

**CALICUT UNIVERSITY ACT,
STATUTES, ORDINANCES AND
REGULATIONS**

1989
(Revised Edition)



UNIVERSITY OF CALICUT

REVISED EDITION

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PREFACE

The Calicut University Bill passed by the Legislative Assembly got the assent of the Governor on the 2nd day of April 1975 and became the Calicut University Act, 1975. Government had also issued the First Statutes and the First Ordinances of the University thereafter as provided for in Section 82 of the Calicut University Act, 1975. These Act, Statutes and Ordinances were compiled and published as one book by the University in 1980. Several amendments have been issued to the Act, the Statutes and the Ordinances since their issuance. In this second edition of the book, a sincere attempt has been made to update the University Act, Statutes, Ordinances and Regulations by incorporating the amendments notified till May 1988.

The Calicut University First Statutes on Inter-University transfer of Teachers of colleges under educational agencies having colleges affiliated to Kerala and Mahatma Gandhi Universities, issued by Government in September 1988 have also been included in this edition.

Calicut University P.O.,
4..2.1989.


Dr. S. BALARAMAN
REGISTRAR.

THE CALICUT UNIVERSITY ACT 5/1975

GOVERNMENT OF KERALA

Law Department

*NOTIFICATION

455/F1/75/Law.

Dated, Trivandrum, 2nd April 1975/
12th Chaithra, 1897.

The following Act of the Kerala State Legislature is published for general information. The Bill as by the Legislative Assembly received the assent of Governor on the 2nd day of April, 1975.

By Order of the Governor,

M. SEKCHARAN,
Law Secretary,

ACT 5 OF 1975

THE CALICUT UNIVERSITY ACT, 1975

to provide for the reorganisation of the University of Calicut.

Preamble.-- WHEREAS it is expedient to reorganise University of Calicut with a view to establishing a single, residential and affiliating University for the northern districts of the State of Kerala;

BE it enacted in the Twenty-sixth Year of the Republic of India as follows:-

CHAPTER 1

Preliminary

Short title and commencement. -- (1) This Act may be called the Calicut University Act, 1975.

(2) Section 64 shall come into force on such date as the Government may, by notification in the Gazette, appoint, and the other provisions of this Act shall be deemed to come into force on the 9th day of September, 1974.

Enacted as Kerala Gazette Extraordinary No.160 dated April 1975.

2. *Definitions.*-- In this Act, unless the context otherwise requires

- (1) "Academic Council" means the Academic Council of the University;
- (2) "affiliated college" means a college affiliated to the University in accordance with the provisions of this Act and the Statutes in which instruction is provided in accordance with the provisions of Statutes, Ordinances and Regulations;
- (3) "annual meeting" means one of the ordinary meetings of the Senate held every year under sub-section (1) of section 20 and declared by the Statutes to be the annual meeting of the Senate;
- (4) "Appellate Tribunal" means the Appellate Tribunal constituted under sub-section (1) of section 65;
- (5) "Board of Studies" means a Board of Studies of the University;
- (6) "Chancellor" means the Chancellor of the University;
- (7) "college" means an institution maintained by, or affiliated to, the University, in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (8) "department" means a department designated as such by Ordinances or Regulations with reference to a subject or group of subjects;
- (9) "educational agency" means any person or body of persons which establishes and maintains a private college or more than one private college;
- (10) "faculty" means a faculty of the University;
- (11) "Government college" means a college maintained by the Government and affiliated to the University;
- (12) "hostel" means a unit of residence for the students of the University or the colleges or institutions maintained by or affiliated to, the University in accordance with the provisions of this Act or Statutes or Ordinances;
- (13) "non-teaching staff" of the University or a college means employees of the University or that college, other than teachers;
- (14) "prescribed" means prescribed by this Act, or the Statutes, Ordinances, Regulations, rules or bye-laws made thereunder.
- (15) "principal" means the head of a college;

(16) "private college" means a college maintained by an educational agency other than the Government or the University and affiliated to the University; but shall not include a college which is administered and managed by a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860) and which is a joint co-operative enterprise of the Central Government and the Government of Kerala;"

(17) "Pro-Chancellor" means the Pro-Chancellor of the University;

(18) "Pro-Vice-Chancellor" means the Pro-Vice Chancellor of the University;

(19) "recognised institution" means an institution for research and special studies, other than an affiliated college, recognised as such by the University;

(20) "registered graduates" means graduates registered under the provisions of this Act and the Statutes and includes graduates deemed to be registered graduates;

(21) "Senate" means the Senate of the University;

(22) "State" means the State of Kerala;

(23) "Statutes", "Ordinances", "Regulations", "bye-laws" and "rules" respectively the "Statutes", "Ordinances", "Regulations", "bye-laws" and "rules" of the University;

(24) "Student" means a part-time or full-time student receiving instruction or carrying on research in any of the colleges or recognised institutions;

(25) "Students' Council" means the Students' Council of the University;

(26) "Syndicate" means the Syndicate of the University;

(27) "teacher" means a principal, professor, associate professor, assistant professor, reader, lecturer, instructor, or such other person imparting instruction or supervising research in any of the colleges or recognised institutions and whose appointment has been approved by the University;

(28) "teacher of the University" means a person employed as a teacher in any institution maintained by the University;

(29) "University" means the University of Calicut constituted under this Act;

(30) "University area" means the area to which the jurisdiction of the University extends under sub-section (1) of section 4;

(31) "University Fund" means the Calicut University Fund established under sub-section (1) of section 45;

(32) "Vice-Chancellor" means the Vice-Chancellor of the University.

CHAPTER II

The University

3. *The University.*- (1) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor if any, and the members of the Senate, the Syndicate and the Academic Council, for the time being, shall constitute a body corporate by the name of the University of Calicut.

(2) The University shall have perpetual succession and a common seal, and shall sue and be sued by the said name.

4. *Territorial limits.*- (1) The jurisdiction of the University shall extend to the revenue districts of Cannanore, Kozhikode, Malappuram, Palghat and Trichur of the State;

(2) No educational institution situated beyond the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, be affiliated to the University and no educational institution within the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, seek or continue affiliation to any other University established by law.

5. *Powers of the University.*-- The University shall have the following powers, namely:-

(i) to provide for instruction and training in such branches of learning as the University may deem fit, and to make provision for research and for the advancement and dissemination of knowledge;

(ii) to institute degrees, titles, diplomas and other academic distinctions;

(iii) to hold examinations and to confer degrees and other academic distinctions on persons who-

(a) shall have pursued a prescribed course of study in a college under the University, unless exempted therefrom in the manner prescribed, and shall have passed the prescribed examination; or

(b) shall have carried on research under prescribed conditions and which has been duly evaluated;

(iv) to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions to be prescribed in the Statutes;

(v) to grant diplomas, certificates or other distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;

(vi) to withdraw or cancel degrees, titles, diplomas, certificates or other distinctions under conditions that may be prescribed by the Statutes, after giving the person affected a reasonable opportunity to present his case;

(vii) to supervise and control the residence and discipline of students of the University, colleges and recognised institutions and to make arrangements for promoting their health and general welfare;

(viii) to recognise hostels which are maintained by bodies other than the University and to withdraw such recognition;

(ix) to exercise such control over the students as will ensure their physical and moral well-being;

(x) to constitute a Board to entertain and if it thinks fit to adjudicate and to redress any grievances of the students of colleges, who may for any reason be aggrieved otherwise than by an act of the court;

(xi) to fix the fees payable to the University and to demand and receive such fees;

(xii) to fix and regulate, with the previous sanction of the Government, the fees payable in colleges and recognised institutions affiliated to the University;

(xiii) with the previous sanction of the Government, to regulate the emoluments and pattern and to prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;

(xiv) to hold and manage endowments and bursaries and to institute and award fellowships, scholarships, studentships, medals and prizes and to organise exhibitions;

(xv) to institute and provide funds wherever necessary for the maintenance of-

- (a) a Students' Advisory Bureau;
- (b) an Employment Bureau;
- (c) a University Union for Students;
- (d) University Athletic Clubs;
- (e) the National Cadet Corps;
- (f) the National Service Corps;
- (g) University Extension Boards;
- (h) Students' Cultural and Debating Societies;
- (i) a Translation and Publication Bureau; and

(8) The Chancellor shall, before passing any order on an appeal under sub section (6), refer the matter for advice to a Tribunal appointed by him for the purpose.

(9) The Chancellor shall have power to remove the Vice-Chancellor or the Pro-Vice-Chancellor from office by an order in writing on charges of misappropriation or mismanagement of funds or misbehaviour:

Provided that such charges are proved by an enquiry conducted by a person who is or has been a judge of the High Court or the Supreme Court appointed by the Chancellor for the purpose:

Provided further that the Vice-Chancellor or the Pro-Vice-Chancellor shall not be removed under this section unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(10) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.

8. *The Pro-Chancellor.*-(1) The Minister for the time being administering the subject of education in the State shall be the Pro-Chancellor of the University.

(2) In the absence of the Chancellor or during his inability to act, the Pro-Chancellor shall exercise all the powers and perform all the functions of the Chancellor.

9. *Officers of the University.*- The following shall be the officers of the University, namely:-

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice Chancellor;
- (iii) the Registrar;
- (iv) the Controller of Examinations;
- (v) the Finance Officer; and
- (vi) such other officers in the service of the University, as may be declared by the Statutes to be officers of the University.

10. *The Vice-Chancellor.*- (1) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Committee appointed by him consisting of three members, one elected by the Senate, one nominated by the Chairman of the University Grants Commission and the third nominated by the Chancellor. The Chancellor shall appoint one of the members of the Committee to be its convener. The Committee shall make its recommendation within a period of three months of its appointment (or within such further period, not exceeding one month, as the Chancellor may specify in this behalf) ¹

(2) In case the Committee appointed under sub section (1) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from among the panel of three names submitted to him by the Committee within the period specified in (or under the

said sub section)1

(3) In case the Committee fails to make a unanimous recommendation as provided in sub section (1) or to submit a panel as provided in sub section (2), each member of the Committee may submit a panel of three names to the Chancellor, and the Vice-Chancellor shall be appointed from among the persons mentioned in the panels.

(4) Non-submission of the panel under subsection (3) by any member of the Committee shall not invalidate the appointment of the Vice-Chancellor.

(5) No person who is more than sixty years of age shall be appointed as Vice-Chancellor.

(6) The Vice-Chancellor shall hold office for a term of four years from the date on which he enters upon his office and shall be eligible for reappointment:

Provided that a person shall not be appointed as Vice-Chancellor for more than two terms.

(7) The remuneration payable to, and the other conditions of service of the Vice-Chancellor shall be determined by the Chancellor)2

(8) The Vice-Chancellor shall be the principal academic and executive officer of the University.

(9) The Vice-Chancellor shall be the Chairman of the Senate, the Syndicate, the Academic Council, the Students' Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote thereat unless he is a member of the authority concerned

(10) In the event of equality of votes at any meeting of the Senate, the Syndicate or the Academic Council or of any other authority, at which the Vice-Chancellor is the Chairman, he shall have and exercise a casting vote.

(11) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, the Statutes, the Ordinances, the Regulations, the rules and the bye-laws are faithfully observed and carried out, and he shall have all powers necessary for this purpose.

(12) The Vice-Chancellor shall have the right of visiting and inspecting colleges and other institutions maintained by, or affiliated to, the University.

(13) If at any time, except when the Syndicate or the Academic Council is in session, the Vice-Chancellor is satisfied that an

1,1 Act 21 of 1979 (Came into force on 3-7-79)

2. Act 19 of 1979.

emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the Syndicate or the Academic Council by or under this Act, the Vice-Chancellor may take such action as he deems fit, and shall, at the next session of the Syndicate or the Academic Council, as the case may be, report the action taken by him to that authority for such action as it may consider necessary.

(14) Subject to the provisions of the Statutes and the Ordinances, the Vice-Chancellor shall have power to appoint, suspend, dismiss or otherwise punish any member of the establishment of the University below the rank of Deputy Registrar:

Provided that he may delegate any of his powers under this subsection to the Pro-Vice-Chancellor or the Registrar.

(15) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and any other authorities of the University.

(16) It shall be the duty of the Vice-Chancellor to see that the proceedings of the University are carried on in accordance with the provisions of this Act, the Statutes, the Ordinances, the Regulations, the rules and the bye-laws and to report to the Chancellor every proceeding which is not in conformity with such provisions.

(17) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes.

(18) In the event of a temporary vacancy occurring in the office of the Vice-Chancellor or where the Vice-Chancellor is temporarily absent, the Chancellor shall make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(19) In the event of a permanent vacancy occurring in the office of the Vice-Chancellor the Chancellor shall initiate action for the appointment of the Vice-Chancellor within one month of the occurrence of the vacancy and pending such appointment make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

11. *The Pro-Vice-Chancellor*-(1) The Chancellor may, if he considers it necessary, appoint a Pro-Vice-Chancellor.

(2) No person who is more than fifty-six years of age shall be appointed as Pro-Vice-Chancellor.

(3) The Pro-Vice-Chancellor shall be a whole-time salaried officer of the University.

(4) The Pro-Vice-Chancellor shall hold office for a term of four years and shall be eligible for re-appointment.

(5) The salary and other conditions of service of the Pro-Vice-Chancellor shall be determined by the Chancellor.

(6) Subject to the provisions of this Act, and the Statutes, Ordinances and Regulations, the powers and functions of the Pro-Vice-Chancellor shall be determined by the Chancellor in consultation with the Vice-Chancellor.

12. *The Registrar.*-(1) The Registrar shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(3) Suits by or against the University shall be instituted by or against the Registrar.

13. *The Controller of Examinations.*(1) The Controller of Examinations shall be a whole-time-salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed by the Statutes.

14. *The Finance Officer.*-(1) The Finance Officer shall be a whole-time-salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Finance Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.

15. *Appointments to be notified.*- The appointments of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar the Controller of Examinations and the Finance Officer shall be notified in the Gazette.

CHAPTER IV

Authorities of the University

16. *Authorities of the University.* -The following shall be the authorities of the University, namely:-

- (i) the Senate;
 - (ii) the Syndicate;
 - (iii) the Academic Council;
 - (iv) the Faculties;
 - (v) the Boards of Studies;
 - (vi) the Student's Council;
-

- (vii) the Finance Committee; and
(viii) such other boards or bodies of the University as may be declared by the Statutes to be authorities of the University.

17. Senate.-- The Senate shall consist of the following members, namely:--

Ex-Officio, Members

- (1) The Chancellor
- (2) The Pro-Chancellor
- (3) The Vice-Chancellor
- (4) The Pro-Vice-Chancellor.
- (5) The Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him
- (6) The Director of Public Instruction.
- (7) The Director of Collegiate Education.
- (8) The Secretary to Government or Additional Secretary to Government General Education to be nominated by the Government 1.
- (9) The Secretary to Government or Additional Secretary to Government Higher Education to be nominated by the Government 2.
- (10) The Director of Technical Education.
- (11) The Chairman, State Advisory Board of Education.
- (12) The Mayor of Calicut
- (13) Seven heads of University departments who are not otherwise members of the Senate, to be nominated in the order of seniority by the Chancellor by rotation.
- (14) Four Deans of the Faculties of the University who are not otherwise members of the Senate, to be nominated in the order of seniority by the Chancellor by rotation.
- (15) The Chairman of the University Union.

Elected Members

(1) Seven principals elected from among themselves, of whom two shall be from among principals of Government Colleges, one from among principals of professional colleges and one from among principals of junior colleges.

(2) Twenty members³ not being persons eligible to be elected under item (1), (4), (5), (6), (9), (10), (11), or (12), elected by the registered graduates from among themselves, of whom one shall be a member of a Scheduled Caste and one shall be a member of a Scheduled Tribe.

(3) Six members elected by the members of the Legislative Assembly of Kerala from among the members representing the electorate of the University area, of whom one shall be a member of a Scheduled Caste, and one shall be a member of a Scheduled Tribe.

1,2 Act 19 of 1979.

³ Substituted by Act 2 of 1976.

- (4) Three members elected by the teachers of the University from among themselves.
- (5) Five members elected by the teachers of Government Colleges from among themselves.
- (6) Sixteen members elected by the teachers of private colleges from among themselves.
- (7) One member elected by the members of the local authorities of each district in the University area from among themselves.
- (8) Two members elected by the registered trade unions in the University area designated by Statutes, from among their members.
- (9) One member elected by the members of the non-teaching staff of the University from among themselves.
- (10) Three members elected by the members of the non-teaching staff of the affiliated colleges from among themselves, of whom one shall be a member of the non-teaching staff of a Government College.
- (11) Four members elected by the managers of the private colleges in the University area from among themselves.
- (12) Ten members elected by the members of the General Council of the University Union from among full-time students, of whom one shall be a post-graduate student, one shall be research scholar, one shall be the student of a professional college and one shall be a lady student.

Other Members

- (1) Two headmasters of High Schools and two teachers of schools, situated within the University area, nominated by the Chancellor.
- (2) Not more than eight members nominated by the Chancellor representing (i) recognised research institutions; (ii) recognised cultural associations; (iii) chambers of commerce; (iv) industries; (v) authors; (vi) journalist; (vii) lawyers; and (viii) sports.
- (3) Two members representing linguistic minorities in the University area nominated by the Chancellor - one representing Tamil speaking people and one representing Kannada speaking people.
- (4) Four students nominated by the Chancellor, one having outstanding academic ability in humanities, one having outstanding ability in science, one having outstanding ability in sports and one having outstanding ability in fine arts.

18. *Reconstitution of the Senate* .- (1) The Senate shall be reconstituted every four years.

(2) The term of office of any member referred to in items (13) and (14) under the heading "Ex-Officio Members" in section 17 shall be two years from the date of his nomination.

(3) Every member of the Senate, other than ex-officio members shall, subject to the provisions of this Act and the Statutes, hold office until the next reconstitution of the Senate:

Provided that no member nominated or elected in his capacity as a member of a particular body or as the holder of a particular office shall hold office for a longer period than three months after he has ceased to be such member or holder of such office, unless in the meanwhile he again becomes a member of that electorate:

Provided further that where an elected or nominated member of the Senate is appointed temporarily to any office, by virtue of which he is entitled to be a member of the Senate ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Senate by virtue of his election or nomination or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment, and such choice shall be final:

Provided also that the term of office of a member referred to in item (12) under the heading "Elected Members" in section 17 or of a member referred to in item (4) under the heading "Other Members" in that section shall be one year from the date of his election or nomination, as the case may be.

3(A) Notwithstanding anything contained in the first proviso to Sub-Section (3), a principal elected under item (1), or a teacher of a Government college elected under item (5), or a teacher of a private college elected under item (6), or a member of the non-teaching staff of an affiliated college elected under item (10) under the heading "Elected Members" in section 17 shall not cease to be a member of the Senate merely on the ground that-

- (a) he has been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or
- (b) the college of which he is the principal or in which he is a teacher or a member of the non-teaching staff has been transferred to another University; or
- (c) in the case of a teacher, he has been promoted as Principal".¹

1. Inserted by Act 23 of 1977 (came into force on 1-2-1976)

(3) B Notwithstanding anything contained in this Act or in the Statutes no person elected under item (2) under the heading "Elected Members" in Section 17 shall cease to be a member of the Senate merely on the ground that he has ceased to be employed, or normally resident within the territorial limits of the University.

(4) On failure of a member to make the choice under the second proviso to subsection (3), he shall be deemed to have vacated his office as an elected or nominated member.

(5) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

19 Powers and functions of the Senate .- (1) The Senate shall be the supreme authority of the University and shall have the power to review the action of the Syndicate and the Academic Council where the Syndicate or the Academic Council has acted in accordance with the powers conferred upon it under this Act, the Statutes, the Ordinances or the Regulations, and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes:

Provided that if any question arises as to whether the Syndicate or the Academic Council has acted in accordance with such powers as aforesaid or not, the question shall be decided by the Chancellor and his decision shall be final.

(2) Save as otherwise expressly provided in this Act, the Senate shall have the following powers, namely:-

(a) to determine what degrees, diplomas and other academic distinctions shall be granted by the University;

(b) to make, amend or repeal Statutes either of its own motion or on the motion of the Syndicate;

(c) to cancel or amend by a majority of the total membership of the Senate and by a majority of not less than two-thirds of the members present and voting, any Ordinance passed by the Syndicate or any Regulation passed by the Academic Council:

Provided that no Regulation shall be cancelled or amended by the Senate without giving the Academic Council an opportunity to state its opinion on the proposed cancellation or amendment;

(d) to institute fellowships, scholarships, studentships, bursaries, medals and prizes and organise exhibitions in accordance with the provisions of this Act and the Statutes, Ordinances and Regulations;

(e) to institute professorships, readerships, lectureships and such other teaching or research posts as it may deem necessary;

(f) to establish and maintain such institutions as it may from time to time deem necessary;

(g) to prescribe with the previous concurrence of the Government the terms and conditions of service of the employees of the University;

(h) with the previous concurrence of the Government, to regulate the emoluments and prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;

(i) to review and take such action as it may deem fit on the annual report and the annual accounts of the University which shall be placed before it by the Syndicate and to consider and pass the budget according to the provisions of the Statutes;

(j) to cancel any degree, diploma, title or any other distinction granted to any person in accordance with the provisions of the Statutes;

(k) to appoint committees and to delegate to them such functions of the Senate as it may deem fit;

(l) to make Statutes regulating the method of election to the authorities of the University, the procedure at the meetings of the Senate, the Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;

(m) to recommend to the Government the recognition of any local area within the University area as a University centre;

(n) to co-operate with other Universities and other authorities in such manner and for such purposes as it may determine;

(o) to exercise such other powers and perform such other functions as may be assigned to it by this Act and the Statutes.

20. *Meetings of the Senate.*-(1) The Senate shall meet at least once in four months on dates to be fixed by the Vice-Chancellor, and one of such meetings shall be called the annual meeting.

(2) One-fifth of the total number of members of the Senate shall be the quorum for a meeting of the Senate;

Provided that such quorum shall not be required for a convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diplomas or other distinctions.

(3) The Vice-Chancellor may, whenever he thinks fit and shall, within thirty days of the receipt of a requisition in writing signed by not less than one-fourth of the total number of members of the Senate, convene a special meeting of the Senate.

(4) When a special meeting is convened on requisition no subject other than that shown in the requisition shall be considered at the meeting

(21) *The Syndicate* -- The Syndicate shall be the chief executive body of the University and shall consist of the following members, namely:-

Ex-officio Members

- (a) The Vice-Chancellor.
- (b) The Pro-Vice-Chancellor.
- (c) The Secretary to Government, Higher Education or an officer not below the rank of a Joint Secretary nominated by him.
- (d) The Director of Public Instruction.
- (e) The Director of Collegiate Education.

Other Members

(a) Twelve members elected by the Senate from among themselves of whom (i) six shall be persons who are not teachers, (ii) two shall be principals of first grade colleges, of whom one shall be the principal of a Government college, and (iii) four shall be teachers who are not principals, of whom one shall be a University teacher and one shall be a teacher of a Government College.

(b) One member elected by the Senate from among the members referred to--

- (i) in item (15) under the heading "*Ex-Officio Members*",
- (ii) in item (12) under the heading "*Elected Members*"; and
- (iii) in item (4) under the heading "*Other Members*"

in section 17.

22(1) *Term of office of members of Syndicate* -- **Members** of the Syndicate, other than *ex-officio* members, shall hold office for a term of four years from the date of their election:

Provided that no person elected in his capacity as member of a particular body or as the holder of a particular office shall be a member of the Syndicate for a longer period than three months after he has ceased to be such member or holder of such office unless in the meanwhile he again becomes a member of that electorate or the holder of that office.

Provided further that the member referred to in item (b) under the heading "*Others Members*" in section 21 shall hold office for a period of one year from the date of his election or till he ceases to be a member of the Senate, whichever is earlier:

Provided also that a member other than an *ex-officio* member shall, notwithstanding the expiration of his term, continue to hold office until his successor is elected.

Provided also that no person other than an *ex-officio* member shall be eligible to hold office for more than two terms in succession.

(2) Notwithstanding anything contained in the first proviso to sub-section (1), a member of the Syndicate referred to in sub-item (ii) of Item (a) under the heading "Other Members" in section 21, or referred to in sub-item (iii) of that item who is a teacher of a private college or a Government College, shall not cease to be such member merely on the ground that--

(a) He has been transferred to an educational institution within the state, situated beyond the territorial limits of the University; or

(b) The college of which he is the principal or in which he is a teacher or a member of the non-teaching staff has been transferred to another University; or

(c) in the case of a teacher, he has been promoted as principal"²

23 Powers of Syndicate--Subject to the provisions of this Act and the Statutes, the executive powers of the University including the general superintendence and control over the institutions of the University shall vested in the Syndicate and subject likewise the Syndicate shall have the following powers, namely:-

(i) to affiliate institutions in accordance with the terms and conditions of such affiliation prescribed in this Act and the Statutes;

(ii) to make Ordinances and to amend or repeal the same;

(iii) to propose Statutes for the consideration of the Senate;

(iv) to hold, control and administer the properties and funds of the University;

(v) to direct the form, custody and use of the common seal of the University;

(vi) to arrange for and direct the inspection of colleges, hostels and other institutions and to constitute a Board of Inspection for that purpose .

(vii) to establish, maintain and manage colleges and institutes of research and other institutions of higher learning as it may from time to time deem necessary ;

I Act 6 of 1980. The amendment came into force on 27-3-80.

2 Act 23 of 1977 (came into force on 1-2-1976)

(viii) to appoint teachers and other employees of the University and prescribe their duties;

(ix) to create administrative, ministerial and other necessary posts;

(x) to suspend discharge, dismiss or otherwise take any disciplinary action against teachers and other employees of the University after giving them reasonable opportunity to defend their position;

(xi) with the previous sanction of the Government, to fix and regulate the fee payable by students in colleges affiliated to the University;

(xii) to award fellowships, scholarships, studentships, bursaries, medals and prizes;

(xiii) to exercise supervision and control over the residence and discipline of students;

(xiv) to consider the financial estimates of the University and submit them to the Senate in accordance with the provisions of the Statutes made in this behalf;

(xv) to conduct University examinations and approve and publish the results thereof;

(xvi) to appoint members to the Boards of Studies;

(xvii) to approve panel of examiners and to fix their remuneration;

(xviii) to approve the appointment of teachers in private colleges;

(xix) to delegate any of its powers to the Vice-Chancellor or to a committee appointed from among its members;

(xx) to arrange for and direct the investigation into the affairs of private colleges, to issue instructions for maintaining their efficiency, for ensuring proper conditions of employment of members of their staff and payment of adequate salaries to them, and in case of disregard of such instructions to modify the conditions of affiliation or recognition or take such other steps as it deems proper in that behalf;

(xxi) to withhold or cancel the result of any candidate at any University examination;

(xxii) to accept endowments, bequests, donations and transfers of any movable and immovable properties to the University on its behalf, provided that all such endowments, bequests, donations and transfers shall be reported to the Senate at its next meeting;

(xxiii) to exercise the powers of the University under clause (xxvii) of section 5.

(xiv) to exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Ordinances, the rules, the bye-laws and the orders.

24. *The Academic Council.* - (1) The Academic Council shall be the academic body of the University.

(2) The Academic Council shall, subject to the provisions of this Act and the Statutes, have the control and general regulation, and be responsible for the maintenance of standards, of instruction, education and examinations within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

(3) The Academic Council shall consist of the following members namely:-

- (a) the Vice-Chancellor;
- (b) the Pro-Vice-Chancellor;
- (c) the Director of Public Instruction;
- (d) the Director of Technical Education;
- (e) the Director of Collegiate Education;
- (f) the Director of Research and Studies;
- (g) the Director of Physical Education;
- (h) the Deans of Faculties;
- (i) the General Secretary of the University Union;
- (j) all the Heads of University Departments of study and research, who are not Deans of Faculties;
- (k) all members of the Syndicate who are not otherwise members of the Academic Council;
- (l) five members (other than Deans of Faculties) of whom at least one shall be the principal of a Government professional college, elected by the principals of professional colleges from among themselves;
- (m) seven members (other than Deans of Faculties) of whom at least one shall be the principal of a Government College, elected by the principals of first grade colleges, other than colleges of oriental languages, from among themselves;
- (n) two members (other than Deans of Faculties) elected by the principals of junior colleges from among themselves;
- (o) the principal of a college of oriental languages, not being a Dean of Faculty, nominated by the Chancellor by rotation according to seniority;
- (p) one member each of every subject of study (not being a Dean of Faculty or head of a University department or principal) elected by the teachers of that subject from among themselves;
- (q) one headmaster and one teacher of secondary school in the University area nominated by the Chancellor;
- (r) one member representing each faculty, elected by the full-time post-graduate students of the faculty from among themselves;
- (s) five external experts to be nominated by the Chancellor.

(4) Members of the Academic Council, other than the members specified in clauses (a) to (g) of subsection (3), shall hold office for a term of four years from the date of their appointment or nomination, as the case may be:

Provided that a person who has become a member of the Academic Council in the capacity of a student shall cease to hold office on his ceasing to be a student.

25. *Powers and duties of Academic Council.*- Subject to the provisions of this Act and the Statutes, the Academic Council shall have the following powers, duties and functions, namely:-

- (i) to advise the Senate and the Syndicate on all academic matters;
- (ii) to make Regulations and to amend or repeal the same;
- (iii) to prescribe the courses of studies in the institutions maintained by, or affiliated to, the University;
- (iv) to prescribe the qualifications of teachers-
 - (a) in colleges; and
 - (b) in the institutions maintained by the University;
- (v) to prescribe the qualifications for admission of students to the various courses of studies and to the examinations and the conditions under which exemptions may be granted;
- (vi) to make provision for the admission of students to the various courses of studies on the basis of merit, in order to maintain standards of education;
- (vii) to make proposals for the instruction and training in such branches of learning as it may think fit.
- (viii) to make proposals for research and advancement and dissemination of knowledge;
- (ix) to make proposals for the institution of professorships, readerships, lecturerships and other teaching and research posts required by the University;
- (x) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes;
- (xi) to make proposals for determining what degrees, diplomas and other academic distinctions shall be granted by the University;
- (xii) to decide what examinations of other Universities may be accepted as equivalent to those of the University and to negotiate with other Universities for the recognition of the examinations of the University;

(xiii) to arrange for the co-ordination of studies and teaching in affiliated colleges and recognised institutions;

(xiv) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances, Regulations, rules or bye-laws.

26. *Faculties*.- (1) The University may have such faculties as may be prescribed by the Statutes from time to time.

(2) Each faculty shall, subject to the control of the Academic Council, have charge of the teaching and the courses of study and research in such subjects as may be assigned to such faculty by the Ordinances or Regulations.

(3) Each faculty shall consist of -

(a) the Chairmen of the Boards of Studies comprised in the faculty;

(b) two members elected from each Board of Studies; and

(c) not less than five and not more than ten members nominated by the Syndicate.

(4) Each faculty shall comprise such departments of teaching as may be prescribed by the Ordinances.

(5) Subject to the provisions of this Act, each faculty shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(6) The members of faculties mentioned in subsection (3) shall hold office for a period of three years from the date of their nomination or election, as the case may be.

27. *Deans of faculties*-(1) ¹ (There shall be a Dean of each faculty, who shall be nominated by the Chancellor in consultation with the Vice-Chancellor).

(2) The Dean of each faculty shall be responsible for the due observance of the Statutes, Ordinances, Regulations and bye-laws relating to that faculty.

(3) The Dean of a faculty shall hold office for a term of two years and shall be eligible for ²(re-nomination)

28. *Boards of Studies*.- (1) There shall be a Board of Studies attached to each subject of study in the University:

1. substituted by Act 6 of 1976.

2. Substituted by Act 6 of 1976.

provided however that post-graduate studies in each subject may have separate Board of Studies.

(2) The constitution and powers of the Boards of Studies shall be prescribed by the Statutes.

(3) Members of Boards of studies shall hold office for a period of three years from the date of their entering into office.

29. *Students' Council* .- (1) There shall be a Students' Council in the University.

(2) The Students' Council shall consist of the following members namely:-

Ex-Officio Members

- (a) The Vice-Chancellor who shall be the Chairman of the Council.
- (b) The Chairman of the University Union.
- (c) The General Secretary of the University Union.
- (d) The Director, National Cadet Corps.
- (e) The officer-in-charge of the National Service Scheme in the University.
- (f) The Director of Physical Education.
- (g) The Dean of Youth Affairs who shall be the Vice-Chairman of the Council

Elected Members

(a) Ten members, not being members of the Senate or the Academic Council, elected by the members of the General Council of the University Union from among themselves, of whom two shall be women.

(b) Three members elected from among the full-time students of the departments of the University in such manner as may be prescribed.

(c) Two members, other than students, elected by the members of the Senate from among themselves.

(d) One member elected by the members of the Syndicate from among themselves.

(e) One member elected by the members of the Academic Council from among themselves.

Other Members

Five students who have distinguished themselves in academic field, sports or fine arts, nominated by the Vice-Chancellor after giving due consideration to the representation of special interests.

(3) A member nominated by the Vice-Chancellor in consultation with the Chairman of the University Union, from among the elected student members of the Council shall be the Secretary to the Council.

(4) The members of the Students' Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination, as the case may be.

30. *Powers and duties of Students' Council.*-(1) Subject to the provisions of this Act and the Statutes, the Students' Council shall have the following powers, duties and functions, namely:-

(a) to make recommendations to the Syndicate and to the Academic Council in matters affecting the academic work of the students, such as the structure of courses and pattern of instruction, the corporate life of the University in so far as it concerns the students and the co-curricular and extracurricular activities in the University;

(b) to make suggestions to the Syndicate and the Academic Council in respect of all rules relating to discipline or welfare of the students, sports, working of literary and other societies, management of hostels, student homes and non-resident student centres, extension work, social work, students' health, National Service Scheme and National Cadet Corps and such other matters as may be specified in the Statutes;

(c) to communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the Students;

Provided that if any question arises as to whether a matter does or does not concern the students, the question shall be decided by the Chairman of the Students' Council and his decision shall be final;

(d) to take such steps as are necessary for the general welfare of students;

(e) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations.

(2) The Vice-Chancellor shall cause to be laid before the Senate and the Students' Council in such manner as may be prescribed by the Statutes, periodical reports detailing the recommendations and suggestions made by the Students' Council and the action taken thereon by the authorities to which such recommendations and suggestions were made.

31. *Finance Committee* (1) There shall be a Finance Committee to give advice to the University on any question affecting its finances.

(2) The Finance Committee shall consist of the following members, namely:-

- (a) The Vice-Chancellor who shall be the Chairman;
- (b) the Pro-Vice-Chancellor, if any;

- (c) one member elected by the members of the Senate from among themselves;
 - (d) One member elected by the members of the Syndicate from among themselves;
 - (e) one member elected by the members of the Academic Council from among themselves;
 - (f) the Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him;
 - (g) The Secretary to Government, Higher Education or an officer not below the rank of Joint Secretary nominated by him.
- (3) The Finance Officer shall be the Secretary of the Finance Committee.

(4) The powers and functions of the Finance Committee and its procedure in financial matters, including the delegation of its powers, shall be prescribed by the Statutes.

32. *Other authorities of University.* - The constitution, powers and duties of such other authorities as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes.

33. *Disqualifications for membership.*- (1) No person shall be qualified for election or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-

- (a) is below twenty-five years of age; or
- (b) is of unsound mind or a deaf-mute; or
- (c) is an undischarged insolvent; or
- (d) has been convicted by a court of law of an offence involving moral delinquency ; or
- (e) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that clause (a) shall not apply to a person elected or nominated in the capacity of a student to any of the said authorities:

Provided further that the disqualification of a person under clause (e) shall cease on the expiry of the period for which he has been debarred.

(2) If any question arises as to whether any person is disqualified under subsection (1), the question shall be referred to the Chancellor and his decision thereon shall be final.

CHAPTER V

Statutes, Ordinances, Regulations, Rules and Bye-Laws

34. *The Statutes* - Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

(b) the admission of students to the various courses of study and to the examinations:

(c) the qualifications of teachers;

(d) the appointment and prescription of duties of the Boards of Studies and examiners:

(e) recognition of examinations, degrees and diplomas of other Universities as equivalent to the examinations, degrees and diplomas of the University; and

(f) all other matters which under the provisions of this Act, the Statutes and the Ordinances are to be, or may be, prescribed by Regulations.

39. *Procedure for making Regulations* .-- (1) All Regulations made under this Act shall have effect from such date as the Academic Council may direct, but every Regulation so made shall be laid before the Senate during its next succeeding meeting.

(2) Subject to the provisions of sub-section (1), the procedure to be followed in making, amending or repealing Regulations shall be prescribed by the Statutes.

40. *Rules, bye-laws and orders* .-- (1) The Syndicate shall have power to make rules, bye-laws and orders not inconsistent with the provisions of this Act, the Statutes, the Ordinances and the Regulations, for the guidance and working of Boards and Committees and other bodies constituted under the provisions of this Act or the Statutes or the Ordinances or the Regulations and for regulating the procedure and conduct of business at meetings of any authority of the University other than the Senate.

(2) All such rules, bye-laws and orders shall have effect from such date as the Syndicate may direct, but every such rule, bye-law or order shall be submitted to the Senate during its next succeeding meeting.

(3) The Senate shall have power to cancel or modify any such rule, bye-law or order.

41. *Publication in the Gazette* .-- All Statutes, Ordinances and Regulations made under this Act shall be published in the Gazette.

CHAPTER VI

Election to the Senate, the Syndicate and the other bodies of the University, filling up of vacancies and resignation, removal, etc., of members of authorities and bodies

42. *Election of members to the Senate, Syndicate and other bodies of the University* .-- The election of members to the Senate, the Syndicate and other bodies of the University shall be held in

accordance with the system of proportional representation by means of the single transferable vote and in accordance with the procedure prescribed by the Statutes, and the voting at such election shall be by secret ballot.

43. *Filling up of vacancies.*- (1) All vacancies among the members (other than *ex-officio* members) of any authority or body of the University by reason of death, resignation or otherwise shall be filled, as soon as may be, by the person or authority who or which appointed, elected or nominated the member whose place has become vacant.

(2) Any person appointed, elected or nominated under sub-section (1) shall hold office as member so long only as the member in whose place he is appointed, elected or nominated, as the case may be, would have been entitled to hold office if the vacancy had not occurred.

44. *Resignation or removal of members of any authority or body.*- (1) Any member of any authority or body of the University may resign his office by letter addressed to the Registrar.

(2) The Senate may, on the recommendation of not less than two-thirds of the number of members of the Syndicate, remove the name of any person convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University examination from the register of registered graduates or remove any such person from membership of any authority or body of the University and for the same reason may withdraw any degree or diploma conferred or granted by the University.

(3) The Senate may also remove any person from the membership of any authority or body of the University if he becomes of unsound mind or a deaf-mute or has applied to be adjudicated or has been adjudicated an insolvent.

