higher standard, an application for permission to institute additional courses shall be made to the Governing Council in the prescribed manner, and before a prescribed date and every college shall obtain the prior approval of the Governing Council before starting the courses.

32. *Exemption of Government Colleges from certain provisions* .- The University, may, in public interest, exempt college run by the Government from the requirements of financial guarantee, procedure for selection and appointment of staffs and the provision regarding the Board of Management.

Additional Provisions for Post Graduate/Super-specialty courses

33. *Conditions for obtaining permission to provide instruction in Post-Graduate courses of study.*- For the purpose of obtaining permission to provide instruction in Post graduate courses of study, an affiliated college shall satisfy the following conditions, namely

(a) that there are adequate financial resources 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, hospital, museums, scientific equipment 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, including internet and computer laboratory facility, 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 for imparting such instruction in a properly equipped laboratory or museum;

(e) that necessary arrangements have been or shall be made for the conduct of lecturers, tutorials and practical and other means of imparting instruction in the intended post graduate course of study; and

(f) such other conditions or directions as the Governing Council may from time to time lay down for the maintenance of the standard of post graduate study.

CHAPTER XXII

RECOGNITION OF RESEARCH CENTRES

1. *Institution to be recognized.*- It shall be competent for the Governing Council to recognize any institution engaged in research or specialized studies as a recognized institution which satisfies the following conditions, namely:-

(a) An institution seeking recognition of the University shall confirm to the standard aims, and objectives of the University and its programmes of teaching and research.

(b) An institution seeking recognition shall submit to the Registrar an application in form approved by the Governing Council for the purpose.

© The application shall contain the following particulars :-

(i) the name of the institution and its location;

(ii) the date of its establishment

(iii) a statement of its aims and objectives

(iv) a statement of its financial resources together with the sources of its income;

(v) 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;

(vi) 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;

(vii) 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'

(viii) he constitution, organization and other particulars of and regarding the Governing Body of the institution; and

(ix) such other information as may be pertinent to or helpful in determining whether recognition should be granted or not.

2. *Enquiry and grant of recognition to institution.*- (1) When an application for recognition of any institution, complies with all the requirements specified in Statute 1 and the Governing Council 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 conferring 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 Governing Council thinks fit so to do, it may, by

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.

3. *Inspection of recognized institutions*.- On the recommendation of the academic Council, the Syndicate may from time to time, cause an inspection to be made of a recognized institution by such person or persons as it may authorize in this behalf.

4. *Withdrawal of recognition from institutions*.- If at any time the Governing Council is satisfied, either on receipt of a report of inspection referred to in Statute 3 or otherwise that any of the terms and conditions imposed on a recognized institution at the time of granting recognition to it is not fulfilled or complied with or that the institution is otherwise unfit to be continued as recognized institution, the Governing Council may by order, withdrawing recognition of such institution:

Provided that before making such order of withdrawal of recognition, the Governing Council shall by notice afford the institution concerned an opportunity of making its representation, if any with in 30 days from the date of receipt of the notice and shall record its opinion on any representation do made.

CHAPTER XXIII

GOVERNING BODIES FOR PRIVATE COLLEGES UNDER UNITARY MANAGEMENT

1. *Constitution of Governing body for private colleges (aided and unaided) under Unitary management*.- (1) A Unitary Management shall constitute a Governing Body for giving advice on all matters relating to the administration of the college under the management. It shall consist with the following members, namely:

(i) the Principal of the private college;

(ii) the Manager of the private college;

(iii) an eminent academician nominated by the Governing Council ;

(iv) an eminent academician nominated by the Government

(v) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent teachers of the private college from among themselves;

(vi) the Chairman of the college union;

(vii) a persn elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the non teaching staff of private college from among themselves; and

(viii) not more than six persons nominated by the Unitary Management.

(2) One of the persons nominated by the Management shall be the treasurer.

(3) The name of the 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

(5) The manager of the private college shall be the Chairman of the Governing Body.

2. *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 and publish the same 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 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 maximum vote shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected the final decision shall be made by drawing lot.

3. *Election of a person by the permanent members of the non teaching staff of the private college.*- The Principal of the private college under Unitary Management shall prepare a list of all the permanent members of non teaching staff 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 election. The Principal may also include the name of any permanent member of 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 non teaching staff to the governing body on a date to be fixed by him with due notice thereof to the permanent members of 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 maximum vote shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected the final decision shall be made by drawing lot.

4. *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.

5. *Election by virtue of office*.- A person nominated or elected to the Governing Body in his capacity as a member of the Senate or the Governing Council or as a permanent teacher of the private college, 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 Governing Council or a permanent teacher of the private college as the case may be.

6. *Disqualifications*.- 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 offence involving moral delinquency.

7. *Rules regarding the working of the Governing Body*.- The Unitary Management shall frame rules for the conduct of meetings of the Governing Body, in consistent with the provisions issued by the University, from time to time.