(4) If an elected member of any authority or body of the University fails to attend three consecutive meetings of that authority or body, he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member.

Provided that such authority or body may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

CHAPTER VII

Finance

45. *University Fund.*-(1) All grants and loans received from the State Government, the Government of India, the University Grants Commission and from any other source, all revenues of the University, all fees received, all incomes such as rent and profits derived from properties and funds vested in the University, all

endowments and donations received from any source whatsoever, all other miscellaneous receipts of the University and all deposits, remittances and service funds received in connection with the affairs of the University shall form one consolidated fund styled "The Calicut University Fund" and shall be employed for the purposes and in the manner laid down in this Act and in the Statutes, Ordinances, rules, bye-laws and orders made thereunder.

Provided that separate accounts may be maintained for specific purposes.

(2) All moneys in the Calicut University Fund shall be lodged in the Government Treasury or with the approval of the Government in the State Bank of India or its subsidiaries up to such limits as may be fixed by the Government.

(3) The University may invest such part of the moneys in the Calicut University Fund, as it may deem fit, in Government securities or securities guaranteed by the Government of India.

(4) The custody of the Calicut University Fund, the payment of moneys therein, the withdrawal of moneys therefrom and all other ancillary matters, shall be regulated by the Statutes, Ordinances, rules and bye-laws made in that behalf.

46. *Grants from Government.* (1) The University shall receive as grants for its maintenance such sums subject to such conditions as may be fixed by the Government from time to time.

(2) The Government may pay to the University such other grants subject to such conditions as they think fit, for specific purposes.

47. *Annual estimates of income and expenditure.* - (1) The Syndicate shall prepare the financial estimates of the income and expenditure of the University for the next ensuing year before such date as may be prescribed by the Statutes, and forward the same together with a memorandum conveying explanatory notes thereon to the Senate for consideration.

(2) The Senate shall consider the financial estimates at its annual meeting and shall approve it, either without alterations or with such alterations as it may think fit.

48. *Annual Accounts.* - (1) The annual accounts of the University shall be prepared under the directions of the Syndicate and shall be submitted to the Government for audit.

(2) The annual accounts together with the audit report thereon shall be published by the Syndicate and copies of such accounts and audit report shall be placed before the Senate and submitted to the Government.

(3) The annual accounts shall be considered by the Senate at its annual meeting, and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action in accordance therewith.

49. *Annual report* .- (1) The annual report of the University shall be prepared under the direction of the Syndicate and shall be presented to the Senate for its review on or before such date as may be prescribed by the Statutes.

(2) The Senate may pass resolutions on the annual report and communicate the resolutions to the Syndicate.

(3) The Syndicate shall inform the Senate of the action taken by it on the resolutions passed by the Senate under subsection (2) and shall submit a copy of the annual report together with a copy of the resolutions, if any, of the Senate under subsection (2) to the Government.

(4) The Government shall, as soon as the annual accounts and annual report are received, cause the same to be laid on the table of the State Legislative Assembly.

50. *Audit of accounts of the University* (1) The Government shall appoint auditors of the accounts of the University and the institutions under the management of the University.

(2) The auditors shall maintain a continuous audit of the accounts of the University and may, after giving due intimation, conduct local audit of any institution under the management of the University.

(3) The University shall bear the cost of the audit as fixed by the Government.

(4) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.

(5) The auditors shall specify in the report under subsection (4) all cases of irregular, illegal or improper expenditure or of failure to recover moneys or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.

(6) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Government.

(7) The University shall forthwith remedy any defect or irregularity pointed out by the auditors and report the action taken to the Government.

CHAPTER VIII

Private college and affiliation of colleges

51. *Definitions.*- In this Chapter,-

- (a) "corporate management" means an educational agency which manages more than one private college;
- (b) "unitary management" means an educational agency which manages a private college.

52. *Governing body for private college under unitary management.*-

(1) An unitary management shall constitute in accordance with the provisions of the Statutes a governing body consisting of the following members, namely:-

- (a) the principal of the private college;
- (b) the manager of the private college;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
- (d) a person nominated by the Government;
- (e) 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;
- (f) the Chairman of the college union;
- (g) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the non-teaching staff of the private college from among themselves; and
- (h) not more than six persons nominated by the unitary management.

(2) The manager of the private college shall be the Chairman of the governing body.

(3) It shall be the duty of the governing body to advise the unitary management in all matters relating to the administration of the private college, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made thereunder.

(4) The decisions of the governing body shall be taken at meetings on the basis of simple majority of the members present and voting.

53. *Managing council for private colleges under corporate management.*

(1) A corporate management shall constitute a managing council for all the private colleges under its management, consisting of the following members, namely:-

- (a) one principal by rotation in such manner as may be prescribed by the Statutes;
- (b) the manager of the private colleges;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;

- (d) a person nominated by the Government;
- (e) two persons elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent teachers of all the private colleges, from among themselves;
- (f) a person elected by the Chairmen of the college unions of all the private colleges, from among themselves;
- (g) one person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the teaching staff of all the private colleges, from among themselves;
- (h) not more than fifteen persons nominated by the corporate management.

(2) The manager of the private colleges shall be the Chairman of the managing council.

(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 provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made thereunder.

(4) The decisions of the managing council shall be taken at meetings on the basis of simple majority of the members present and voting.

4. *Appointment of manager*-(1) An unitary management or corporate management shall appoint a manager for the private college or for all the private colleges, as the case may be, under its management within the University area.

(2) The appointment or removal of the manager shall be intimated to the University by the unitary management or the corporate management, as the case may be.

(3) It shall be the duty of the manager to give effect to the decisions of the unitary management or the corporate management, as the case may be.

(4) The manager shall exercise such powers and discharge such duties as may be delegated to him by the unitary management or the corporate management, as the case may be.

(5) Suits by or against a private college shall be instituted by or against the manager thereof.

(6) If the manager of a private college is guilty of mismanagement, malpractice, corruption or maladministration, gross negligence of duty or disobedience of instructions issued by the Government or the University or is convicted for an offence involving moral turpitude, the Vice-Chancellor may, after giving the manager a reasonable opportunity to show cause against the action proposed to be taken against him and after due enquiry, declare him unfit to

hold the office of manager and require the unitary management or the corporate management, as the case may be, to appoint a suitable person as manager,

(7) Failure on the part of the manager or the management to obey the instructions issued by the University or the Government in regard to matters relating to the administration of the private college and the continuance in office of a person declared unfit under sub-section (6) shall be deemed to be sufficient cause for taking steps for the withdrawal of the aid, grant or affiliation of the private college.

55. Acts or proceedings of governing body or managing council not to be invalidated.-- No act or proceeding of a governing body or managing council shall be invalidated merely by reason of-

(a) any vacancy in, or any defect in the constitution of, the governing body or managing council; or

(b) any defect in the appointment of a person acting as a member of the governing body or managing council; or

(c) any irregularity in the procedure of the governing body or managing council not affecting the merits of the case.

56. Affiliation of colleges -- (1) An application for affiliation to the University of any college [or for affiliation in new courses in any affiliated college] shall be sent by the educational agency to the Registrar within such time and in such manner as may be prescribed by the Statutes.

(2) ["The terms and conditions of affiliation of a college or of affiliation in new courses in an affiliated college and the procedure to be followed by the Syndicate in granting such affiliation, including the period within which the Syndicate shall consider an application under sub-section (1) shall be prescribed by the Statutes:

Provided that the Chancellor may, by notification in the Gazette for reasons to be specified in the notification, extend the period within which the Syndicate shall consider any application under sub-section (1), whether such period has already expired or not, by such further period, not exceeding one year, as may be specified in such notification";

(3) Without prejudice to the generality of the provisions of sub-section (2) such Statutes may provide for the pattern of staff, scales of pay and terms and conditions of service of members of the staff and admission and selection of students for courses and examinations

37. *Appointment of teachers in private colleges* (1) Appointments to the lowest grade of teacher in each department of a private college shall be made by the educational agency by direct recruitment on the basis of merit.

(2) Appointments of principals shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, or by direct recruitment.

(3) Where the appointment of principal is made by promotion, the educational agency shall make the appointment on the basis of seniority and fitness.

(4) Appointments to the posts, other than those referred to in sub-sections (1) and (2), shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, on the basis of seniority-cum-fitness, if none among them is fit for promotion, by direct recruitment.

(5) For making appointment under this section by direct recruitment post shall be advertised in such manner as may be prescribed in the Statutes.

(6) Notwithstanding anything contained in sub-sections (1) and (2), a teacher discharged from a private college on or after the 31st day of March, 1974, due to abolition of a course of study in that college or for any other reason except disciplinary action against him shall be given preference in the matter of future appointments in the private college or, as the case may be, any of the private colleges under the management of the educational agency within the University area.

(7) The educational agency shall not abolish a course of study in a private college without the prior approval of the University.

(8) Every appointment under this section shall be made by a written order of the manager in such form as may be prescribed by the Statutes and communicated to the person to be appointed with copy to the University.

(9) Every appointment under this section shall be reported to the University for approval.

(10) Any person aggrieved by any appointment under this section may appeal to the Appellate Tribunal.

38. *Qualifications of teachers* -- (1) Teachers of colleges shall possess such qualifications as may be prescribed by the Regulations.

(2) Notwithstanding anything contained in any law or in any Government decree or order of any court or other authority, any decision or order appointing any teacher from possessing the prescribed qualifications or approving the appointment of any teacher who did not possess the prescribed qualifications or allowing any teacher who did not possess the prescribed qualifications to continue in service, made by any

authority or officer before the commencement of this Act, shall be deemed to have been made by the authority competent to make such decision or order under this Act as if this Act had been in force at the time when such decision or order was made, and accordingly all such decisions and orders shall be, and shall be deemed always to have been, valid and in accordance with law.

59. *Probation.*- (1) Teachers of private colleges shall be on probation for a period of one year within a period of two years:

Provided that in exceptional cases, the period of probation may be extended by a period not exceeding one year, subject to the prior approval of the Syndicate.

Explanation- Probation undergone by a teacher before the commencement of this Act shall be deemed to be probation for the purposes of this subsection, provided such probation is within a period of two years immediately before such commencement.

(2) Notwithstanding anything contained in any contract or other document, any teacher working in a substantive vacancy at or after the commencement of this Act shall be deemed to be on probation for the purposes of subsection (1).

(3) The educational agency may, at any time before the prescribed period of probation terminate the probation of the probationer for want of vacancy and discharge him from service if he was appointed by direct recruitment or revert him to his original appointment if the appointment to the new post was by transfer or promotion.

(4) Any probationer discharged or reverted under subsection (3) shall be given preference in the matter of future appointments to the same post.

(5) On satisfactory completion of probation, the educational agency shall confirm the teacher in the post and if the vacancy is not a substantive vacancy, the teacher shall be allowed to continue in the post for the duration of the vacancy.

(6) If, on the expiry of the prescribed period of probation the educational agency decides that the teacher is not suitable for continuance in the post in which he is appointed, it 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 in regard to him.

(7) Where the post held by the probationer is substantively vacant and before the expiry of one month from the prescribed period of probation he is not confirmed under subsection (5) or is not discharged or reverted under subsection (6), he shall be deemed to have been confirmed in that post.

(8) A probationer who is discharged or reverted under subsection (6) or who is discharged or reverted before the prescribed period of probation otherwise than on the ground of want of vacancy shall be entitled to appeal against the order or discharge or reversion to the Appellate Tribunal and the provisions of section 60 shall, *mutatis mutandis*, apply to such appeals.

60. *Conditions of service of teachers of private colleges.-*

(1) Notwithstanding anything contained in any law, or in any contract or other document, the conditions of service of teachers of private colleges, whether appointed before or after the commencement of this Act, including conditions relating to pay, pension provident fund, gratuity, insurance and age of retirement, shall be such as may be prescribed by the Statutes.

(2) No teacher of a private college shall be kept under suspension by the educational agency except when disciplinary proceedings are initiated against him.

(3) When a teacher of a private college is suspended for a period exceeding fifteen days, the matter, together with the reasons for the suspension, shall be reported to the Vice-Chancellor.

(4) Any disciplinary proceedings initiated under subsection (2) shall be completed within a period of three months or within such further period as may be allowed by the Vice-Chancellor after hearing the parties concerned.

(5) Any person aggrieved by an order of the Vice-Chancellor under sub-section (4) may, within a period of thirty days from the date of receipt of the order by him, appeal to the Appellate Tribunal.

(6) No disciplinary action shall be taken against a teacher without giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(7) Any teacher aggrieved by an order passed after the commencement of this Act in any disciplinary proceedings taken against him may, within sixty days from the date on which a copy of such order is served on him or within sixty days after the Appellate Tribunal has been constituted under this Act, whichever period expires later, appeal to the Appellate Tribunal and the Appellate Tribunal may, after giving the parties an opportunity of being heard and after such further inquiry as may be necessary, pass such order thereon as it may deem fit, including an order of reinstatement of the teacher concerned:

Provided that the Appellate Tribunal may admit an appeal presented after the expiration of the said period if it is satisfied that the appellant had sufficient cause for not presenting the appeal within the said period.

(8) Any order passed by the Appellate Tribunal under subsection (7) may be executed through the Subordinate Judge's Court having jurisdiction over the area in which the private college is situated as if it were a decree passed by that court.

(9) Any person who objects to an order passed by the Appellate Tribunal under sub-section (7) may, within sixty days from the date on which a copy of such order is served on him, prefer a petition accompanied by court fee stamps of the value of ten rupees to the High Court on the ground that the Appellate Tribunal has either decided erroneously, or failed to decide, any question of law.

(10) The provisions of section 5 of the Limitation Act, 1963 (Central Act 36 of 1963), shall be applicable to any proceedings under subsection (9).

(11) The High Court shall, after giving the parties an opportunity of being heard, pass such order on the petition, as it deems fit.

(12) Where the High Court passes any order under subsection (11), the Appellate Tribunal shall amend the order passed by it in conformity with the order of the High Court.

61. *Past disputes relating to service conditions of teachers.* - Notwithstanding anything contained in any law for the time being in force, or in any contract, or in any judgement, decree or order of any court or other authority,-

(a) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher pending at the commencement of this Act shall be decided under and in accordance with the provisions of this Act and the Statutes made thereunder;

(b) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher, which has arisen after the 1st day of August 1967, and has been disposed of before the commencement of this Act shall, if the management or the teacher applies to the Appellate Tribunal in that behalf within a period of thirty days from such commencement, be reopened and decided under and in accordance with the provisions of this Act and the Statutes made thereunder as if it had not been finally disposed of.

62. *Membership of local authorities, etc.* - (1) A teacher of a private college shall not be disqualified for continuing as such teacher merely on the ground that he has been elected or nominated as a member of a local authority or of the Legislative Assembly of the State or of Parliament.

(2) A teacher elected or nominated as a member of the Legislative Assembly of the State or of Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of Parliament as on leave without salary and allowances.

(3) A teacher referred to in subsection (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of Parliament for the purposes of pension, seniority and increments.

63. *Non-teaching staff of private colleges.* - The provisions of this Chapter shall, so far as may be, apply to the non-teaching staff of the private colleges. Subject to this, their method of appointment, pay and other conditions of service shall be such as may be prescribed by the Statutes.

64. *Transfer of teachers to other Universities.* - (1) Where an educational agency has colleges under the jurisdiction of the Calicut University and also under the jurisdiction of the Kerala

University, the educational agency shall, within three months of the commencement of this Act or within such further period, not exceeding three months, as may be granted by the Government for sufficient reason, prepare a seniority list of the teachers of all such colleges.

(2) After the preparation of the list under subsection (1), the educational agency shall give a right of option to the teachers as to the University under the jurisdiction of which he opts to remain and the teachers shall be allotted to each University area in accordance with such option:

Provided that where the number of teachers who have opted to work under the jurisdiction of the Calicut University or the Kerala University is more than the number required, allotment shall be made on the basis of seniority.

(3) Any teacher aggrieved by any entry in the list prepared under subsection (1) or by the allotment under subsection (2) may appeal to the Government within sixty days from the date of communication of the list or order of allotment to him, and the decision of the Government thereon shall be final.

(4) Where a teacher is allotted to a University area under this section, he shall not be transferred to a college affiliated to any other University.

(5) Nothing contained in this section shall apply in respect of principals of private colleges.

65. *Constitution of Appellate Tribunal* .- (1) The Government shall constitute an Appellate Tribunal for the purposes of this Act.

(2) The Appellate Tribunal shall be a judicial officer not below the rank of a District Judge nominated by the Chancellor in consultation with the High Court.

(3) The term of office of the Appellate Tribunal shall be three years from the date of its nomination.

(4) The Appellate Tribunal shall have the power to make regulations consistent with the provisions of this Act with the previous sanction of the Government, for regulating its procedure and disposal of its business. The regulations so made shall be published in the Gazette.

(5) The remuneration and other conditions of service of the Appellate Tribunal shall be such as may be prescribed by rules.

66. *Bar of jurisdiction of civil courts* .- No civil court shall have jurisdiction to settle, decide or deal with any question or to determine any matter which is by or under this Act required to be settled, decided or dealt with or to be determined by any authority or person under this Act.

67. *Private colleges to comply with provisions of Chapter within six months.*-

All private colleges existing in the University area immediately before the commencement of this Act and affiliated to the University shall, within a period of six months from such commencement, comply with the provisions of this Chapter.

68. *Colleges not complying with provisions of this Act.*- (1) If the Syndicate is satisfied that any private college has not complied with any provision contained in this Act or in the Statutes, Ordinances, Regulations, bye-laws orders or rules, it may recommend to the Government for withholding or discontinuing aid or grant or it may disaffiliate the college from the University:

Provided that before disaffiliating a college, the educational agency and the governing body or managing council as the case may be, shall be given an opportunity of being heard.

(2) If, on a recommendation under sub-section (1), the Government are satisfied that any private college has not complied with any of the provisions of this Act, or of the Statutes, Ordinances, Regulations, bye-laws, orders or rules, they may, by order, direct that the college shall not be given any aid or grant from the Government:

Provided that before making any such order, the educational agency and the governing body or managing council, as the case may be, shall be given an opportunity of being heard.

CHAPTER IX

Miscellaneous

69. *Power of Government to cause inspection of University*(1) The Government shall have the right to cause an inspection to be made by such person or persons as they may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipments and of any institutions maintained, recognised or approved by, or affiliated to, the University, and also of the work conducted by the University, and to cause inquiry to be made in respect of any matter connected with the University,

(2) The Government shall, before taking any action under sub-section (1), give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

(3) The Government shall communicate to the Syndicate the result of any inspection or inquiry made under sub-section (1) and may, after ascertaining the opinion of the Syndicate thereon, convey their views to the Senate and to the Syndicate.

(4) The Government may, after considering the views of the Senate and the Syndicate on the result of any inspection or inquiry under sub-section (1), advise the University upon the action

to be taken in the matter.

(5) The Syndicate shall report to the Government the action, if any, which is proposed to be taken, or has been taken, upon the result of any inspection or inquiry under sub-section (1).

(6) A report under sub-section (5) shall be submitted with the opinion of the Senate thereon and within such time as the Government may direct.

(7) Where the Senate or the Syndicate does not, within a reasonable time, take any action referred to in sub-section (4) to the satisfaction of the Government, the Government may, after considering any explanation furnished, or representation made, by the Senate or the Syndicate in the matter, issue such directions as they may think fit, and the Senate and the Syndicate shall comply with such directions.

70. *Appointment of Commission to inquire into the working of University*

(1) The Government may at any time and shall, at the expiration of ten years from the commencement of this Act and thereafter at the expiration of every ten years, by order published in the Gazette, constitute a Commission which shall consist of a Chairman and such other members not exceeding five as the Government may appoint, and such order shall define the procedure to be followed by the Commission.

(2) The Commission constituted under subsection (1) shall inquire into and report on-

(i) the working of the University during the period to which the inquiry relates;

(ii) the financial position of the University including the financial positions of its colleges and departments;

(iii) any change to be made in the provisions of this Act or the Statutes, Ordinances, rules and bye-laws made thereunder with a view to bringing about improvements in the affairs of the University; and

(iv) such other matters as may be referred to it by the Government, and make such recommendations to the Government as it thinks fit.

(3) On receipt of the report and the recommendations of the Commission under subsection (2), the Government shall forthwith refer such report and recommendations to the Senate for consideration and report.

(4) Immediately after the Senate has considered the report and recommendations of the Commission and submitted its report to the

Government, the Government shall consider the report of the Senate and pass such orders thereon as they think fit and shall also cause the same to be published in the Gazette.

71. *Powers of Government to make rules* .-- (1) The Government may, by notification in the Gazette, make rules not inconsistent with the provisions of this Act, for the purpose of exercising the powers and discharging the duties conferred or imposed on the Government by this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before the Legislative Assembly while it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or the Legislative Assembly agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

72. *Conditions of service* .-- (1) Save 'as' otherwise provided by or under this Act, every salaried Officer and teacher of the University shall be appointed by a written order.

(2) The written order referred to in subsection (1) shall be lodged with the Registrar and a copy thereof shall be furnished to the officer or teacher concerned.

(3) Any dispute between any officer or teacher of the University and the University shall, on the request of the University or the officer or teacher concerned, be referred to the Appellate Tribunal for decision, and thereupon, the provisions of section 65 and the regulations made by the Tribunal under the said section shall *mutatis mutandis* apply to the decision of such dispute.

73. *Pension, insurance and provident fund*.--With the previous approval of the Government, the University shall make appropriate provisions for the benefit of its officers, teachers and other servants under its control in matters of insurance, pension and provident fund and for such other benefits as it may deem fit in such manner as may be prescribed by the Ordinances.

74. *Proceedings of the University and bodies not to be invalidated by vacancies* .-- No act or proceeding of the Senate, the Syndicate the Academic Council or any other body constituted under this Act or the Statutes or the Ordinances shall be deemed to be invalid merely by reason of any vacancy in the body doing or passing it, at the time any such act or proceeding is done or passed.

75. *Proceedings of the Senate, Syndicate and Academic Council.*

The Registrar shall forward to the Government within one month of the date of any meeting of the Senate or the Syndicate or the Academic Council copies of the proceedings of such meeting.

76. *Dispute as to constitution of University authority or body.*

If any question arises regarding the interpretation of any provision of this Act, or of any Statute, Ordinance, Regulation, rules bye-law or order or as to whether a person has been duly elected or appointed as or is entitled to be, a member of any authority or body of the University, the matter may be referred to the Chancellor and shall be so referred to him if not less than twenty-five members of the Senate so require, and the Chancellor shall, after taking such advice as he deems necessary, decide the question and such decision shall be final.

77. *Report on affiliated colleges .--* The Vice-Chancellor shall at the end of every four years from the commencement of this Act, submit a report to the Government on the conditions of affiliated colleges.

78. *Protection of acts and orders .-* All acts and orders duly and in good faith done or passed by the University or any of its authorities, bodies or officers shall be final; and no suit shall be instituted against, or damage claimed from, the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made thereunder.

79. *Institutions affiliated to University.-* (1) All colleges existing in the University area immediately before the commencement of this Act, shall stand affiliated to the University.

(2) The Government may, at any time, transfer to the University any institution subject to such terms and conditions as may be agreed upon between the Government and the University as regards its future maintenance and control.

80. *Registered graduates .-* (1) All registered graduates of the Calicut University constituted under the Calicut University Act, 1968, shall be deemed to be registered graduates of the University constituted under this Act.

(2) All graduates of the University constituted under this Act and all graduates of any other University residing in the University area shall be entitled to be registered under the provisions of this Act as graduates of the University constituted under this Act.

81. *Transitory provisions.-* (1) Any officer or authority of the University of Calicut exercising any power or performing any duty under the Calicut University Act, 1968, immediately before the commencement of this Act shall, for a period of nine months from such commencement or until the corresponding officer or authority is appointed, elected, nominated or constituted, as the case may be, in accordance with the provisions of this Act or the Statutes or Ordinances made thereunder, whichever is later, continue to exercise such power or perform such duty as the case may be, so far as such power or duty is not inconsistent with the provisions of this Act:

Provided that the Vice-Chancellor and Pro-Vice-Chancellor appointed under the Calicut University Act, 1968 and holding office immediately before the commencement of this Act shall be entitled to hold office for the full term of his appointment as if this Act had not been passed.

(2) The Statutes, Ordinances, Regulations, rules, bye-laws and orders in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force until they are replaced by the Statutes, Ordinances, Regulations, rules, bye-laws or orders made under this Act.

(3) All properties, all rights of whatever kind, used, enjoyed or possessed by and all interests of whatever kind owned by or vested in or held in trust by or for the University of Calicut constituted under the Calicut University Act, 1968 and all liabilities legally subsisting against the said University, shall pass to the University constituted under this Act.

82. *First Statutes and Ordinances.*- Notwithstanding anything contained in this Act, the first Statutes and the first Ordinances of the University shall be made by the Government.

83. *Repeal and saving.*- The Calicut University Ordinance, 1974 (15 of 1974), is hereby repealed.

(2) Notwithstanding such repeal, anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.

THE FIRST STATUTES ON ELECTIONS, 1975

Government of Kerala
1975

K E R A L A G A Z E T T E

EXTRAORDINARY

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GOVERNMENT OF KERALA

Higher Education (B) Department

NOTIFICATION

No.4395/B2/75/H.Edn.

Dated, Trivandrum, 17th March 1975.

S.R.O.No.245/75.- In exercise of the powers conferred by section 83 of the Calicut University Ordinance, 1974 (15 of 1974), the Government of Kerala hereby make the following First Statutes for the conduct of election to the various authorities or bodies of the Calicut University namely:-

CHAPTER 1

GENERAL

1. *Short title and commencement.*- (1) These Statutes may be called the Calicut University (Conduct of Elections to Various Authorities or Bodies) First Statutes, 1975.

(2) They shall come into force at once.

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

- (a) "Ordinance" means the Calicut University Ordinance, 1974 (15 of 1974);
- (b) "Ballot box" includes anybox, cover, bag, or other receptacle used for insertion of ballot paper by voters;
- (c) "Candidate" means a person qualified to seek election, who has been duly nominated in accordance with these Statutes;
- (d) "Clear days" means the number of days to be counted excluding the first and the last day;

- (e) "College of Oriental Languages" means a college which imparts instruction for courses of study in 'Oriental Languages' only and for the preparation of students for degree, titles or diplomas of the University in such language;
- (f) "Continuing Candidate" means a candidate not elected or not excluded from the poll at any given time;
- (g) "Elector" means a person who is qualified to vote at the election;
- (h) "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 candidates 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;
- (i) "First Grade College" means a college which instructs students for examination qualifying for degree;
- (j) "First preference" means the figure 1 set opposite to the name of any candidate, "Second preference" means the figure 2, "Third preference" means the figure 3 and so on;
- (k) "Junior College" means a college imparting instruction in predegree course only;
- (l) "Original votes" in regard to any candidate means the votes derived from ballot papers on which a first preference is recorded for such candidate;
- (m) "Polling Station" means the place fixed for conducting the poll at the election;
- (n) "Professional College" means a college in which instruction is given in any of the following subjects:-
 - (i) Engineering and/or Technology;
 - (ii) Medicine;
 - (iii) Ayurveda;
 - (iv) Law; and
 - (v) Education.
- (o) "Returning Officer" includes any Assistant Returning Officer performing any function, he is authorised to perform by the Returning Officer;

- (p) "Section" means a section of the Ordinance;
- (q) "Surplus" means the number by which the votes of any candidate, original and transferred exceed the quota as defined in Statute 56;
- (r) "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;
- (s) "Unexhausted paper" means a ballot paper on which a further preference is recorded for a continuing candidate;
- (t) "University" means the University of Calicut.

(2) The words and expressions used and not defined in these Statutes but defined in the Calicut University Ordinance, 1974 (15 of 1974,) or in the Interpretation and General Clauses Act, 1125, shall have the meanings respectively assigned to them in that Ordinance or that Act.

3. *Procedure for the conduct of elections.* (1) All elections shall, save as otherwise provided in these Statutes, be held by postal ballot and in accordance with the provisions of Chapter II.

(2) The election of members to the Senate under items (4) (9) and (12) under the heading "Elected Members" in section 17 and under clauses (a) and (b) under the heading "Elected Members" in sub-section (2) of section 29 of the Ordinance shall be held otherwise than by postal ballot and in accordance with the provisions of Part A of Chapter III.

(3) The election of members to the Senate under items (5), (6) and (10) under the heading, "Elected Members" in section 17 and under clauses (p) and (r) of sub-section (3) of section 24 shall be held without postal ballot and in accordance with the provisions of Part B of Chapter III.

(4) In the case of election of members to the Senate by the members of the Legislative Assembly of Kerala from among the members representing the electorate of the University area under item (3) under the heading "Elected Members" in section 17 of the Ordinance, the provisions laid down in Chapter IV shall be followed.

(5) The Election of Members to the Syndicate under items (a) and (b) under the heading 'Other members' in Section 21 of the Act shall be held without postal ballot and in accordance with the provisions of Part A of Chapter III. The poll shall be taken at a booth specifically provided for the purpose in the University Office. The provisions for the conduct of this election shall commence from the publication of the Electoral Roll seven (7) days prior to the date of notification of the election as provided for under Statute 34. The stipulation relating to publication of the Electoral Roll as required under Statute 13 will not apply in this Election. All members of the Senate on the date of issue of Notification shall be entitled to vote at this Election.

4. Vice-Chancellor responsible for the conduct of election

(1) Subject to the other provisions of these Statutes, the Vice-Chancellor shall be responsible for the conduct of all elections held by the University and shall have power-

- (a) to fix the date, place and time of all elections;
- (b) to prescribe the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover and the envelope for any election, the form of any other record to be prepared or maintained relating to an election and the instructions to be contained in the notification;
- (c) to decide, in cases 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 for withdrawal of candidature;
 - (v) the date of publication of the final list;
 - (vi) the date of issue of ballot paper;
 - (vii) the date and hour for the poll;
 - (viii) the date and hour of scrutiny and counting of votes;

(2) It shall be competent for the Vice-Chancellor when any emergency arises-

- (i) to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person when in the course of the conduct of any election, the Returning Officer cannot carry on his duties; or
- (ii) to postpone the date or dates fixed in the programme for transaction of business connected with the election at any intermediate stage. The Vice-Chancellor shall record his reasons for so doing.

5. Decisions 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 as 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.

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

7. *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 these Statutes.

(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 poll 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.

8. *Assistant Returning Officer.*-(1) The 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 result of election unless the Returning Officer is unavoidably prevented from performing the said functions.

(3) Reference in these Statutes to the Returning Officer shall, unless the context otherwise requires, be deemed to include an Assistant Returning Officer performing any function he is authorised to perform under clause (2).

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

10. *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 other body of the University shall be invalid merely because of the invalidity of the election of any of the members.

11. *Disqualifications for membership or for continuing as a member of any 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 sub-section (1) of section 33 of the Calicut University Ordinance, 1974(15 of 1974), subject to the exceptions mentioned therein.

Method of preparation of Electoral Rolls

12. *Maintenance of Electoral Rolls.* The Returning Officer shall maintain an electoral roll for each electoral body entitled to elect members at any election conducted by the University, showing the names and addresses of all persons.

13. *Publication of electoral roll.* - The electoral rolls shall be published in the University Office not less than 30 clear days before the date of notification of the election. The Returning Officer shall notify the date of publication of each electoral roll, not less than 30 clear days before the date of publication of the roll, in newspapers approved by the Vice-Chancellor for the purpose.

14. *Eligibility to take part in elections.* - The names of persons who are on the electoral body 60 days before the date of publication of the roll alone shall be included in the electoral roll, and such persons alone shall be entitled to participate in the election, provided that any person who ceases to be a member of an electoral body before the date of issue of the ballot paper from the University Office shall not be entitled to participate in the election.

15. *Corrections, alterations, etc., in electoral roll.* - It shall be competent for the Returning Officer to make any addition, correction alteration or deletion in any electoral roll, provided that the fact necessitating such correction or alteration or deletion is brought to his notice within 15 days after the publication of the electoral roll and that he is satisfied that such correction or alteration or deletion is necessary.

16. *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.

17. *Electoral roll of Principals of Colleges.* - The electoral roll of the Principals of Colleges shall contain the name and official address of the Principals concerned.

18. *Electoral roll of registered graduates.* - In the case of registered graduates, the electoral roll shall contain the names and addresses of registered graduates of the University whose names are so registered in the Register of registered graduates not less than 60 days prior to the publication of the electoral roll.

19. *Electoral rolls of Teaching staff of Colleges and University for election to the Senate.* - The electoral rolls of the teaching staff of colleges affiliated to the University and the teachers of the University shall include the following:-

(i) names and official addresses of the teachers of the Colleges whose appointments have been approved by the University. The rolls shall be prepared separately for Private and Government Colleges;

(ii) names and official addresses of the teachers of the University.

20. *Electoral Rolls of Local Authorities* .- The electoral rolls of members of local authorities of each district representing the University area shall be prepared district-wise for Corporations, Municipalities and Panchayats on the basis of the list of Councillors/ members available at the time of preparation of the electoral roll.

21. *Electoral Roll of Registered Trade Unions* .- The electoral roll of the Registered Trade Unions shall include only the registered trade unions in the University area which have a membership of over 2000 as on the first day of May of the year succeeding the Calendar year to which the Returns relate under the Kerala Trade Union Regulations for the time being in force. The electoral roll shall be prepared with reference only to such annual returns of the Trade Unions as have actually been received by the Registrar of Trade Unions in proper form and in time. It shall contain only the name and address of the President of the Union concerned.

22. *Electoral Roll of employees other than teachers of University* The electoral roll of employees other than teachers of the University shall contain the name and designation of all the regular full time employees of the University other than teaching staff but shall not include those paid from contingencies or on a part time basis.

23. *Electoral roll of non-teaching staff of affiliated colleges* .- The electoral roll of the non-teaching staff of affiliated colleges shall include the name and designation of all the approved non-teaching staff of such colleges other than those paid from contingencies or on a part time basis or working in the hostel and shall be prepared college-wise.

24. *Electoral roll of the Managers of private colleges* .- The electoral roll of the Managers of Private Colleges shall contain the name and address of the Manager and the name or names of colleges wherein he has been appointed as the Manager.

25. *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.

26. *Electoral rolls of full time post-graduate students of each faculty entitled to elect members to the Academic Council* .- An electoral roll for the full time post-graduate students of each faculty

shall be maintained. It shall contain the name, class and college address of those students who are receiving instructions for full-time regular post-graduate course (only post-graduate courses in the respective faculties) in affiliated colleges and departments of the University, and who are on the admission register of the colleges and departments concerned, 60 days prior to the publication of the electoral rolls.

27. *Electoral roll of the Members of the General Council of the University Union and Full-time students of the departments of the University for election to Student Council.*-The electoral roll shall contain the name and college address of all the members of the general council of the University Union constituted by the University in accordance with the constitution 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 departments-wise.

28. *Electoral roll of 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.

29. *Election Disputes.*- An election petition calling in question any election shall be made in writing and in the manner prescribed in Chapter V. It shall be forwarded to the Vice-Chancellor with a fee of Rs.100 remitted in a treasury to the credit of the Calicut University Fund so as to reach him within seven days of the declaration of the result of the election.

30. *Preservation of election papers.*-The nomination papers, ballot papers, declaration papers and the ballot paper covers shall be preserved in the University Office for a period of one month after the date of declaration of the results, or if a dispute arises regarding the election until it is disposed of. Thereafter, they may be destroyed.

31. *Prohibition of simultaneous membership.*- A person who has given his nomination for election to a body or authority through more than one electorate and who has been declared elected by more than one such electorate of the same body or authority shall retain membership of only one of the electorates which he may choose within fifteen days of the 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.

32. *Candidature of a person already elected to a body for election to the same body from another electorate.* - No person who has been elected from a particular electorate shall be eligible to stand as a candidate for election to the same body or authority from more than one of the electorates without resigning his membership from the body or authority as the case may be. It shall be competent however

in the case of an anticipatory vacancy, for a person who is already a member of the authority elected by a particular electorate to stand as a candidate in such anticipatory vacancy, provided the date of membership in that vacancy is posterior to the date on which he ceases to be a member of that authority.

33. *Date of effect of result of elections.*— The results of all elections shall be published in the Gazette. Anticipatory election shall take effect from the date of occurrence of the vacancy, and other election from the date of notification of the result of the election.

CHAPTER II

PROCEDURE FOR ELECTION BY POSTAL BALLOT

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

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

35. *Presentation of nomination paper and requirements for a valid nomination.*— On or before the date appointed under Statute 34, each candidate shall either in person or by his proposer between the hours of eleven O' clock in the forenoon and three O' clock in the afternoon deliver to the Returning Officer at the place specified in this behalf in the notification issued under Statute 34, 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 whose name is in the electoral roll and seconded by another elector of the concerned constituency with his signature. The candidate shall 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 of 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 news papers.

36. *Scrutiny of nominations* .-- All nomination papers received through the post or deposited in the box provided for the purpose in the office of the Returning Officer within the prescribed hour on the prescribed date shall be scrutinised by the Returning Officer. The candidate or his representative who shall be appointed in writing by him and approved by the Returning Officer, may be present at the time of scrutiny of nomination.

37. *Decisions of the Returning Officer on objections* .-- The Returning Officer shall then 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:-

(a) that the candidate is ineligible for election under sub-section (1) of section 33 of the Ordinance, subject to the exceptions mentioned therein;

(b) that the seconder is a person whose name is not registered in the electoral roll;

(c) that the signature of the candidate or seconder is not genuine or has been obtained by fraud.

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.

38. *List of candidates validly nominated* .- A list of candidates whose nominations have been declared valid shall be published with their names and addresses by affixing the same on the notice board in the office of the Returning Officer on the same day. The names of the candidates in the list shall be in the serial order of their electoral roll numbers.

39. *Withdrawal of candidature* .-- Any candidate may withdraw his candidature by notice in writing signed by him and either sent by registered post or delivered in person or by messenger to the Returning Officer so as to be received by him not later than the hour on the day fixed for withdrawal, which shall not be less than

5 clear days after the last date for the receipt of nominations, and the withdrawal once made shall be final. A candidate who has withdrawn his nomination shall not be eligible for renomination as a candidate for the same election to the same authority or body.

40. *Final list of candidates* .-The Returning Officer shall, after expiry of the period fixed for withdrawal of candidature, publish in the University Office, a final list of candidates validly nominated. The final list of candidates validly nominated shall show the name, roll number, and the designation, if any, and address of the candidates.

41. *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 candidate shall be declared to have been duly elected. If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate shall be called upon to elect a person or persons, as the case may be, to fill the remaining vacancy or vacancies. If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner hereinafter prescribed.