CHAPTER XXIV

MANAGING COUNCILS FOR PRIVATE COLLEGES UNDER CORPORATE MANANGEMENT

1. *Constitution of Managing Council for private colleges under Corporate Management*.- (1) A Corporate Management shall constitute a Managing Council for giving advice on all matters relating to the administration of the college under its management. It shall consist with the following members, namely:-

(a) one Principal by rotation from among the colleges under the corporate management;

(b) the Manager of the private colleges;

(c) a person nominated by the University;

(d) a person nominated by the Government;

(e) two persons elected by the permanent teachers of all the private colleges from among themselves;

(f) a person elected by the chairman of the college unions of all the private colleges from among themselves;

(g) a person elected by the permanent members of the non teaching staff of all the private colleges from among themselves;

(h) not more than fifteen persons nominated by the corporate management;

(2) (i) The Manager of the private colleges shall be the Chairman of the Managing council;

(ii) One of the persons nominated by the management shall be the Treasurer;

(3) It shall be the duty of the managing council to advise the corporate management in all matters relating to the administration of the private colleges, in accordance with the Acts, Statutes, Ordinances, Regulations, Rules, Bye laws and Orders made there under.

(4) The decisions of the managing council shall be taken at meetings on the basis of simple majority of the members present and voting.

(5) The quorum for a meeting of the managing council shall be twelve.

2. *Nomination of a person by the university.*- The Governing Council of the university shall nominate a member of the Senate or Governing Council 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 10 days prior to the date of the election. Any person 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 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 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 receive an equal number of votes and they cannot be declared elected the final decision shall be made by drawing lot.

4. *Procedure for appointment of a Principal to a 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 senior most 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. A Principal who has not been appointed as a member due to his unwillingness shall not be considered for appointment in future, until his next turn comes after the whole 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 corporate management shall prepare a list of all the permanent members of non teaching staff of the Private Colleges under the corporate management 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 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 election. The Manager may also include the name of any permanent member of non teaching staff inadvertently omitted from the list originally published. The Manager shall convene a meeting for the purpose of 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 that meeting by secret ballot. The person securing the highest number of votes shall be declared as elected.

6. *Election dispute*.- 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. *Election by virtue of office*.- A person nominated or elected or appointed to the Managing Council in his capacity as a member of the Senate or the Governing Council or the Academic Council or as a permanent teacher or as the Principal of the Private College, as the case may be, shall cease to be a member of the Managing Council as soon as he ceases to be a member of the Senate or the Governing Council or the Academic Council or a permanent teacher or the Principal of the private College under a corporate management.

8. *Disqualifications*.- No person shall be elected or nominated or appointed as or continue to be a member of the Managing Council if he is or becomes of unsound mind or is declared insolvent or is convicted of an offence 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, not inconsistent with the provisions or directions issued by the University, from time to time.

10. *Constitution of first Managing Council*.- The first Managing Council shall be constituted within six months from the date on which these statutes are brought into force.

CHAPTER XXV

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

1. *Degrees of the University*.- The university may confer the following Degrees.-

(i) Bachelor of Medicine and Surgery – M.B.B.S;
(ii) Bachelor of Dental Surgery – B.D.S;
(iii) Ayurvedacharya – Bachelor of Ayurvedic Medicine and Surgery – B.A.M.S;
(iv) Bachelor of Homeopathic Medicine and Surgery – B.H.M.S;
(v) Bachelor of Siddha Medicine and Surgery – B.S.M.S;
(vi) Bachelor of Pharmacy – B.Pharm.;
(vii) Bachelor of Pharmacy – B.Pharm (Ay.);
(viii) Bachelor of Science (Nursing)– B.Sc.(Nursing);
(ix) Bachelor of Science (Nursing –Post Basic)– B.Sc.(Nursing – Post Basic);
(x) Bachelor of Science (Nursing) Ayurveda– B.Sc.(Nursing) (Ay);
(xi) Bachelor of Physiotherapy – B.P.T;
(xii) Bachelor of Science (Medial Laboratory Technology) – B.Sc.(MLT);
(xiii) Bachelor of Audiology, speech and Language Pathology – BASLP;
(xiv) Bachelor of Optometry, [B.Sc (Opt)];
(xv) Master of Science – M.Sc;
(xvi) Master of Surgery – M.S;
(xvii) Master of Medicine – M.D;
(xviii) Master of Chirurgery – M.Ch;
(xix) Doctor of Medicine – D.M;
(xx) Doctor of Philosophy – Ph.D;
(xxi) Master of Dental Surgery – M.D.S;
(xxii) Ayurvedavachaspatti Doctor of Medicine – M.D (Ay.);
(xxiii) Master of Surgery- Ayurveda Dhanwanthary - M.S (Ay);
(xxiv) Doctor of Medicine – M.D(Hom);
(xxv) Master of Science (Nursing) – M.Sc. (Nursing);
(xxvi) Master of Pharmacy – M.Pharm;
(xxvii) Pharm D;
(xxviii) Pharm .D (Post Baccalaurate);
(xxix) Master of Physiotherapy - MPT;
(xxx) Master of Audiology, Speech, and Language Pathology. (MASLP);
(xxxi) Master of science (Medical Laboratory Technology). M.Sc (MLT);
(xxxii) Master of Hospital Administration (MHA);
(xxxiii) Master of Public Health (MPH).