42. *Despatch of Ballot Paper* .- The Returning Officer shall forward to each elector, through the post, a serially numbered declaration paper, a ballot paper containing the names and addresses of all candidates in the same order as in the final list of candidates validly nominated and bearing the initials of the Returning Officer and the date of posting, a ballot paper cover, and an envelope addressed to the Returning Officer and bearing a number corresponding to the serial number of the declaration paper, together with the letter of intimation stating the number of vacancies to be filled by election, the date and hour fixed for the poll and the date and hour fixed for the scrutiny and counting of votes, and such guidance to the voters for exercising their franchise as may be deemed necessary. The papers shall be forwarded to the address of each elector as given in the electoral roll of the constituency or, if any elector has since the publication of the roll changed his address, to the address changed, provided the fact has been intimated to the returning officer not less than 14 clear days before the date of posting of the ballot paper. The date fixed for the poll shall not be less than 14 clear days after the date of posting of the ballot paper.

43. *Non-receipt or loss of ballot paper by an elector* .-- When any elector has not received or has lost the ballot paper sent to him, he may make and transmit a declaration to that effect signed by himself and request the Returning Officer to send him duplicate papers in place of the ones not received or lost, and the Returning Officer, if satisfied as to the genuineness of the declaration issue

duplicate papers through the 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.

44. *Defective ballot papers, etc.*- If the elector receives any ballot paper, ballot paper cover, or declaration form which is, liable to be rejected for want of serial number, initial or for any reason arising from a clerical error or omission in the office of the Returning Officer, the elector shall within two days of the receipt of the same but before the time fixed for the commencement of the election bring the matter to the notice of the Returning Officer who shall, if satisfied, issued 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 elector on the electoral roll for use at the time of scrutiny and counting.

45. *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.

46. *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 on the reverse side of the ballot paper, enclose the ballot paper in the cover marked "Ballot paper cover" and stick it and enclose the same and the declaration paper in the envelope addressed to the Returning Officer and send the envelope by registered post to the Returning Officer so as to reach him before the hour and date fixed for the poll or deposit the envelope or cause it to be deposited in the box provided for the purpose in the office of the Returning Officer during office hours on any working day, before the last date and hour fixed for the poll.

47. *Recording of votes of illiterate or disabled elector, etc.*-- (1) If an elector is unable through illiteracy, blindness or by reason for 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 the fact of his having been requested by the elector to record his vote on his behalf and of its having been so marked by him in the presence of the elector.

2) The following persons are empowered to record the vote under clause (1) namely:-

- (i) Magistrate;
- (ii) District Magistrate;
- (iii) Sub-Registrars;

Provided that such person attesting the declaration paper about the incapacity of an elector shall not be a near relation of a candidate contesting the election.

48. *Closing of ballot box.*-The Returning Officer shall close the slit of the ballot box and seal it immediately after the hour appointed on the date fixed for the poll.

49. *Procedure on counting.*- The scrutiny and counting of votes shall be conducted by the Returning Officer from the hour appointed on the date fixed for the scrutiny and counting of votes. No person shall be present at the scrutiny and counting except the Vice-Chancellor the Returning Officer and such persons as the Vice-Chancellor may appoint to assist the Returning Officer, the candidate or not more than one representative of each candidate appointed by him in writing and approved by the Returning Officer. The ballot box shall be opened at the hour fixed for the scrutiny and the envelopes in the box scrutinised by the Returning Officer.

50. *Envelope when rejected.*(1) An envelope shall be rejected before opening-

- (a) if it is not the one sent by the Returning Officer;
- (b) if it does not bear any serial number.

(2) if two envelopes bearing the same serial number are received and one of them is superscribed as "Duplicate", the latter alone shall be accepted.

51. *Ballot paper cover when rejected.*- (1) A ballot paper cover shall be rejected-

(i) if it is not accompanied by the declaration paper sent by the Returning Officer; or

(ii) if the envelope contains no declaration paper outside the ballot paper cover; or

(iii) if the envelope contains anything other than the declaration paper and the ballot paper cover; or

(iv) if the declaration is not in accordance with the statutes; or

(v) if the ballot paper is placed outside the ballot paper cover or

(vi) if more than one declaration paper or ballot paper cover have been enclosed in one and the same envelope; or

(vii) if the serial number in the declaration paper differs from the serial number of the envelope addressed to the Returning Officer.

(2) In each case of rejection, the word "Rejected" shall be endorsed by the Returning Officer on the ballot paper cover or the declaration paper as the case may be.

52. *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 his preference by placing the figure 1,2,3 etc., against the names of the candidates, who represent respectively his first, second, third etc. choice.

53. *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 the following reasons, namely:-

(i) if the ballot paper cover contains any matter other than the ballot paper;

(ii) if it does not bear the initials of the Returning Officer;

(iii) if the voter signs his name or writes any word or makes any mark by which the identity of the voter becomes recognisable;

(iv) if the figure 1 is not marked; or

(v) if the figure 1 is set opposite the name of more than one candidate; or is so marked as to render it doubtful to which candidate it is intended to apply; or

(vi) if the figure 1 and some other figures are set opposite the name of the same candidate.

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.

54. *Fractions and preferences* .-In carrying out the provisions regarding the procedure for election hereinafter prescribed-

(1) all fractions shall be disregarded; and

(2) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.

55. *Division into parcels according to first preferences* .-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 candidate's account.

56. *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 candidate, hereinafter called the "quota".

57. *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) Any 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.

58. *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 on the ballot papers as next in the order of the voters' preference, in the manner hereinafter prescribed.

(2) If more than one candidate has a surplus, the largest surplus shall be dealt with first and the others in the order of magnitude, provided that every surplus arising on the first count of votes shall be dealt with before those arising on the second count, and so on.

(3) Where two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate who is credited with the largest number of original votes shall have his surplus first distributed and if their original votes, are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.

(4) (i) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to the candidate, divide the unexhausted papers into sub-parcels according to the next preference recorded thereon and make a separate sub-parcel of the exhausted papers.

(ii) The number of the papers in each sub-parcel and the total of all the unexhausted papers shall then be ascertained.

(iii) If the total number of the unexhausted papers is equal to or less than the surplus to be transferred, all the sub-parcels shall be transferred to the continuing candidates, the value of each paper so transferred being one.

(iv) If the total number of unexhausted papers is greater than the surplus, the sub-parcels shall be transferred to the continuing candidates, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(5) If, in ascertaining the number of papers to be transferred from a sub-parcel, fractional parts are found to exist and if, owing to the existence of such fractional parts the number of papers

to be transferred is less than the surplus, as many of these fractional parts taken in the order of their magnitude, beginning with the largest as are necessary to make the total number of papers to be transferred equal to the surplus shall be reckoned as of the value of unity, and the remaining fractional parts shall be ignored. If two or more fractional parts are of equal magnitude, that fractional part shall be deemed to be the larger which arises 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.

59. *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 papers shall be set apart as finally disposed of.

(2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of such paper being one.

(3) The papers containing the transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which he obtained them.

(4) Each of such transfers shall be deemed to be a separate transfer, but not a separate count.

(5) If the total of the votes of two or more candidates lowest on the poll together with any surplus votes transferred, is less than the votes credited to the next highest candidates, 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 candidate lowest on the poll until the last vacancy is filled, either by the election of a candidate with the quota or as hereinafter provided.

60. *Completion of transfer when quota obtained.* - If as a result of a transfer of papers under these Statutes, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed and no further papers shall be transferred to him.

61. *Procedure in the case of candidate obtaining votes equal to or greater than the quota.* - (1) After the completion of any transfer under these Statutes, the number of votes of any candidate is equal to or greater than the quota, he shall be declared elected.

(2) If the number of the votes of any candidate is equal to the quota the whole of the papers on which such votes are recorded shall be set aside as finally disposed of.

(3) If the number of the votes of any such candidate is greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided, before the exclusion of any other candidate.

62. *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.

63. *When the number of votes of one candidate exceeds the total votes of the other candidates.* - When at the end of any count only one vacancy remains unfilled and the number of votes of any one candidate exceeds the total of all the votes of the other continuing candidates together with any surplus not transferred, the candidate shall be declared elected.

64. *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 lot 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.

65. *Exclusion of candidate when two or more candidates have equal number of votes.* - If at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom the lowest original votes are recorded shall be first excluded; and if their original votes are equal, the Returning Officer shall decide by lot which candidate shall be excluded.

66. *Recounting.* - 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 to re-examine or recount 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.

The Returning Officer may, at his discretion, recount the votes either once or more than once in any case in which if he is not satisfied as to the accuracy of any previous count, provided that nothing in this Statute shall make it obligatory on the Returning Officer to recount the same votes more than once.

67. *Declaration of results* .- The Returning Officer shall at the end of the counting declare the names of the candidates who have been duly elected.

68. *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 the 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.

CHAPTER III

PROCEDURE FOR ELECTION WITHOUT POSTAL BALLOT

(See Statute 3 (2))

PART A

69. *Application of certain provisions* .- Subject to the following provisions, the Statutes 35 to 41 and 49 to 68 of Chapter II shall *mutatis mutandis* apply to election otherwise than by postal ballot held under this part.

70. *Erection of polling stations* .- In the case of elections held under this part, polling stations shall be provided in the University Office and/or in the University centres.

71. *Notification of election* .- The notification shall, inter alia contain information on the place where polling stations will be provided and the date on which and the time during which the poll shall be taken. The electors shall exercise voting in the respective polling stations.

72. *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.

73. *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.

74. *Duties of the Presiding Officer and the Polling Officer.*—

(1) It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is fairly taken.

(2) The Polling Officer shall assist the Presiding Officer in the performance of this functions.

75. *Prohibition of canvassing in or near polling station.*—No person shall, on the date or dates on which a poll is taken at any polling station, commit any of the following acts within the polling station or within a distance of one hundred metres of the polling station, namely:—

- (a) canvassing for votes; or
- (b) soliciting the vote of any elector; or
- (c) persuading any elector not to vote for any particular candidate; or
- (d) persuading any elector not to vote at the election; or
- (e) exhibiting any notice or sign for improving his prospects of election.

76. *Voting.*—(1) Voting shall be by secret ballot. No vote shall be given by proxy.

(2) The ballot box shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(3) Each voter has to produce a duly signed identity form which shall be prescribed by the Vice-Chancellor. Ballot papers shall not be issued to those who fail to produce this identity form.

(4) The Polling Officer shall ascertain (a) the identity of the voter before issue of the ballot paper and (b) that the person desiring to vote has not already exercised his franchise.

(5) At the time of issue of the ballot paper, a tick mark may be placed against the name of the elector in a copy of the electoral roll kept for the purpose and the elector shall also sign against his name in the roll.

(6) The name of the voter shall be entered in the serially numbered counterfoil and the ballot paper corresponding to that counterfoil shall be torn off after affixing the initials of the Presiding 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. The 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.

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.

Adjournment of poll in emergencies.-- (1) If the proceedings at any place of polling are interrupted or obstructed by riot or violence, or if it is not possible to take the poll at any 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 (1) the Returning Officer shall, as soon as may be, fix the day on which, the place which and the hours during which the adjourned poll shall be taken, and shall notify the said details to all concerned in such manner as he may think fit.

(3) On the date on which such adjourned poll is taken, the electors who have already voted at the poll before its adjournment shall not be entitled to vote. Only the remaining electors who were entitled to vote at the place of polling before its adjournment shall vote.

Fresh poll in the case of destruction etc., of ballot boxes. --

If at any election, any ballot box used at a polling station is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is in any way tampered with or is accidentally or intentionally destroyed, lost or damaged and the Returning Officer is satisfied that in consequence thereof the result of the poll at that polling station cannot be ascertained, he shall--

- (a) declare the polling at that polling station to be void;
 - (b) appoint a day and fix the hours for taking a fresh poll at that polling station;
 - (c) notify the day so appointed and fix the hours of the fresh poll.
- (2) The provisions of these Statutes shall, so far as may be, apply to the fresh poll as they apply to the original poll.

PART B

[(See Statute 3 (3))]

79. *Application of certain provisions* .-- Subject to the following provisions, the Statutes 35 to 41 and 49 to 68 of Chapter III and Statutes 72, 74, 75, 77 and 78 of Part A, Chapter III, shall *mutatis mutandis* apply to election without postal ballot held under this part.

80. *Erection of polling stations* .-- In the case of elections held under this part, polling stations shall be provided in every college and University departments. The teachers, post-graduate students and non-teaching staff of each college shall be entitled to vote only at that polling station.

81. *Notification of election* .- The notification shall *inter-alia* include information on the places where polling stations shall be provided and the date on which and the time during which the poll shall be taken.

82. *Presiding Officers* .- (1) The Returning Officer may appoint the Principals of Colleges or such other persons as may be decided by him as the Presiding Officers of the polling stations in the respective colleges and University Departments. In case the Returning Officer is of opinion that the Principal should not be appointed as the Presiding Officer in any College, he may record his reasons for so doing and appoint any other person in the college as the Presiding Officer.

(2) The Presiding Officer or such other person as may be appointed by the Returning Officer under clause (1), may appoint the required number of teaching/non-teaching staff from the College to assist him in the conduct of the poll.

83. *Despatch of Ballot Paper* . The Returning Officer shall forward to the Presiding Officers sufficiently in advance, the required number of (1) serially numbered ballot papers (2) ballot paper covers (3) copies of the concerned electoral rolls and (4) copies of the letter of intimation. Copies of the letter of intimation shall be supplied to the voters by the Presiding Officer at least one day in advance of the date of polling.

84. *Voting* .-- (1) Voting shall be by secret ballot. No vote shall be given by proxy.

(2) At each polling station there shall be set a separate voting compartment screened from observation by others for marking the vote.

(3) The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling booth.

(4) Each voter shall be supplied with a ballot paper and a ballot paper cover after ascertaining (a) the identity of the voter and (b) that the person desiring to vote has not already exercised his franchise.

(5) Before issue of the ballot paper, the voter shall sign against his/her name in the copy of the electoral roll kept by the Presiding Officer.

(6) The name and roll number of the elector shall be entered by the Presiding Officer on the counterfoil of the ballot paper and the ballot paper corresponding to that counterfoil shall be torn off and handed over to the voter along with a ballot paper cover.

(7) The voter who has received the ballot paper shall proceed to the polling booth to record his vote in the manner prescribed, fold the ballot paper so as to conceal his markings and then enclose the ballot paper in the ballot paper cover and stick it. The closed ballot paper cover containing the ballot paper shall be deposited in the ballot box kept before the Presiding Officer who shall keep it in safe custody. No ballot paper or ballot paper cover shall be taken away from the Polling booth.

(8) If a voter is incapacitated by physical infirmity it shall be competent for him to record his vote by the hand of the Presiding Officer or his deputy.

Closing of Poll .- At the close of the hour fixed for the poll or/ and when all who have reported before him for polling before the close of the hour fixed for the poll have exercised their franchise, the Presiding Officer shall close the poll and shall not thereafter issue ballot paper to any elector.

Packing of the ballot paper covers .-- (1) Immediately after the close of the poll, the Presiding Officer shall check the total number of ballot papers issued, and the number of ballot paper covers issued against the marked copy of the electoral roll. He shall also prepare a ballot paper account in the form supplied by the Returning Officer. He shall then make into separate packets-

- (i) The ballot paper account;
- (ii) The marked copy of the electoral roll;
- (iii) The unused ballot papers;
- (iv) The counterfoils of used ballot papers;
- (v) Unused ballot paper covers;
- (vi) The ballot paper covers containing ballot papers; and
- (vii) Any other paper directed by the Returning Officer to be kept in a sealed packet.

(2) -All the above items shall be separately packed and affixed with the seal of the Presiding Officer.

87. *Transmission of ballot papers to the Returning Officer* .-- The Presiding Officer shall despatch preferably in one bundle the sealed packets referred to in the above Statute securely packed by Registered post with acknowledgement due to the Returning Officer by name on the same day . The bundle shall bear the super-
scription "Election papers--Confidential".

CHAPTER IV

PROCEDURE FOR THE ELECTION OF MEMBERS TO THE SENATE BY THE MEMBERS OF THE LEGISLATIVE ASSEMBLY REPRESENTING THE ELECTORATE OF THE UNIVERSITY AREA

(See Statute 3 (4)]

88. *Election of Members from the Legislative Assembly* .-- In the case of election of members to the Senate by the members of the Legislative Assembly of Kerala from among the members representing the electorate of the University area, the Registrar shall make a request to the Secretary of the Legislative Assembly to make necessary arrangements for the election of six members to the Senate specifying a date on or before which the result of such election shall be communicated to him. Such date shall be fixed in consultation with the Secretary, legislative Assembly.

89. (1) On receipt of such request under statute 88, the Secretary of the Legislative Assembly shall arrange to hold the election and communicate the result of such election to the Registrar on or before the date specified.

(2) The Secretary, Legislative Assembly shall, in the case of such election, exercise the powers and perform the duties of the Vice-Chancellor and the Returning Officer.

(3) The election held under this Chapter shall be by postal ballot and the provisions of Chapter II shall *mutatis mutandis* apply to such election.

CHAPTER V

ELECTION PETITIONS

90. *Presentation of election petition* .- (1) An election petition calling in question any election may be presented within seven days of the declaration of the result of the election by any candidate at such election on

(a) one or more of the grounds specified in sub-section (1) of section 33 of the Ordinance; or

(b) 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 Ordinance or of any Statutes issued thereunder; or
- (iii) 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) Every election petition shall be accompanied by as many copies thereof as there are respondents mentioned in the petition and every such petition shall be attested by the petitioner under his own signature to be a true copy of the petition.

91. *Parties to the petition.*- A petitioner shall join as respondents to his petition-

- (a) Where the petitioner in addition to claiming a declaration that the election of all or any of the returned candidate is void, claims 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 such further declaration is claimed all the returned candidates.

92. *Contents of petition.*- (1) An election petition-

- (a) Shall contain a concise statement of the material facts on which the petitioner relies;
- (b) Shall set forth full particulars of the mal-practice that the petitioner alleges including as full a statement as possible of the names of the persons alleged to have committed such mal-practice; and
- (c) Shall be signed by the petitioner.

(2) Any schedule or annexure to the petition shall also be signed by the petitioner

93. *Relief that may be claimed by the petitioner.*- A petitioner may, in addition to claiming a declaration that the election of all or any of the returned candidate is void, claim a further declaration that he himself or any other candidate has been duly elected.

CHAPTER VI

MISCELLANEOUS

94. *Voting by electors under preventive detention.*- (1) Notwithstanding anything contained in the foregoing provisions of these Statutes, an elector, if he is subjected to preventive detention under any law for the time being in force, shall 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 in good time before the date fixed for polling.

(3) On the date of polling, the said officer shall deliver the ballot paper and other necessary papers to the elector, 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.

By Order of the Governor,

P K UMASHANKAR,
Special Secretary to Government.

Explanatory Note .

(This does not form part of the notification but is intended to give the general purport).

Section 83 of the Calicut University Ordinance, 1974 (15 of 1974) confers power on the Government to make the First Statutes of the University of Calicut notwithstanding anything contained therein. One of the items for which statutes have to be framed relate to the procedure for the election of members to the various authorities of the University and all such other matters relating to these authorities as may be necessary or desirable to provide. This notification is intended to achieve the above object.

**THE CALICUT UNIVERSITY REGISTRATION OF
GRADUATES FIRST STATUTES 1975**

Government of Kerala
1975

Reg.No.K.107.

K E R A L A G A Z E T T E

E X T R A O R D I N A R Y

P U B L I S H E D B Y A U T H O R I T Y

Vol. XX] Trivandrum, Monday,	17th March 1975	(No. 144]
	26th Phalguna 1896	

GOVERNMENT OF KERALA

Higher Education (B) Department

NOTIFICATION

No.4395/B2/75/H.Edn.

Dated, Trivandrum, 17th March 1975.

S.R.O.No.246/75.- In exercise of the powers conferred by Section 83 of the Calicut University Ordinance, 1974 (15 of 1974), the Government of Kerala hereby make the following First Statutes, namely:-

FIRST STATUTES

1. *Short title and commencement.*-(1) These Statutes may be called the Calicut University (Registration of Graduates) First Statutes, 1975.

(2) They shall come into force at once.

2. *Definitions.*-(1) For the purpose of these Statutes,

(a) "Ordinance" means the Calicut University Ordinance, 1974 (15 of 1974);

(b) "Clear days" means the number of days to be counted excluding the first and the last day.

2. The words and expressions used and not defined in these Statutes but defined in the Calicut University Ordinance, 1974 (15 of 1974) or in the Interpretation and General Clauses Act, 1125, shall have the meaning respectively assigned to them in that Ordinance or that Act.

3. *Eligibility for Registration.* - The Syndicate shall maintain a Register of Registered Graduates in which a graduate of any of the following classes may have his name entered and retained so long as he continues to be employed in or normally resident in the territorial jurisdiction of the University:-

(a) A Graduate of the University of Calicut constituted under the Calicut University Act, 1968 (24 of 1968) who became eligible for a degree in any Faculty not less than three years before the date of application for registration and who has taken the degree before the date of application shall be entitled to be registered as a Graduate of the University constituted under this Ordinance.

(b) A Graduate of any other Statutory University in India or of any foreign University that may be recognised by the Syndicate for the purpose of registration who became eligible for a degree in any Faculty not less than three years before the date of application for registration and who has taken the degree before the date of application shall be entitled to be registered as a Graduate of the University constituted under this Ordinance.

(c) Holders of the Honorary Degree of the University of Calicut.

4. *Authority for Registration.*-The Vice-Chancellor shall be the competent authority to admit a Graduate as the Registered Graduate of the University.

5. *Procedure for Registration.*- The application for Registration shall be sent in the form prescribed for the purpose by the University of Calicut with a fee of Rs.20. The Degree Certificate in original or a duplicate of it issued by the concerned University, in case the original has been irrecoverably lost, shall be forwarded, along with the application for registration. He shall produce with the form for registration an affidavit in such form as may be prescribed by the University, to the effect that he is ordinarily resident within the territorial limits of the Calicut University.

"6. Every graduate who has registered his name in the Register of Graduates after the commencement of these Statutes shall have his name retained in the Register during his life time unless his name has been removed from the Register of Graduates in the circumstances stated in sub-section (2) of Section 44 of the University Act by the Senate or under Statute 10".¹.

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

¹. Amendment approved by the senate on 12-11-80
Assent of the chancellor obtained on 5-2-1982.
(Kerala Gazette dt.3-11-1987.)

8. *Eligibility to participate in elections.*- A graduate who gets himself registered not less than sixty clear days before the date of publication of the electoral roll, shall be eligible to participate in the election.

9. *Inspection of Register.*-- (1) Any Graduate whose name is in the Register shall be entitled to inspect the Register during office hours on application to the Registrar and on payment of the fee to be prescribed by the Vice-Chancellor and to have a copy of the list of registered graduates corrected upto the last revision under Statute 7.

(2) The University shall have the right to reserve to itself the right of printing and reprinting the list of Registered Graduates. Supplemental list or of lists of Registered Graduates shall be supplied on payment of the price to be fixed by the Vice-Chancellor from time to time.

10. *Removal of names of Graduates.*- (1) Every Registered Graduate shall report his change of address to the Registrar.

(2) In case he fails to intimate his change of address to the Registrar and when any communication is posted to a registered graduate to his address as originally registered in the Register of Graduates and it is returned through the Returned Letter Office to the Registrar undelivered with an endorsement by the postal department that the addressee has shifted, it shall be competent for the Registrar to hold that he is not entitled to be in the list of Registered Graduates as per these Statutes. The Registrar shall thereupon remove his name from the Register of Registered Graduates.

(3) If the Vice-Chancellor on enquiry is satisfied that a person whose name has been included in the Register of Graduates is deceased, he shall remove the name of such person from the Register.

(4) If at any time after registration as a registered graduate any person for any reason whatsoever is deprived in any manner of his degree or degrees which entitled him to such registration, he shall cease to be a registered graduate of the University from that date. The Registrar shall thereupon remove his name from the Register.

(5) If the Vice-Chancellor on enquiry is satisfied that a Graduate who has registered his name in the Register of Graduates as per these Statutes has shifted his residence from the University area, he shall remove his name from the Register of Graduates.

By Order of the Governor,

P K UMASHANKAR,
Special Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to give the general purport.)

Section 83 of the Calicut University Ordinance, 1974 (15 of 1974) confers power on the Government to make the First Statutes, notwithstanding anything contained therein. One of the items for which Statutes have to be framed is for the maintenance of a register of registered graduates. The Register of Registered Graduates is intended for the inclusion of the names of graduates who desire to register themselves with the University afresh as registered graduates under this Ordinance. The notification is intended to achieve the above object.

**THE FIRST STATUTES IN RESPECT OF PENSION,
PROVIDENT FUND OF PRIVATE COLLEGE TEACHERS 1976**

Government of Kerala
1976

Reg.No.KL/TV/12

KERALA GAZETTE

EXTRA ORDINARY

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GOVERNMENT OF KERALA

Higher Education (B) Department

NOTIFICATION-I

No.35729/B2/75/H.Edn.

Dated, Trivandrum, 30th March, 1976.

S.R.O.No.378/76.- In exercise of the powers conferred by Section 82 of the Calicut University Act, 1975 (5 of 1975), the Government of Kerala hereby make the following First Statutes in respect of Pension, Provident Fund, Gratuity, Insurance and Age of retirement of teachers of Private Colleges, namely:-

FIRST STATUTES

CHAPTER I

General

1. *Applicability and Commencement* .--(1) These Statutes shall apply to all teachers in every Private College (including a Private Engineering College and Training College) the Management of which has executed an agreement with the Government for the direct payment of salary in pursuance of the orders issued by the Government in G.O.MS.No. 185/72/Education dated 30-8-1972, G.O.MS.No.217/72/Education dated 30-9-1972 and G.O.MS.No. 133/73/Education dated 4-9-1973 and the agreement executed by each Management shall form part of these Statutes as if enacted herein in respect of that Management.

(2) They shall come into force at once.

2. *Definitions and Rule of construction* . (1) In these Statutes, unless the context otherwise requires:-

(a) "Academic Year" means a period of twelve months commencing on the first day of June:

Provided that in the case of teachers who are granted extension of service till the end of an academic year, the academic year shall mean a period of ten months commencing from the first day of June;

- (b) "Act" means the Calicut University Act, 1975 (5 of 1975);
- (c) "Chapter" means a Chapter of these Statutes;
- (d) "Form" means a form appended to these Statutes;
- (e) "laws of the University" means the provisions contained in the Calicut University Act, 1975 (5 of 1975) the Statutes, the Ordinances, the Regulations, the rules, the bye-laws and the orders made under the Act;
- (f) "Teacher" means a teacher of a Private College.

(2) Words and expressions used and not defined in these Statutes but defined in the Calicut University Act, 1975 (5 of 1975) or in the Interpretation and General Clauses Act, 1125 or in the Kerala Service Rules shall have the meanings respectively assigned to them in those Acts or those rules.

(3) Any reference in these Statutes to the Director of Collegiate Education or the Zonal Deputy Director of Collegiate Education, shall, in relation to a Private Engineering College, be construed as a reference to the Director of Technical Education or such Officer as he may authorise, for the purpose of administration of these Statutes.

(4) If any doubt arises regarding the interpretation of any of the provisions of these Statutes, the matter shall be referred to the Chancellor whose decision thereon shall be final.

3. Age of superannuation.- (1) Save as otherwise provided in these Statutes the age of compulsory retirement on superannuation shall be 55 years.

Note: No teacher who has retired from service shall be re-employed in any private college or Government college.

(2) Except as otherwise provided in these Statutes, the compulsory retirement of a teacher shall take effect from the afternoon of the last day of the month in which he attains the age of 55 years.

(3) The teachers of private colleges (including Principals) who complete the age of 55 years during the course of an academic year shall continue in service till the last day of the month in which the academic year ends. They shall not be eligible for promotion to another post during the period of such extension. If they are on leave on the day they attain the age of 55 years and if there is no prospect of their returning to duty before, the closing day of the academic year for vacation, they shall be retired with effect from the last day of the month in which they attain the age of 55 years.

(4) If the day on which the teachers (including Principals) attain the age of 55 years falls within the period of one month beginning with the day of re-opening of the college, they shall cease to be on duty with effect from the date of such re-opening to the last day of the month in which they attain the age of 55 years.

(5) If they are eligible to continue in service till the close of the academic year under clause (3), they shall be granted, additional leave from the date of closing for vacation till the last day of the month when the date of closing is earlier than the last day of the month.

(6) The additional leave granted under clauses (4) and (5) shall not be counted against the eligible leave and shall count for pension. During the period of such additional leave they shall be entitled to draw leave allowance at the same rate as the pay and allowances they would have drawn if they were on duty.

Explanation 1. - In the case of a teacher whose year of birth is known but not the exact month and date, the first July shall be taken as the date of birth and where the year and month are known but not the exact date of birth, the 16th day of the month shall be taken as the date of birth.

Explanation 2. - For the purposes of this Statute, in the case of a teacher who entered service prior to first January, 1950 and whose date of birth has been noted in Malabar Era in the Service Records, the age may be calculated in the Malabar Era.

Explanation 3. - Completion of 55 years of age in service is in the afternoon and not in the forenoon. A person whose date of birth is first of July completes his 55th year on 30th June and that date (30th June) is the last day of the month in which he completes the 55th year. On first of July he is on his 56th year. He shall cease to be in service with effect on and from 1st July.

Explanation 4. - A teacher whose date of birth is first July and who attains the age of 55 years shall not continue in service till the end of the academic year.

Explanation 5. - In this Statute, the words "last day of the month" used means the last day of the month in Christian Era. In case where the date of superannuation is calculated in the Malabar Era in accordance with Explanation 2 the corresponding date in the Christian Era shall be reckoned for arriving at the last day of the month".

4. Age of superannuation, etc., of the teachers who entered service before 1-4-1958 - (a) Teachers of Private Colleges who have entered service prior to 1-4-1958 shall have the right to retire at the age of sixty and be governed by the provisions of Chapter III or to opt for the provisions contained in Chapter II. "Those who have

entered service prior to 1-4-1958 and who have completed 55 years on the date of commencement of these Statutes but who opt for the age of retirement at 55, shall retire only with effect from the date on which they exercise their option. Those who have entered service on or after 1-4-1958 and completed 55 years at the commencement of these Statutes shall retire on 1-4-1976 forenoon.

Explanation:-- The term service includes service in schools both aided and Government¹.

(b) If they opt for Chapter II their service beyond the 55th year of age shall not count for pension, gratuity etc. and their contributory provident fund contribution shall to the extent mentioned in Statute 47 and gratuity may be credited to the account of the Government with effect from the date of commencement of these Statutes.

(2) An option under clause (1) shall be preferred in the form prescribed in Appendix IV within a period of three months from the commencement of these Statutes or within such further time not exceeding three months, as the Vice-Chancellor may specify in this behalf. The option shall be sent to the Director of Collegiate Education.

(3) An option once exercised shall be final.

(4) The teachers who have not exercised any option within the prescribed period shall be deemed to have opted to be governed by the provisions contained in Chapter II.

(5) Notwithstanding anything contained in these Statutes, a teacher who opts for retirement at the age of 60 may, at any time before his completing the age of 55 reopt to retire at the age of 55 and thereafter he/she shall be governed by the provisions of the Chapter 2 and 5 of these Statutes².

(6) A teacher on exercising re-option under clause (5) shall prefer a re-option in the form prescribed in Appendix V and it shall be sent to the Director of Collegiate Education/Director of Technical Education.³

(7) Notwithstanding anything contained in these Statutes, a teacher who opts for retirement at the age of 55 may, before his completing the age of 55, reopt to retire at the age of 60 and thereafter he/she shall be governed by the provisions of Chapter III of these Statutes. However the re-option under this Statute shall be exercised by the teacher within a period six months from the date of coming into force of this amendment or before they attain the age of 55 whichever is earlier.⁴

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1. Assent of the Chancellor obtained on 9-6-1980.
 2. Amendment approved by the senate on 29-12-79. Assent of the Chancellor obtained on 13-2-81 (Kerala Gazette dt.12-5-81)
 3. Amendment approved by the senate on 28-3-'80. Assent of the Chancellor obtained on 20-8-1983.
 4. Amendment approved by the senate on 18-10-'86. Assent of the Chancellor obtained on 11-2-1987 (Kerala Gazette dt. 12-5-1987)

CHAPTER II

5. Kerala Service Rules to apply to teachers who retire at the age of 55 years .-- (1) The teachers who retire at the age of 55 shall be entitled to receive the same pensionary benefits as are allowed to similar categories of teachers in Government Colleges including family pension and death-cum-retirement gratuity and all the conditions for the grant of these benefits applicable to Government Servants as laid down in Part III of the Kerala Service Rules (as amended from time to time) shall mutatis mutandis apply to such teachers.

(2) Case of teachers who entered service on or after 1-4-1958.

In the cases of teachers who entered service on or after 1-4-1958 and are above 55 but below 60 years of age on the date of commencement of these Statutes, their service only upto the age of 55 years shall count for pension and gratuity. They shall credit the amount contributed by the Management and the University and the gratuity to the credit of the Government".

(3) The Director of Collegiate Education in the case of teachers of Private Arts, Science and Training Colleges and the Director of Technical Education in the case of Private Engineering Colleges shall be pension sanctioning authorities and they shall furnish the following certificates to the Accountant General:-

(i) Certified that the services for which pension/gratuity/family pension are claimed have been verified with reference to the initial records, such as Attendance Register, Acquittance Rolls, pay bills etc., and should be admitted.

(ii) Certified that the emoluments drawn have been approved and emoluments as defined in the Statutes have been reckoned for pension/gratuity/family pension.

6. Contribution to Provident Fund-Every teacher to whom this Chapter applies, shall compulsorily contribute to the Provident Fund as laid down in Chapter V.

CHAPTER III

Pension, Provident Fund and Insurance for Private College Teachers

7. Teachers to whom this chapter applies :- (1) The provisions of this chapter shall apply to those teachers of Private Colleges who entered service prior to 1-4-1958 and who opt for the age of retirement at 60 years and agree to be governed by the provisions of this chapter;

(2) All teachers other than those mentioned in clause (1) shall be governed by the provisions of Chapters II and V.

8. Provisions of chapter to apply to Pension-Cum-Provident Fund-Cum-Insurance Scheme.-- The scheme of Pension-cum-Provident Fund-cum-Insurance for private college teachers shall be governed by the provisions of this chapter. Teachers of private colleges who are now governed by the provisions of Chapter L I and L II of the First Statutes issued under the Kerala University Act, 1969 (9 of 1969) or any order or rule in force at the commencement of these Statutes and who opt to be governed by this chapter shall be governed by the provisions contained in this Chapter.

9. Provident Fund.-- Every teacher in a private college who opts for the provisions in this Chapter, shall subscribe to the Contributory Provident Fund to be instituted in accordance with the provisions of Chapter IV.

10. Insurance.- Every teacher, shall, within one year from the date on which he completes five years of service, insure his life for a policy maturing at the age of 55 years for an amount which shall not be less than the amount specified in the table below and keep the policy alive and unencumbered.

Provided that if a teacher has already completed five years of service at the commencement of these Statutes, he shall insure his life within a period of one year from the date of such commencement.

Provided further that if a teacher has already taken out a life insurance policy for the minimum amount specified in the table below and if it is unencumbered, he need not take out a fresh policy under the Statute.

TABLE

Category	Those who have not completed the age of 30 years	Those who have completed the age of 30 years but not 35 years	Those who completed the age of 35 years but not 40 years
1. Junior Lecturers	3,000	2,500	2,000
2. Lecturers/Assist. Lecturers/Instructors, Grade I & II	5,000	4,500	4,000
3. Second, Grade Professors/Assistant Professors/Workshop Supdts.	7,000	6,500	6,000
4. Principals/First Grade Professors	10,000	9,500	9,000

11. *Additional insurance.*- When a teacher belonging to the categories specified in Statute 10 is appointed to a post in the higher category as a probationer he shall, within six months of such appointment, effect additional insurance so as to bring his total insurance, to cover the minimum amount appropriate to his new category. No such additional insurance need however be effected in cases where in the opinion of the Zonal Deputy Director of Collegiate Education concerned, the chances of holding the post in the higher category are not such as to enable him to finance the policy for the higher amount.

12. *Insurance not necessary in certain cases.*- Notwithstanding anything contained in the Statutes 10 and 11, a teacher who is wholly rejected for life insurance as a bad life or who has completed the age of 40 years shall not be required to take out a life insurance policy.

13. *Consequence of failure to insure.*-If a teacher in a private College fails to take out a policy as laid down in Statutes 10 and 11, his increment may be withheld by the authority competent to do so.

14. *Recovery for payment of premium.*- A subscriber may, at his option, withdraw annually, from the portion of the accumulations in his provident fund representing his own subscription including interest thereon, the amount required for payment of life insurance premia. In the case of a teacher who defaults payment of life insurance premia, the Zonal Deputy Director of Collegiate Education concerned may recover such defaulted amount from the pay of the teacher and pay the same to the insurance office direct. The insurance policies shall be produced every year for inspection to the Principal in the case of teachers upto and inclusive of the level of the First Grade Professors and to the zonal Deputy Director of Collegiate Education concerned in the case of Principals.

15. *Assignment of Policy.*- A policy taken by a married teacher under these Statutes may be assigned to any member of the subscriber's family, and not to anyone as a gift or for value received.

Explanation.--For the purpose of this Statute, "family" means,

- (a) Wife or husband;
- (b) Minor children excepting married daughters living with their husbands and not depending on the teacher;
- (c) Unmarried major daughters solely dependent on the teacher;
- (d) Married daughters widowed or divorced and solely dependent on the teacher;
- (e) Father and mother solely dependent on the teacher for maintenance.

16. *Service beyond 55 years not to qualify for pension and gratuity.*--The service of teachers in private colleges beyond the age of 55 shall not qualify for pension and gratuity under these Statutes.

17. *Qualifying Service* .-- (1) In computing the length of service for calculation of pension and gratuity, continuous service shall alone be reckoned as qualifying service.

(2) Time passed on leave of any kind shall be allowed to count as qualifying service to the extent provided under Rule 26 of Part III of the Kerala Service Rules.

18. *Time of eligibility for pension and gratuity* .-- A teacher shall be eligible for payment of pension or gratuity, as the case maybe:-

(i) on retirement after attaining the age of superannuation or on voluntary retirement after completing a qualifying service of 20 years; or

(ii) on discharge due to the abolition of the post; or

(iii) on discharge due to invalidation on medical grounds.

Note:- The rules regarding medical certificate in the Kerala Service Rules shall be followed in the case of invalidation on medical grounds.

19. *Eligibility for pension* .-- A teacher shall be eligible for pension if he has rendered a total qualifying service of 10 years or more. The pension for each completed year of service shall be calculated at 1/120th of the average emoluments subject to a maximum of 30/120th of the average emoluments. If the qualifying service is less than 10 years but not less than 5 years, a gratuity equal to one-half of month's emoluments last drawn for each completed year of service shall be paid. No Gratuity shall be admissible to a teacher who has put in a qualifying service of less than 5 years:

Provided that a minimum monthly pension payable under this Chapter shall be such amount as may be specified by the Government from time to time.

Explanation 1.- The term "emoluments" means the actual pay and dearness pay drawn excluding all allowances which are in the nature of compensatory or supervisory or other allowances.

Explanation 2.- The expression "average emoluments" in the case of a teacher means the emoluments for a month calculated for the last 12 months immediately preceding the date on which he completes 55 years of age.

Explanation 3.- In the case of a teacher who continues in service upto 60 years, the average emoluments shall be calculated on the basis of emoluments drawn during the last 12 months immediately preceding the date on which he completes 55 years of age.

Explanation 4.- The term "family" has the same meaning as in Statute 15.

Explanation 5 .- In the case of a teacher who retires voluntarily or otherwise before 55 years of age, the expression "average emoluments" for the purpose of calculating the pension under this Statute, shall be the emoluments for 12 months immediately preceding the date with effect from which he retires.

Explanation 6.- The service put in by a teacher before he has completed 18 years of age shall not qualify for pension or gratuity.

20. *Compassionate gratuity to families of teachers dying in harness*

(1) No claim for compassionate gratuity to the families of teachers who die in harness shall be entertained by the Government. However, Government may grant compassionate gratuity to the families of the teachers who die in harness while in service whose death have taken place within 3 years immediately preceding the 1st September 1972 or 1st, June 1973 in the case of Training Colleges at the rate of half month's pay for each year of qualifying service based on the monthly pay drawn by the teacher for the month of April each year.

Explanation.- In this clause the term "family" shall have the same meaning as in Statutes 15.

(2) In calculating the monthly rate of pay, the pay drawn after the 55th year of age shall not be reckoned.

(3) The minimum service required for the grant of compassionate gratuity shall be five years' complete service qualifying for pension. The maximum service for which compassionate gratuity shall be payable shall be limited to 30 years.

(4) The maximum monthly pay for the calculation of compassionate gratuity shall be three hundred rupees.

(5) The maximum amount of compassionate gratuity payable:- the family of a deceased teacher shall in no case exceed three thousand rupees.

(6) The grant of compassionate gratuity shall be entirely within the discretion of the Government.

21. *Reduction of pension.-*The pension payable to a teacher under these statutes shall be subject to such reduction as may be ordered by the sanctioning authority for unsatisfactory work and conduct during the period of service as teacher.

22. *No pension to teacher dismissed or removed from service .-* Notwithstanding anything contained in these Statutes, no teacher shall be eligible for any pension if he has been dismissed or removed from service for misconduct, insolvency or inefficiency.

23. *Authorisation of pension and anticipatory pension-*After verification of the pension application by the Accountant General, the pension found admissible shall be sanctioned by the authorities empowered by the Government in this behalf. On receipt of sanction together with the connected documents in his office, the Accountant General will issue the pension payment order to the person concerned.

In case of delay, the payment of an anticipatory pension not exceeding 75% of the pension to which he is entitled may be authorised the Accountant General after necessary investigation provided that such disbursement shall be made only after the declaration specified below has been signed by the retiring teacher".

DECLARATION

An advance payment of pension having been authorised in my favour, I hereby declare that I clearly understand that the payment is strictly provisional and is subject to revision after the exact amount of any pension to me has been decided upon and sanctioned by the Government, and I further promise that if, upon such revision, any provisional payment of pension made to me has been in excess of the amount eventually sanctioned, I shall repay all such excess payment by deduction from my monthly pension.

24. *Concessions to be ordered by Government :-* Cases requiring the grant of any concession not contemplated in these Statutes, shall be submitted to Government for their orders.

25. *Pension not to be commuted or increased.*-(1) There shall be no commutation of pension sanctioned under these Statutes.

(2) The pension sanctioned under these statutes shall carry no temporary increase.

CHAPTER IV

Contributory Provident Fund for Teachers who opt for the provisions of Chapter III.

26. *Application of Chapter .--* The Statutes in this Chapter shall regulate the contributory Provident Fund for teachers who opt for the provisions of Chapter III.

27. *Definitions.*--(1) In this Chapter, unless the context otherwise requires:-

(a) "Contribution" means the amount contributed to the Fund by the Government under Statute 33.

(b) "Family" means:

(a) In the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which the statutes in this Chapter relate, unless the subscriber subsequently indicates in writing to the Zonal Deputy Director of Collegiate Education that she shall continue to be so regarded.

(b) In the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber in writing to the Zonal Deputy Director concerned expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which the statutes in this Chapter relate, unless the subscriber subsequently cancels formally in writing her desire to exclude him.

Note:- 'Children' means 'legitimate children' and includes 'Adopted children'.

- (c) 'Fund' means the Contributory Provident Fund for Private College Teachers;
- (d) 'Pay' means the basic pay of the permanent or of officiating appointment held by a subscriber, exclusive of all allowances;
- (e) 'Subscriber' means a teacher who subscribes to the Fund.
- (f) 'Subscription' means the amount subscribed to the Fund by a teacher;
- (g) 'Leave' means any kind of leave to which the subscriber is eligible;
- (h) 'Year' means the financial year.

(2) Any other expression used and not defined in this Chapter but defined in the Provident Funds Act, 1925 (Central Act 19 of 1925), shall have the meanings respectively assigned to them in that Act.

28. *Manner of contribution* .- All contributions to the Fund shall be made by means of deposits in Savings Bank Accounts in Government Treasuries.

29. *Scope of the Fund*.- (1) It shall be compulsory for teachers off private colleges who as on 31-3-1958 have been subscribers to the Provident Fund and who have opted to be governed by the provisions off Chapter III within the prescribed time limit to subscribe to the fund.

Explanation 1.- Teachers who belong to a religious order which imposes on its members vows of poverty may, on their specific request in writing, be exempted from admission to the Fund by the Zonal Deputy Director of Collegiate Education concerned.

Explanation 2.- Teachers whose appointments have not been approved by the Syndicate or by such authority as the Syndicate may specify in that behalf shall not be required to join the fund

Explanation 3.- Part-time Teachers are not eligible to join the Fund.

(2) In the case of teachers to whom clause (1) applies, the amount to their credit in the existing Provident Fund Account excluding the contributions made by the Management and the University and the interest on such contributions under the relevant orders in force upto and including the date of actual transfer shall be credited to their accounts in the new Fund when they are admitted to the same. The contributions made by the University and the Management and the interest on such contributions shall be credited to the Government.

30. *Procedure for admission to the Fund* .- The Zonal Deputy Director of Collegiate Education concerned shall be competent to admit the teachers to the Fund. He shall direct all the teachers who are to be admitted to the Fund to submit to him an application in Form I through the Principal. Every subscriber shall on joining the Fund, be required to sign a certificate as specified below in token of acceptance of these statutes.

The Zonal Deputy Director of Collegiate Education concerned shall issue to each teacher who is eligible to join the Fund two certificates signed by him, one to the effect that he or she is eligible to join the Fund and another to the following effect:-

"On 's retirement or withdrawal from the fund for reasonable cause, the amount at his or her credit may, subject to the conditions laid down in these statutes, be increased by a grant from the Government equivalent to one-half of such amount as may be fixed under these statutes". Such certificates shall be attached to the Savings Bank pass Books to be issued on behalf of the subscribers as laid down in Statute 34. The teacher shall subscribe to the Provident Fund with effect from the beginning of the month in which the certificates are issued; the Zonal Deputy Director of Collegiate Education concerned shall maintain a card catalogue register in Form 2 showing the names of the subscribers who have been admitted to the Fund and for whom the certificates have been issued by him.

31. *Nomination*.- (1) A subscriber shall, along with his application for admission to the Fund, furnish a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount has become payable, or having become payable, has not been paid:

Provided that if, at the time of making nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under clause (1), he shall specify in the nomination, the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) A subscriber may at any time cancel a nomination by sending a notice in writing to the Zonal Deputy Director of Collegiate Education concerned through the Principal.

Provided that the subscriber shall along with such notice, send a fresh nomination made in accordance with the provisions of this Statute.

Explanation.-The Subscriber shall furnish the nomination and the cancellation notice in duplicate. One copy of such nomination or cancellation shall be forwarded to the Treasury Officer for safe custody.

(4) A subscriber may provide in a nomination:-

(a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass on to such other person as may be specified in the nomination;

(b) that the nomination shall become invalid on the happening of a contingency specified therein;

Provided that if at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (a) or clause (4) or the proviso to that clause, the subscriber shall send to the Zonal Deputy Director of Collegiate Education concerned through the Principal a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this Statute.

(6) Every nomination made and every notice of cancellation given by a subscriber, shall, to the extent that it is valid, take effect on the date on which it is received by the Zonal Deputy Director of Collegiate Education concerned.

32. *Rate of subscription.* -- (1) Every subscriber shall subscribe to the Fund at the rate of six paise per rupee per mensem on the pay drawn by him during a financial year till the date on which he retires or attains the 55th year of age whichever is earlier. Fractions of a rupee in the pay shall be ignored. The amount of subscription shall be expressed in whole rupees, fifty paise and above counting as next higher rupee.

(2) When a subscriber is temporarily on reduced pay on account of absence on leave or for other cause his subscription shall be reckoned on the amount of such reduced pay actually paid to him. It shall also be open to the subscriber to cease making payments during such period of absence after giving intimation to the Zonal Deputy Director of Collegiate Education concerned. No subscription shall be payable for periods of suspension. If, however, the subscriber is reinstated and allowed to draw pay for the period of suspension, subscription shall be reduced from the pay paid to him for the period.

(3) Voluntary subscriptions in excess of the prescribed amount, i.e. at 6 paise in the rupee shall not be admissible. If any such subscriptions have been made, the same shall be withdrawn.

33. *Contribution by Government* .-- (1) The Government shall contribute in respect of each subscriber at the rate of 3 paise per rupees on the pay drawn by such subscriber during a financial year.

(2) Clause (2) of Statute 32 shall apply in the case of Government contribution also.

(3) The Government contribution shall cease from the date on which the teacher retires or attains the 55th year of age, whichever is earlier.

(4) The Government contribution shall take the form of a single lump sum payment at the time the subscriber retires or for other accepted reasons the account is closed equivalent to half the amount standing at his credit (excluding amounts of interest credited) on the date of his completion of 55 years of age or of closure of the account if earlier, as the case may be. In the case of teachers who had been subscribing to any of the earlier provident funds and who have been admitted to this Fund, the Government contribution will however be calculated only on that portion of the amount at the credit of the subscriber which represents his subscriptions after the transfer of his balance under his earlier provident fund as provided for in Statute 29. If any advance from the Fund has been withdrawn, the amount of any balance still outstanding and the total amount withdrawn towards the payment of Insurance Premia shall be added to the total amount at his credit for the purpose of calculating the Government contribution:

Provided that in the case of subscribers who fall under this Chapter by option, the amount to be so added shall not exceed the amount subscribed after admission to the fund.

34. *Management of the Fund*.- (1) The Fund shall be managed in accordance with the Savings Bank system in the State Government Treasuries. The teachers subscription shall be deposited in a Savings Bank Account in the Treasury from which the pay of the college staff is drawn. The procedure specified in the following clauses shall be adopted for the purpose.

(2) The Treasury shall open an individual account for each subscriber to the Provident Fund. The pass books will be kept by the Principal of the College under safe custody. The Principal shall deduct the subscription to the fund due from the teachers from their salaries at the time of disbursement of the same each month and shall remit the amounts collected within seven days of collection for credit in the Treasury Savings Bank Accounts and accompanied by-

- (i) the Savings Bank Pass Books of the subscriber; and
- (ii) a list in Form 3 showing in detail the amount to be credited to each account and the total amount of the deposits, and refunds.

(3) The money received in the treasury shall be credited to the different accounts in accordance with the entries in the list and the Treasury Officer after satisfying himself that this has been done and that the amount of the deposit has been correctly entered in each pass book, shall sign the list, stamp it with the treasury stamp and return it with the pass books to the Principal from whom they were

received. The Principal shall compare the entries made in the pass book with the entries in the list to see that the former is correct. Any error that may be detected shall be brought at once to the notice of the Treasury Officer, and got rectified.

(4) So far as the treasury is concerned, the list need not be in duplicate as the deposits shall be entered in the usual course in the Treasury Savings Bank Ledger and Journals which will furnish a complete record of the transactions. The Principal of the college shall furnish a true copy of the list to the Zonal Deputy Director of Collegiate Education concerned within five days of the receipt of the verified list from the Treasury. The Inspecting Officers during their periodical visits to the colleges shall audit the monthly list of payments into the Savings Bank accounts with reference to the original pay bills and acquittance rolls and satisfy themselves that subscriptions are not received in excess from the teachers. If in the course of such audit, it is found that payments have been made into the Savings Bank either in excess of the prescribed rate or in advance of the due date, the Zonal Deputy Director of Collegiate Education concerned shall sanction the withdrawal of the excess amount from the Savings Bank with a view to its being refunded to the subscriber. Inspecting Officer other than the Zonal Deputy Director of Collegiate Education who detects cases of this kind should bring them immediately to the notice of the Zonal Deputy Director of Collegiate Education concerned. If the subscriptions have not been remitted for any period during which a subscriber was employed in a college, the Zonal Deputy Director of Collegiate Education concerned may condone such irregularities at any time for satisfactory reasons. The Zonal Deputy Director of Collegiate Education may also condone belated remittance of subscriptions.

(5) When a pass book opened on behalf of a subscriber has been fully used, the Principal shall obtain an application in writing from the subscriber for the return of the used up pass book and forward it to the Treasury Officer at the time when a fresh pass book is to be issued in continuation of one used up. On receipt of the used up pass book from a Treasury Officer, the Principal shall send it to the Zonal Deputy Director of Collegiate Education concerned for safe custody.

(6) When a subscriber leaves one college and seeks employment in another, the Zonal Deputy Director of Collegiate Education having jurisdiction over the area in which the former College is located shall be competent to sanction the transfer of his account to the treasury at which the accounts of the college which he has joined stand. The Zonal Deputy Director of Collegiate Education shall maintain a register in Form 4 of the transfer of accounts sanctioned by him. The Principal shall furnish every subscriber who leaves the college with a certificate which should bear the counter-signature of the Zonal Deputy Director of Collegiate Education specifying the period for which subscriptions to the Fund were made by the subscriber.

Note:- In every case of transfer under this Statute, the Zonal Deputy Director of Collegiate Education shall examine at the time of transfer, the title of the subscriber to the Government contribution and record in the order sanctioning the transfer, his opinion as to whether the subscriber is entitled to it.

(7) Subscribers to the Fund taking up service in any institution other than a private college, shall cease to be subscribers and steps shall be taken to close their accounts.

(8) When a subscriber's account is to be closed, he shall submit an application inform 4A¹ to the Zonal Deputy Director of Collegiate Education concerned through the Principal giving his reasons therefor. If the Zonal Deputy Director of Collegiate Education is satisfied with the reasons, he shall sanction the closure of the account and issue a certificate to the Treasury Officer and the Principal to the effect that the subscriber has quitted the Fund in the circumstances which give him a title to the Government contribution. The Treasury Officer shall thereupon close the account in the Savings Bank Pass Book and on receipt of an application for withdrawal signed by the subscriber countersigned by the Principal, pay the total amount to his credit to the Principal or his authorised agent. Immediately after the money in the Savings Bank is withdrawn, the Principal shall report the date of the closure to the Zonal Deputy Director of Collegiate Education concerned and the latter shall take steps to get from the treasury the closed pass books for preparing the bill for Government contribution. The Principal, shall after receiving the amount from the Treasury, disburse it to the subscriber concerned on obtaining a payee's receipt which shall be forwarded to the Accountant General through the Zonal Deputy Director of Collegiate Education concerned. The Zonal Deputy Director of Collegiate Education concerned, shall maintain a register in Form 5 of closure of accounts sanctioned by him.

(9) Every subscriber shall, once in every financial year, be permitted to look into his account, satisfy himself as to its correctness and sign a certificate in token of his acceptance of it. The certificates obtained under this Statute shall be forwarded to the Zonal Deputy Director of Collegiate Education concerned before the end of the financial year for check and record in his office.

35. *Control of the Fund* -- (1) The control of the Fund in each Zone shall vest with the Zonal Deputy Director of Collegiate Education of that Zone.

(2) If the monthly subscription is not paid into the Savings Bank Account within seven days of the date on which the salary is disbursed or the verified treasury list is not forwarded by

¹ Amendment approved by the senate on 29/30.7.83. Assent of the chancellor obtained on 3-7-1984 (Kerla Gazette dt.14-10-86).

the Principal to the Zonal Deputy Director of Collegiate Education as provided for in Statute 34 the pay bill of the Principal for the month shall not be passed by the Zonal Deputy Director of Collegiate Education without the prior sanction of the Director of Collegiate Education who shall take such steps as may be necessary in the matter.

(3) No withdrawal of any part of the deposit or payment of any Government contribution shall be allowed without the sanction of the Zonal Deputy Director of Collegiate Education concerned.

36. *Interest.*- Interest shall be allowed at such rate as may from time to time be admissible for deposits in Treasury Savings Bank.

37. *Withdrawals from Fund.*-- (1) withdrawal of advances from the Fund shall be sanctioned by the Zonal Deputy Director of Collegiate Education concerned for satisfactory reasons such as to pay expenses in connection with the illness of a subscriber or a member of his family to pay expenses in connection with the marriages, funerals or ceremonies which it is incumbent upon the subscriber to perform. Such advances shall be permitted only when the deposit to the credit of the subscriber exceeds six months' pay of the subscriber. The amount of the advance sanctioned at any time shall not exceed three months' pay of the subscriber. Withdrawal of advances from the Fund shall be in whole rupees. Advances from the Fund shall be repaid in not more than 24 equal monthly instalments but no recovery shall be made from a subscriber while he is on leave of any kind.

Explanation:- Though, ordinarily, advances from the Fund are permissible only when the deposit to the credit of the subscriber exceeds six months' pay, this condition may be relaxed in special cases of hardship where the amount to the credit of the subscriber is a little less than six months' pay and advances in such cases may be sanctioned by the Zonal Deputy Director of Collegiate Education concerned.

Note:- An advance is permissible to meet the expenses on account of "confinement" (1) in cases necessitating prolonged medical attention, prolonged stay in a hospital or protracted treatment and (2) in other circumstances involving expenditure disproportionate to the subscriber's income.

(2) The Zonal Deputy Director of Collegiate Education concerned shall maintain a register in Form 6 of advances sanctioned by him. No fresh advance from the Fund shall be sanctioned if there is any balance still to be refunded out of any advance already drawn from the Fund or twelve months have not elapsed since repayment of the previous advance.

(3) A subscriber shall also be at liberty to refund the advance drawn by him in a shorter period than that prescribed by the Zonal Deputy Director of Collegiate Education, if he chooses to do so.

(4) Withdrawal of any advance sanctioned shall be made on an application signed by the subscriber and countersigned by the Principal and endorsed in favour of a person proposed by the Zonal Deputy Director of Collegiate Education concerned with the sanction, in original. The principal shall after receiving the money, disburse it to the subscriber concerned on acquittance rolls.

38. *Withdrawal from the Fund towards payment of premia for Life insurance policies.*-- (1) Withdrawal from the Fund is also permissible to meet the payment towards premia for policy of the Life Insurance. Such withdrawal shall be permitted only when the amount to be withdrawn does not exceed the subscriber's own subscription and when the payment of premia to the Policyt is annual,

(2) (a) No amount shall be withdrawn before the details of the proposed policy, or the policy actually taken by the subscriber, as the case may be, has been furnished to the Zonal Deputy Director of Collegiate Education concerned and accepted by him as suitable and an intimation to that effect is received from him. A policy to be acceptable shall be one effected by the subscriber on his own life and shall unless it is policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife and children or any of them be such as may be legally assigned by the subscriber to the Government.

(b) The policy shall be assigned in favour of Government in Form 7 and shall be submitted to the Zonal Deputy Director of Collegiate Education concerned for safe custody. Notice of assignment of the Policy shall be given by the subscriber to the Life Insurance Corporation and the acknowledgement of the notice by the Life Insurance Corporation shall be sent to the Zonal Deputy Director of Collegiate Education concerned within three months of the date of assignment, or within three months of the date of assignment, or within three months after the first withdrawal from the fund in respect of the policy or such other period as may be considered necessary by the Zonal Deputy Director of Collegiate Education

(c) The amount to be withdrawn shall not exceed the amount required to meet the payment of premia and it shall be rounded to the nearest rupee.

(d) The Government will not make any payment on behalf of the subscribers to the Life Insurance Corporation or take steps to keep a policy alive.

(e) The subscriber shall not during the currency of the policy, draw any bonus the drawal of which during such currency is optional under the terms of the policy, and the amount of any bonus which under the terms of the policy, the subscriber has no option to refrain from drawing during its currency, shall be paid forthwith into the Fund by the subscriber or in case of default, be ordered by the Zonal Deputy Director of Collegiate Education concerned to be recovered by deduction from the emoluments of subscriber by instalments or otherwise, as may be directed by the Zonal Deputy Director of Collegiate Education.

(3) (a) A subscriber who desires to withdraw from the Fund to meet payment towards insurance premia shall address the Zonal Deputy Director of Collegiate Education concerned through his Principal at least 30 days in advance of the due date with an application in Form 8 and enclosing the premium notice. The Savings Bank Pass Book shall be forwarded by the Principal along with the application, to the Zonal Deputy Director of Collegiate Education.

Note:- The subscribers may also be permitted to withdraw from the Fund for the payment of the first premium on production of the acceptance letter issued by the Life Insurance Corporation and also on receipt of a letter from the subscriber that the policy will be assigned to Government, as soon as it is issued by the Life Insurance Corporation. The Subscriber shall address the Zonal Deputy Director of Collegiate Education concerned through the Principal with an application in Form 8. The proposal number may be noted in the place of policy number against item 3 of the application.

(b) The Zonal Deputy Director of Collegiate Education concerned shall, on receipt of the application, order the sanction of the withdrawal of the amount applied for and the principal shall draw the amount from the Treasury and disburse the same to the subscriber, as in the case of sanction and payment of temporary advance from the Fund.

(c) Immediately after the payment of the premia or in any case within thirty days from the date of withdrawal of the amount, the subscriber shall produce the premium receipt issued by the Life Insurance Corporation to the Zonal Deputy Director of Collegiate Education concerned through the Principal.

(d) The Zonal Deputy Director of Collegiate Education, shall after the scrutiny of the premium receipt, return the same to the subscriber through the principal with an endorsement "scrutinised and returned" —No abatement of income tax" after making a note in the Register maintained in his office for the purpose in Form 9.

(4) If the policy is not assigned and submitted to the Zonal Deputy Director of Collegiate Education within the said period of three months or such further period as the Zonal Deputy Director of Collegiate Education may, under sub-clause (b) of clause (2) have fixed, any amount withdrawn from the Fund in respect of the policy shall forthwith be paid by the subscriber to the Fund or in case of default be ordered by the Zonal Deputy Director of Collegiate Education to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise.

If a policy assigned to Government under these Statutes matures, the Zonal Deputy Director of Collegiate Education shall re-assign

the policy in favour of the subscriber who shall immediately on receipt of the policy moneys from the Life Insurance Corporation repay to the Fund the whole or any amount withdrawn with interest and in case of default the provisions of clause (4) above applicable to a failure to assign and deliver a policy shall apply.

(5) When the subscriber quits the service and applies to the Zonal Deputy Director of Collegiate Education for re-assignment or return of the policy, the Zonal Deputy Director of Collegiate Education shall re-assign the policy in form 10 in favour of the subscriber together with a signed notice of re-assignment addressed to the Life Insurance Corporation.

39. *Withdrawal of deposits* -- (1) Withdrawals will be permitted on the death or retirement or for any other special reasons accepted by the Director of Collegiate Education as satisfactory.

(2) A subscriber who resigns his post before the end of the tenth year from the date of admission to the Fund and applies for closure of his account shall be entitled only to the subscriptions made by him with interest thereon but in exceptional cases with the sanction of the Government for reasons which shall be recorded in writing, he may also be paid the Government contribution.

(3) If a subscriber is disabled or becomes invalid otherwise than by his own fault, he shall receive all the deposits to his credit at whatever stage of service he is disabled or becomes invalid and he may also with the sanction of the Zonal Deputy Director of Collegiate Education concerned receive the Government Contribution. When a subscriber is incapacitated by his own fault he shall receive only his own subscription with interest thereon.

(4) If a subscriber-

(a) is dismissed or removed from service; or

(b) tenders his resignation to avoid such dismissal or removal;
or

(c) quits his employment after having been convicted of an offence involving moral turpitude, the Government contribution is to be withheld and such a subscriber shall receive only his own subscription with interest thereon, but in exceptional cases with the sanction of the Government for reasons which shall be recorded in writing, he may also be paid the Government contribution.

(5) If the services of a subscriber are dispensed with for no fault of his own he shall receive all the subscriptions to his credit and also, with the sanction of the Zonal Deputy Director of Collegiate Education concerned, the Government contribution; or if he seeks re-employment may continue to participate in the scheme without subscription until the date of re-employment.

(6) If a subscriber at whatever stage of his service takes up employment in a Government college his account shall be closed and he shall be given all subscriptions to his credit together with the Government contribution provided there is no reasonable chance of his reverting to any private college.

40, *Payment of Government Contribution* .--(1) On a subscriber quitting his employment in the circumstances which gives him a claim to the Government contribution, such claim shall be preferred to the Accountant General by the Zonal Deputy Director of Collegiate Education concerned. Necessary application for the payment of the Government contribution shall be made by the Principal of the college from which the subscriber quitted the Fund to the Zonal Deputy Director of Collegiate Education concerned accompanied by a bill in Form 11 for the amount due drawn up and signed by the principal, the subscriber's pass book, the certificate of his eligibility to join the Fund granted to him by the Zonal Deputy Director of Collegiate at the time of his admission and a certificate to the effect that no amounts in excess of the authorised subscription by the subscriber have been deposited and that the subscriber quitted the service in the circumstances which give him a claim to the Government contribution under these Statutes. The Application for Government contribution shall be supported also by the subscriber's application for admission containing the declaration in Form 1 and all relevant correspondence showing that the amount in the Savings Bank account has been disbursed to the proper person/ or persons. If any balance of advance drawn by the subscriber from the Fund has not been repaid, the amount of such balance also shall be certified. The total amount withdrawn towards payment of insurances premia shall also be furnished in a statement and certified. The bill drawn by the Principal shall, after scrutiny, be countersigned by the Zonal Deputy Director of Collegiate Education concerned. The Accountant General shall pass one half of the total at the credit in the Savings Bank (excluding interest credited) plus any balance of advance plus amounts withdrawn for payment of insurance premia as provided in Statute 33 as the Government contribution and this pass order will be given on the bill itself. The amount shall thereafter be drawn by the Principal and disbursed to the subscriber. The acknowledgements of the payees in support of the disbursement of the Government contribution drawn by the Principal shall be forwarded to the Accountant General immediately after the disbursements have been made. The Pass Books received by the Accountant General, the used up pass books and the closed pass books shall be finally retained by the Accountant General after cancellation.

Note:- Should the Savings Bank Pass Book be accidentally lost, a copy of the ledger entries relating to the book duly authenticated by the Treasury Officer may be accepted in place of the lost pass book. An explanation of the circumstances under which the pass book was lost, should also be furnished to the Accountant General.

(2) In the event of death of the subscriber while his Fund account is open, the total amount standing to his credit in the Fund as well as the Government contribution due to him shall be drawn by the Principal and shall be payable by him as follows:-

(a) If the subscriber has survivors in any one or more of the following categories:-

- (i) widow or widows,
- (ii) minor sons, and
- (iii) unmarried daughters and in their absence;

(iv) widow or widows and children of a deceased son; the amount shall be paid to such one or more of them in such proportions as may be specified in the nomination or if no such nomination has been left by the subscriber (i.e., if the nomination purports to leave the amount to any one other than one or more of the surviving relations referred to in item (i) to (iv) above or if no nomination in accordance with these Statutes is subsisting at the time of the death of the subscriber) the amount or such portion thereof as has not been left to any one or more of the relations referred to in items (i) to (iv) above shall be divided in equal shares among-

- (i) the widow or widows, minor sons and unmarried daughters and in their absence among the widow or widows and children of a deceased son;
- (ii) in the absence of all such relations, among the major sons and married daughters.

(b) If the subscriber has no survivors in any of the categories mentioned in sub-clause (a) of clause (2), the amount shall be paid to the person or persons specified in the nomination in such proportions as may be specified therein, or if no nomination is subsisting at the time of the death of the subscriber or if the nomination subsisting at such time does not cover the entire amount, the amount or such portion thereof as is not covered by the nomination, shall be paid to the subscribers legal representatives or such other persons or persons as may be determined by a Civil Court competent to pass orders in this respect, provided that if the total sum at the credit of the subscriber including the Government contribution does not exceed Rs.500 it may be paid to such person or persons as the Zonal Deputy Director of Collegiate Education concerned considers on production of an indemnity bond or heirship certificate to be the proper person or persons to receive it. Government will not be bound by, or recognise any assignment or encumbrance executed or attempted to be created which effects the disposal of the accumulations of a subscriber who dies before retirement.

(3) If a husband has made a written application under sub-clause (b) of clause (1) of statute 27 for the exclusion of his wife from taking a share on the ground that she has been judicially

separated from him or has ceased under the customary law of the community to which she belonged to be entitled to maintenance, the amount shall be distributed under the said clause as if the widow did not exist and the nomination, if any, made by the subscriber shall be deemed to have been modified accordingly. In the absence of such an application, the widow shall retain her rights under that clause.

(4) The deposits made and the Government contributions payable under this scheme are not attachable under any decree or order of any Civil, Revenue or Criminal Court.

Explanation.-This statute shall apply mutatis-mutandis to women subscriber also.

41. *Registers to be kept by the Principals .-* The undermentioned register shall be maintained by the Principals-

(1) A card catalogue register in Form 2 showing the names of the subscribers to the Fund.

(2) A register in Form 6 showing advances sanctioned from the Fund and their refunds.

(3) A register in Form 4 showing the transfer of accounts sanctioned by the Zonal Deputy Director of Collegiate Education concerned of subscribers who have left the college and the certificates issued to them of the amounts subscribed by them to the Fund.

(4) A register in Form 5 showing the names of the subscribers whose accounts have been closed and the Government contribution paid to them on their leaving the Fund.

42. *Contribution in cases of provision of pay and allowances with retrospective effect .-* Notwithstanding anything contained in this chapter, the Government may by order direct that the whole or any part of the arrears of pay and allowances or both payable to subscribers under a scheme of revision of pay or allowances or both implemented with retrospective effect shall be credited to the Fund and every subscriber to whom such order applies, shall comply with it. The Government shall not be liable to pay any contribution in respect of this deposit.

CHAPTER V

Kerala Private College Teachers Provident Fund

43. *Application of Chapter .-* The provisions of this Chapter shall apply to all teachers in Private Colleges (including those in Engineering College and Private training colleges) over which the jurisdiction of the Calicut University extends and who opt to be governed by the provisions of Chapter II.

44. *Definitions.*- In this Chapter, unless the context otherwise requires--

(a) "Account Officer" means such officer as the Government may appoint in this behalf to keep the accounts of the provident fund of teachers private colleges;

(b) "Emoluments" means pay, leave salary or subsistence allowance defined in the Kerala Service Rules payable to a subscriber for period concerned and includes dearness pay, if any.

(c) "family means,-

(1) In the case of a male subscriber, the wife or wives and children the subscriber and the widow or widows and children of a deceased son the subscriber;

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters which these statutes relate, unless the subscriber subsequently indicates express notice in writing to the Account Officer that she shall continue to be so regarded, and

(2) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of the deceased son the subscriber:

Provided that if a subscriber by notice in writing to the Account Officer expresses her desire to exclude her husband from her family she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these statutes relate, unless the subscriber subsequently cancels formally in writing her notice excluding him.

Note 1: "Children " means legitimate children.

Note 2: An adopted child shall be considered to be a child when the Account Officer or if any doubt arises in the mind of the Account Officer the Advocate General is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child but in that case only.

Note 3: A child of one person given in adoption to another shall not be considered to be the child of the former, if the Account Officer or if any doubt arises in the mind of the Account Officer, the Advocate General is satisfied that under the personal law of the persons concerned such adoption is legally recognised and in that case only.

(d) "Fund" means the Kerala Private College Teachers Provident Fund

(e) "Leave" means any kind of leave recognised by the leave rules applicable to the subscriber concerned.

(f) "Subscriber" means a teacher who subscribes to the Fund.

(g) "Subscription" means the amount subscribed to the Fund monthly by a teacher.

(h) Year means the financial year.

(1) Any other expression used and not defined in this chapter but defined in the Calicut University Act, 1975 (5 of 1975) or in the Provident Fund Act, 1925 (Central Act XIX of 1925) or

in the Kerala Service Rules shall have the meaning respectively assigned to it in the said Acts or rules, as the case may be.

45. *Constitution of Provident Fund* .- (1) There shall be a Fund called "the Kerala Private College Teachers Provident Fund" and the Fund shall be maintained in rupees.

(2) The Fund shall be non-contributory. Neither the Government nor the University nor the Educational Agency shall contribute to it.

46. *Teachers who shall contribute to the Fund*.-It shall be compulsory for the following categories of teachers of private colleges, to subscribe to the Fund:-

(i) teachers who, on the date of commencement of these Statutes, are subscribers to the provident Fund as per Chapter LI of the First Statutes issued under the Kerala University Act, 1969 (9 of 1969) and entered service before 1-4-1958 and opt to be governed by the provisions of Chapter II;

(ii) teachers who, on the date of commencement of these Statutes, are subscribers to the provident Fund as per Chapter L I of the First Statutes issued under the Kerala University Act, 1969 (9 of 1969) or under any rules or orders in force in the University area and entered service on or after 1-4-1958, with a continuous service of not less than one year.

(iii) all members of the teaching staff appointed on or after the commencement of these Statutes, who have completed one year's continuous service. But teachers coming under the category referred to in Statute 49 shall join the fund forthwith.

Explanation 1.- In the case of teachers who belong to a religious order which imposes vows of poverty on its members, the Account Officer, may on request in writing being made by the teacher in that behalf, exempt such teacher from joining the Fund.

Explanation 2.- The teachers whose appointments have not been approved by the Syndicate or by such authority as the Syndicate may in that behalf specify shall not be required to join the Fund.

Explanation 3.-Part time teachers shall not be eligible to join the fund.

47. *Transfer of existing provident Fund* .- (1) Subject to the provisions of Statute 46, in the case of subscribers to any of the existing provident Funds who come under these Statutes, the amount of their subscription in the account shall be transferred to the new Fund to be constituted under this Chapter.

(2) The Manager's and University's contributions together with interest thereon if any accrued shall be credited to the Government. There shall be no Government contribution to the teachers accounts under the provident Fund.

Provided that the amount of subscription may be enhanced once at any time during the course of a year.

52. *Realisation of subscription.*-- Subscriptions shall be recovered by deductions from pay bills of teachers for each month and the Principal of each college shall be personally responsible for watching the recovery. But a subscriber who is on foreign service or on leave or on deputation outside the State may remit his subscription either in cash, through a treasury or by means of demand drafts. The chalan in the case of cash remittance to the Treasury or the demand draft shall be sent to the Account Officer together with a schedule showing the details of the remittance.

Note 1: The Principals are responsible for seeing that the deductions on account of subscription to the provident Fund are duly made while drawing and disbursing the salary bills of the subscriber (including principals) who work in the private college. Omission to realise the subscription shall be deemed to be dereliction of duty on their part.

Note 2: The Principals shall maintain a list of provident Fund subscribers whose pay is drawn by them and ensure that the correct provident fund number and the name of each subscriber is noted in the Provident Fund schedule attached to the monthly pay bills.

53. *Consequences of failure to subscribe.*-- If an officer fails to subscribe with effect from the date on which he is required to subscribe to the Fund, the total amount due to the Fund on account of arrears of subscription shall forthwith be paid by the subscriber to the Fund or in default be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber in instalments or in such other manner as the Principal of the college may determine.

54. *Procedure for joining the fund.*- (1) The Principal of every private college shall send to the Zonal Deputy Director of Collegiate Education on the 15th of each month, a statement in triplicate in Form A showing particulars of teachers working in the college who have to compulsorily subscribe to the provident Fund. The Statement should be sent three months in advance of the date from which the teachers are required to subscribe.

(2) If the Zonal Deputy Director on examination of the application under clause (1) finds it in order he shall immediately forward the application along with its enclosures to the Account Officer who shall after due process return one copy to the Zonal Deputy Director of Collegiate Education after allotting an account number which shall be noted in the relevant column of the application.

(3) The Zonal Deputy Director of Collegiate Education, on receipt of the admitted copy of the application from the Account Officer, return it to the Principal of the College concerned with instructions to keep it along with the service records of the teacher concerned and effect recovery on subscriptions regularly in accordance with the provisions of these Statutes.

55. *Nomination.*-- (1) An applicant, shall, at the time of joining the fund send to the Account Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable or having become payable, has not been paid:

Provided that if, at the time of making nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than any member or members of his family.

(2) If a subscriber nominates more than one person under clause (1), he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in the form prescribed in the First Schedule.

(4) A subscriber, may, at any time cancel a nomination by sending a notice in writing to the Account Officer through the Principal of the College:

Provided that the subscriber shall, along with such notice send a fresh nomination made in accordance with the provisions of these Statutes.

(5) A subscriber may provide in a nomination.-

(a) in respect of any specified nominees that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass on to such other person as may be specified in the nomination:

Provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members:

Provided further that where the subscriber confers such a right on more than one person under this clause, he shall specify the amount of share payable to each of such persons in such manner as to cover the whole of the amount payable to the nominee;

(b) that the nomination shall become invalid in the event of the happening of a contingency, specified therein:

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that, if at the time of making the nomination the subscriber has only one member in the family, he shall provide in the nomination that the right conferred on the alternate nominee under sub-clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (a) of clause (5) or on the occurrence of any event by which nomination becomes invalid in pursuance of sub clause (b) of clause (5) the subscriber shall send to the Account Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of these Statutes.

(7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid take effect from the date on which it is received by the Account Officer.

(8) Nominations made in respect of the several accounts under the existing funds in accordance with the Statutes or rules governing them shall be treated as nomination made under these Statutes, subject to the condition that they are not inconsistent with the Statutes in this Chapter.

Explanation:- In this Statute, unless the context otherwise requires the term "person" or "Persons" shall include a company or institution or association or body of individuals.

56. *Subscriber's account:-* An account shall be prepared in the name of each subscriber and it shall show the amount of his subscriptions with interest thereon as prescribed in Statute 58 as well as advances and withdrawals from the Fund.

57. *Procedure in certain contingencies:-* When a subscriber is transferred to foreign service or sent on deputation outside the State he shall continue to be governed by the provisions of these Statutes in regard to provident fund as if he were not so transferred or sent on deputation.