2. *Diplomas and certificates*.- The University may grant the following diplomas and certificates,-

(i)	Diploma in Obstetrics and Gynecology	D.G.O;
(ii)	Diploma in Clinical Pathology	D.C.P;
(iii)	Diploma in Public Health	D.P.H;
(iv)	Diploma in Child Health	D.C.H;
(v)	Diploma in Radiology	D.M.R;
(vi)	Diploma in Medical Radiology (Diagnosis)	D.M.R.D;
(vii)	Diploma in Medical Radiology (Therapy)	D.M.R.T;
(viii)	Diploma in Ophthalmology	D.O;
(ix)	Diploma in Orthopedics	D.Ortho;
(x)	Diploma in Oto-Rhino Laryngology	D.L.O;
(xi)	Diploma in Anaesthesia	D.A;
(xii)	Diploma in Psychiatric Medicine	D.P.M;
(xiii)	Diploma in Physical Medicine and Rehabilitation	D.P.M.R;
(xiv)	Diploma in Tuberculosis and Chest Diseases	D.T.C.D;
(xv)	Diploma in Agatatantra; and	
(xvi)	Diplomas and certificates in such other subjects of study as the Governing Council may decide, from time to time.	

3. *Eligibility*.- No candidate shall be eligible to qualify for a degree, diploma, certificate or title in the university unless he has undergone the prescribed course of study or research as an enrolled student of a college or other institution of this university or is eligible to appear for the examination as laid down in the regulations.

4. *Award of Degrees, Diplomas etc*.- Award of Degrees, Diplomas, Certificate, Titles etc,. shall be made at a convocation arranged by the University or in absentia after the meeting of the Governing Council held after the publication of the results of the examinations concerned.

CHAPTER XXVI
HONORARY DEGREES

1. *Person on whom Honorary Degrees may be conferred.*- On the recommendation of the Governing 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 contributions to learning or eminent services to the cause of education and science and technology are fit and proper persons to receive such a degree subject to the condition that such recommendation is accepted by not less than two- thirds of the members present at a meeting of the Governing Council and is confirmed by the Chancellor.

2. *Conferment.*- Honorary degrees shall be conferred only at a Convocation, and shall be taken in person.

3. *Presentation of persons.*- The presentation at the Convocation of the person on whom honorary degree are to be conferred shall be made by the Vice Chancellor, or in his absence, by Pro-Vice-Chancellor.

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.-

(a) Doctor of Science D.Sc; and

(b) Doctor of Philosophy Ph.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 summon by the Chancellor at such time and on such dates as the Chancellor may appoint for the purpose.

(2) The Chancellor or the Pro-Chancellor or in the absence of both, the 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 academic robes prescribed for them by the Statutes.

10. *Preliminary meeting of the Senate*:- There shall be a meeting of the Senate, preliminary to the convocation at which the grace of the Senate shall be supplicated on behalf of the candidate/ candidates for admission to the degree/degrees by the Vice -Chancellor or his nominee.

CHAPTER XXVII
INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS ETC.

1. *Awards.*- Awards by the University in aid of Post Graduate research shall be of three kinds, namely:-

(1) University Research Fellowships

(2) Endowed Research Scholarships or Fellowships; and

(3) Special Grants and Prizes

2. *University Research Fellowships*.- (1) The University Research Fellowships shall be as follows,-

(i) Senior Research Fellowships;

(ii) Special Research Fellowships for teachers;

(iii) Junior Research Fellowships; and

(iv) any other Research Fellowships as may be instituted by the University.

(2) The number of Fellowships that may be awarded each year shall be decided by the Governing Council, 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 Fellowships shall be awarded by the Governing Council, on the recommendation of the Selection Committee constituted by the Vice-Chancellor for the purpose.

(2) The Selection Committee shall consist of ,–

(i) The Dean of the Faculty/ Research concerned;

(ii) The Head of the Department in the subject concerned or in the absence of the Head of Department; the Chairman of the Board of Studies concerned; and

(iii) A member of the Research Council.

4. *Deputation and grant-in-aid*.- The Fellowships shall be tenable only in an institution maintained by the University or in recognized institution but in exceptional cases, Fellows may be deputed by the Governing Council to work in other institutions in India and/or abroad. The Governing Council may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.

5. *Suspension or cancellation.*- The Governing Council may be 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 Governing Council shall be final.

6. *No award if no deserving candidate.*- The Governing Council may decline to award a Fellowship in any year, if in its opinion, there is no deserving candidate.

7. *Vacancies.*- Casual or other vacancies during the course of the academic year among Fellows may not be filled up by a fresh award. But a vacant senior Fellowship may, however, be awarded to a Junior Fellow, 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 and 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 Scholarship and Fellowships.

9.*Special Grants and prizes in aid of Research* .- Grants-in-aid to cover expense in connection with research or for the publication of research work may be given at the discretion of the Governing Council to persons who are not full-time research scholars or Fellows.