58. *Interest:-* (1) Subject to the provisions of sub-clause (5), interest at such rate as may be fixed by the Government, subject to a minimum of 4 percent per annum shall be annually credited by the Government to the account of each subscriber:-

(2) Interest shall be credited with effect from the last day in each year in the following manner.

(a) on the amount at the credit of a subscriber on the last day of the preceding year, less any sum withdrawn during the current year-interest for twelve months;

(b) on sums withdrawn during the current year - interest from the beginning of the current year upto the last day of the month preceding the month of withdrawal;

(c) on all sums credited to the subscriber's account after the last day of the preceding year-interest from the date of deposit upto the end of the current year;

(d) the total amount of interest shall be rounded to the nearest whole rupee (fifty paise or more counting as the next higher rupee):

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-clause in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing to the credit of the subscriber became payable.

(3) In this Statute the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered, and, in the case of an amount remitted by the subscriber into the treasury, shall be deemed to be the first day of the month of remittance, if it is remitted into the treasury before the fifth day of that month, but if it is remitted on or after the fifth day of that month, the first day of the next month:

Provided that where there has been a delay in the drawal of pay or leave salary and allowances of a subscriber and consequently the recovery of his subscription towards the fund is delayed, the interest on such subscription shall be payable from the month in which the pay or leave salary of the subscriber was due irrespective of the month in which it was actually drawn:

Provided further that where the emoluments for a month are drawn and disbursed in the same month itself, the date of deposit shall in the case of recovery of his subscription, be deemed to be the first day of the succeeding month.

(4) In addition to any amount to be paid under the Statute in this Chapter on final withdrawal, interest thereon upto the end of the month preceding that in which the payment is made or upto the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that where the Account Officer has intimated to that person (or his agent) a date on which he is prepared to make payment, interest shall be payable only upto the end of the month preceding the date so intimated.

Note:- If a subscriber holding a post in an officiating capacity exercises on the termination of his post the option allowed by clause (2) of Statute 74 of leaving in the funds the amount accumulated to his credit; interest shall be allowed on that amount for not more than a year after the termination of employment. If the subscriber subsequently obtains re-employment as private college teacher, deposits not withdrawn will carry interest again from the date on which subscriptions are renewed.

(5) Interest shall not be credited to the account of a subscriber if he informs the Account Officer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it or if he had joined the Fund during the year, from the date of his joining the fund.

59. *Advance from the fund.* - (1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the appropriate authority specified by the Government in this behalf, subject to the following conditions, namely:-

(a) no advance shall be granted, unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justified it, and that it will be expended on the following object or objects and not otherwise, provided that the condition of actual dependence shall not apply in the case of any son or daughter of the subscriber:

- (i) to pay expenses in connection with prolonged illness of the applicant or any persons actually dependent on him, or to repay any outstanding amount on account of a loan expressly taken for that purpose;

Note:- An advance is permissible to meet the expenses on account of confinement (1) in cases necessitating prolonged medical attention, prolonged stay in a hospital or protracted treatment and (2) in other circumstances involving expenditure disproportionate to the subscriber's income.

- (ii) to pay for the overseas passage for reasons of health or education of the subscriber or of any person actually dependent on him, and also to meet the cost of education of the subscriber or of any person actually dependent on him, outside India, whether for an academic, technical, professional or vocational course, or in India for medical, engineering or other technical or specialised courses beyond the high school stage, provided that the course of study is for not less than three years;

- (iii) to pay obligatory expenses on a scale appropriate to the subscriber's Statutes in connection with marriage, funerals or ceremonies which by the religious or social customs of the applicant it is incumbent on him to perform, or to repay any outstanding amount on account of a loan expressly taken for that purpose.

Note:- Temporary advance from Provident Fund credits of a subscriber may be granted to meet expenses in connection with the marriage and other ceremonies of the subscriber himself;

- (iv) to pay for the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duties, the advance in this case being available in addition to any advance admissible for the same purpose from any other Government source, provided that the advance under this statute shall not be admissible to a subscriber who institutes legal proceedings in any Court of Law either in respect of any matter unconnected with his official duty or against Government in respect of any condition of service or penalty imposed on him;

- (v) to pay for the cost of the subscriber's defence where he is prosecuted by the Government in any Court of Law or when the subscriber engages a legal practitioner to defend himself in an enquiry in respect of any alleged misconduct on his part,

Note:-(1) The amount of temporary advances admissible for purposes of sub-clause (iv) and (v) shall, notwithstanding any other provision to the contrary in these Statutes, not exceed three month's pay or Rs.500 whichever is greater and shall in no case exceed half the amount at the credit of the subscriber.

Note:-(2) A temporary advance may be granted to a subscriber who is under suspension provided he agrees in writing to the recovery of the advance being made in monthly instalments from the subsistence allowance sanctioned to him,

(b) The Government may, in special circumstances, sanction a temporary advance if they are satisfied that the subscriber concerned requires the advance for a purpose other than those provided for in clause (a):

(c) the sanctioning authority shall record in writing its reasons for granting the advance;

(d) an advance shall not, except for special reasons to be recorded in writing be granted:

(i) in excess of three months' pay or half the amount at the credit of the subscriber in the Fund, whichever is less, or

(ii) until repayment of the last instalment of any previous advance:

Provided that if the reason is of a confidential nature, it may be communicated to the Account Officer personally and or confidentially.

Note:- For the purpose of this Statute, "pay" includes dearness pay, if any.

(2) The sanctioning authority shall not, under any circumstance grant to a subscriber from the Fund-

(a) an advance during the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation;

(b) an advance unless a period of six months has elapsed after the grant of a previous advance;

(c) an advance during the last one year of service, immediately preceding the date of retirement, to a subscriber who has elected not to subscribe to the Fund during the said period in accordance with the third proviso to clause (i) of Statute 50.

(3) Sanctioning of a temporary advance from the Provident Fund shall not result in a position whereby the amount of advance outstanding repayment plus the advance proposed to be sanctioned is more than 300 per cent of the balance amount at the subscriber's credit with the Government after disbursing the advance to be sanctioned. The following formula may be adopted for determining the maximum amount of advance admissible at a particular time:

$\frac{3a-b}{4}$ 'a' represents the balance at credit and 'b' represents the outstanding balance of the previous advance/advances.

Illustration:- (a) Rs. 6000 (b) Rs. 2,000 maximum temporary advance admissible is $\frac{3a-b}{4} = \frac{(3 \times 6000) - 2000}{4} = \frac{18000 - 2000}{4}$

$$= \frac{16000}{4} = \text{Rs. } 4,000$$

(3) When an advance is sanctioned under clause (1) before repayment of last instalment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalment of recovery shall be fixed with reference to the consolidated amount.

(4) The amount of an advance shall be a sum expressed in whole rupees and the monthly instalments of repayments shall also be in equal number of whole rupees, the advance applied for being raised or reduced if necessary to enable the instalments to be thus fixed.

60. *Recovery of advance*:- (1) (a) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve, unless the subscriber so elects, or in any case not more than twenty-four.

(b) In special cases where the amount of advance exceeds 3 months pay of the subscriber under item (i) of sub clause (d) of clause (1) of Statute 59, the sanctioning authority may fix such number of instalments to be more than twenty-four but in no case more than thirty-six.

(c) A subscriber may, at his option, repay two or more instalments in a month

(2) (a) Recovery shall be made in the manner prescribed in Statutes 52 and 53 for the realisation of subscriptions, and shall commence with the first issue of pay for the month following the month in which the advance is drawn.

(b) Recovery shall not be made, except with the subscriber's consent, while he is on leave, which either does not carry any leave salary or carries leave salary equal to or less than half pay, or while undergoing any course or on receipt of subsistence allowance and may be postponed on the subscriber's written request by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or the balance of the amount withdrawn shall with interest at the rate provided in Statute 58 be forthwith repaid by the subscriber to the Fund, and in cases of default, be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly instalments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under Sub-Clause (d) of clause (1) Statute 59:

Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

(4) Recoveries made under this Statute shall be credited as they are made to the subscriber's account in the Fund.

(5) Recoveries towards temporary advance previously granted and outstanding, will not be made during the last one year of service immediately preceding the date of retirement in respect of a subscriber who has elected not to subscribe to the fund during the said period in accordance with the third proviso to clause (1) of Statute 50.

61. *Payment towards Insurance Policies*-(1) Subject to the provisions of Statute 71, withdrawals from the Fund may be permitted to meet,

- (a) a payment towards policy of life insurance;
- (b) the purchase of a single payment life insurance policy;

Provided that no amount shall be withdrawn (i) before the details of the proposed policy have been submitted to the Account Officer and accepted by him as suitable, or (ii) to meet any payment of purchase made or effected more than three months before the withdrawal, or (iii) in excess of the amount required to meet a premium or subscription actually due for payment within three months of the date of withdrawal:

Provided further that no amount may be withdrawn to meet any payment or purchase in respect of an educational endowment policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation:

Provided also that amount withdrawn shall be rounded to the nearest whole rupee.

(2) The Account Officer shall, before accepting as suitable the details of the proposed policy, satisfy himself that the policy is taken out mainly for the benefit of the subscriber's family and shall refuse to accept a policy which does not fulfill this condition.

62. *Restriction on withdrawal.*- The number of policies in respect of which withdrawal of subscription from the Fund may be permitted under Statute 61 shall not exceed four.

(2) The premium for a policy in respect of which withdrawal of subscriptions from the Fund may be permitted under Statute 61 shall not be payable otherwise than annually.

63. *Liability to subscribe after withdrawal.*-- If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in Statute 61, he shall continue to pay to the Fund the subscription payable under Statute 51.

64. *Procedure for withdrawal, etc.*- (1) A subscriber who desires to withdraw any amount under Statute 61 shall,

(a) intimate the reasons for the withdrawal to the Account Officer by letter;

(b) make arrangements with the Account Officer for the withdrawal;

(c) send to the Account Officer, within such period as the Account Officer may require, receipts or certified copies of receipts in order to satisfy the Account Officer that the amount withdrawn was duly applied for the purposes specified in Statute 61.

(2) The Account Officer shall order the recovery of any amount withdrawn, in respect of which he has not been satisfied in the manner required by sub-clause (c) of clause (1) together with interest thereon at the rate determined under Statute 58 in respect of the year in which the payments should have been made from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.

65. *Insurance policies for which withdrawals can be made.*-

(1) A Policy to be acceptable under these Statutes shall be one effected by the subscriber himself on his own life and shall unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife, or of his wife and children, or any of them be such as may be legally assigned by the subscriber to the Governor. Government shall not make any payment of premia on behalf of subscribers to Insurance Companies nor take steps to keep a policy alive.

Explanation.- A policy on the joint lives of the subscriber and the subscriber's wife or husband shall be deemed to be a policy on the life of the subscriber for the purpose of this Statute.

Explanation 2.- A policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first re-assigned to the subscriber or the subscriber and his wife both join in an appropriate assignment.

(2) A Policy may not be effected for the benefit of any beneficiary other than the wife or husband of the subscriber or the wife or husband and children of the subscriber or any of them.

56. *Assignment of Policy.*-- (1) A policy, within three months after the first withdrawal from the fund in respect of the policy, shall--

(a) unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children, or any of them, be assigned to the Governor as security for the payment of any sum which may become payable to the Fund under clause (1) of Statute 70 and delivered to the Account Officer the assignment being made by endorsement on the policy in Form I or Form II or Form III in the Second Schedule to these Statutes according as the policy is on the life of the subscriber or on the joint lives of the subscriber and the subscriber's wife or husband, or the policy has previously been assigned to the subscriber's wife.

(b) if it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of the wife and children or any of them be delivered to the Account Officer.

(2) The Account Officer shall satisfy himself by reference to the Life Insurance Corporation, where possible, that no prior assignment of the Policy exists.

(3) Once a policy has been accepted by the Account Officer for the purpose of being financed from the Fund, the terms of the Policy shall not be altered, nor shall the policy be exchanged for another policy without the prior consent of the Account Officer to whom details of the alteration or of the new Policy shall be furnished.

(4) If the policy is not assigned and delivered, or delivered within the said period of three months, any amount withheld or withdrawn from the Fund in respect of the policy shall, with interest thereon at the rate provided in Statute 58 forthwith be paid or repaid, as the case may be, by the subscriber to the Fund, or in case of default be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as may be directed by the Principal.

(5) Notice of assignment of the policy shall be given by the subscriber to the Life Insurance Corporation, and the acknowledgment of the notice by the Life Insurance Corporation shall be sent to the Account Officer within three months of the date of assignment.

Note: The subscriber shall not during the currency of the policy draw any bonus the drawal of which during such currency is optional under the terms of the policy, and the amount of any bonus

which under the terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forthwith into the Fund by the subscriber or in case of default be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required.

67. *Fresh assignment of Policies in cases where fund is changed.*
If a subscriber to any other Fund financing his insurance policy or policies under the rules of the Fund comes over to the Fund constituted under these statutes and intends to finance that policy or policies with that Fund he shall, on reassignment of the policy or policies by the Account Officer concerned in the form prescribed in the Fourth Schedule to these Statutes, make within a period of three months of the reassignment a fresh assignment of the policy or policies in the appropriate form prescribed in the Second Schedule to these Statutes.

68. *Reassignment of policy etc.--* (1) Save as provided in clause (2) of Statute 70 when the subscriber

- (a) quits the service; or
- (b) has proceeded on leave preparatory to retirement or if he is employed in a vacation department, on leave preparatory to retirement combined with vacation, and applies to the Account Officer for reassignment or return of the policy; or
- (c) while on leave has been permitted to retire or declared by a competent medical authority to be unfit for further service and applies to the Account Officer for reassignment or return of the policy; or
- (d) pays or repays to the Fund the whole of any amount withdrawn from the Fund for any of the purposes mentioned in Statute 61 with interest thereon at the rate provided in Statute 58 the Accounts Officer shall, for and on behalf of the Governor,-
 - (i) if the policy has been assigned to the Governor under Statute 66 reassign the policy in Form I in the Third Schedule to these Statutes to the subscriber, or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the reassignment addressed to the Life Insurance Corporation; or
 - (ii) if the policy has been delivered to him under sub clause (b) of clause (1) of Statute 66,, make over the policy to the subscriber.

(2) Save as provided in clause (2) of Statute 70, when the subscriber dies before quitting his service, the Account Officer shall deal with the Policy as indicated below, namely:-

(a) if there is a beneficiary and if the beneficiary be the same as the person entitled to his Provident Fund, the Account Officer shall for and on behalf of the Governor, reassign the policy to the beneficiary in Form No.II in the Third Schedule to these Statutes;

(b) if there is a beneficiary who is different from the person entitled to the Provident Fund, the Account Officer shall draw the amount from the Life Insurance Corporation and recoup to the Provident Fund such amount as has been withdrawn for payment of premia together with interest as calculated under Statute 58 and pay the balance if any, to the beneficiary;

(c) if there is no beneficiary, the Account Officer shall draw the amount from the Life Insurance Corporation and credit to the Provident Fund Account of the subscriber and dispose it of as follows:-

From the amount so realised, so much of the amount as has been withdrawn from his Provident Fund amount for the payment of premia with interest as calculated under Statute 58, shall be paid to the person or persons entitled for his Provident Fund amounts. The balance if any will form part of the estate of the deceased and shall be paid to his heirs according to law, provided it is free from attachment by a Court of Law.

69. Procedure when policy matures or falls due by reason of death of assignee.-- (1) If a policy assigned to the Governor under Statute 66 matures before the subscriber quits the service, or if a policy on the joint lives of a subscriber and the subscriber's wife or husband assigned under Statute 66, falls due for payments by reason of the death of the subscriber's wife or husband, the Account Officer shall, save as provided by clause (2) of Statute 70, proceed as follows:-

(i) if the amount assured is greater than the whole of the amount withdrawn from the Fund in respect of the policy with interest, the Account Officer shall, for and on behalf of the Governor, reassign the policy in the Form set forth in the Fourth Schedule to these Statutes to the subscriber or to the subscriber and the joint assured as the case may be, and make it over to the subscriber, who shall immediately on receipt of the policy moneys from the Life Insurance Corporation pay or repay to the Fund the whole of any amount withdrawn with interest, and in case of default, the provisions of clause (4) of Statute 66, applicable to a failure to assign and deliver a policy shall apply;

(ii) if the amount assured is less than the whole of the amount withdrawn with interest, the Account Officer shall realise the amount assured together with any bonus which has accrued and shall place the amount so realised to the credit of the subscriber in the Fund.

(2) Save as provided in clause (2) of Statute 70 if a policy delivered to the Account Officer, under sub clause (b) of clause (1) of statute 66 matures before the subscriber quits the service, the Account Officer shall make over the policy to the subscriber:

Provided that if the interest in the policy of the wife of the subscriber, or of his wife and children, or any of them as expressed on the face of the policy, expires when the policy matures, the subscriber, if the policy moneys are paid to him by the Life Insurance Corporation, shall immediately on receipt thereof, pay or repay to the Fund-

(i) the whole of any amount withdrawn from the Fund in respect of the policy with interest thereon at the rate provided in Statute 58, or

(ii) an amount equal to the amount assured together with the amount of any bonus which has accrued, whichever is less and, in case of default, the provisions of clause (4) of Statute 66 applicable to a failure to assign and deliver a policy shall apply.

70. *Procedure in which policy lapses or is charged or encumbered etc.-*

(1) If the policy lapses or is assigned otherwise than to the Governor under Statute 66 or is charged or encumbered, the provisions of clause (4) of that Statute applicable to a failure to assign and deliver a policy shall apply.

(2) If the Account Officer receives notice of:

(a) an assignment (other than an assignment to the Governor) under Statute 66 of a policy; or

(b) a charge or encumbrance on a policy; or

(c) an order of a Court restraining dealing with the policy or any amount realised thereon,

the Account Officer shall not, for and on behalf of the Governor,

(i) re-assign or make over the policy as provided in Statute 68 or

(ii) realise the amount assured by the policy or reassign or make over the policy, as provided in Statute 68, but shall forthwith refer the matter to the Government.

71. The provisions of Statutes 61 to 70 shall apply only to subscribers who, before the date of commencement of these Statutes, have been making withdrawals from any other Fund for such payments:

Provided that withdrawals from the Fund shall not be permitted for making payments in respect of any new policy

72. *Non refundable withdrawals*:- (1) Subject to the conditions specified herein, non-refundable withdrawals from the amount standing to the credit of a subscriber in the Fund may be sanctioned by an authority competent to sanction an advance for special reasons under sub-clause (d) of clause (1) of Statute 59 at any time-

(a) after the completion of twenty years of service (including broken periods of service, if any) of the subscriber or within ten years of the date of his attainment of the age of superannuation, whichever is earlier, except during the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation, for one or more of the following purposes, namely:-

(i) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber and if he has no child, of any other relative actually dependent on him, in the following cases namely:-

(A) for education outside India for academic, technical, professional or vocational course beyond the high school stage, and

(B) for any medical, engineering or other technical or specialised course in India beyond the high school stage, provided that the course of study is for not less than three years;

(ii) meeting the expenditure in connection with the marriage of a son or daughter of the subscriber, and if he has no daughter, of any other female relative dependent on him, or repaying any outstanding amount on account of a loan expressly taken for that purpose;

(iii) meeting the expenditure in connection with the illness, including, where necessary, the travelling expenses of the subscriber or any person actually dependent on him, or repaying any outstanding amount on account of a loan expressly taken for that purpose;

(iv) Purchasing a house site in the name of the subscriber or in the names of the subscriber and his wife or repaying any outstanding amount on account of a loan expressly taken for that purpose from the Government or any other source before the date of application for the withdrawal:

Provided that the house to be constructed on the site so purchased is for the actual residence of the subscriber or his family;

(v) building a suitable house on a site owned or acquired by the subscriber or by the subscriber and his wife or without any assistance from the Provident Fund, or acquiring a house together with the site thereof in the name of the subscriber or in the names of the subscriber and his wife, or repaying any outstanding amount on account of a loan expressly taken by the subscriber or his wife from the Government or any other source for any of those purposes before the date of application for withdrawal:

Provided that the house is for the actual residence of the subscriber or his family; and

(vi) making additions or alterations to, or reconstructing, or completing, or repairing a house owned or acquired by the subscriber or by the subscriber and his wife without any assistance from the Provident Fund, or repaying any outstanding amount on account of a loan expressly taken by the subscriber or his wife from the Government or any other source for any of those purposes before the date of application for the withdrawal;

Provided that the house is for the actual residence of the subscriber or his family.

Note: In respect of a female subscriber, the words 'his' and 'wife' occurring in sub-clauses (iv), (v) and (vi) shall be read as 'her' and 'husband' respectively:

(b) after the completion of twenty-five years of service (including broken periods of service) if any of a subscriber or within three years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund for the purpose of purchasing a motor car for his own use or repaying any outstanding amount on account of a Government loan expressly taken for that purpose before the date of application for the withdrawal:

Provided that the pay drawn by subscriber on the date of application is not less than Rs. 710 per mensem.

Explanation.-- For the purposes of the proviso the term "pay" means pay as defined in rule 12 (23), part I of the K.S.R.:

Provided further that the amount of withdrawal shall in no case exceed the actual cost of the car or the balance outstanding against the loan taken for the purpose:

Provided also that no withdrawal for the purpose shall be allowed more than once.

(2) (a) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in clause (1) from the amount standing to his credit in the fund shall not ordinarily exceed one-half of such amount or, six month's pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto 3/4th of the balance at his credit in the Fund having due regard to the object for which the withdrawal is being made, the status of the subscriber and the amount to his credit in the Fund. The Government may at any time take for themselves powers to sanction non refundable advance in excess of the normal limit:

Provided that-

(i) a subscriber who has been permitted a non-refundable withdrawal from the Fund for the purpose of building or acquiring a suitable house for residence at anyplace will not be permitted to make another non-refundable withdrawal from the Fund for any of those purposes or for the purchase of a house site at the same or another place;

(ii) in the case of a subscriber who has been permitted a non-refundable withdrawal under item (iv) of sub clause (a) of clause (1) to purchase a house site, he will not be permitted to make another withdrawal for acquiring another house site or a house together with site at the same or another place;

(iii) a subscriber who has been permitted under item (iv) or item (v) of sub clause (a) of clause (1) to withdraw money from the amount standing to his credit in the Fund shall not part with the possession of the house so built or acquired or house site so purchased, by way of sale, mortgage, gift, exchange or lease for a term exceeding three years, without the previous permission of the sanctioning authority.

(b) A subscriber referred to in paragraph (iii) of the proviso to clause (a) shall submit a declaration not later than the 31st day of December of every year to the effect that the house or, as the case may be, the house site continues to be in his possession and shall, if so required, produced before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale deed and other documents on which his title to the property is based. If at any time before retirement, he parts with the possession of the house or house site without obtaining the previous permission of the sanctioning authority, the sum withdrawn by him shall forthwith be repaid in one lump sum together with interest thereon at the rate provided in Statute 58 by the subscriber to the Fund and in default of such repayment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly instalments as may be determined by the Government:

Provided that those subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

(3) A subscriber who has been permitted to withdraw money from the Fund under clause (1) shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump together with interest thereon at the rate provided in statute 58 by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump or in such number of monthly instalments as may be determined by the Government.

(4) Nothing in clause (3) shall be deemed to require a subscriber whose deposits in the Fund carry no interest, to pay any interest on any sum repayable by him under that clause.

(5) A subscriber who has drawn an advance under statute 59 for any of the purposes specified in items (i), (ii), and (iii) of sub clause (a) of clause (1) may convert, at his discretion, by written request addressed to the Account Officer through the sanctioning authority, the balance of the advance outstanding into a non-refundable withdrawal on his satisfying the conditions laid down in clauses 1 to 4.

(6) The actual withdrawal from the Fund shall be made only on receipt of an authorisation from the Accounts Officer (Provident Fund), Office of the Director of Collegiate Education/Accounts Officer, (Provident Fund) Office of the Director of Technical Education, who will arrange this on receipt of formal sanction issued by the sanctioning authority.

73. *Recovery of moneys drawn or withdrawn from the Fund for improper use.*-Notwithstanding anything contained in the Statutes in this chapter if the sanctioning authority is satisfied that money drawn as advance from the Fund under clause (1) of statute 59 or withdrawn from the Fund under statute 61 has been utilised for a purpose other than that for which sanction was given to the drawal or withdrawal of the money, the amount in question shall, with interest at the rate provided in statute 58 forthwith be repaid or paid, as the case may be, by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in a lump from the emoluments of the subscriber, even if he be on leave. If the total amount to be repaid or paid, as the case may be, be more than half the subscriber's emoluments, recoveries shall be made in monthly instalments from his emoluments till the entire amount recoverable be repaid or paid, as the case may be, by him.

Explanation.-In this statute, the term "emoluments" shall not include subsistence allowance.

74. *Final withdrawal of accumulations in the Fund.*-- (1) When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:

Provided that a subscriber who has been dismissed, removed or compulsorily retired from service and is subsequently reinstated in the service shall, if required to do so by the Government, repay any amount paid to him from the Fund in pursuance of this statute, with interest thereon in the manner laid down in the proviso to statute 75.

1. Amendment approved by the Senate on 18.10.86. Assent of the Chancellor obtained on 21-2-1987. (Kerala Gazette dt.12-5-87.)

(2) The amount repaid by a subscriber under the proviso to clause (1) shall be credited to his account in the Fund.

(3) A subscriber holding a post in an officiating or temporary capacity may either withdraw the amount on the termination of his post or leave it in the Fund to be withdrawn at the time he finally quits service.

Note: When a subscriber quits service for appointment in Government service his balance in the Fund shall be transferred to the Government Provident Fund with the concurrence of the Account Officer of the Fund.

75. Amount in Fund payable when subscriber proceeds on leave preparatory to retirement etc.

When a subscriber-

(a) has proceeded on leave preparatory to retirement or, if he is employed in a vacation department, on leave preparatory to retirement combined with vacation; or

(b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service; or

(c) has attained the age of superannuation but has not been permitted to retire from service owing to some reason or other;

the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Account Officer, become payable to him:

Provided that the subscriber, if he returns to duty, shall, if required to do so by the authority competent to sanction an advance for the grant of which special reasons are required under sub-clause (d) of clause (1) of statute 59 repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this statute with interest thereon at the rate provided in Statute 58 in cash or securities or partly in cash and partly in securities, by instalments or otherwise by recovery from his emoluments or otherwise, as may be directed by the authority.

76. Procedure on death of subscriber.-- On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made,-

(i) when the subscriber leaves a family-

(a) if a nomination made by the subscriber in accordance with the provisions of statute 55 or of the corresponding statutes heretofore in force in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares.

Provided that no share shall be payable to-

- (i) sons who have attained legal majority;
- (ii) sons of deceased sons who have attained legal majority;
- (iii) married daughters whose husbands are alive;
- (iv) married daughters of deceased sons whose husbands are alive [if there is any member of the family other than those specified in items (i), (ii), (iii) and (iv)]

Provided further that the widow or widows and the child or children of deceased son shall receive between them in equal shares only the share which that son should have received if he had survived the subscriber and had been exempted from the provisions of item (i) in the preceding proviso.

(2) When the subscriber leaves no family and if a nomination made by him in accordance with the provisions of statute 55 or of the corresponding statutes heretofore in force in favour of any person or persons subsists, the amount standing to his credit in the Fund or the portion thereof to which the nomination relates, shall become payable to his nominees in the proportion specified in the nomination.

(3) When the subscriber leaves no family and if no valid nomination is made by him in accordance with Statute 55, the amount standing to his credit shall be payable to the person/persons claiming the amount on the authority of heirship certificate issued by Tahsildar concerned if the amount does not exceed Rs.5,000 and on the authority of a succession certificate or a probate for letter of Administration when the amount exceeds Rs.5,000.

Note 1: Payment of Provident Fund money due to a minor beneficiary of a deceased subscriber may be made to the guardian nominated by the subscriber and when the subscriber has not nominated a guardian, a guardian appointed by the court to receive payment, on behalf of a minor beneficiary should alone be recognised even where the amount involved does not exceed the limit of Rs.5,000 specified in clause (b) of sub-section (1) of section 4 of the Provident fund Act, 1925. But if the party pleads inability to incur expenditure for obtaining the guardianship certificate from the court, the orders of the Government should be obtained for making any payment.

1 Amendment approved by the Senate on 27-10-1984, Assent of the Chancellor obtained on 18-2-1985 (Kerala Gazette Dated 11-6-85).

Note 2: Payment may, however, be made without requiring the production of guardianship certificate from the court if the share of a minor beneficiary does not exceed Rs.500 and when the total amount payable to all the minors in a particular case does not exceed Rs.1,000 orders of the Government being obtained in cases when the above limits are exceeded.--

- (i) to the natural guardian of such minor beneficiary;
or
- (ii) in the absence of a natural guardian, to the person considered fit by the Principal to receive payment on behalf of such minor beneficiary, on such person executing a bond in the form in Appendix II signed by two sureties agreeing to indemnify the Government against any subsequent claims which might arise:

Provided that the natural guardian if it is considered expedient may also be required to execute a bond signed by two sureties agreeing to indemnify the Government against any subsequent claims which might arise before the payment is made:

Provided further that, in cases governed by the Hindu Law, payment may be made, without requiring the production of a guardianship certificate from the Court, to a Hindu widow of a deceased subscriber on behalf of her minor children other than step-children, irrespective of the limits of Rs.500 specified above and such widow, if considered expedient, may also be required to execute a bond signed by two sureties agreeing to indemnify the Government against any subsequent claim which might arise before the payment is made.

Note 3: Payment of Provident Fund money due to a person nominated to receive the whole or part of the amount standing to the credit of a subscriber in the Fund shall be made as follows in cases where the nominee dies after the subscriber but before receiving payment:-

(a) When the amount due to the deceased nominee does not exceed Rs.500 the Account Officer may authorise payment of the amount to the claimant or claimants reported by the Collector of the district concerned to be entitled to receive payment, after making such enquiry into the right and title of the claimant or claimants as the Collector may deem sufficient, if the Collector considers that the production of letters of administration or other legal authority may be dispensed with. The records of enquiry should contain the signed statements of at least two trustworthy or disinterested persons:

Provided that the Collector may, in such cases, if he considers it expedient require the party to execute before the payment is made, a Bond in the form in Appendix III signed by two sureties agreeing to indemnify the Government against any subsequent claims which might arise;

(b) When the amount due to the deceased nominee exceeds Rs.500 payment shall be made by the Account Officer, to the person who produces probate or letters of administration evidencing the grant to him of administration to the estate of deceased nominee or a succession certificate entitling the holder thereof to receive payment of the amount:

Provided that in cases where the Government are satisfied of the right and title of a person claiming payment as heir of the deceased nominee and that undue delay and hardship would be caused by insisting on the production of letters of administration or other legal authority, they may authorise the Account Officer to pay the amount to the claimant on his executing a bond in the form in Appendix III signed by two sureties agreeing to indemnify the Government against any subsequent claim which might arise.

Note 4:- Notwithstanding the grant of a succession certificate in favour of any one or more of the claimants, the Provident Fund balance standing to the credit of a deceased subscriber shall be paid to the claimants or claimants in accordance with the provisions of the Provident Fund Act, 1925 and the Rules made thereunder.

77. *Duty of Account Officer to make payment when amount becomes payable*
When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Account Officer to make payment as provided in section 4 of the Provident Funds Act, 1925.

78. *Payment etc., to Lunatics*- If the person to whom, under these Statutes, any amount or policy is to be paid, reassigned or delivered is a lunatic for whose estate a Manager has been appointed in this behalf under the Indian Lunacy Act 1912, the payment, re-assignment or delivery shall be made to such Manager and not to the lunatic,

79. *Relaxation of the provisions of the Statutes in certain cases.*-
When the Chancellor is satisfied that the operation of any of the Statutes in this chapter causes or is likely to cause undue hardship to a teacher in a private college, he may after recording his reasons for so doing deal with the case of such teacher in such manner as may appear to him to be just and equitable, notwithstanding anything to the contrary contained in this chapter:

Provided that a case shall not be dealt with in any manner less favourable to such teacher than that prescribed in these Statutes.

80. *Rules of procedure.*(1) All sums paid into the Fund under these statutes shall be credited in the books of Government to an account named "The Kerala Private College Teachers' Provident Fund". Sums, of which payment has not been taken within one year after they become payable under these statutes, shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

(2) When paying a subscription either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Account Officer. Any change in the number shall similarly be communicated to the subscriber by the Account Officer.

(3) As soon as possible after the close of each year, the Account Officer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Account Officer shall attach to the Statement of account an inquiry as to whether the subscriber--

(a) desires to make any alteration in any nomination made under statute 55 or under the corresponding Statutes heretofore in force;

(b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to clause (1) of Statute 55.

(4) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Account Officer within three months from the date of receipt of the Statement.

(5) The Account Officer, shall, if required by a subscriber once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

81. *Procedure for drawing advance.*-- Application for an advance against Provident Fund Deposit shall be in Form B and for a non-refundable withdrawal from Provident Fund shall be in Form B1. Applications of all teachers in Private Colleges shall be sent through the Principal of the college who shall verify the details with reference to the last credit card, copies of pay bills and other relevant documents. In the case of Principals such application shall be sent through the Deputy Director of Collegiate Education concerned who shall verify the details with reference to the said documents.

82. *Form of sanction.*-- Sanction for the grant of temporary advance shall be in Form C. In the case of non-refundable advance, the sanction shall be accompanied by Form C1 also.

Note:-- The sanction for withdrawal, refundable or non-refundable shall remain operative for a period of three months only and shall be deemed to have lapsed thereafter, unless specifically renewed.

83. *Bills for payments.*-- Bill for payments shall be in Form D. A separate bill shall be drawn for each payment of Provident Fund money by the Principal of the Private College in which the teacher is working or by any other authority authorised to draw his pay bills.

Note: 1- In respect of final withdrawals from Provident Fund exceeding Rs.1000 disbursement certificate shall be furnished to the Account Officer immediately after payment has been made. In respect of payments not exceeding Rs.1,000 a certificate relating to the period from September to 31st August of each year shall be furnished in the following form by

(b) When the amount due to the deceased nominee exceeds Rs.500 payment shall be made by the Account Officer, to the person who produces probate or letters of administration evidencing the grant to him of administration to the estate of deceased nominee or a succession certificate entitling the holder thereof to receive payment of the amount:

Provided that in cases where the Government are satisfied of the right and title of a person claiming payment as heir of the deceased nominee and that undue delay and hardship would be caused by insisting on the production of letters of administration or other legal authority, they may authorise the Account Officer to pay the amount to the claimant on his executing a bond in the form in Appendix III signed by two sureties agreeing to indemnify the Government against any subsequent claim which might arise.

Note 4:- Notwithstanding the grant of a succession certificate in favour of any one or more of the claimants, the Provident Fund balance standing to the credit of a deceased subscriber shall be paid to the claimants or claimants in accordance with the provisions of the Provident Fund Act, 1925 and the Rules made thereunder.

77. *Duty of Account Officer to make payment when amount becomes payable* When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Account Officer to make payment as provided in section 4 of the Provident Funds Act, 1925.

78. *Payment etc., to Lunatics*- If the person to whom, under these Statutes, any amount or policy is to be paid, reassigned or delivered is a lunatic for whose estate a Manager has been appointed in this behalf under the Indian Lunacy Act 1912, the payment, re-assignment or delivery shall be made to such Manager and not to the lunatic.

79. *Relaxation of the provisions of the Statutes in certain cases.*- When the Chancellor is satisfied that the operation of any of the Statutes in this chapter causes or is likely to cause undue hardship to a teacher in a private college, he may after recording his reasons for so doing deal with the case of such teacher in such manner as may appear to him to be just and equitable, notwithstanding anything to the contrary contained in this chapter:

Provided that a case shall not be dealt with in any manner less favourable to such teacher than that prescribed in these Statutes.

80. *Rules of procedure.*(1) All sums paid into the Fund under these statutes shall be credited in the books of Government to an account named "The Kerala Private College Teachers' Provident Fund". Sums, of which payment has not been taken within one year after they become payable under these statutes, shall be transferred to "Deposits" at the end of the year and treated under the ordinary rules relating to deposits.

(2) When paying a subscription either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Account Officer. Any change in the number shall similarly be communicated to the subscriber by the Account Officer.

(3) As soon as possible after the close of each year, the Account Officer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Account Officer shall attach to the Statement of account an inquiry as to whether the subscriber--

(a) desires to make any alteration in any nomination made under statute 55 or under the corresponding Statutes heretofore in force;

(b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to clause (1) of Statute 55.

(4) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Account Officer within three months from the date of receipt of the Statement.

(5) The Account Officer, shall, if required by a subscriber once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

81. *Procedure for drawing advance.*-- Application for an advance against Provident Fund Deposit shall be in Form B and for a non-refundable withdrawal from Provident Fund shall be in Form B1. Applications of all teachers in Private Colleges shall be sent through the Principal of the college who shall verify the details with reference to the last credit card, copies of pay bills and other relevant documents. In the case of Principals such application shall be sent through the Deputy Director of Collegiate Education concerned who shall verify the details with reference to the said documents.

82. *Form of sanction.*-- Sanction for the grant of temporary advance shall be in Form C. In the case of non-refundable advance, the sanction shall be accompanied by Form C1 also.

Note:- The sanction for withdrawal, refundable or non-refundable shall remain operative for a period of three months only and shall be deemed to have lapsed thereafter, unless specifically renewed.

83. *Bills for payments.*-- Bill for payments shall be in Form D. A separate bill shall be drawn for each payment of Provident Fund money by the Principal of the Private College in which the teacher is working or by any other authority authorised to draw his pay bills.

Note: 1- In respect of final withdrawals from Provident Fund exceeding Rs.1000 disbursement certificate shall be furnished to the Account Officer immediately after payment has been made. In respect of payments not exceeding Rs.1,000 a certificate relating to the period from September to 31st August of each year shall be furnished in the following form by

the disbursing officer along with the provident fund schedule for November (Schedules attached to October pay bills paid in November) each year:-

"Certified that in respect of all final withdrawals from Provident Fund of amounts not exceeding Rs.1,000 in each case drawn on bills from.....to.....disbursement have been duly made to the parties authorised to receive payments and their acquittances obtained and filed in my office".

A 'Nil' certificate should be furnished along with the schedules even if there is no disbursement below Rs.1,000 in any office in a particular year.

Note 2:- In respect of withdrawal for insurance premium, the drawing officer shall furnish in the bill for withdrawal a certificate to the effect that he is satisfied that the amount previously withdrawn towards payment of insurance premium has been utilised for the purpose for which it was intended and that the necessary premium receipt has been duly encased by him.

84. Closure of Provident Fund Account.-- (1) Application received for closure of Provident Fund Account in Form E shall be sent by the Principal of the Private College in which the subscriber is working sufficiently early to the Zonal Deputy Director of Collegiate Education concerned so as to enable him to forward it along with necessary documents to the Account Officer within a fortnight of the event which necessitates the closure of the Provident Fund Account.