10. *Consultation with Dean.*- The award of such grants-in-aid shall be made in consultation with the Dean of the Faculty concerned.

11. *Condition of Bond.*- The Governing Council may require the recipient of the grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Governing Council.

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 to furnish free of cost, four copies of the publication to the University.

13. *Prizes for Original work*.- It shall be competent for the Governing Council to award prizes for approved original work in any branch of study, subject to such rules and conditions as the Governing Council may, from time to time prescribe.

14. *Expenditure*.- The Governing Council shall have power to defray out of University Funds such expenditure incurred in connection with research as in its judgment, is reasonable.

15. *Facilities for research*.- The Governing Council shall also make arrangements, where necessary for affording facilities for the prosecution of research.

16. *Non-stipendiary workers*.- The Governing Council may permit persons to work in the Research Departments of the University as non-stipendiary workers.

CHAPTER XXVIII

REGISTER OF MATRICULATES

1. *Persons to be registered*.- The Governing Council shall maintain a Register of matriculates, in which the names of the following classes of persons shall be registered,-

(a) Holders of any degree, title, diploma or certificate on first admission to a University course of study;

(b) Persons who with or without exemption from attendance certificate are permitted to appear for the first time for any examination of the University.

(c) Persons other than those specified in clause (a) or (b) 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 names registered in the Register of Matriculates maintained by the Governing Council.

3. *Particulars of the Register.*- The Register of matriculates shall set forth in respect of each Matriculate, the following particulars, namely:-

(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. *Fees*.- Every applicant for registration shall pay to the University such fee as may be prescribed by Ordinances.

5. *Date of Receipt of Forms*.- (a) The Matriculation forms, Recognition forms, etc. required in a college during an academic year shall be sent to colleges, etc., before such date as may be specified by the University.

(b) The Principals of Colleges, shall, on the first working day of every week remit to the University Fund all the amounts collected and send the related Matriculation fee at the end of every month, with detailed statements.

(c) The University office shall finalise compilation of the return of matriculates by 15th of November of every year and send back necessary records to the Colleges so as to enable these institutions to get them by the 1st of December each year.

6. *Migration and Re-admission*.- Matriculates of this University who have migrated from this University shall have their names removed from the Register of Matriculates. When any such person whose name has been removed from the Register, rejoins this University, he shall register his name as a matriculate of this University afresh, after paying the prescribed fee.

CHAPTER XXIX

WITHDRAWAL OR CANCELLATION OF DEGREES, DIPLOMAS, TITLES, ETC.

Procedure .- If evidence is laid before the Governing Council 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 Senate, has been convicted of what in their opinion is an offence involving moral delinquency, the Governing Council may decide that the degree, diploma, title, license, certificate or other distinction be cancelled, and if the proposal is accepted by not less than two-thirds of the members present 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 XXX
REGISTER OF DONORS

1. *Maintenance of a Register of donors*.- The Governing Council shall maintain a Register of Donors showing the following particulars :-

(a) the names and addresses of all persons who have contributed not less than Rupees one Lakh or transferred property of the like value to the University Fund.

(b) the name and address of every association that has undertaken to make to the University an annual contribution of Rs.50,000 (fifty thousand) or more, with the period for which such undertaking is given.

CHAPTER XXXI

RECOGNISED INSTITUTIONS

1. *Institutions to be recognized*.- It shall be competent for the Governing Council to recognize any institution engaged in research or specialized studies as a recognized institution, in accordance with the following provisions.

2. *Standard of the Institutions*.- 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 Governing Council for the purpose with such fee as may be prescribed by the Acts.

(ii)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 sources of its income;

(e) 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, organization and other particulars regarding 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 in this Chapter and the Governing Council 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 enquiry into all matters relevant to the application by visiting the institution and conferring 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 Governing Council thinks fit so to do, it may, by order, grant, subject to the provision 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 recognized institutions*;- On the recommendation of the Academic Council, the Governing Council may, from time to time, cause an inspection to be made of a recognized institution by such person or persons as it may authorize in this behalf.

6. *Withdrawal of recognition from institutions.*- If at any time the Governing Council 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 a recognized institution at the time of granting recognition to

it is not fulfilled or complied with or that the institution is otherwise unfit to be continued as a recognized institution, the Governing Council may, by order, withdraw recognition from such institution:

Provided that before making such order of withdrawal of recognition, the Governing Council shall by notice afford the institution concerned an opportunity for making its representation, if any, within 30 days from the date of receipt of the notice and shall record its opinion on any representation so made.

CHAPTER XXXII

RECOGNITION OF HOSTELS

1. *Recognitions of hostels*.- (a) The Governing Council may recognize 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 Governing Council 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.

(b) If the University on enquiry is satisfied that the hostel recognized under Statute 1(a) of this Chapter is not run in the best interests of the students and that there is persistent complaint about the running of the hostel, the University may, after giving a reasonable opportunity of being heard to the persons concerned, withdraw such recognition.

CHAPTER XXXIII

BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES

1. *Constitution.*- There shall be constituted a Board in accordance with the provisions of sub-section (2) of section 71 of the Act to entertain, adjudicate and redress any grievance of the students of colleges, who may for any reason be aggrieved otherwise than by an act of the Court.

2. *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 Students' Union and two members of the College Union shall be one year or till new members are elected to the concerned Union.

3. *Casual vacancies.*- Casual vacancies shall be filled up in the same manner as for the place that fell vacant was originally filled.

4. *Receipt of or entertaining of compliant.*- 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 any compliant 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 compliant should be entertained or not.

5. *Procedure of the Board.*- After the Board has decided that a complaint filed before it should be entertained, it shall commence the enquiry at appointed time 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 complainant 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 complaint 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 and arguments have been heard the Board shall record its findings in respect of the complaint. The findings of the Board shall then be forwarded to the Governing Council by the chairman of the Board for appropriate action.

CHAPTER XXXIV

UNIVERSITY DEPARTMENTS/SCHOOLS / REGIONAL CENTRES / CONSTITUENT COLLEGES

1. *Department of Study and Research.*-The University shall establish its own departments and schools for specialized subjects to promote study and research. These centers shall be under the direct control and administration of the University. Each department of study and research and school shall be under a Head of the Department who shall be a teacher of the University. The University can establish different departments/schools as decided by the Governing Council.

2. *Department Council.*-There shall be a department council constituted by the Vice Chancellor from time to time for each department of studies of school of studies and shall function under the rules to be prescribed.

CHAPTER XXXV

PROCEDURE FOR MAKING ORDINANCES

1. *Authority to initiate Ordinance.*- (1) The Governing Council may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) Every Ordinance or amendment to or repeal of an Ordinance shall be submitted to the Senate and Chancellor. The Senate has power to suggest modifications to the Ordinances but the Governing Council shall have power to accept or reject the modifications proposed by the Senate.

(3) Every Ordinances or amendment to or repeal of an Ordinance made by the Governing Council shall be submitted to the Chancellor within two weeks. The Chancellor shall have the powers to direct the Governing Council within four weeks of the receipt of the Ordinance, to suspend its operation and he shall, inform the Governing Council of his objection to it.

(4) He may after receiving the comments of the Governing Council either withdraw the order suspending the Ordinance or disallow the Ordinance and his decisions shall be final.

CHAPTER XXXVI

PROCEDURE FOR MAKING REGULATIONS

1. *Authority to initiate Regulations.*- The Academic Council may make, amend or repeal Regulations either on its own motion or on the recommendations of the Senate, Governing Council, 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, amending or repealing any Regulation relating to:

(i) Course of study;

(ii) Admissions to the various courses of study and to examinations;

(iii) Qualification of teachers;

(iv) Appointment and prescription of duties of the Boards of Studies and Boards of Examiners;

(v) Institution of department of study or research.

3. *Laying of Regulations before the Senate.-* All Regulations made or repealed by the Academic Council shall be laid before the Senate during its next succeeding meeting. If any Regulations or an amendment or repeal thereof is not so laid down before the Senate, the Regulation or amendment shall laps or the Regulation repealed shall revise as the case may be after the next succeeding meeting of the Senate.

CHAPTER XXXVII
LEGAL ADVISER AND STANDING COUNSEL

It shall be competent for the Governing Council to appoint a Legal Adviser and a Standing Counsel for the University for such period and he may perform such duties on such terms and conditions as the Governing Council may decide, from time to time. The emoluments of the Legal Advisor and Standing Council shall also be fixed by the Governing Council.

CHAPTER XXXVIII

THE UNIVERSITY FUND AND THE MANNER OF ITS UTILISATION ETC.

1. *Objects to which the University Fund may be applied.-* The University fund shall be utilized for the following objects.-

(a) for repayment of debts, incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the 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 the teaching and non teaching staff of the University for and in furtherance of the purpose 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 contributions, 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 traveling and other allowances to the members of the Senate, the Governing Council, 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 of the provisions of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(e) for the payment of the cost of audit of the University accounts as fixed by the Government.

(f) for the expense of any suit or proceedings to which the University is a party;

(d) for the payment of any expense incurred by the University in carrying out the provisions of the Act and the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(e) for the payment of any other expense 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 specified by the Finance Committee.

3. *Receipts and Disbursement.*- The Finance Officer shall be the custodian of the University Fund. All payments received by him shall be credited under proper heads of accounts. The Finance Officer shall make all authorized payments out of the University Fund. The Accounts of the University shall be kept by the Finance Officer under the directions of the Governing Council.

4. *Payments.*- No payment shall be made under 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 Finance Officer to draws Establishment Bills etc.*- (1)Subject to the provisions of the Statutes, the Finance officer shall be competent.-

(i) to draw the establishment, traveling allowance, contingencies and all other bills relating to the University upto an amount of rupees Ten lakhs. The bills above an amount of rupees ten lakhs shall be drawn jointly by Registrar and Finance officer;

(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 Governing Council, 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 scholarships 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 Governing Council, for the audit and payment of bills, presented at the University Office.