(2) In respect of deceased subscribers, the application for the closure of their Provident Fund Account in Form E, obtained from any nominee or other claimant along with heirship certificate, succession certificate and other documents required for closing the Account and arranging payment shall be forwarded by the Principal through the Zonal Deputy Director of Collegiate Education to the Account Officer, within a fortnight of the death of the subscriber.

(3) The Account Officer shall, on receipt of the application for closure of Provident Fund Account in Form E along with the necessary documents, close the account and issue and authorisation in Form F to the Principal or the authority who disburses the salary of the subscriber.

(4) The bill for the drawal of the money shall be in Form D.

(5) Bills are to be drawn and disbursed after complying with necessary formalities prescribed therefor. In the case of deceased subscribers, the Principal of the College in which the subscriber was last working shall draw and disburse the amount after due verification of the title and identification of the claimants.

85. Depositing arrears of pay etc., in the Provident Fund Account.-- Notwithstanding anything contained in this Chapter, the Government

may, by order direct that the whole or any part of the arrears² of pay and allowances or both payable to subscribers under a scheme of revision of pay or allowances or both implemented with retrospective effect shall be credited to the Fund and every subscriber to whom such order applies shall comply with it.

CHAPTER VI

Miscellaneous

86.(1) *Payment of arrears of contributory Provident Fund by the Management or the University.*- If the University or the management has committed default in the payment of its share of the contribution towards the contributory Provident Fund of a teacher which was in existence before the Commencement of these Statutes, the University or such Managements as the case may be, shall immediately after the Commencement of these Statutes, credit such defaulted amount to the account of the Government".

(2) A teacher, the Contribution to whose account has been defaulted by the University or the Management shall apply to the University or the Management, as the case may be, for crediting the amount of contribution in default to the account of the Government.

(3) A copy of the application, under clause (2) shall be submitted to the Government.

(4) Failure to make an application under clause (2) shall not be deemed to affect the liability of the University or the Management to credit any amount to the account of the Government as required by clause (1).

By order of the Governor,

V. VENKITANARAYANAN,
Special Secretary to Government.

FORM I

(See Statute 30, Chapter IV)

Application for admission to the Provident Fund for Teachers in
Private College

1. Name of subscriber
2. Father's name
3. Date of birth
4. General Educational qualifications
5. Professional educational qualifications
6. Name of private college in which he/shs is employed at present
7. Designation of appointment held
8. Date of entertainment in the institution
9. Pay now drawn
10. If subscriber to any existing Provident Fund, the name of the Fund and Account No.

I,.....hereby declare that the above entries are correct to the best of my knowledge and that I accept the statutes governing the Private College Teachers Provident Fund and I agree to abide by them in case I am admitted to the benefits of the Fund.

Signature of Subscriber

NOMINATION

In case of my admission to the Fund and in the event of my death occurring while my account in the Fund is open, I desire that the amount due to me from the Fund, viz, the amount standing to my credit, in the Treasury Savings Banks and the Government contribution due to me shall be paid:-

(a) If any widow(s) (husband) or and child(ren) survive(s) me, to such one or more of them as are specified in Schedule I below and in the manner shown against his or their names; and

(b) If neither a widow (husband) nor a child survives me to the person or persons specified in Schedule II below and in the manner shown against his or their names.

The amount due to a nominee who is a minor at time of death should be paid to the person whose name appears in column (5) of Schedule I/II.

Note:- Where a widow is excluded under clause (3) of statutes 40 the subscriber, may, if there is neither a surviving child nor any other surviving widow, distribute the amount under Schedule II .

SCHEDULE I

Manner of distribution in case there is a surviving widow (s)
(Husband or/ and Child(ren))

Name and Address of the line or business	Relationship with the subscriber	Whether major or minor if minor State age of minor	Amount or share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in col. (5)
(1)	(2)	(3)	(4)	(5)	(6)

SCHEDULE II

Manner of distribution in case there is no surviving widow
(husband) or child

Name and Address of the line or business	Relationship with the subscriber, if any	Whether major or minor if minor State age of minor	Amount or share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in col. (5)
(1)	(2)	(3)	(4)	(5)	(6)

Station: Signature of subscriber.

Date :
Two witnesses: Certificate to be given by the Principals.

I hereby certify that the pay of the subscriber shown in column (9) of the above application is correct.

Station: Principal
Date :

(See Statute 30 Chapter IV)

Name
Date of birth
Date of admission to the Fund
Details of service, rates of pay and periods during
which subscriptions are made.

Name of the College in which employed	Designation of the post held	Rate of Pay	Period for which subscription was paid		Particulars of periods during which subscription was not paid with reasons therefor	Attestation by the Zonal Deputy Director of Collegiate Education
			From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- Note: (1) Zonal Deputy Director of Collegiate Education concerned shall maintain separate register on behalf of colleges in each Taluk for each District.
- (2) Columns (1) to (4) to be filled up at the outset, column (5) to (7) to be filled up whenever there is change in designation, rate of pay or the college of employment and a fresh set of entries commence filling up columns (1) to (4).
- (3) Periods during which subscriptions were paid due to the subscriber going on leave, out of employment, etc., should be noted in column (6), briefly with reasons therefor.

FORM 3

(See Statute 34, Chapter IV)

Name of the College.....month of.....

Account No.as in the pass book	Name of subscriber	Monthly pay of the subscriber	The teacher's subscription	Amount of advance refunded	Total
		Rs.	Rs.	Rs.	Rs.
Total					

(See Statute 34, Chapter IV)

Register of transferees of accounts sanctioned by the Zonal Deputy Director of Collegiate Education concerned on behalf of subscriber admitted to the Provident Fund

Serial Number

Name of Subscriber

Name of the College in which employed

Name of Treasury in which the accounts stands open

Account No. in pass book

Months upto which subscription has been paid

Total amount at credit as in the pass book

Balance of any advance drawn still to be refunded

Date on which the subscriber left the College

Name of the College to which the subscriber has gone

Name of Treasury to which the account is to be transferred

Date of application for transfer of account

Date of order of Zonal Deputy Director of Collegiate Education concerned sanctioning transfer of account

Date of return of the pass book to the subscriber

To be filled in only in Register maintained in College

Date of issue of certificate showing the period to which the subscriber subscribed to the Fund while in the College.

FORM 4—A¹

(See Statute 34, Clause 8)

Form of application for closures of contributory Provident Fund of private college staff.

- (1) Name of applicant
- (2) Designation
- (3) Date of birth
- (4) Date of admission to C P F
- (5) Date of retirement/termination of service
- (6) Reasons for closure
- (7) C P F., S.B.Account No.
- (8) Name of Treasury at which the account is maintained
- (9) Total amount at credit
- (10) College from which admitted to C P F.
- (11) Colleges in which the subscriber worked since 4/76 with date.
- (12) Special reasons if any in the case of premature closure
- (13) Whether valid nominations have been duly filled and if so the name and particulars of the nominee.
- (14) Signature of the applicant
- (15) Place and date
- (16) Recommendation of the Principal

1. Amendment approved by the Senate on 29/30-7-83. Assent of the Chancellor obtained on 3-7-84 (Kerala Gazette dt. 14-10-86.)

(See Statute 34 (8) Chapter IV)
Register of closure of accounts of subscribers in the Provident Fund sanctioned by the Zonal Deputy Director of Colleague Education concerned

Serial No.
Name of Subscriber
Name of the College in which employed
Account No. in the pass book of the subscriber
Months from which subscription to the fund commenced
Months upto which subscription has been paid
Amount at credit as in the pass book
Balance of any advance drawn still to be refunded
Date on which the subscriber quitted the fund
Date of application for closure of account
Reason for closure of account
Zonal Deputy Director's order as to eligibility of subscriber for the Government contribution
Total amount withdrawn from savings Bank
Amount paid to subscriber
Accountant General's order on the application for Government contribution
Amount authorised by the Accountant General for payment
Date on which amount was drawn
To be filled in only in the Register maintained in the College
Date of disbursement to the subscriber with his signature

FORM-A

Name of the College.....
.....
.....

Statement of particulars for allotment of provident fund account numbers to compulsory subscribers for the month.

Please read carefully the instructions printed on the reverse before filling in the form.

Head of account to which pay and allowances are debited.....

Name of Fund.....

Sl. No.	Name of (subscriber)	Name of subscriber's father/husband	Date of birth of subscriber	Date of joining service	Designation	Emoluments	Monthly rate of subscription (in whole rupees)	Month from which subscription to commence	Remarks	To be filled by Account Officer ----- Acct. No. Allotted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

No	Dated	No	Dated

Forwarded in triplicate to the Account Officer for necessary action. The teachers whose names are included in this statement are required to join the Fund under theStatutes of the Calicut University. Their names have not been included in the previous statements and they are not already members of any Provident Fund. (Nominations of teachers are enclosed as mentioned in the remarks column).

Returned toAccount Nos. allotted may be intimated to the subscribers and also noted in the service Books, nominations and other office records. In all correspondence connected with, this should be quoted. Receipt of nominations in respect of teachers at SL.Nos.....is hereby acknowledged.

Name of the College.

Account Officer.

Instructions for filling the statement:

- (a) This form should be used only in cases where subscription to the Fund is compulsory.
- (b) Separate forms should be used for different Provident Funds e.g. General Provident Fund, Contributory Provident Fund etc.
- (c) Separate forms should be used for persons whose pay and allowances are debited to different major and sub-major heads of account.
- (c) Name of the Fund may be filled in by suitable words (e.g.) Teachers' Provident Fund.
- (e) The statement should be sent in triplicate. It should include permanent teachers who joined service in previous month and are required to join the fund compulsorily on entry into Private College and temporary teachers who will complete one year's continuous service or otherwise become eligible to subscribe to the Provident Fund, three months hence,
- (f) Column 3. Husband's name (instead of father's name) may be given in respect of married female subscribers indicating the position.
- (g) Column 7. Dearnes pay, if any, may be distinctly shown.
- (h) Column 8. Please see Statute.....of the Private College Teachers Provident Fund.
- (i) In the case of teachers nomination should be obtained in the prescribed form from the subscriber.....and forwarded to the Accountant General along with this statement making a suitable note in the remarks column.

FORM B¹

(See Statute 81 Chapter V)

Form of application for Temporary Advance against deposits in Kerala Private College Teacher's Provident Fund.

(CHAPTER V)

1. Name and Account No. of the subscriber
2. Monthly Pay, Dearness pay and Designation
3. Date of Birth
4. Amount of advance required (Both in figures and words)
5. Purpose for which it is required
6. Date of complete repayment of the previous loan
7. Details of advances pending recovery
 1. The amounts of previous advances
 2. Dates of drawal of each advances
 3. Balance outstanding against each advance
8. Amount of consolidated advance

(Item No.4 and 7(3) and the Number and amount of monthly instalments in which the consolidated advance is proposed to be repaid.
9. Name of treasury at which payment is desired.

1. Amendment approved by the Senate on 18-10-86. Assent of the Chancellor obtained on 21-2-87 (Kerala Gazette dt.12-5-87)

10. I hereby declare that the above statements are true and that I agree to abide by the Kerala Private College Teachers Provident Fund Statutes in force. I also promise to repay the above advance in equal monthly instalments.

Place: Signature of the Subscriber
Date : with name and designation.

11. Enquiry Certificate:

Place: (Signature of the Principal)
Date :

VERIFICATION REPORT

12. Total amount at the credit of the applicant
13. Amount of advance admissible
14. No. of instalments of repayments
15. Any other fact requiring consideration

Accounts Officer/Head of Office
Department.

FORM B.1

(See Statutes 81 of Chapter V)

Application for non-refundable withdrawal from the
Kerala Private College Teachers Provident Fund

1. Name and designation of the subscriber
2. Pay and dearness pay.
3. Provident Fund Account No.
4. Whether subscriber had opted for the Kerala Private College Teachers' Provident Fund Statutes within the prescribed time limit.
5. Date of retirement on superannuation.
6. Total service (in year) under the Management as on this date.
7. Object of the withdrawal.
 - (a) if the withdrawal is required for meeting the expenditure in connection with the—
 - (i) higher education of any child or dependent of the subscriber, specify the nature and duration of the course (in the case of a dependent, also specify whether the subscriber has any child).
 - (ii) marriage of a son or daughter or any other female relative dependent on the subscriber, indicate also the month in which the marriage takes place (In the case of a dependent, specify also whether the subscriber has any daughter).
 - (iii) illness of the subscriber or any person actually dependent on him: mention the nature of illness also.

- (iv) Acquisition of a house and/or site furnish in whose name(s) [subscriber(s) and or his wife's] it will be acquired and whether it is for the actual residence of the subscriber and/or his family
- (v) Construction, re-construction, repairs, etc. of a house; state whether the site on which the house is proposed to be constructed or the site on which the house proposed to be reconstructed, repaired altered etc., is situated, is owned by the subscriber and/or his wife, and whether the house is for the actual residence of the subscriber and/or his family.
- (b) If the withdrawal is required for payment of a loan taken for the—
 - (i) marriage of a son or daughter or any female relative dependent on him;

Specify the amount of loan taken on account of the marriage, the balance outstanding against it and the date on which the marriage has been celebrated.

- (ii) Construction of a house or allied purpose, state the amount of loan expressly taken for the purpose, the balance outstanding against it and in whose name [subscriber (s) and/or his wife's] the ownership of the house and/or site is vested.

Amount of the loan, if any, taken by the subscriber and or/his wife from the Government under any scheme sponsored by them for the grant of house construction loans, and the number and date of the orders/proceedings in which sanction was issued therefor.

This column need be filled in only if the subscriber proposes to make withdrawal for house construction or allied purpose.

- 9. Amount of the withdrawal proposed (both in figures and words).
- 10. Name of the treasury at which payment is desired.
- 11.(a) Whether any non-refundable withdrawal was made by him from the fund previously for the same or a different object and, if so, furnish the details thereof.

*7. In respect of a female subscriber who applies for the withdrawal for house construction or allied purpose, the words 'His' and 'wife' occurring in column 7 may be read as 'her' and 'husband' respectively.

(b) If any withdrawal was made as mentioned in (a) above, state whether he had submitted these utilisation certificate in respect of that withdrawal to the appropriate authority within the prescribing time limit. If the certificate was not submitted within the said period furnish the reasons therefor.

12. Special circumstances which necessitate the withdrawal (this column need be filled in only if the amount proposed to be withdrawn exceeds half the amount at the credit of the subscriber in the Fund or six months pay whichever is less, or if the withdrawal requires sanction in relaxation of any of the provisions in the Statutes.

DECLARATION

I,do hereby declare that the above statements furnished by me are true and that I agree to abide by the Kerala Private College Teachers Provident Fund Statutes as amended from time to time.

Place:

Dated signature of the subscriber with full official address.

(To be filled in by the Principal)

I recommend for sanction the withdrawal of Rs..... (Rs..... only) by the subscriber.

CERTIFICATES

1. It is certified that I have verified the particulars furnished by the subscriber against columns, 2,3,4,5,6,8 and 11 with reference to the relevant records in my office and that they are found to be correct.

2. It is also certified that I have caused enquiries to be made about the statement contained in the application regarding the object of the proposed withdrawal and that I am satisfied that it is bona fide.

Station:

Dated signature of Principal

VERIFICATION REPORT

1. Total amount at the credit of the subscriber in the Fund
2. Amount admissible under the Statute
3. Statute (s) under which the sanction permitting the withdrawals by the subscriber is to be accorded
4. Any other facts which require special consideration

Account Officer/Principal.

Encl. No.....dated.....

To

The.....
.....

The verification report shall be furnished by the Principal with reference to the latest annual account slip issued by the Account Officer and the office copies of the pay bills. etc., relating to the bills etc., subsequent period.

FORM C

(See Statute 82, Chapter V)

Form of sanction for temporary advance from Kerala

Private College Teachers' Provident Fund

A temporary advance from the Kerala Private College Teachers Provident Fund as particularised below is sanctioned by the undersigned under the Statute regarding that Fund.

1. Subscriber's name
2. Subscriber's designation
3. Subscriber's pay and dearness pay
4. Subscriber's Provident Fund Account No.
5. Amount of advance
6. Object of advance
7. Statute or Statutes under which the advance is sanctioned
8. Balance at credit of the subscriber on this date (as verified from the account last rendered by the Account Office/Head of Institution/ Department
9. Balance of previous advances, if any, outstanding against the subscriber
10. Date of repayment of previous advance, if any
11. Special reasons for granting the advance under Statutes 59(1)(d)
12. Amount of consolidated advance (item 5 and 9) and the Number of instalments in which the consolidated advance is to be recovered¹
13. Amount of each such instalment

To
 The Account Officer (P.F)
 Office of the Director of Collegiate
 Education.
 The District Treasury/Sub Treasury Officer.
 The.....
 Shri.....

Signature of the Sanctioning Authority
 with designation

1. Amendment approved by the senate on 18-10-86 and assent of the Chancellor obtained on 21-2-87 (Kerala Gazette dt.12-5-87)

FORM C.1

(See Statute 82, Chapter V)

1. Subscriber's Name in full
2. Subscriber's designation
3. Subscriber's pay (and D P if any) at the time of sanctioning the withdrawal [pay as defined in Rule 12 (23) Part I, Kerala Service Rule]
4. Subscriber's P F Account No.
5. Object of the non-refundable withdrawal
6. (i) Particulars and amount of loan if any, taken by the subscriber for house building purposes under any housing scheme of State Government

(ii) Particulars and amount of any other assistance received by the subscriber from other Government sources, for the same purpose

[sub-columns(i) and (ii) above need be filled up only if the withdrawal is sanctioned for house building or allied purpose]
7. Balance at the credit of the subscriber on the date of application (as verified from the account last rendered by the Account Officer and subsequent deposits and withdrawals)
8. Date of retirement;
9. Total service rendered by the subscriber on the date of application
10. Amount of the non-refundable withdrawal
11. Statutes and Orders under which sanction is accorded
12. No. of instalments in which payment is to be made
13. Special reasons, if any, for granting the withdrawal

FORM D

(See Statutes 61 and 83, Chapter V)

Form of Bill for payment of Provident Fund Money

Adjustable by

Voucher No.
Date.

Bill for withdrawing final payment/Advance other withdrawals from the Kerala Private College Teachers Provident Fund of Shri/Smt..... of the.....for the month of.....

SL. No.	Name of subscriber and monthly pay	Kerala Private College Teachers Provident Fund Account No.	No. and date of sanction letter of authority	Final payment advance/other withdrawls	Acquittanc
---------	------------------------------------	--	--	--	------------

Total (Net amount required for payment in words Rupees.....)

Space for classification

Signature

(Designation of the Drawing Officer)

Stamp

Station

Date.....

Contents received pay to.....

Pay Rs.

(Rupees)

Treasury Officer Examined and entered

(Signature of the Drawing Officer)

Treasury Accountant

I, Certified that I have satisfied myself that all sums included in bills in Form D drawn 1 month/2 months/3 months previous to this date in favour of Messrs.....Accounts Nos..... with the exception of those detailed Ist below (of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamp duly cancelled for every payment in excess of Rs.20.

II. Certified that the balance at credit/at the credit of the subscriber on the date of the withdrawal covers the sum drawn in the bill. Certified also that the amount asked for in this bill is required to meet the yearly premium due on.....in respect of Policy No.....with the Life Insurance Corporation of India and that the policy in question has been assigned to the Governor and is in the custody of the Account Officer, or the details of the Policy proposed to be taken have been communicated to and accepted by the Account Officer in his letter No.dated.....

Certified also that the number of policies financed from the Kerala Private College Teachers Provident Fund does not exceed four/the number of policies financed from Kerala Private College Teachers Provident Fund exceeds four as these were accepted prior to the commencement of the Kerala Private College Teachers Provident Fund Statutes.

Certified that I have satisfied myself that the amount withdrawn previously on the same account have been utilised by the subscriber for the purpose for which it was intended and that the relevant premium receipt/receipts/has/have been duly encased by me.

Signature

(Designation)

Give details here if more than one policy has to be cited.

FOR USE IN AUDIT OFFICE

Admitted Rs.
Objected Rs.
Auditor.

FORM - E

(See Statute 84, Chapter V)

***Application for Closure of Kerala Private College
Teachers Provident Fund Account**

1. Name in full of subscriber and Account No. (as indicated in the latest annual account statement received from Accounts Officer)
2. Designation
3. Institution in which he is working/
worked last
4. Where he had drawn his salary for the month immediately preceding the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation. If so, furnish the date of drawal of the salary.
5. Date of his quitting service (also state whether he will be quitting/he quitted the service by retirement or proceeding on leave preparatory to retirement. If he already quitted service otherwise, specify whether he quitted service by discharge, dismissal, resignation or death)
6. (a) No. and date of the bill/Treasury voucher in which the last provident fund deduction was made (Also indicate the name of the Treasury where the bill/voucher was encashed) (b) The amount of last Fund deduction-
 - i) Subscription Rs.
 - ii) Refund of advance Rs.

*The Form shall be carefully filled in by the subscriber and submitted to the Principal. In the case of a subscriber who is no more, the Principal shall obtain from the nominee(s) in his/her/their absence from/the other claimant(s) immediately after the death of the subscriber, an application for closure of the account and to forward it with necessary document to the Account Officer within a fortnight of the receipts of the application. The Principal will give such assistance to the nominees or claimants as is necessary to fill in the form of application properly.

- (c) Gross amount of the bill/treasury voucher
 - (d) Net amount of the bill/treasury voucher
 - (e) Date of encashment of the bill/treasury voucher.
7. (a) Whether any temporary advance was sanctioned to him from his Kerala Private College Teachers Provident Fund Account during the twelve months immediately preceding the date of application for closure of the account/his quitting service (if so indicate the amount of the advance, the number and date of sanction and the date of drawal of the amount
- (b) Whether any non-fundable withdrawal was sanctioned to him from P.F. account during the twelve months immediately preceding the date of application for closure of account/his quitting service. (If so, indicate amount of advance, number and date of sanction and the date of withdrawal of the amount. (In both cases, if any amount was sanctioned for payment of insurance premium or for purchase of any policy, that fact should also be noted).
8. Particulars of Life Insurance Policies financed by him from P.F. Money which are to be released

Policy No. and Date of purchase	Sum assured Rs.
1.	
2.	
3.	
4.	

9. Name of the Office through which payment is to be made
10. (A) In the event of death of a subscriber before making final disbursement of the P.F. amount, furnish also-

- (a) Date of birth of the subscriber
- (b) Date of commencement of continuous service under the management
- (c) Date of death
- (d) Whether proof of death in the form of death certificate issued by the Municipal Authorities or other competent authorities is available (the proof of death need be insisted upon only in cases of doubt).
- (e) Whether a valid nomination executed by the subscriber in accordance with the Statutes exists. (If so, furnish the age(s) and name(s) of the nominee(s) and his/her/their relationship to the subscriber).
- (f) In the case of a subscriber who sent in his nomination while unmarried, whether he has acquired a family after the submission of the first nomination and whether he has submitted a fresh one thereafter.

(B) If there is no valid nomination, furnish a list of member(s) of the subscriber's family as defined in Statute 44 of the Kerala Private College Teachers Provident Fund Statutes surviving on the date of death of the subscriber to whom the P F money is payable together with his/her/their name(s) age(s) and respective relationship to the subscriber. (In the case of daughter(s) indicate whether she/they is/are married or unmarried. If married, furnish whether her/their husband(s) is/are alive.

(C). In cases where there is no valid nomination and where no member of the family of the subscriber as defined in Statute 44 of the Kerala Private College Teachers Provident Fund Statutes survives, furnish the name(s) of the person(s) to whom the P.F. money is payable (to be supported by letters of probate or succession certificate, etc.)

D. If the subscriber had continued in service upto the date of his retirement on superannuation, furnish:-

- i) Date of his retirement from service on superannuation
- ii) Amount at his credit in the Fund at the time of his retirement
- iii) Amount finally withdrawn after retirement, if any.

***DECLARATION**

I,.....do hereby declare that the particulars mentioned above are true. I further declare that I do not/do accept the balance standing to my credit in the Kerala Private College Teachers Provident Fund Account No..... communicated to me by the Account Officer in his annual account statement for the financial year ended on the 19..... (**)......(here enter the financial year immediately preceding the date of his quitting service.)

Date of Signature of the subscriber
Nominee(s) other claimant (s) with full
home address

CERTIFICATES

To be filled in by Principal.

1. Certified after due verification with reference to the records available in my office that Shri/Smt..... subscriber to P F Account No.....has drawn on his salary for the month immediatly preceding the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation and that he will be retiring/proceeding on leave preparatory to retirement from service for.....months/has been discharged/dismissed/removed/has resigned/finally from service with effect from.....F.N./A.N. and his resignation has been accepted.

*** Certified also that he has quitted service with the prior permission of the Department to take up appointment in any Government Service.

2. Certified further after the verification with reference to the records available in my office that no temporary advance/non-refundable withdrawal was sanctioned to the subscriber from his Provident Fund account during the 12 months immediately preceding the date of his application for closure of the account/his proceeding on leave preparatory

* If the application is submitted by a nominee or other claimants, the second sentence in the declaration may be scored off.

** If the subscriber has not received the annual account statement for the financial year immediately preceding the date of his quitting service, he may indicate here the year of the latest annual account statement received by him. In cases where the subscriber does not accept the balance communicated to him, he should furnish briefly in a separate letter the reasons for not accepting the balance.

*** This certificate is not necessary in cases othr than resignation.

to retirement/quitting service. Certified also after due verification with reference to the records available in my office that the following temporary advance(s)/non-re-fundable withdrawal was/were sanctioned to the subscriber from his Provident Fund account during the twelve months immediately preceding the date of his application for the closure of P.F. account/his proceeding on leave preparatory to retirement/quitting service.

Amount of Temporary advance Rs.	Amount of non-refundable withdrawal Rs.	No. and date of sanction	Date of Voucher No. withdrawal
1.			
2.			
3.			
4.			

3. Certified also that the entries against column 1, 2, 3, 6 and 8 furnished by the subscriber/nominee(s) claimant (s) have been verified me with reference to my office records and found correct.

Signature of Head of Institution

Station:
Date :

FORM F

(See Statute 84, Chapter V)

Office of the.....

No.
From

The

To

The

Sir,

With reference to your letter No.....dated.....
intimating that.....quitted the service/died.....
on.....and asking for payment of the amount at.....
.....credit. (Account No.....) in the
Kerala Private College Teachers Provident Fund on that date, I
authorise you to draw a sum ofRs. (.....)
representing the amount of.....deposit with interest
calculated up to.....by presenting bill at the
.....treasury/cash counter
of this office.

2. The disbursement should be made in terms of Statutes of the Kerala Private College Teachers Provident Fund and a certificate of disbursement of the amount furnished in your next establishment bill
3. The deceased by a declaration, dated.....desired that the whole/portion of his accumulations in the Fund should be paid to the persons named below in the proportions mentioned against each.
4. The payee should be informed that he/she shall have to accept the amount when tendered.
5. The.....has been advised accordingly.

Yours faithfully,

(Signature)
(Designation)

Copy to the

for information and favour of necessary action.

(Signature)
(Designation)

Note: Paras 2 and 3 may be cut out when not required.

FIRST SCHEDULE

[See Statute 55 (3), Chapter V]

(FORM OF NOMINATION)

I (Name).....hereby nominate the person(s) mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable or having become payable, has not been paid.

Name and full address of nominee (s)	Relation-ship with the subscriber	Age	Share payable to each	Contingen-cies on the happ-ening of which the nomination shall be-come in-valid	Name Address, & age of the person to whom the ri-ght of the nominee sha-ll pass in the event of his prede-cesing the subscriber	Name and address of the person to whom share is to be paid on behalf of min-or
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Dated this.....day of.....19.....at.....

Signature of Subscriber

Name:

Account No.

Two witnesses to signature (1) (2)

Countersignature of Zonal Deputy Director of Collegiate Education Department,

INSTRUCTIONS

- Column 1:- A subscriber can nominate more than one person. If he/she has a family as defined in the Kerala Private College Teachers Provident Fund, the nomination shall not be in favour of any person who is not a member of the family.
- Column 4:- If the subscriber nominates only one person, the words "In full" may be noted, otherwise the share payable to each so as to cover the whole amount standing at the credit of the subscriber may be specified.
- Column 5:- Death need not be shown as a contingency. In the case of persons having no family as defined in Kerala Private College Teachers Provident Fund, the subscriber shall state that the nomination shall become invalid in the event of his subsequently acquiring, a family, similiary in the case of a subscriber having only one member in the family and who wishes to nominate another person as alternate nominee he shall specify that the right conferred on the alternate nominee shall become invalid in the event of the subscriber acquiring an additional member in the family.
- Columns 6 & 7:- The name to be specified in these columns shall be that of a person other than the subscriber or nominee.
- Account No.- In the case of a person who filed the nomination along with application for admission to the fund, this will be furnished by the Account Officer.

SECOND SCHEDULE

[See Statute 66 (1) (a) Chapter V]

FORMS OF ASSIGNMENT

I

I, A.B. ofhereby assign unto the Governor of Kerala the within policy of assurance as security for payment of all sums which under statutes 70 of the Kerala Private College Teachers Provident Fund Statutes,.....I may hereafter become liable to pay to that fund.

I hereby certify that no prior assignment of the within policy exists.

Dated this.....day of.....19.....

One witness to signature: (Signature of subscriber)

Station:

II

We, A.B. (the Subscriber) of.....and C.D. (the joint assured) of.....in consideration of the Governor agreeing at our request to accept the withdrawal of the sum of Rs..... from the sum at recredit of the said A.B. in the Kerala Private College Teachers Provident Fund for the payment of the premium of the within policy of assurance hereby jointly and severally assign unto the said Governor the within policy of assurance as security for payment of all sums which under Statute 20 of Kerala Private College Teachers Provident Fund Statutes the said A.B. may hereafter become liable to pay to the fund:

We hereby certify that no prior assignment of the within policy exists.

Dated this.....day of.....19.....

(Signature of Subscriber and the Joint assured)

One witness to signature:

Station:

Note:- The assignment may be executed on the policy itself either in the subscriber's handwriting or in type; or alternatively a typed or printed slip containing the assignment may be pasted on the blank space provided for the purpose on the policy. A typed or printed endorsement must be duly signed and if pasted on the policy it must be initialled across all four margins.

III

I, C.D. wife of A B and the assignee of the within policy, having, at the

request of A B the assured agree to release my interest in the policy in favour of A.B. in order that A.B. may assign the policy to the Governor of Kerala who has agreed to accept with withdrawal of the sum of Rs.....from the sum at credit of the said A.B. in the Kerala Private College Teachers Provident Fund for payment of the premium of the within policy of assurance, hereby at the request and by the direction of A.B. assign and I, the said A.B. assign and confirm unto the said Governor the within policy if assurance as security for payment of all sums which under statute 70 of Kerala Private College Provident Fund Statutes, the said A.B. may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this.....day of.....19.....

One witness to Signature:

(Signature of the assignee and the subscriber).

Station:

THIRD SCHEDULE

(See Statute 68 Chapter V)

Form of reassignment by the Governor of Kerala

I

All sums which have become payable by the above named Teacher A.B under statute 70 of the Kerala Private College Teachers' Provident Fund Statutes having been paid and all liability for payment by him of any such sums in the future having ceased, the Governor doth hereby reassign the within policy of assurance to the said A.B/A.B. and C.D.

Dated this.....day of.....19.....

Executed by--

Account Officer (for and on behalf of the Governor in the presence of)

XY

(Signature of Account Officer)

YZ

(One witness who should add his designation and address)

Witness:

THIRD SCHEDULE

(See Statute 68 Chapter V)

Form of reassignment by the Governor of Kerala

II

The abovenamed A.B. having died on theday of 19.....
the Governor doth hereby reassign the within policy assurance to C.D.

Dated thisday of19.....

Executed by:-

Account Officer (for and on behalf of the
Governor of Kerala in the presence of)

XY
Signature of Account Officer
XZ

the witness who should add
(his designation and address)

FOURTH SCHEDULE

(See Statute 69 Chapter V)

Form of reassignment by the Governor of Kerala

The Governor of Kerala doth hereby reassign the within policy to the
said A.B/A.B. and C.D.

Dated thisday of19.....

Executed by--

Accounts Office (for and on behalf
the Governor in the presence of)

XY
(Signature of the Accounts Officer)
YZ

the witness who should add his designation and address)

APPENDIX I

(See Statute 76 Chapter V)

Payment of amounts to nominees

1. Any sum payable under Statute 76 to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

2. When a nominee is a dependent of the subscriber as defined in clause (c) of section (2) of the Provident Funds Act, 1925, the amount vest in such nominee under sub-section (2) of section 3 of the Act.

3. When the subscriber leaves no family and no nomination made by him in accordance with the provisions on Statute 55 subsists or of such nomination relates only to and part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (i) of section 4 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

APPENDIX II

[See Note 2 (ii) under Statute 76, Chapter V]

Forms of Bond of Indemnity for drawal of Provident Fund money due to the minor child/children of a deceased subscriber by a person other than its/their natural guardian where each minor's share does not exceed Rs. 500

KNOW ALL MEN BY THESE PRESENTS THAT WE.....SRI.....

(Here enter name and address) hereinafter called the bounden (a) and Sri.....and Shri..... (b) (here enter names and addresses) hereinafter called "the sureties" do hereby bind ourselves and each of us our and each of our heirs, executors and administrators jointly and severally to pay to the Government of Kerala (hereinafter referred to as the 'Government') on demand the sum of Rs.....(Rupees in words)..... Signed and dated this the.....day of..... one thousand nine hundred and

WHEREAS (C)was at the time of his death a subscriber to the Kerala Private College Teachers Provident Fund and WHEREAS the said (c).....died on the day of..... 19.....and a sum of Rs.....(Rs.....) is payable by the Government on account of his Kerala Private College Teachers Provident Fund accumulations AND WHEREAS the above bounden (2).....herinafter called the claimant(s) Claim(s) * the said sum on behalf of the minor/child/children of the said (C).....but has/have not obtained a guardianship certificate.

AND WHEREAS THE claimant(s) has/have satisfied the (d)..... (Officer concerned) that he/she/they/is/are entitled to the aforesaid sum and that would cause undue delay and hardship/if the claimant(s) were required to produce a guardianship certificate/AND WHEREAS Government desire to pay the said sum of the claimant(s) but under the Statutes and orders it is necessary that the claimant(s) should first execute a bond with two sureties to indemnify Government against all claims to the amount so due as aforesaid to the said (c)..... (deceased) before the said sum can be paid to the claimants.

NOW THE CONDITION of this bond is such that if after payment has been made to the claimant(s), the claimant(s) or sureties shall in the event of a claim being made by any person other than the claimant (s) against Government with respect of the aforesaid sum of Rs..... refund to Government the sum of Rupees.....(Rs.....) and shall always indemnify and save Government harmless from all liability in respect of the aforesaid sum and all cost incurred in consequence of any claim thereto.

Then the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue;

The liability of the sureties under this bond is co-extensive with that of the bounden and shall not be affected by the Government giving time or any other indulgence to the bounden:

Provided further that the bounden and the sureties do hereby agree that all sums found due to the Government under or by virtue of this bond may be recovered jointly and severally from them and their properties movable and immovable as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as the Government may, deem fit.

-
- a) Full name of claimant(s) with place(s) of residence
 - b) Full name(s) of the sureties.
 - c) Name of deceased.
- Here insert "to be entitled to or "as guardian", as the case may be
- d) Title of the officer responsible for payment.

Signed by the Bounden Sri.....
in the presence of witnesses:

- 1)
- 2)

Signed by the Sureties Sri.....
and Sri.....

in the presence of witnesses

- 1)
- 2)

APPENDIX III

(See Note 3 under Statute 76, Chapter V)

Form of Indemnity that should be taken for authorising payment the Kerala Private College Teachers Provident Fund deposits without insisting on the production of letters of administration or other legal authority to a person claiming payment as heir of the deceased nominee of the subscriber

KNOW ALL MEN BY THESE PRESENTS that we Sri.....(Here enter name and address) (Hereinafter called "the bounden") (a) and Sri.....and Sri.....(b) (Here enter name and addresses) (hereinafter called "the sureties") hereby bind ourselves and each of us and each of our heirs, executor and administrators jointly and severally to pay to the Governor of Kerala (hereinafter referred to as "the Government" on demand the sum of(Rupees..... in words.)

Signed and dated this the.....day of..... thousand nine hundred and seventy.....

WHEREAS (c).....was at the time of his/her death a subscriber to the Kerala Private College Teachers Provident Fund and WHEREAS the said (c)..... died on the day of.....19.....

WHEREAS a sum of Rupees (Rs.....) is payable to (d)..... the nominee of the said (c)..... by the Government on account of the Kerala Private College Teachers' Provident Fund Accumulation of the said (c).....AND WHEREAS the said (d)..... predeceased the said (c)...../died after the said (c)..... but before receiving payment;

AND WHEREAS the above bounden [hereinafter called the claimant(s)] the said sum but has/have not obtained probate or letters of administration or other legal authority;

-
- (a) Full name(s) of the claimant (s) of residence.
 - (b) Full name of the surety.
 - (c) Full name of the subscriber.
 - (d) Full name of the nominee.

AND WHEREAS-----/Government desire(s) to pay the said sum to the claimant(s) but consider(s) is necessary that the claimant(s) should first execute a bond with two sureties to indemnify the Government against all claims to the amount so due as aforesaid before the said sum can be paid to the claimant(s) NOW THE CONDITION of this bond is such that if after payment has been made to the claimant(s), the claimant(s) or the said sureties shall in the event of a claim being made by any person other than the claimant(s) against the Government with respect to the aforesaid sum of Rupees (Rs.....) refund to the Government the sum of Rs..... and shall otherwise indemnify and save the Government harmless from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of any claim thereto.

THEN the above written bond or obligation shall be void but otherwise the same shall remain in full force and virtue.

The liability of the sureties under this bond is co-extensive with that the bounden and shall not be affected by the Government giving time or any other indulgence to the bounden:

Provided further that the bounden and the sureties do hereby agree that all sums found due to the Government under or by virtue of this bond may be covered jointly and severally from them and their properties movable and immovable as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as the Government may deem fit.

Signed by the bounden Sri.....
In the presence of witnesses.....

- (1)
- (2)

Signed by the sureties Sri.....
and Sri.

In the presence of witnesses.

- (1)
- (2)

APPENDIX IV

[See Statute 4 (2)]

**Form of option for teachers in Private Colleges who
entered service prior to 1-4-1958**

I,.....hereby opt to be governed by Chapter II of the First Statutes on Pension prescribed under the Calicut University Act, 1975 (5 of 1975).

I,.....hereby opt for the age of retirement of 60 years and thus to be governed by the provisions of Chapter III of the first Statutes on pension prescribed under the Calicut University Act, 1975 (5 of 1975).