8. *Assets Register*.- The Finance officer shall maintain an Assets Register, in which shall be entered the values and plans of all buildings and other immovable assets owned by the University.

9. *Accounts regarding constructions*.- The Finance officer shall get from the University Engineer or any other authority entrusted with constructions monthly classified account regarding constructions in a form suited to the requirements of the University.

10. *Custody of Securities etc*.- The Finance officer shall be responsible for the custody of all Government securities., Fixed Deposit Receipts and 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 of Principals of affiliated colleges, to other persons shall be released under the signature of the Finance officer.

CHAPTER XXXIX

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) "Council" means the Council of Modern Medicine, the Council of Indian Systems of Medicine or the Council of Homoeopathy constituted under the Travancore-Cochin Medical Practitioners' Act, 1953 (9 of 1953) or the Kerala State Dental Council constituted under the Dentist 1948 (Central Act 16 of 1948), as the case may be.

(e) "*Elector*" means a person who is qualified to vote at the election;

(f) "*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;

(g) "*Fist 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;

(h) "*Original Votes*" in regard to any candidate means the votes derived from ballot papers on which a first preference is recorded for such candidates;

(i) "*Polling Station*" means the place fixed for conducting the poll at the election;

(j) *'Returning Officer*" includes any assistant returning officer performing any function he is authorized to perform by the returning officer;

(k) "*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;

(l) "*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:

(m) "*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 (vii) (a), (viii) and (ix) under the heading "*Elected Members*" under sub-section (1) of section 20 of the Act and clause (viii) of sub-section (1) of section 22, clause (v) of sub-section (1) of section 32 and clause(vii) of sub-section (2) of section 33 of the Act shall be held otherwise than by postal ballot and in accordance with the provisions of the statutes in Part C of this Chapter:

Provided that for the elections of members under clause (b) "*Elected Members*" in sub-section (2) of section 38 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 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 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. *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, 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 case of doubt, the validity or invalidity of 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 of withdrawal of candidature;

(v) the date of publication of the final list;

(vi) the date of issue of ballot paper;

(vi) the date and hour of poll; and

(vii) 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 power of the returning officer and function as such either by himself or by deputing any other persons 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:

4. *Decision of the Vice-Chancellor.*- (1) Unless otherwise, specifically 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.*- (1) The Registrar or any other person appointed by the Vice-Chancellor shall be returning officer for elections held by the University.

(2) For the conduct of election under items (i) to (iv) under the heading *Elected Members* in sub-section (1) of section 20, the Vice-Chancellor shall, in consultation with the Council concerned appoint the Returning Officer.

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 afflux 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 persons 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 the Act subject to the exceptions mentioned therein.

11. *Maintenance of electoral rolls*. –(1) The Returning Officer shall maintain an electoral roll for each electoral body entitled to elect members at any election conducted, showing the names and addresses of all persons.

(2) For the conduct of election under items (i) to (iv) under the heading *Elected Members* in sub-section (1) of section 20, the list of practitioners contained in the State Register of Class A practitioners maintained by the respective Councils shall be used as the electoral roll.

12. *Publication of electoral roll*:- The electoral rolls shall be published in University Office or in the Office of the Returning Officer, not less than 30 clear days before the date of notifications for the election in a newspaper in English and in a newspaper in the regional language approved by the Vice-Chancellor or the Returning Officer, as the case may, 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 electoral 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 shall not be entitled to participate in the election:

Provided further that 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 to deletion of electoral roll, provided that the fact necessitating such correction or alteration or election 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 or the Returning Officer, as the case may be.

16. *Electoral roll of Principals of Colleges*.- The electoral roll of the principals of Colleges shall contain the name and official addresses of the Principals concerned.

17. *Electoral roll of Registered medical practitioners*.- In the case of Class A medical practitioners, the electoral roll shall contain the names, registered qualification and addresses of the medical practitioners whose names are registered in the State Register of the council concerned, not less than 60 days prior to the publication of the electoral roll.

18. *Electoral Rolls of Teaching staff of Colleges and University for Elections 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:

(a) 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;

(b) names and official addresses of the teachers of the University;

19. *Electoral roll of non-teaching staff*.- 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.

20. *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.

21. *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.

22. *Electoral roll of teachers entitled to elect members to the Academic Council*.- Electoral roll for election to the Academic Council by Teachers belonging to each subject shall be prepared department-wise, College-wise and subject-wise basis. The electoral roll shall include the names and college address of teachers in each subject in the colleges and in the departments maintained by the University.

23. *Electoral roll of 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 the members of the general Council of the University Union. In the case of full time students of the departments of the University, it shall show the names of the full time students department-wise.

24. *Electoral roll of the other 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.

25. *Preservation of election papers*.- The nomination papers, ballot papers and declaration papers shall be preserved in the University office or in the office of the Returning Officer, as the case may be ,for a period of six 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.

26. *Prohibition of simultaneous membership*.- A person who has given his nomination for election to a body or authority through more than one electorate who has been declared elected by more than one such electorate of the same body or authority shall retain membership of only 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.

27. *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 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 member of the body or the authority.

28. *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 notification of the result of election:

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

29. *Election disputes*:- An election petition calling in question any election shall be made in writing. It shall be forwarded to the Vice Chancellor with the prescribed fee remitted to the credit of the Kerala University of Health Sciences Fund so as to reach him within seven days of the declaration of the results of the election. The fees in this regard shall be decided by the Governing Council, from time to time.

PART B

Procedure for Election by Postal Ballot

30. *Notification of elections*.- When any vacancy occurs or is about to occur by efflux of time among the members of any Authority or Body of the University 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 notify the fact in the Gazette and also simultaneously cause the notifications to be published in newspapers. The notifications shall contain the programme of the election from the date of notification of election, giving the following particulars:-

(a) date of notification

(b) last date for receipt of nominations

(c) date of scrutiny of nomination and publication of list of candidates validly nominated

(d) last date and hour for withdrawal of candidates

(e) date of publication of the final list of candidates

(f) date of issue of ballot paper

(g) date and hour fixed for the poll

(h) date and hour of scrutiny and counting of votes.

31. *Presentation of nomination paper and requirements of a valid nomination.*- (1) On or before the date appointed under Statute 30 each candidate shall either in person or by his proposer, deliver between the hours of eleven O'clock 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 30 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.

(3) In the case of an election under items (i) to (iv) under the heading *Elected Members* in sub-section (1) of section 20, the nomination paper shall contain the Register Number of the medical practitioners in the State Register of Class A practitioners maintained by the respective Councils.

32. *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 scrutinized 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.

33. *Decisions of the Returning Officer on objections*.-(1) 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 the provisions of the Act; subject to the exceptions mentioned therein; or

(ii) that the proposer or seconder is a person whose name is not registered in the electoral roll; or

(iii) that the signature of the candidate, proposer or seconder is not genuine or has been obtained by fraud; or

(iv) that in the case of an election under items (i) to (iv) under the heading *Elected Members* in sub-section (1) of section 20, the Register Number and the registered medical qualification of the candidate or the proposer or the seconder is not given in the nomination paper; or

(v) that the nomination paper is incomplete or otherwise defective.

(2) 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.

34. *List of candidates validly nominated.* - A list of candidates whose nominations have been declared valid shall be published with their names and address 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.

35. *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 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 an 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 re-nomination as a candidate for the same election to the authority or body.

36. *Final list of candidates*. - Returning Officer shall after the expiry of the period fixed for withdrawal of candidature, publish in his Office the final list of candidates validly nominated. The final list of candidates validly nominated shall show the serial number, the name, the designations, if any, and the address of the candidates and shall the list to be entered in ballot papers.

37. *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 more persons, as the case may be, to fill the remaining vacancies. If the 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.

38. *Despatch of ballot paper*.- The Returning Officer shall forward to each elector, by registered post a serially numbered declaration paper, a ballot paper ling the names and addresses of all candidates in the same order as in the final list of candidates validly nominated and bearing the initials or facsimile signature of the Returning Officer, a ballet 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 ballet paper. The date fixed for the poll shall not be less than 14 clear days after the date of posting of the ballot paper.

39. *Non-receipt or loss of ballet 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 to the Returning Officer to sent 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.

40. *Defective ballot papers etc.*- If the elector receives any ballot papers, ballot paper cover, or declaration form which is liable to be

rejected for want of serial number, initial or facsimile signature of the Returning Officer or for any reason arising form 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 use at the time of scrutiny and counting.

41. *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.

42. *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 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 post 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.

43. *Recording of votes of disabled elector etc.*- (1) If an elector is due to 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 person shall on the declaration paper attest the incapacity and 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 persons are empowered to record 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.

44. *Closing of ballot box.* - The Returning Officer shall close the slit of the ballet box and seal it immediately after the hour appointed on the last date fixed for the poll.

45. *Procedure of 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 or the Returning Officer 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 scrutinized by the Returning Officer.

46. *Envelope when rejected.* - (l) 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 super scribed as "Duplicate", the latter alone shall be accepted.

47. *Ballot paper Cover when rejected.*- (1) A ballot paper cover shall be rejected,-

(i) if 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 such 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.

48. *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.

49. *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 initial or facsimile signiatue 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 recognizable

(iv) if the figure 1 is not marked;

(v) if the figure 1 is set opposite the name of more than one candidates; or is so marked as to redder it doubtful to which candidates; 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.

50. *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 recovered for candidates already elected or excluded from the poll shall be ignored.

51. *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.

52. *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 call the "quota".

53. *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.

54. *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 voter's 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 the 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 fist distributed.

(4) (i) if the surplus of any candidate to be transferred arises from original votes only, the Returning Officers 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 unexhausted papers are 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 is less than the surplus, as many of those 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.

55. *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 preferences marked thereon and any exhausted paper shall be set apart as finally disposed of.

(2) The papers containing original votes of excluded candidates 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 transfer 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.

56. *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 or greater than the quota, the transfer then proceeding shall be completed and no further papers shall be transferred to him.

57. *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 candidates 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.