Signature:
Name:
Designation:
Office/Department

Station:
Date :

APPENDIX - V

(See Statute 4 (b))

FORM OF RE-OPTION

I,..... hereby re-opt to be governed by Chapter II of the First Statutes on Pension, Provident Fund, Gratuity, Insurance and age of retirement of Teachers of Private Colleges, prescribed under the Calicut University Act, 1975.

Signature :

Name :

Designation:

Station:

Date :

NOTIFICATION-II

No.35729-A/B2/75/H.Edn.

Dated, Trivandrum, 30th March 1976.

In exercise of the powers conferred by Section 82 of the Calicut University Act, 1975 (5 of 1975), the Government of Kerala hereby make the following First Statutes in respect of Pension, Provident Fund, Gratuity, Insurance and age of retirement of the Members of the Non-Teaching staff in Private Colleges and for those in Oriental Title Colleges, namely:-

First Statutes

First Statutes regarding teaching staff to apply to certain other categories:- The First Statutes in respect of Pension, Provident Fund, Gratuity, Insurance and age of retirement of teachers in Private Colleges issued under Notification No.35729/B2/75/Higher Education dated 30-3-1976 and published in the Kerala Gazette Extraordinary dated 1-4-1976 shall mutatis mutandis apply to all the members of the non-teaching staff in Private Arts and Science Colleges, Private Engineering College, Private Training Colleges and to the teachers and members of the non-teaching staff in Oriental Title Colleges (Arabic Colleges), subject to the following modifications, namely:-

(i) (a) to clause (1) of Statute 3, the following provisos shall be added, namely:-

"Provided that the members of the non-teaching staff of Private Arts and Science Colleges, Engineering College and Private Training Colleges, who entered service before 1-4-1962, shall be given option to retire at sixty years of age or to opt for Chapter II:

Provided further that those members of the non-teaching staff who are in the Last Grade [as defined in Rule 12 (16-A) of Part-I of the Kerala Service Rules] on 7th April, 1970 will retire on the after noon of the last day of the month in which they attain the age of 60 years, subject to the condition that this benefit will be available to them only so long as they continue to be in the last grade service:

Provided also that teachers and non-teaching staff of Oriental Title Colleges (Arabic Colleges), who entered service before 15-4-1966 shall have the right to retire at the age of sixty and be governed by the provisions of Chapter III or to opt for those in Chapter II.

(b) Nothing contained in clauses (3), (4), (5) and (6) shall apply to the members of the non-teaching staff of Private Colleges.

(ii) In Statute 10, for the Table the following Table shall be substituted, namely:-

TABLE

Category	Those who have not completed the age of 30 years	Those who have completed the age of 30 years but not 35 years	Those who have completed the age of 35 years but not 40 years
	Rs.	Rs.	Rs.
1. Non-teaching staff-supervisory (Senior Superintendent, Junior Superintendent and Head Accountant)	3,000	2,500	2,000
2. Non-teaching staff (Other than supervisory and last grade) and Librarian	2,000	1,500	1,000
3. Non-teaching staff-last grade	1,000	1,000	1,000
<i>Oriental Title Colleges</i>			
4. Principal	5,000	4,500	4,000
5. Lecturer Gr.I	3,000	2,500	2,000
6. Lecturer Gr.II	2,000	1,500	1,000

(iii) in Statute 27(1), (c), for the expression "Contributory Provident Fund for Private College Teachers", the expression "Contributory Provident Fund for members of the non-teaching staff of Private Colleges" shall be substituted:

(iv) In Statute 45 (1), for the expression "the Kerala Private College Teachers Provident Fund", the expression "the Kerala Private College Non-Teaching Staff Provident Fund" shall be substituted.

2. This Statute shall come into force at once.

By order of the Governor,

V.VENKITANARAYANAN,
Special Secretary to Government,

Explanatory Note

These do not form part of the Notifications but are intended to give the general purport.

Section 82, Calicut University Act, 1975 (5 of 1975), confers power on the Government to make the First Statutes of the University of Calicut, notwithstanding anything contained therein. It is considered necessary that First Statutes in respect of Pension, Provident Fund, Gratuity, Insurance and age of retirement of the members of teaching and non-teaching staff in Private Colleges and Oriental Title Colleges under the Calicut University should be issued forthwith. The present notifications are intended to achieve this subject.

THE CALICUT UNIVERSITY STATUTES 1976
(Constitution of Faculties & Boards of Studies)

Government of Kerala
1976

Reg.No.KL/TV/12

KERALA GAZETTE

EXTRA ORDINARY

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(No.123)

7th Phalgun 1897

GOVERNMENT OF KERALA

Higher Education (B) Department

NOTIFICATION

No.21642/B1/75/H.Edn.

Dated, Trivandrum, 24th February 1976.

S.R.O.No.249/76.- In exercise of the powers conferred by section 82 of the Calicut University Act, 1975 (5 of 1975), the Government of Kerala hereby make the following First Statutes for the constitution of the Faculties and the Boards of Studies of the University, namely:-

CHAPTER I

GENERAL

1. *Short title and commencement*. -- (1) These Statutes shall be called the Calicut University (Constitution of Faculties and Boards of Studies) First Statutes, 1976.

(2) They shall come into force at once.

2. *Definitions*. -- In these statutes, unless the context otherwise requires,-

- (a) "Act" means the Calicut University Act, 1975 (5 of 1975);
- (b) "Head of Department" means the officer in charge of a department responsible for its administration including its day to day working who draws a pay of not less than that of a Reader;
- (c) The words and expressions used and not defined in these Statutes but defined in the Calicut University Act, 1975 (5 of 1975) or in the Interpretation and General Clauses Act, 1125 shall have the meaning respectively assigned to them in those Acts.

CHAPTER II

FACULTIES

3. *Faculties* .-- The University shall have the following Faculties:
- (i) The Faculty of Humanities including Philosophy
 - (ii) The Faculty of Science
 - (iii) The Faculty of Engineering
 - (iv) The Faculty of Language and Literature (including English)
 - (v) The Faculty of Fine Arts
 - (vi) The Faculty of Commerce and Management Studies¹
 - (vii) The Faculty of Medicine
 - (viii) The Faculty of Education
 - (ix) The Faculty of Ayurveda
 - (x) The Faculty of Law
 - (xi) The Faculty of Journalism
 - (xii) Such other faculties as may be instituted by the Senate from time to time.
4. *Departments*.-- Each Faculty shall comprise such Departments of Study as may be prescribed by the Ordinances.
5. A person may be a member of more than one Faculty, but shall have only one vote in elections from the combined Faculties or at joint meetings of Faculties.
6. *Dean*.-- (1) The Dean shall be the Chairman of each Faculty.
- (2) The Deanship shall be confined to the Chairman of the Boards of Studies.
7. *Reconstitution*.-- Each Faculty shall be reconstituted every three years. Every member of the Faculty, shall hold the office until the next reconstitution of the Faculty.
8. *Temporary absence of Deans* .-- During the temporary absence of the Dean, the Vice-Chancellor may nominate a member of the Faculty to act as Dean of the Faculty.
9. *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.
10. *Absence from meetings*.-- If the Dean or any member who has been nominated to the Faculty remains unauthorisedly absent from three conse-

1 Amendment approved by the senate on 29-7-87. Assent of the Chancellor obtained on 3-11-87 (Kerala Gazette dt.12-1-1988)

cutive meetings of the Faculty he shall incur the disqualification specified in the sub-section (4) of section 44 of the Act. It shall thereupon be competent for the Registrar to take steps for filling up the vacancy arising as a result of such disqualification, after giving intimation to the person affected.

11. *Powers of the Faculty* .-- A faculty shall have power--

(1) to consider and report on any matter referred to it by the Senate, the Syndicate, the Academic Council, the Students' Council or the Vice-Chancellor;

(2) to make recommendations to the Academic Council/Syndicate in all matters relating to the organisation of University teaching, course of study, examination and research in the subject of study comprised in the Faculty and to propose additions or amendments to the Ordinances or Regulations as the case may be, relating to these matters for the consideration of the Syndicate or the Academic Council as the case may be;

(3) to recommend to the Syndicate, the names of persons suitable for appointment as Examiners in the subject comprised in the Faculty;

(4) to call for proposals from the Boards of Studies in the subjects comprised in the Faculty regarding syllabi and text-books for the courses of study;

(5) to consider any report or recommendation of any Boards of studies comprised in the Faculty;

(6) to remit any matter to the Boards of Studies comprised in the Faculty for consideration and report;

(7) to appoint Committees of the Faculty to consider and report on matters referred to them;

(8) to recommend to the Vice-Chancellor the holding of joint meetings of two or more Faculties to consider any matter of common interest to them; and

(9) to recommend the syllabi and text-books, in consultation with the Boards of Studies, for the courses of study in the subjects comprised in the Faculty.

12. *Meetings*.- (1) Every Faculty shall meet at least once in every academic year.

(2) Every meeting of a Faculty shall be convened by the Registrar.

(3) The Vice-Chancellor may, at any time cause a meeting of a Faculty to be convened.

13. *Joint meetings of Faculties*.- (1) The Vice-Chancellor may direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty.

(2) Joint meetings of two or more faculties shall be convened by the Registrar and shall be presided over by the Vice-Chancellor or in his absence by one of the Deans of the Faculties nominated by the Vice-Chancellor for the purpose.

14. *Notice of meetings.*-Fifteen clear days' notice shall be given for a meeting of Faculty or a joint meeting of Faculties.

15. *Quorum.*-(1) The quorum for a meeting of a Faculty shall be one third of the number of members of the Faculty.

(2) The quorum for a joint meeting of two or more Faculties shall be one-third of the total number of members in the said Faculties, no one member however, being counted more than once.

16. *Conduct of business.*- The conduct of business at meetings of Faculties shall be regulated in accordance with the Statutes governing meetings of the Senate, in so far as they are applicable.

17. *Annual Meeting.*-Every Faculty shall consider at its annual meeting the recommendations made by the Board of studies comprised in the Faculty regarding text-books and syllabi and recommend the test-books and syllabi for the courses and examinations relating to the subject assigned to that Faculty.

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

19. *Minutes of meetings.* -- (1) Within three weeks after a meeting of a Faculty, the minutes of the meeting shall be prepared and forwarded by the Registrar to the members of the Faculty:

Provided that the draft of the minutes shall first be approved by the Dean or the Chairman of the meeting.

(2) Any member of the Faculty who was present at the meeting, may, within ten days of the issue of the minutes communicate to the Registrar in writing any exception he may take to the correctness thereof.

The minutes together with the exception taken shall be laid before the Academic Council

CHAPTER III

BOARDS OF STUDIES

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

Provided however that post-graduate studies in each subject may have separate Board of Studies.

(2) The Boards of Studies shall be constituted by the Syndicate.

(3) The members of the Boards of Studies other than ex-officio members shall be appointed by the Syndicate.

21. *Boards for each Department* .-- (1) There may be separate Boards of Studies in such branches of knowledge as the Syndicate may decide, to deal with matters relating to post-graduate studies.

(2) The constitution and functions of the Boards of Studies shall be as hereinafter prescribed.

22. *Election of Members from Boards of Studies*.-- The Election of two members from each Board of Studies referred to in clause (b) of sub-section (3) of section 26 of the Act, shall be conducted in accordance with the provisions contained in Chapter I and II of the Calicut University (Conduct of Elections to various Authorities or Bodies) First Statutes, 1975 and the provisions of Chapter V of those Statutes, shall, *mutatis mutandis* apply, in case there is any dispute regarding the election:

Provided that Statutes 12 to 23 of Chapter I of the said Statutes shall not apply to this election.

23. *Members* .-- Each Board shall consist of-

(a) the University Professor or where there is no Professor, the Head of the University Department or Section of Study or Research in the subject for which the Board is constituted; and

(b) not less than three and not more than nine other members:

Provided that in the case of a subject in which there are two Boards:-

(i) the number of members in each Board shall not be less than five or more than eleven including *ex-officio* members;

(ii) the University Professor or the Head of the University Department or Section, as the case may be, shall be a member *ex-officio* of the Board for post-graduate studies; and

(iii) the Chairman of the one Board shall be a member *ex-officio* of the other Board in the subject.

24. *Reconstitution*.-- The Boards of Studies shall be reconstituted by the Syndicate once in three years.

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

26. *Chairman*.-- One of the members of each Board shall be nominated by the Vice-Chancellor as the Chairman.

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

28. *Powers.* -- Each Board shall have power:

- (1) to recommend for the guidance of teachers and students, books in which the prescribed subjects are suitably treated, and to recommend text-books when such are required;
- (2) to recommend persons suitable for appointment as Question Paper Setters, Examiners in the subjects with which it deals;
- (3) to make recommendations in regard to courses of study and examinations in the subject with which it deals.
- (4) to address the Faculty or Faculties concerned regarding improvements in the courses of study, and
- (5) to consult specialists who are not members of the Boards.
- (6) to recommend to the Academic Council, for its approval, the preparation and publication of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects; together with a synopsis of the selections or anthologies and the names of the authors and masters and of the persons who may in its opinion be appointed to make the selections.
- (7) to bring to the notice of the Academic Council or the Syndicate as the case may be matters of importance relating to the examinations in each subject or group of subjects.

29. *Meetings.* -- (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 by the Registrar at such times as may be necessary, or on the written request of not less than one-third of the number of numbers serving on the Board at the time.

(3) Where, in the temporary absence of the Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Registrar shall convene the meeting.

(4) A joint meeting of two or more Boards may be held, when the Syndicate or the Academic Council or the Vice-Chancellor so directs,

the disposal of any question affecting those Boards. Such joint meetings shall be convened by the Registrar.

Chairman to preside .-- (1) The Chairman of a Board shall preside at meetings of the Board. In the absence of the Chairman, the members present shall elect a Chairman for the meeting.

2) When a joint meeting of two or more Boards is held, the members present shall elect a Chairman for the meeting.

Quorum .-- The quorum for a meeting of any Board shall be simple majority of the strength of the Board, fractions, if any, being ignored. The quorum for a joint meeting of two or more Boards shall be one-half the total number of members in those Boards, fractions, if any, being rounded and no one member, however, being counted more than once.

In case there is no quorum for any meeting, the agenda shall be discussed by the members present and the minutes of the discussion shall be circulated among members with the agenda for approval. The final minutes shall be prepared by the Chairman and forwarded to the Registrar.

Procedure .-- Except as hereinbefore provided, the ordinary law of meetings shall be applicable to the meetings of the Board of Studies.

Minutes .-(1) Every resolution of the Board as it is passed should be recorded at the meeting and read out by the Chairman at the meeting itself.

2) The Chairman of the meeting shall send to the Registrar a copy of the minutes as approved at the meeting within ten days after the date of the meeting.

Opinion by circulation .- It shall however be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Board of Studies by circulation. Such opinion together with the action taken thereon shall be communicated to all the members.

By order of the Governor,

V. VENKITANARAYANAN,
Special Secretary to Government.

Explanatory Note

This does not form part of the notification but is intended to the general purport.

Section 82 of the Calicut University Act, 1975 (5 of 1975) confers power on the Government to make the First Statutes of the University of Calicut notwithstanding anything contained therein. Sub-section of section 26 lays down that each Faculty shall exercise such powers and perform such duties as may be prescribed by the Statutes. Section (3) of section 28 stipulates that the constitution and powers of the Boards of Studies shall be prescribed by Statutes. Government considers that the reconstitution of the Faculties and the Boards of Studies is long over due. The present notification is intended to achieve this object.

THE CALICUT UNIVERSITY FIRST SEMESTER 1977

KERALA GAZETTE

EXTRAORDINARY

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THE CALICUT UNIVERSITY FIRST STATUTES, 1977

(Issued under Act 5 of 1975)

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GOVERNMENT OF KERALA
Higher Education (B) Department

NOTIFICATION

No. 34721/B2/76/H.Edn.

Dated, Trivandrum, 7th June 1977.

S.R.O.No.560/77 --In exercise of the powers conferred by section 82 of the Calicut University Act, 1975 (5 of 1975) and in supersession of all Statutes on the subject, the Government of Kerala hereby make the following First Statutes:-

THE CALICUT UNIVERSITY FIRST STATUTES, 1977

CHAPTER I

PRELIMINARY

1. Short title and commencement

(1) These Statutes may be called the Calicut University First Statutes 1977.

(2) They shall come into force at once

2. Definitions

(1) In these Statutes, unless the context otherwise requires:

(a) "Academic Year" means a period of twelve months commencing from the first day of June;

Provided that in the case of teachers who are granted extension of service till the end of the academic year, the academic year shall mean the period of ten months commencing from the first day of June.

(b) "Act" means the Calicut University Act, 1975 (5 of 1975);

(c) "Chapter" means a chapter of these Statutes;

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

(e) "College of Oriental Languages" means a College in which provision is made for courses of study in Oriental Languages only and for the preparation of students for degrees, titles or diplomas of the University in such languages;

(f) "Department" means a Calicut University Department of Study and/or Research or a Department functioning for a specific service maintained at the cost of the Calicut University Fund;

- (g) "First Grade College" means a college which instructs students for examination qualifying for degrees;
- (h) "Head of Department" means the officer in charge of a Department who is responsible for its administration including its day to day working;
- (i) "Junior College" means a college imparting instruction in pre-degree courses only;
- (j) "Laws of the University" means the provisions contained in the Calicut University Act, 1975 (5 of 1975) and the Statutes, the Ordinances, the Regulations, Rules and Bye-laws made under the Act;
- (k) "Member of the establishment of the University" means any member of the staff in the administrative and ministerial wings or sections of the University, below the rank of Deputy Registrar and also any member of the administrative and ministerial staff of the constituent units of the University, but shall not include a teacher of the University;
- (l) "Motion" Means anything moved either by resolution or by amendment;
- (m) "Professional College" means a college in which instruction is given in any of the following subjects, namely:-
 - (i) Engineering and Technology
 - (ii) Medicine
 - (iii) Ayurveda
 - (iv) Homoeopathy
 - (v) Law
 - (vi) Education
- (n) "Resolution" means an original assertive statement;
- (o) "Salaried Officer" means an employee of the the University in classes I,II, and III as specified in Statute 6 of Chapter IV of these Statutes;
- (p) "Section" means a section of the Act;
- (q) "Special meeting" means a special meeting of the Senate convened under sub-section (3) of section 20 of the Act.
- (r) "Subject of study" means a subject for which a separate Board of Studies is set up;
- (s) "University Employee" means every person (other than 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 Calicut University Fund;

(t) "University service" means service under the Calicut University, otherwise than as a teacher.

(2) The words and expressions used and not defined in these Statutes but defined in the Calicut University Act, 1975 or in the interpretation and General Clauses Act, 1125 shall have the meaning respectively assigned to them in those Acts.

3. Repeal of certain Ordinances

The Ordinances issued under the Kerala University Act, 1957(14 of 1957) which are in force in the University area shall stand repealed in so far as matters for which provision is made in these Statutes.

Provided that any order made or action taken under the ordinances so repealed shall be deemed to have been made or taken under the corresponding provisions of these statutes.

CHAPTER 2

OFFICERS OF THE UNIVERSITY

VICE-CHANCELLOR

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

(1) A member to be elected by the Senate for appointment to the Committee referred to in sub-section (1) of section 10 shall be elected at a meeting of the Senate specially convened for the purpose (hereinafter in this Statute referred to as the meeting) by the majority of the members present and voting at the meeting.

(2) Notice of not less than ten days shall be given for the meeting.

(3) One-fifth of the total number of members of the Senate shall form the quorum at the meeting.

(4) In the case of equality of votes at the meeting, the Chairman or the person presiding shall have a second or casting vote.

(5) The manner in which the votes of the members shall be taken at the meeting shall be at the discretion of the Chairman or the person presiding.

(6) If, on the announcement by the Chairman or the person presiding, of the result of voting, any member demands a poll, the same shall be taken in accordance with such method as may be determined by the Chairman or person presiding.

(7) The result of the poll shall be announced by the Chairman or the person presiding, and shall not be challenged.

CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR

2. General Supervision

(1) The Vice-Chancellor shall be a whole-time salaried officer of the University who shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the Authorities of the University.

(2) Where an employee of-

(a) the University; or

(b) any other University or Institution maintained by, or affiliated to the University is appointed as the Vice-Chancellor, he shall be allowed to continue to contribute to the provident fund to which he is a subscriber, and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

3. Eligibility for travelling and daily allowance

He shall be entitled to travelling and daily allowance at such rates as may be fixed by the Chancellor. The Travelling Allowance Bills and other Bills of the Vice-Chancellor shall not require any countersignature.

4. Eligibility for leave

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

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

5. Eligibility for leave without pay

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

Provided that such leave may be converted into leave on full pay to the extent to which he is entitled to leave under Statute 4

6. Sanction of leave

The Chancellor shall sanction leave to the Vice-Chancellor.

7. Eligibility for casual leave

The Vice-Chancellor shall be entitled to get casual leave for 18 days in a calendar year and such number of Restricted Holidays as are allowed to officers of the Government from time to time.

8. Deputation

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

9. Mode of Resignation

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

10. Sanction of grants

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

11. Inspection of Institution

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

12. Power of Vice-Chancellor to transfer employees and posts

The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another such institution.

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:--

A. Academic and Administrative

- (1) to sanction study leave, special disability leave and leave without allowances to all employees and officers of the University Office and to the teachers and non-teaching staff in the Departments of the University;
- (2) to sanction deputation of delegates to conferences and seminars
- (3) to grant exemption from production of attendance certificate in respect of a language to students studying in colleges in which that language is not taught, provided the conditions laid down in the relevant Ordinances are satisfied;
- (4) to grant extra time to disabled candidates for answering papers at University Examinations, on the recommendations of the Principal;
- (5) to accept, in deserving cases, applications from candidates for admission to University Examinations who could not remit the examination fee within the prescribed time
- (6) to grant increments and declare the probation of University employees above the rank of Assistant Registrars, Officers of the University and to the teachers of the University above the rank of Lecturers;
- (7) to approve the appointment of Medical Officers in affiliated colleges for medical examination of students and to grant exemption therefrom;

- (8) to appoint external experts and chairman for qualifying and for final examination and appointment of examiners for valuation of Ph.D. thesis;
- (9) recognition of Hostels;
- (10) registration of candidates for research;
- (11) recognition of supervising teacher;
- (12) change of subject of research subjects and conversion of research from part-time to full time and vice-versa.
- (13) to issue orders in recognition of research centres on the basis of the report of Expert Committee;
- (14) to appoint Inspection Commission for inspection of colleges which seek affiliation;
- (15) to issue orders on continuation of affiliation;
- (16) to sanction change of group and grant exemption from minimum attendance to the students according to rules;
- (17) to sanction write off irrecoverable revenue and negative value of unserviceable articles upto Rs.2,000.

8. *Financial:*

- (1) to make arrangements for additional charge in leave vacancies and such other short term temporary vacancies when substitutes are not required;
- (2) to open new Heads of Accounts in connection with schemes already sanctioned by the Syndicate.
- (3) to sanction transfer approval of funds from one minor head to another within the major head;
- (4) to accord sanction for all works, original or repairs upto a maximum of Rs.50,000. (Rupees Fifty thousand) where the following conditions are satisfied, viz:-
 - (a) The work is one included in a scheme approved by the Syndicate; and
 - (b) Funds have been provided in the University Budget.
- (5) to fix the amount of permanent advance of officers and Heads of Institutions under the University
- (6) To sanction advances for departmental purpose, exceeding Rs.500 and upto a limit of Rs.75,000 (Rupees Seventy-five thousand only) against specific budget provision where the concerned scheme has been sanctioned by competent authority.
- (7) to sanction excursion charges to the students of the University subject to budget provision;

10. Sanction of grants

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

11. Inspection of Institution

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

12. Power of Vice-Chancellor to transfer employees and posts

The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another such institution.

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:-

A. Academic and Administrative

- (1) to sanction study leave, special disability leave and leave without allowances to all employees and officers of the University Office and to the teachers and non-teaching staff in the Departments of the University;
- (2) to sanction deputation of delegates to conferences and seminars
- (3) to grant exemption from production of attendance certificate in respect of a language to students studying in colleges in which that language is not taught, provided the conditions laid down in the relevant Ordinances are satisfied;
- (4) to grant extra time to disabled candidates for answering papers at University Examinations, on the recommendations of the Principal;
- (5) to accept, in deserving cases, applications from candidates for admission to University Examinations who could not remit the examination fee within the prescribed time
- (6) to grant increments and declare the probation of University employees above the rank of Assistant Registrars, Officers of the University and to the teachers of the University above the rank of Lecturers;
- (7) to approve the appointment of Medical Officers in affiliated colleges for medical examination of students and to grant exemption therefrom;

- (8) to appoint external experts and chairman for qualifying and for final examination and appointment of examiners for valuation of Ph.D. thesis;
- (9) recognition of Hostels;
- (10) registration of candidates for research;
- (11) recognition of supervising teacher;
- (12) change of subject of research subjects and conversion of research from part-time to full time and vice-versa.
- (13) to issue orders in recognition of research centres on the basis of the report of Expert Committee;
- (14) to appoint Inspection Commission for inspection of colleges which seek affiliation;
- (15) to issue orders on continuation of affiliation;
- (16) to sanction change of group and grant exemption from minimum attendance to the students according to rules;
- (17) to sanction write off irrecoverable revenue and negative value of unserviceable articles upto Rs.2,000.

8. *Financial:*

- (1) to make arrangements for additional charge in leave vacancies and such other short term temporary vacancies when substitutes are not required;
- (2) to open new Heads of Accounts in connection with schemes already sanctioned by the Syndicate.
- (3) to sanction transfer approval of funds from one minor head to another within the major head;
- (4) to accord sanction for all works, original or repairs upto a maximum of Rs.50,000. (Rupees Fifty thousand) where the following conditions are satisfied, viz:-
 - (a) The work is one included in a scheme approved by the Syndicate; and
 - (b) Funds have been provided in the University Budget.
- (5) to fix the amount of permanent advance of officers and Heads of Institutions under the University
- (6) To sanction advances for departmental purpose, exceeding Rs.500 and upto a limit of Rs.75,000 (Rupees Seventy-five thousand only) against specific budget provision where the concerned scheme has been sanctioned by competent authority.
- (7) to sanction excursion charges to the students of the University subject to budget provision;

- (8) to accept tenders for works and tenders or quotation for supplies required upto Rs.1,00,000 (Rupees One Lakh) When they are the lowest and in other cases upto Rs.25,000 (Rupees twenty-five thousand only)
- (8A) to sanction purchases upto Rs.25,000 (Rupees Twenty five thousand only) based on limited tenders
- (9) 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;
- (10) to sanction extraordinary expenditure not provided for in the budget to the extent of Rs.1,000 (Rupees one thousand) provided funds are available by diversion;
- (11) to dispose of unserviceable articles and building where the book value exceeds Rs.2,000 (Rupees two thousand) in each case;
- (12) to sanction the sale by auction of all standing and fallen trees belonging to the University on the ground under the contract of the University and for the removal of such trees;
- (13) to condone breaks in the continuity of fee concessions and Scholarships;
- (14) to sanction allowance to the employees for extra work done not exceeding Rs.500 (Rupees five hundred) at a time subject to availability of Funds;
- (15) to sanction expenditure upto Rs.1,000 at a time on items of unforeseen character including grants for which no provision has been made in the budget subject to the condition that all such expenditure shall be reported to the Syndicate at its next meeting;
- (16) to sanction refund of deposits of earnest monies, securities etc., exceeding Rs.100 on the basis of the recommendation of Heads of Departments;
- (17) to sanction reappropriation of funds upto Rs.10,000 from one major head to another provided that such reappropriation does not involve any recurring liability, that is a liability which extends beyond the financial year in question;
- (18) to fix the remuneration and the travelling and other allowances payable to persons engaged in the University business

14. Delegation of powers

The Vice-Chancellor may delegate any of his administrative powers and functions to any of his subordinate officers unless they have to be done by the Vice-Chancellor himself under the laws of the University. The delegation of such powers shall be reported to the Syndicate at its next meeting.

1 amendment approved by the senate on 18-10-86. Assent of the Chancellor obtained on 20-1-87 (Kerala Gazette dated 9-6-87)

15. Vice-Chancellor to represent the University in certain Organisations

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

THE PRO-VICE-CHANCELLOR

16. Powers and functions of the Pro-Vice-Chancellor

The Pro-Vice-Chancellor shall exercise such powers and perform such function as may be determined by the Chancellor in consultation with the Vice-Chancellor subject to the provisions of these Statutes.

THE REGISTRAR

Conditions of Service

17. Mode of appointment of the Registrar

The registrar shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and two other Syndicate members for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

18. (1) Period of probation

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

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

(2) On satisfactory completion of probation, the incumbent appointed as the Registrar shall be confirmed by a written order.

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

19. Appointment by deputation

Notwithstanding anything contained in Statutes 17 and 18, the Selection Committee, 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.

20. Emoluments

The Registrar shall receive such emoluments as may be determined by the State.

21. Leave, Provident Fund etc., of the Registrar

The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes and Ordinances, governing the conditions of service of the non-teaching staff of the University other than Class IV employees.

22. Mode of Resignation

The Registrar, may, by writing under his hand addressed to the Syndicate resign his appointment after giving three months notice of his intention so to do and it shall be competent for the Syndicate to accept his resignation.

23. Termination of appointment

The Syndicate shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

24. Age of Retirement

The Registrar shall continue in service until he attains the age of _____ years.

Powers and Duties of the Registrar

25. Arrangements during absence

The Registrar shall devote his whole time to the duties of his office and shall not absent himself from work without the permission of the Vice-Chancellor if the period of absence is ten days or less, and of the Syndicate if the period is more than ten days. When the period of absence is ten days or less, the Vice-Chancellor and when it is more than ten days, the Syndicate shall make arrangements for the performance of the duties of the Registrar in such manner and on such terms as the Vice-Chancellor or the Syndicate may respectively determine.

26. Ex-Officio Secretary

The Registrar shall act as the Secretary to the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and the Committee appointed by these authorities. He shall also be present at meetings of the Finance Committee.

Powers of the Registrar

27. (i) Supervisory Powers

- (i) Subject to the general direction and control of the Vice-Chancellor the Registrar shall be in charge of the administration of the University office and shall have the power to fix and define the functions and duties of the officers and employees of the University, other than those working under the direct supervision of the Controller of Examinations and the Finance Officer.

(i) He shall take prompt steps for the efficient working of the University office, subject to the prior approval of the Vice-Chancellor.

Other powers:- The Registrar shall also have power -

- (1) to sanction leave of all kinds except extraordinary leave without allowances, special disability leave and study leave to all employees upto and inclusive of Section Officers;
- (2) (a) to sanction increments to all employees upto and inclusive of Section Officers;
- (b) to transfer employees of the University Office upto and inclusive of the level of Assistant Registrars between the different branches of the office ;
- (3) to sanction transfer of posts within the University office and between departments upto and inclusive of Section Officers;
- (4) to appoint persons selected for posts in the University upto and inclusive of Section Officers as and when vacancies arise;
- (5) to take disciplinary action except termination of services against employees of the University upto the level of Section Officers and inclusive of them according to rules;
- (6) to sanction refundable Provident Fund to all employees of the University;
- (7) to sanction purchases for the use of the University office upto Rs.2,000 (Rupees two thousand);
- (8) to sanction advances upto Rs.1,000 (Rupees one thousand);
- (9) to sanction expenditure incurred against orders issued by the competent authority upto Rs.5,000 (Rupees Five thousand);
- (10) to sanction cycle advance, mosquito net advance and such other advances for which there is budgetary provision and the amount of advance in individual cases does not exceed Rs.500 (Rupees five hundred);
- (11) to accept the lowest quotation for purchases for the University office the total expenditure of which does not exceed Rs.10,000 (Rupees ten thousand);
- (12) to confirm auction the total amount of which does not exceed Rs.1,000 (Rupees one thousand);
- (13) to sanction the tour of University employees in the University office upto and inclusive of Deputy Registrars;
- (14) to sanction T.A. advance upto Rs.500 (Rupees five hundred);
- (15) to decide on the use of the University vehicles and sanction concessional charges for its use according to rules in this regard;
- (16) to forward applications for job and issue orders relieving officers of the University upto and including the Section Officers on the basis of requests made by them for the same, subject to the service conditions laid down in the statutes;

- (17) to approve the salary fixation of teachers of private colleges upto and inclusive of lecturers and all University employees upto the level of Assistant Registrars;
- (18) to issue revised sanction to meet expenditure from current years budget;
- (19) to approve change of name of candidates according to rules;
- (20) to sanction refund of security deposits and similar other deposits not exceeding Rs.100 (Rupees one hundred);
- (21) to sanction expenditure on the printing of reports, proceedings etc. at private presses when the works are based on the lowest among the quotations, subject to budget provision;
- (22) to sanction expenditure on account of bills in respect of notification published in the Government Gazette and news papers, subject to the budget provision;
- (23) to sanction expenditure on account of bills for printing work done at the Government Press subject to budget provision;
- (24) to call for and accept quotations for printing minutes of meeting, reports etc. from Private Presses, when acceptance is based on the lowest among the quotations;
- (25) to sanction the printing of new forms and registers;
- (26) to sanction (i) Loan of furniture and (ii) use of University Stadium;
- (27) to sanction purchase of 'Service' postage stamps;
- (28) to sanction petty items of contingent expenditure upto Rs.250 (Rupees Two hundred and fifty) on each occasion in the University Office under the allotment "Office Expenses and Miscellaneous";
- (29) to grant leave of all kinds (Except for higher studies, leave without allowances and special disability leave) according to service rules to all non-gazetted officers serving in subordinate institutions;
- (30) to sanction the indents for stationery articles from the Government Stores and to issue articles to the subordinate institutions according to necessity;
- (31) to sanction expenditure on special contingencies for amounts not exceeding Rs.1000 (Rupees one thousand) in each case provided that

(a) the purchase has been previously approved administratively by a competent authority; and

(b) the expenditure proposed for sanctioning is derived from quotations approved by the Stores Purchase Committee and the Vice-Chancellor;

(32) to sanction according to the rules refund or release of deposits other than security deposits for works after satisfactory fulfilment of contract;

(33) to sanction claims for refund of revenue like examination and other fees, according to the rules, upto Rs.100 (one hundred) in each case;

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This monetary limit of Rs.100 will not apply to cases of refund of receipts duly credited to the University Account and claimed for refund. In case the refund will be sanctioned fully by the Registrar.

(34) to engage coolies for carrying out office work on a casual basis and not on monthly or other long term or semi-long term basis;

(35) to sanction payment of salary and pension contribution to Government on account of deputation of staff to the University from Government Departments;

(36) to sanction the use of the convocation hall at concessional rates.

(37) to sanction refund of deposits of earnest monies, securities for works, etc., not exceeding Rs.100 on the basis of the recommendation of Heads of Departments;

(38) to sanction departmental advances upto a maximum of Rs.500 to meet expenditure of an urgent nature subject to the rules and procedures followed by the University against specific budget provision.

Duties of the Registrar

(1) It shall be the duty of the Registrar-

(a) to be the Custodian of the records, the common seal and other properties committed to his charge by the Syndicate;

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

(c) to Issue all notices convening meetings of the Senate, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and for the Committees appointed by those authorities;

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

- (e) to make arrangements for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice-Chancellor;
 - (f) to maintain a Register of graduates, a Register of Matriculated students, a Register of Donors, a Register of Endowments, a Register of Registered Graduates and such other Registers as are or may be prescribed by the laws of the University from time to time;
 - (g) to manage under the directions of the Syndicate, 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 Syndicate; and
 - (i) to perform such other functions as may, from time to time be prescribed by the Syndicate.
- (2) The Registrar, shall, in the execution of his 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.

29. Access to University records

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

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

30. Temporary Vacancy

In the event of a temporary vacancy occurring in the office of the Registrar or where the Registrar is temporarily absent, it shall be competent for the Syndicate to make such arrangements as it may deem fit to carry on the duties of the Registrar.

31. Ineligibility for membership of the authorities of the University.

The Registrar shall be ineligible for election or for appointments to any member of any of the Authorities of the University.

CONTROLLER OF EXAMINATIONS

Conditions of Service

2. Mode of appointment of the Controller of Examinations

(1) The Controller of Examinations shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor, Chairman and two other Syndicate members, for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

(2) 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 service or Central Government service, on such conditions as it thinks fit.

3. Period of Probation

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

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

(2) 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) If 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. After the issue of such an order, he shall be confirmed by a written order.

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

34. Emoluments

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

35. Leave, Provident Fund etc., of the Controller of Examinations

The Controller of Examinations shall be governed as regards disciplinary proceedings, leave, provident fund, insurance, pension and retirement benefits by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University other than Class IV employees.

36. Superannuation

The Controller of Examinations shall continue in service till he attains the age of 55 years.

37. Resignation

The Controller of Examinations may, by writing under his hand resign his appointment after giving three months notice of his intention to resign. The Syndicate shall be the authority competent to accept his resignation.

38. Termination of appointment

The Syndicate shall be competent to terminate the appointment of the Controller of Examinations, if it is established that he has committed gross irregularities in the discharge of his official duties;

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

39. Powers and Duties of the Controller of Examinations

The Controller of Examinations shall have the following powers and duties namely:-

- (a) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University examinations;
- (b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University examinations;
- (c) He shall keep the Minutes of the Boards of Examiners and all Committees appointed by the said Boards;
- (d) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof;
- (e) He shall have the power to countersign the Travelling Allowance Bills of Examiners and paper setters and all other bills relating to examinations;
- (f) He shall perform such other duties as may be prescribed by the Vice-Chancellor or conferred upon him by the Senate, the Syndicate or the Academic Council from time to time.

40. Appointment of Examiners and Question Paper Setters

The Examiners and Question Paper Setters shall be appointed by the Controller of Examinations, with the prior approval of the Vice-Chancellor, from a panel of names approved by the Syndicate.

41. Direction and Control

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

THE FINANCE OFFICER

Conditions of service

42. Mode of appointment of the Finance Officer

The Finance Officer shall be appointed by the Syndicate on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman, two other Syndicate members and one expert to be nominated by the Syndicate for a period of one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

43. Period of probation

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

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

(2) 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) If 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. After the issue of such an order, he shall be confirmed by a written order.

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

44. Emoluments

The Finance Officer shall receive such emoluments as may be fixed by the Syndicate.

45. Leave, Provident Fund, etc., of the Finance Officer

The Finance Officer shall be governed as regards disciplinary proceedings, Leave, Provident Fund, Insurance, Pension and Retirement Benefits by the Statute and Ordinances governing the conditions of service of the non-teaching staff of the University, other than Class IV employees.

46. Provision for deputation of the Finance Officer

In case a suitable officer is not available for appointment as Finance Officer, it shall be competent for the Syndicate to request the Government of Kerala or the Government of India to lend the services of an officer who has not less than ten years' experience in matters relating to accounts, and financial administration. If a Government servant is appointed as Finance Officer, he shall be treated as on deputation and be paid the scale of pay he was receiving in Government service with a deputation allowance not exceeding 20% of his pay.