58. *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 continuing candidates shall be declared elected.

59. *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 anyone candidate exceeds the total of all the votes of the other continuing candidates together with any surplus not transferred, the candidates shall be declared elected.

60. *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.

61. *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 candidates, 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 candidates shall be excluded.

62. *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 recounting the same votes more than once.

63. *Declaration of results*.- The Returning Officer shall, at the end of the counting, declare the names of the candidates who have been duly elected.

64. *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

65. *Application of certain provisions*.- Subject to the following provisions in the statutes, statutes 31 to 37 and 63 and 64 of part B shall *mutatis mutandis* apply to election otherwise than by postal ballot under this part.

66. *Polling stations*.- In the case of elections held under this part, polling stations shall be provided in the University Office.

67. *Notification of election*.- The notifications shall, *inter alia* contain information of the place where polling stations will be provided and the date on which the time during which the poll shall be taken. The electors shall exercise voting in the respective polling stations.

68. *Polling agents*. - A candidate may appoint any number of polling agents with the approval of the Returning Officer, so however, that there shall not be more than two agents for a particular polling station, for a particular, candidate.

69. *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 functions.

70. *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 there at and to see that the poll is fairly taken.

(2) The polling Officer shall assist the Presiding Officer in the performance of his functions.

71. *Prohibition of canvassing in or near the polling station.*- No person shall, in 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.

72. *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 persons 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.

73. *Closing of poll.* - At the close of the hour fixed for the poll or/ and when all 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.

74. *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 shall also prepare a ballot paper account in the form supplied by the Returning Officer. He shall then pack the items mentioned below in separate packets and shall affix the seal of the Presiding Officer.

(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; and

(vii) Any other paper directed by the Returning Officer to be kept in a sealed packet.

75. *Adjournment of the poll in emergencies.*- (I) 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 a 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 (I), 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

(3) On the date on which such adjourned poll is taken, the electors who already voted at the poll before its adjournment shall not be entitled to vote. Only the remaining electors who are 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.*- (I) If 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 the 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 fixes the hours of the fresh poll.

(2) The provisions of these statutes shall, so far as may be, apply to the poll as they apply to the original poll.

PART D

PROCEDURE FOR ELECTION OF MEMBERS TO THE SENATE BY THE MEMBERS OF THE LEGISLATIVE ASSEMBLY

77. *Procedure for the election of members to the Senate by the Members of Legislative Assembly of kerala.*- (1) In the case of election of members to the Senate by the members of the Legislative Assembly of Kerala, the Registrar shall make a request in time to the Secretary of the Legislative Assembly to forward a list of the members of the Legislative Assembly.

(2) On receipt of a request under clause (1), the Secretary of the Legislative Assembly 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 postal ballot as per the provisions of Part B of this Chapter.

PART E

ELECTION PETITIONS

86. *Presentation of election petition.*- (1) Any election petition calling in question any election may be presented to the Vice-Chancellor within seven days of the declaration of result of the election, by any candidate at such election,-

(a) 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 any the Statutes issued there under; or

(b) 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.

87. *Parties to the petition.*- A petitioner shall join as respondent to the 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.

88. *Contents of petition.* - (1) An election petition shall,-

(a) contain a concise statement of the material facts on which the petitioner relies;

(b) 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) be verified and signed by the petitioner.

(2) Any schedule or annexure to the petition shall also be signed by the petitioner.

89. *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 candidates is void, claim a further declaration that he or any other candidate has been duly elected.

PART F

MISCELLANEOUS

90. *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.

91. *Election Dispute*.- An election petition calling in question any election shall be made in writing and in the manner prescribed in Part C of this Chapter. It shall be forwarded to the Vice - Chancellor with a fee of Rs.1000/- remitted in the University Account so as to reach him within seven days of declaration of the result of the Election.

92. For the conduct of election under items (i) to (iv) under the heading *Elected Members* in sub-section (1) of section 20, the University shall provide sufficient fund at the disposal of the Returning Officer appointed under clause (2) of Statute 5 of Part A under this Chapter.

APPENDIX

FORM A

(See Statute 103 of Chapter 1V)

Annual Confidential Report for the year 20....

1. Name of Officer

   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 specialized 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

6. Has the Officer any special characteristics and /or any Outstanding merits or abilities which would justify his Advancement and special selection for higher appointments in the service

7. Indebtedness

(Signature)

Reporting Officer (Name in Block Letters)

.....

Designation: .....

GENERAL

Opinion of Head of Department (when not Reporting Officer) on conduct and efficiency of officer reported on

Head of the Department

The Reporting Officers should give his opinion and impressions in a concise narrative form so as to cover the officer's knowledge of procedure and departmental technique, 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 : .....

Reporting Officer

Reported Officer

Seen

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Sub–section (1) of section 41 of the Kerala University of Health Sciences Act, 2010 (4 of 2011) provides that notwithstanding anything contained in the Act, the Government shall make the first Statutes of the University. The Government have now decided to make the first Statutes for the constitution of the Authorities of the University and for the smooth functioning of the University.

The notification is intended to achieve the above object.