47. Qualification

The Finance Officer shall possess such qualifications as may be prescribed by the Syndicate.

48. Duties of the Finance Officer

(1) Subject to the general direction and control of the Vice-Chancellor, (1) the Finance Officer shall be in charge of the Finance, Accounts and Audit Branch of the University.

(2) He shall be the Principal Adviser of the University on all matters connected with Finance, Accounts and Audit of the University. The advice tendered by him shall generally be followed 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 reported to the Finance Committee.

(3) The Finance Officer shall ensure:-

- (a) that the limits fixed by the Senate for recurring and non-recurring expenditure, for a year are not exceeded and that all moneys are expended for the purpose for which they are granted or allotted;
- (b) be responsible for the preparation of annual accounts and the Budget of the University and for their presentation to the Senate;
- (c) keep a constant watch on the progress of expenditure against the budget and on the state of investments;
- (d) watch the progress of the collection of revenue and advise on the methods of collection employed;

- (e) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-verification of equipment and other consumable materials in all departments of the University, University Centres, specialised laboratories, colleges and institutions maintained by the University are conducted;
 - (f) report to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities in any particular case and suggest disciplinary action against the persons at fault.
 - (g) call for from any centre, laboratory, college or institution maintained by the University any information or returns that he may consider necessary for the discharge of his duties;
 - (h) he shall make all arrangements for the transaction of business of the meetings of the Finance Committee;
 - (i) to enter into correspondence with the University Grants Commission, Government of India, State Government and other institutions and bodies on matters connected with the Finance, Accounts and Audit of the University.
 - (j) to scrutinise every item of new expenditure not provided for in the budget estimates of the University;
 - (k) to make recommendations whenever he deems necessary to the Syndicate on all matters relating to the Finance, Accounts and Audit of the University;
 - (l) to suggest any new account or audit form or register considered necessary or to suggest alteration to any existing form or register suitably for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee and the Syndicate;
 - (m) to realise and receive grants or other monies due to the University from Central and State Governments, University Grants Commission and other bodies/institutions or individuals;
 - (n) to fix the duties and responsibilities of the Deputy Registrars and Assistant Registrars working under him, and to exercise control over these officers and to assess their work and performance.
 - (o) to grant increment to non-gazetted staff working under a Head of the Department.
- (4) The Finance Officer shall be the custodian and disbursing officer of the Calicut University Fund and all payments received by him shall be credited to that Fund and he shall arrange to issue cheques on behalf of the University.
- (5) The Finance Officer shall make all authorised payments out of the University Fund.

(6) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University. It shall also be the duty of the Finance Officer to make arrangements for the audit and payment of bills presented at the University Office.

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

49. General powers

The Finance Officer shall-

- (a) exercise general supervision over the Funds of the University and shall advise it as regards its financial policy, and
- (b) perform such other financial functions as may be assigned to him by the Finance Committee and the Syndicate.

DEPUTY REGISTRARS, ASSISTANT REGISTRARS, ETC.

30. Appointment of Deputy Registrar

(1) It shall be competent for the Syndicate to appoint Deputy Registrars.

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

51. Period of probation of the Deputy Registrar

(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 Syndicate to extend the period of probation by a period not exceeding one year for good and sufficient reasons.

(2) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership for the post to which he has been appointed.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended by order revert him to the lower post, after giving him a reasonable opportunity of being heard.

52. Duties of the Deputy Registrar

(1) The Deputy 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 assistance as may be required by the Registrar from time to time in the performance of his official duties.

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

53. Mode of appointment of Assistant Registrar

The Assistant Registrar shall be appointed by the Syndicate.

54. Period of probation of Assistant Registrar

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

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

(2) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationers suitability for full membership for the post to which he has been appointed.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, by order revert him to the lower post.

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

55. Duties of the Assistant Registrar

(1) The Assistant Registrars shall devote their whole time in the performance of their duties and discharge such work as may from time to time be allotted by the Vice-Chancellor. They shall also render such assistance as the Registrar may require from time to time in the performance of his official duties.

(2) Save as otherwise provided, the Assistant Registrars shall in the discharge of their official duties, be subject to the control of the Registrar.

56. Conditions of service of the Deputy Registrars and Assistant Registrars

The Deputy Registrars and the Assistant Registrars, shall as regards disciplinary proceedings, leave, Provident Fund, Insurance, Pension and retirement benefits be governed by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University, other than Class IV.

57. Appointment of other staff

The University shall have such other staff as may, from time to time, be decided by the Syndicate.

Chapter 3
TEACHERS OF THE UNIVERSITY

1. Institution of posts

The Senate shall be competent to institute Professorships, Readerships, Lecturerships and such other teaching and research posts required by the University on the motion of the Syndicate and/or on the proposals of the Academic Council.

2. Abolition or suspension of posts

On the motion of the Syndicate and after report from the Academic Council thereon, the Senate may suspend or abolish any Professorship, Readership Lecturership or other teaching posts subject however to the condition that in the case of a post which is not permanently vacant at that time, no such suspension or abolition shall take effect until after six months' notice has been given to the permanent incumbent.

3. Appointment of teachers

Teachers of the University shall be appointed by the Syndicate after advertisement inviting applications. In making appointments by direct recruitment to post 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 Services Rules, 1958, as amended from time to time. It shall however be competent for the Syndicate to appoint in exceptional cases Professors and Readers without advertisement, if it is satisfied that persons already in the service are suitable for the post.

4. Selection Committee for appointment of teachers

(i) When posts are to be filled up after inviting applications by advertisement, the applications received shall be referred to a Selection Committee consisting of the following persons, namely:

(i) The Vice-Chancellor, who shall be the ex-officio Chairman of the Committee:-

(ii) (a) For the post of Professor:- The Head of the Department in the rank of Professor, if any, in the subject concerned 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 Syndicate.

(b) For the posts of Reader, Lecturer, etc. - The Head of the Department in the subject concerned, provided the post for which selection is made is not of a higher rank than the post held by the Head of the Department

(iii) One member of the Syndicate, nominated by the Vice-Chancellor.

(iv) (1) two experts in the subject in which the appointment is to be made. In the case of the post of Professor in a department where there is no Professor already one more expert nominated by the Vice-Chancellor.

(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, so far as that post is concerned.

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

(4) The recommendations of the Committee of selection shall be placed before the Syndicate, which shall make the appointments:

Provided that when the Syndicate proposes to make the appointment otherwise than in accordance with the above provisions or against recommendation of the Selection Committee, the Syndicate shall record its reasons and submit its proposals for the sanction of the Chancellor after getting which alone shall an appointment be made.

5. Qualifications

No teacher shall be eligible for appointment as such in the University, unless he possesses such qualifications as may be prescribed by the Regulations made by the Academic Council.

6. Mode of appointment of teacher

(1) Every teacher of the University shall be appointed by a written order.

(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.

7. Emoluments

The teachers of the University shall receive such emoluments as may be prescribed by the Ordinances.

8. Disciplinary Control of the Syndicate

All teachers of the University shall be subject to the disciplinary control of the Syndicate.

9. Applicability of certain Rules to University Teachers

Subject to the provisions of the Act, and the Statutes issued thereunder the Kerala Service Rules, the Kerala State and Subordinate Service Rules and the Kerala Government Servants Conduct Rules for the time being in force and 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':

Provided that the age of retirement of teachers of the University shall be 60.

10. Pension Insurance and Provident Fund of University Teachers

The teachers of the University shall be eligible for Pension, Insurance, Provident Fund and such other benefits as may be prescribed by the Ordinances made under the Act.

11. Starting pay

The Syndicate may fix the starting pay of a teacher on appointment at any stage in the scale of pay applicable to that post.

12. Teachers without salary

The Syndicate shall have the power to appoint competent persons as Visiting Professors without salary to take part in University work in their respective subjects.

13. Probation and confirmation

Every teacher of the University, shall, in the first instance, be 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 Syndicate to extend the period of probation for a period not exceeding one year.

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

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

14. Leave

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

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

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

(4) In cases where the University has granted leave without pay to its academic staff for enabling them to accept foreign assignments of Visiting Professorships and the like, such leave without pay shall be construed to be on duty and count for increments in the time-scale applicable to a post in which that person was officiating at the time he proceeded on leave and would have continued to officiate but for his proceeding on leave.

Explanation:-

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

15. Disciplinary procedure

The provisions relating to disciplinary procedure as 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 Syndicate.

16. Certain lapses of teachers to be punishable

The following lapses on the part of teachers in the University shall constitute improper conduct inviting disciplinary action,-

(1) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes, demonstration, assessment, guidance, invigilation, etc;

(2) gross partiality in assessment of students, deliberately over-marking/undermarking or attempting at victimisation on any ground whatsoever;

(3) 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 difference on principles in seminars or other places where students are present.

(4) 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.

(5) refusal to carry out the decisions 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.

17. Duties of a University Professor

- (1) It shall be the duty of University Professor, as the Syndicate may direct-
- (i) to deliver lectures, conduct classes, engage in research and do such other academic work as relates 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 Syndicate, the Academic Council and the Faculties with respect to any course of study or examination or any other matter relating to his subject, if so required.

18. Head of a Department

The Professor in charge of a department shall be the Head of the Department. The Syndicate shall nominate the Senior-most Professor as the Professor in charge of a Department. It shall however be open to the Senior-most Professor who has 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 Professor shall be the Professor in charge. The Readers, Lecturers and other members of the teaching staff shall work under the direction of the Professor. If there are more than one Professor, they shall work under the Senior Professor and assist him in the performance of his duties. In departments which have no Professor, the Reader or the Senior Reader, if there are more Readers than one, shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties. In Departments which have no Professor or Reader, the Lecturer or the Senior Lecturer, if there are more Lecturers than one shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

19. Powers of Heads of Departments

The Heads of Departments shall exercise the following powers:-

(1) Administrative powers:

- (i) to sanction tours within the State of all employees of the Department for authorised official purposes with the approval of the Vice-Chancellor,
- (ii) to grant casual leave to all Gazetted Officers serving in the Department,
- (iii) to take disciplinary action against subordinates of non-gazetted status under their control as specified in Chapter IV,
- (iv) to engage workmen for carrying out menial work connected with the office on a casual basis for not more than one day.

(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.100 in each case and the disposal of such stores and articles as per the laws of the University.
- (iii) To sanction purchase of books and journals upto the value of Rs.5,000 according to rules laid down in this regard.

(3) Contingencies:

(a) *Ordinary contingencies:-* (i) To accord sanction for all running 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 Syndicate.

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.

Special contingencies:- (ii) To sanction expenditure on non-running supplies or special contingent expenditure upto Rs.2,000 at a time.

Special contingencies comprise such items as exhibits for a museum, special or ordinary apparatus and equipments, materials for a Science department. Articles like Refrigerators, radios, electric fans, iron safes, etc., shall, however, be purchased under sanction of the Vice-Chancellor or other higher authority as required by the rules with reference to the monetary limits.

- (iii) To sanction contingent expenditure for purchase not exceeding Rs.250 in each case without calling for quotations.

Vacation

Teachers of the University shall be entitled to a summer vacation of one month between the 15th day of April and the 15th day of June and all gazetted officers in addition to those fixed by the Syndicate. The Vice-Chancellor may require any teacher to do such work as he may specify other than the normal work during the vacation without any claim for compensation leave, and the period of leave permitted to be availed of by them is less than a month.

Resolution approved by the Senate on 27-10-1987 and assent of the Chancellor obtained on 18-2-1985 (Kerala Gazette dated 21-5-1985).

Resolution approved by the Senate on 18-10-1986 and assent of the Chancellor obtained on 20-1-1987 (Kerala Gazette dated 9-6-1987).

21. 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 register their vacation address with the University.

22. 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 Department of their intention so to do. They shall also give their leave vacation address. The Heads of Departments shall also give prior intimation to the Registrar before they leave their place of duty and also furnish the leave or vacation address to him. The Registrar shall notify the arrangements made for the discharge of their duties during their absence.

23. Appointment of part-time Teachers

(1) It shall be competent for the Syndicate to appoint in the exigencies of service part-time teachers. They shall perform such duties as may be assigned to them.

(2) Part-time teachers shall be appointed for such periods, and on 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 the University.

(3) Part-time teachers shall be entitled in addition to the Gazetted holidays and other holidays as may be fixed by the Syndicate, to a sum of vacation of one month between the 15th day of April and the 15th day of June as in the case of full time teachers and under the same conditions.

24. 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 make recommendations, decide the following and shall meet at least once in a month.

- (a) Budget formulation;
- (b) recommendation regarding institution of new teaching posts and their specialisation;
- (c) all matters relating to research schemes of the Department;
- (d) facilities required for registration of research students in the Department;
- (e) allocation of teaching work and such other matters as may come within the purview of the Departmental Council; and
- (f) delegation of powers among the teachers of the Department.

(3) 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 4

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

Part I

Applicability of Chapter

Subject to the provisions of the Act, this Chapter shall apply to all employees of the University, other than teachers.

Applicability of the Kerala Service Rules etc., to the non-teaching staff

Subject to the provisions of the Act and the Statutes issued there under, the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959 and the Government Servant Conduct Rules, 1960 as amended from time to time in so far as may be applicable and except to the extent expressly provided for in these Statutes, shall apply in the matter of all the service conditions of the University employees in the University service:

Provided that the said rules shall, in their application to the members of the University service, be construed as if the employer were the Calicut University instead of the Kerala State Government.

Travelling allowance

The University employees, shall, as regards travelling allowance be governed by the provisions regarding travelling allowance as contained in the Kerala Service Rules (as amended from time to time) for the time being in force.

Disciplinary Procedure

Disciplinary action against the University employees shall be taken in accordance with the provisions of Part III of this Chapter.

Leave

The authority competent to sanction casual leave shall be as provided in Part IV.

Part II

Constitution of the Calicut University Administrative Service

There shall be a service called the Calicut University Administrative Service which shall consist of the following classes of posts-

- Class I - Posts on scales of pay with a minima of Rs.850 per mensem and above.
- Class II- Posts on scales of pay with a minima of Rs.435 and above but less than Rs.850 per mensem.
- Class III- Posts on scales of pay with a minima of Rs.210 and above but less than Rs.435.
- Class IV- Posts on scales of pay with a minima of Rs.196 per mensem.

The employees belonging to Classes I and II shall have the status of Retired Officers of the Kerala Government Service.

7. Scales of pay, qualification, method of recruitment etc.

The scales of pay of the various posts in the University shall be as may be prescribed by the Ordinances.

8. Recruitment to posts ¹

Recruitment to posts shall be made on the basis of the recommendations made by a Selection Board consisting of the Vice-Chancellor or Pro-Vice-Chancellor as Chairman, Convener of the Standing Committee of the Syndicate on staff, and Convener of the Standing Committee of the Syndicate on Finance and two other members of the syndicate nominated by the Vice-Chancellor from time to time. The Registrar shall be the Secretary to the Board. The Quorum for the meeting of the Selection Board shall be three including the Chairman. The Board may conduct such tests as are deemed necessary to determine the suitability of candidates for appointment. It may also fix rates of fee for admission to the tests. In making appointments by recruitment to posts of non-teaching staff in the University, the Board 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, 1978 amended from time to time.

Provided that it shall be competent for the Vice-Chancellor to make recruitment to posts the maximum of which does not exceed Rs.400 without the aid or advice of the Committee, in case he is of opinion that appointments should be made immediately.

9. Probation

(1) Every person appointed to class I, II and III posts shall, from the date on which he joins duty be on probation for a period of one year with a continuous period of two years:

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

Where there are more than one grade to the same category and the responsibilities attached to the various grades are one and the same, the appointments to the higher grades are also made by promotion from lower grades, then probation shall be insisted only in the lowest grade in the category. ²

(2) If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that a person appointed to any class or category is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service or revert him to his original appointment as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

1. Amendment approved by the senate on 27-7-1985 and assent of the Chancellor obtained on 10-1-1986 (Kerala Gazette dt. 8-4-86).
2. Amendment approved by the Senate on 18-10-1986 and assent of the Chancellor obtained on 15-1-1987 (Kerala Gazette dt. 10-3-1987).

(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.

10. Passing of examination or test

The University employees shall be required to pass such departmental tests or examinations within such period as may be prescribed by the Syndicate, within the period of probation.

11. Temporary Appointments

(1) If owing to 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 service and there would be undue delay in making such appointment in accordance with these Statutes, the appointing authority may temporarily appoint a person, otherwise than in accordance with these Statutes, 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 180 days.¹

Provided further that before a person is appointed under this Statute, persons who are admittedly senior to him shall also be appointed, even if they are absent from duty, whether on leave or on foreign service or on deputation or for any other valid reason, and allowed to continue as such subject to the condition that persons so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments unless otherwise specifically ordered by the competent authority.

Note:- (1) Even where it is considered necessary to sanction the higher time scale of pay not more than one person either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either forgoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension, then the next below in the series may be authorised to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.

Note:- (2) A fortuitous officiating appointment given to a person who is junior to one outside the regular line does not in itself give rise to a claim on the part of the senior to the higher time scale of pay.

(2) No appointment under clause (1) shall ordinarily be made of a person who does not possess the requisite qualification if any prescribed for the post. Every person who does not possess such qualification and who has been or is appointed under clause (1) shall be replaced as soon as possible by a person possessing such qualification.

1. Amendment approved by the senate on 29-7-1987 and assent of the Chancellor obtained on 2-12-1987 (Kerala Gazette dt. 23-2-1988).

(3) Where it is necessary to fill a short vacancy in a post borne on the cadre of service and the 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 possesses 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 prescribed claim to future appointment:

Provided that where such a person is subsequently appointed to the same post in accordance with these Statutes, he shall commence his probation therein from the date of such subsequent appointment or from such earlier date as the appointing authority may determine and he shall also be eligible to draw increments in the time scale if any applicable to the post from the date of commencement of his probation but shall not be entitled to arrears of pay, unless otherwise ordered by the Syndicate.

(6) Subject to the provisions of the relevant service rules and Ordinances as regards pay there shall be paid to the person appointed under clause (1) or (3) to hold temporarily a post borne on the cadre of the service 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.

12. Temporary Promotion

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

(ii) No person who does not possess the qualifications prescribed for the post shall ordinarily be promoted under sub-clause (i). A person promoted, under sub-clause (i) 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.

(b) Where it is necessary to fill a short vacancy in a post borne in the cadre of a higher category in any class of service by promotion from a lower category and the appointment of the person who is entitled to such promotion under these Statutes would involve exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(c) A person temporarily promoted under sub-clause (i) of clause (a) shall, whether or not he possesses the qualifications 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.

(d) A person promoted under clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim 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 Syndicate.

(e) Subject to the provisions of the relevant service rules as regards pay, there shall be paid to a person promoted under clause (a) or (b) either his substantive pay or the pay of the lowest grade or the minimum of pay in the time scale of pay, as the case may be applicable to the higher category, whichever is higher.

13. 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.

14. Posting and transfers

All University employees shall be bound to serve throughout the University area.

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

1. Posting of employees on transfer from other Universities may be allowed only on reciprocal basis.
2. Such transfers shall be restricted to employees of Class III and Class IV categories who have satisfactorily completed their probation. A list of employees who are desirous of transfer be collected and transfers effected according to seniority.
3. A person transferred from another University shall take his rank below the Junior-most in the entry grade of the category concerned (eg. A Senior Grade Assistant or Assistant Grade I if transferred shall be appointed as Junior-most Assistant Grade II).
4. The person transferred shall not be allowed to count his previous service towards seniority but he may be allowed to count it towards increment, leave, pension, gratuity etc. He will not be required to undergo fresh probation at the entry grade.
5. The person transferred from this University shall relinquish his lien and all other rights in the University.

6. The person transferred shall be entitled to protection from drop of emoluments. His pay on such appointment shall be fixed at the minimum of the scale of pay of the post in this University service if the pay he was drawing in the parent University is less than the minimum in case he was drawing under the parent University, pay above the minimum and equal to a stage in the scale of pay of the post in this University service, his pay will be fixed at the stage and if the pay he was drawing under his parent University is not a stage in the scale of pay of the post in this University service, it will be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increase of pay.
7. No T.A. or pay for the joining time will be allowed for persons on transfer from other Universities.
8. The University from which such employees are transferred shall pay the leave salary and pension contribution of such employees to the University when they are transferred.
9. Those who are transferred shall clear all liabilities outstanding in their name before the transfer is effected.¹

15. Confidential reports

(i) *University employees except Deputy Registrars, Assistant Registrars and Heads of Departments:-*

Every University employee in Class I and II service shall report on the 15th January of each year, in form I on the work and conduct of the employees who had served under him for a period of not less than 4 months in the calendar year immediately preceding. The report shall be countersigned by his immediate official superior or superiors who shall record thereon such observations as he/they would deem it necessary to record and forward it to the Registrar not later than 31st January.

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

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 acknowledgement obtained on it, so that he could have a complete picture of the impression he has created on the reporting officer.

(3) If any representation is received from the officer regarding the report it shall be filed along with the report together with any comments that the reporting/reviewing officer may have to make on such representation. Acknowledgement of the officer concerned on these further remarks made by the reporting/reviewing officer shall also be obtained as proof that he has seen it.

¹ Amendment approved by the Senate on 27-7-1985 and assent of the Chancellor obtained on 8-10-1985 (Kerala Gazette dated 24-12-1985).

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

1. Assistant, Grade II
2. Stenographers
3. Typists
4. Library Assistant
5. Sergeant
6. All class IV Employees

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

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

(7) *Heads of Departments*:- The provision of clauses (1) to (3) shall *mutatis mutandis* apply to the Heads of Departments except that the Vice-Chancellor shall write their confidential reports in Form I and keep them in his personal custody.

16. 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.

17. 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 reappointment 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, probationer and confirmation which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

Part III

DISCIPLINARY PROCEDURE

18. 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.

19. Suspension

(1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Syndicate in that behalf may, at any time, place a University employee under suspension-

(a) Where a disciplinary proceeding 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 proceeding, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interest of the University, that the University employee should be suspended from service of the University;

(2) A University employee shall be deemed to have been placed under suspension by an order of the appointing authority-

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

(b) With effect from the date of his conviction, for an offence if he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

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

(3) (a) An order of suspension made or deemed to have been made under this Statute shall continue to remain in force until it is modified or reviewed by the authority competent to do so.

(b) Where a University employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary 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 proceeding.

20. 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.

21. Continuance of suspension in case of further enquiry

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on revision under these Statutes and the case is remitted for further inquiry or action or with any other direction the order of his suspension shall be deemed to have 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.

22. 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.

23. Modification or revocation of suspension

An order of suspension made or deemed to have been made under these Statutes, may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

24. Payment of Subsistence Allowance

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

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

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

25. Imposition of Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a University employee, namely:-

A. Minor Penalties

- (i) Censure;
- (ii) Fine (in the case of persons on whom such penalty may be imposed under these Statutes);
- (iii) Withholding of increments or promotions;
- (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 withheld 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 be withheld 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) Withholding of increments of a University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the Statutes or orders governing the services or post or the terms of his appointments.

(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 a 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 to the disposal of 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.

26. Fine

The penalty of fine as such shall be imposed only on University employees holding Class IV posts.

27. Disciplinary authority

(a) the penalties specified in Items (i), (ii), (iii) and (iv) of Statute 25 may be imposed on a University employee by the Registrar or the Head of Department.

(b) The penalties specified in Items (i) to (viii) of Statute 25 may be imposed on any of the members of the establishment of the University office whose pay or maximum pay does not exceed Rs.560 per mensem by the Registrar.

(c) The penalties specified in Items (v) to (viii) of Statute 25 may be imposed on a University employee below the rank of a Deputy Registrar by the Vice-Chancellor.

(d) The penalties specified in Items (i) to (viii) of Statute 25 may be imposed on a University employee and Officer of and above the rank of Deputy Registrar by the Syndicate.

28. Powers of Higher Authorities

The powers which an authority may exercise under Statute 27 shall be exercisable by the higher authorities also.

29. Bar of Jurisdiction

Where in any case, a higher authority has imposed or declined to impose a penalty under these Statutes, a lower authority shall have no jurisdiction to proceed under these Statutes in respect of the same case.

30. 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.

31. Inquiry

Without prejudice to the provisions of the Kerala Public Servants (Inquiry) Act, 1963, no order imposing on a University employee any of the penalties specified in Items (v) to (viii) of Statute 25 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided, in Statutes 32 to 45.

32. Formal Inquiry how and when ordered

(a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the disciplinary authority or the

appointing authority or any other authority empowered by the Syndicate in this behalf is satisfied that there is prima facie case for taking action against a University employee, such authority shall frame definite charge or charges which shall be communicated to the University employee, together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused University employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence 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 Syndicate; or
- (ii) An officer authorised by the Syndicate; or
- (iii) An officer authorised by the appointing authority.

33. 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 defence.

34. Access to records

The University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiring Authority, such records are not relevant for the purpose or it is against the interest of the University to allow him access thereto.

35. Inquiry into charge not admitted

On receipt of the further written statement of defence under Statute 33 if no such statement is received within the time specified therefor or in cases where the accused is not required to file written statement under the said Statute, the Inquiring Authority may inquire into such of the charges as are not admitted.

36. Presentation of case

The disciplinary authority, if it is not the Inquiring authority may nominate any person to present the case in support of the charges before the 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 Inquiring authority, having regard to the circumstances of the case, so permits.

37. Adducing of evidence

The inquiring authority shall in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the University employee and the witness examined in his defence. If the Inquiring authority declines to examine any witnesses on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

Explanation: If the Inquiring authority proposes to rely on the oral evidence 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 and shall not form part of the record of the inquiry except where the University employee agrees in writing to treat it as such.

38. Witnesses

The University employee may present to the Inquiring authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is a University employee, the Inquiring authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witnesses evidence is irrelevant or not material to the case under inquiry. Where the witness proposed to be examined by the University employee is one other than a University employee, the Inquiring authority will be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.

39. Report of Inquiry

At the conclusion of the Inquiry, the Inquiring authority shall prepare report of the Inquiry recording the findings on each of the charges together with reasons therefor. If in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that 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.

40. Record of Inquiry

The record of the inquiry shall include-

- (i) the charges framed against the University employee and the statement of allegations furnished to him;
- (ii) his written statement of defence, 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 Inquiring authority in regard to the inquiry; and
- (vi) a report setting out the findings on each charge and the reasons therefor.

41. Findings of disciplinary authority

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

42. 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 items (v) to (vii) of Statute 25 shall be imposed, it shall,-

- (a) furnish to the University employee a copy of the report of the Inquiring authority and where the disciplinary authority is not the Inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring authority; and
- (b) give 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.

43. Imposition of minor penalty

If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of Statute 25 shall be imposed, he shall pass appropriate orders in the case

44. 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 Inquiring authority, and where the disciplinary authority is not the Inquiring authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring authority, unless they have already been supplied to him.

45. Inquiry to be expeditious

The enquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly against one who is under suspension.

PROCEDURE FOR IMPOSING MINOR PENALTIES**46. Inquiry**

No order imposing any of the penalties specified in items (i) to (iv) of Statute 25 shall be passed except after,-

(a) the University employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make;

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

47. Record of proceedings in respect of minor penalties

The record of proceedings under Statute 46 shall include,-

(i) a copy of the intimation to the University employee of the proposals to take action against him;

(ii) a copy of the statement of allegations communicated to him;

(iii) his representation if any;

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

48. Joint Inquiry in respect of one or more employees

Where two or more University employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such University employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiring authority for the purpose of such common proceedings.

49. Special Procedure in certain cases

Notwithstanding anything contained in Statutes 31 to 44 and 46 to 48 -

- (i) where a penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charge; or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said Statutes; or
- (iii) where the Syndicate, for reasons to be recorded in writing, is satisfied that in the interests of the University, it is not expedient to follow such procedure, the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

50. Order not appealable

There shall be no appeal against an order passed under the provisions of these Statutes, except as expressly provided in the Act or in these Statutes.

51. 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.

52. 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 an order imposing a penalty by the Vice-Chancellor or the Syndicate shall lie to the Chancellor.

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

54. 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.

55. Form and contents of appeal

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom 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.

56. 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.

57. 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 55 and 56; or
- (iii) it is not submitted within the period specified in Statute 56, or
- (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or
- (v) it is addressed to an authority to which no appeal lies under the Statutes:

Provided that an appeal withheld on the only ground that it does not comply with the provisions of Statutes 55 and 56 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

58. Withholding of appeal to be communicated

Where an appeal is withheld, the appellant shall be informed of the facts and the reasons therefor. When the appeal is withheld the authority withholding the appeal shall forward a copy of the order communicated to the University employee to the appellate authority.

59. Transmission of appeals

The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under Statute 58 with his comments thereon and the relevant records.

60. Appellate authority's power to call for appeals

The authority to which the appeal lies may direct transmission to him of an appeal withheld under Statute 57 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

61. No appeal from an order withholding an appeal

No appeal shall lie against the withholding of an appeal by a competent authority.

62. 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 the Statutes and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

63. Powers of an Appellate Authority

(1) In the case of an appeal against an order imposing any of the penalties specified in Statute 25 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 circumstances of the case:

provided that-

(i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

(ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and

(iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of Statute 25 and an inquiry under Statutes 32 to 44 has not already been held in the case, the appellate authority shall, subject to the provisions of Statute, 49, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(2) In the case of an appeal against an order specified in Statute 53 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

64. Implementation of orders in appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

65. 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 under Statutes 51 to 53 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate, and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of Statutes 63 and 64.

66. Revision

Notwithstanding anything contained in these Statutes, where there is a grave miscarriage of justice or a patent error on the facts in the record of the case of a subordinate authority, it shall be open to the Syndicate at any time to call for the records and after examining them pass such orders as it may consider necessary.

67. 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.

68. Submission of report

Every authority other than the Syndicate empowered to impose any of the penalties specified in Statute 25 shall submit to the Syndicate a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a University employee is suspended under Statute 19. Every appellate authority other than the Syndicate shall likewise submit to the Syndicate a quarterly statement of cases disposed of.

69. Extension 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 the 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 the Government of Kerala as modified from time to time or in accordance with such other orders as may from time to time be issued by the Government of Kerala, on receipt of a request from the Registrar, University of Calicut.

(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 this enquiry report to the Chancellor.

(3) On receipt of such a request from the Registrar, University of Calicut under clause (i), the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O. (P) No.26/71/Vigilance dated 28-12-1971; and forward the enquiry report to the Registrar, University of Calicut for suitable action.

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

Part IV

CASUAL LEAVE

70. Authorities to sanction casual leave

The authorities competent to sanction casual leave or Restricted Holidays shall be as follows:-

Post	Sanctioning authority	Remarks
(1)	(2)	(3)
I. (1) Deputy Registrar	Registrar/Controller of Examinations/	
(2) Assistant Registrar	Finance Officer as the case may be.	
(3) Section Officers	Deputy Registrar or Assistant Registrar under whom they are working	
(4) Assistants & Typists	Section Officer.	
(5) Stenographers	The Officers under whom they work.	

(1)	(2)	(3)
II. Officers of the Department		
(1) Head of the Department (who is a First Grade Officer)	Head of the Department himself	All casual leave proposed to be taken should be reported to the Registrar, before the leave is availed of. If the Casual leave involves or is expected to involve absence from headquarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave headquarters on casual leave before assuring himself that his report has reached the Registrar.
(2) Head of the Department not being a First Grade Officer	Pro-Vice-Chancellor	
(3) Officers/teachers working under the Head of a Department.	The Head of the Department concerned	

Chapter 5

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

1. Powers

In addition to the powers conferred on the Senate by the provisions of the Act, the Senate shall have the following further powers, namely:-

- (i) to confer degrees and other academic distinctions on persons -
 - (a) who unless exempted therefrom in the manner prescribed, shall have pursued a prescribed course of study in a college or institution maintained by or affiliated to the University and shall have passed the prescribed examination or examinations, or
 - (b) who shall have carried on research under prescribed conditions;

(ii) to grant diplomas, titles, certificates and other academic distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;

(iii) to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions prescribed by the Statutes;

(iv) to provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary;

(v) to establish, maintain, equip and manage higher educational institutions and institutions of scientific research;

(vi) to institute and maintain wherever necessary all or any of the bodies, association or societies specified in sub-clauses (a) to (j) of clause (xv) of section 5 of the Calicut University Act, 1975,

(vii) to make such provisions as will enable the affiliated colleges to undertake specialisation of studies and to organise common laboratories, libraries and other equipment for research work.

(viii) to prescribe and modify the conditions of affiliation of colleges or other institutions to the University, and to suspend or withdraw the affiliation of any college or institution, on sufficient grounds, in accordance with the provisions in the Statutes;

(ix) to enter into any agreement with the State Government or the Government of India or any statutory body established by law for the purpose of developing University education in India or with a private management or with private persons for assuming the management of any institution or for taking over its properties and liabilities or for receiving any grants for developing institutions and for any other purpose not repugnant to the provisions of the Act or the Statutes and the Ordinances;

(x) to co-operate with other Universities or authorities or associations in such manner and for such purposes as it may determine; and

(xi) to frame Statutes for regulating the procedure and conduct of business at meetings of the Senate.

2. Meetings

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

3. Special meeting of the Senate

(1) A requisition for a special meeting of the Senate in the circumstances stated in sub-section (3) of Section 20 of the Act shall be forwarded to the Registrar with a copy of the Resolution or Resolutions to be moved at the meeting together with the name of the proposer of each 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 shall be convened for transaction of any urgent business, call for a meeting of the Senate at a shorter notice of less than fourteen days.

4. Notice for an ordinary meeting

The Registrar, shall, under the direction of the Vice-Chancellor give not less than forty two days' notice of the date of an ordinary meeting of the Senate. The Vice-Chancellor shall however be competent to postpone a meeting of the Senate of which due notice has already been given for good and sufficient reasons without giving fresh notice for such postponement.

5. Despatch of Annual Report etc., to the members

The Registrar shall send to each member copies of the Annual Report Annual Accounts, and Financial Estimates, ten days before the date of commencement of the Annual Meeting.

6. Notice of Resolutions

(1) Any member who wishes to move a resolution at an ordinary meeting of the Senate shall forward to the Registrar a copy of the resolution so as to reach him not less than four weeks before the date of the meeting. In the case of resolutions relating to amendments of an existing law of the University, the form in which the law as amended would stand shall also be stated.

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

(3) No member shall move more than three resolutions.

7. Admissibility of Resolutions

(1) The Registrar shall place all such resolutions before the Vice-Chancellor, and it shall be competent for the Vice-Chancellor to disallow any resolution which in his opinion does not satisfy the following conditions:-

(i) It shall not be against the provisions of the Act or the statutes.

(ii) A resolution in order to be admissible, shall also satisfy the following conditions;

(iii) It must relate to a matter within the powers of the University and the Senate;

(iv) It shall be clearly and precisely worded;

(v) It shall relate to a single matter;

(vi) It shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;

1. Amendment approved by the Senate on 26/27/28-3-1987 and assent of the Chancellor obtained on 11-2-1988 (Kerala Gazette dt. 31-5-1988).

(vii) It shall not refer to the character or conduct of any person except in his official or public capacity;

(viii) It shall not refer to any matter which is under adjudication by a court of law;

(ix) It shall not raise substantially 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;

(x) It shall not touch upon matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointed to inquire 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.

(2) The Registrar shall include in the Agenda paper all resolutions of which due notice has been given and which have not been withdrawn or disallowed, the order of priority being decided by the Vice-Chancellor by lot.

(3) When any resolution has been disallowed and not included in the agenda paper on any ground, mentioned in clause (1), the Registrar shall intimate five days before the day of the meeting, the fact to the member concerned stating the grounds for disallowing the resolutions.

8. Issue of Preliminary Agenda

Not less than two weeks before the date fixed for an ordinary meeting, the Registrar shall issue to every member an agenda paper 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 paper by any member shall not invalidate the proceedings of the meeting:

Provided that the Syndicate or the Vice-Chancellor, may, bring forward for any meeting of the Senate, other than a special meeting, any business considered urgent by them without placing it on the agenda paper.

9. Notice of Amendments

Any member who wishes to move an amendment to any item included in the agenda paper shall forward a copy of the proposed amendment so as to reach the Registrar not less than ten days before the day of the meeting.

10. Resolutions on Ordinances, Regulations, etc.

Notwithstanding anything contained in Statute 7, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda paper or on Ordinances, Regulations, Bye-laws, rules and orders placed before the Senate and included in the agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less

than one week before the day of the meeting, and these resolutions shall be made available to the members at the time of the meeting:

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

11. Admissibility of amendments

The provisions governing the admissibility of resolutions prescribed under Statute 7 shall *mutatis mutandis* apply to amendments moved under Statute 9 and resolutions moved under Statute 10.

12. Issue of final agenda

The Registrar shall issue to every member of the Senate, not less than five clear days before the date of the meeting, a copy of the final agenda paper showing all the resolutions and amendments of which due notice have been given and which have not been disallowed.

13. 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 Syndicate or the Vice-Chancellor shall be transacted.

14. 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 paper showing the business to be transacted at the meeting.

(2) Any member who wishes to move an amendment to any item on the agenda shall forward a copy of the proposed amendment so as to reach the Registrar not less than one week before the date of the meeting:

Provided that in the case of a special meeting of which less than fourteen 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 paper containing the resolutions and amendments of which notice have been given and which have not been disallowed. However, if the Vice-Chancellor considers necessary, he may allow the revised agenda paper to be issued at a shorter interval of not less than twenty-four hours before the commencement of the meeting.

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

15. Hours of meeting

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

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

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

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

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

16. Chairman of Meeting

The Vice-Chancellor shall preside at meetings of the Senate. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting. When both the Vice-Chancellor and the Pro-Vice-Chancellor are absent, one member from a panel of three persons nominated by the Vice-Chancellor before the date of the meeting shall be the Chairman of the meeting in the order of priority.

17. Quorum

(1) If a quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact.

(2) If at any time during the progress of a meeting any member 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 a quorum be not present, he shall declare the meeting dissolved, and shall leave the chair. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present, and the record shall be signed by the Chairman.

18. Dissolution of special meetings

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

19. Adjourned Meetings

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

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

20. Notice of Adjourned Meetings

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

21. Questions and Answers

At any ordinary meeting of the Senate, any member may ask a maximum of three questions for the purpose of obtaining information from the Syndicate on any matter concerning the University.

22. Admissibility of questions

It shall be competent for the Vice-Chancellor to disallow any question the answer to which is, in his opinion, does not subserve the interests of the University.

No question shall be admitted unless it complies with the following conditions:

- (i) It shall relate to a single matter;
- (ii) It shall be clearly and precisely worded;
- (iii) It shall be so framed as to be merely a request for information;
- (iv) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity;
- (v) It shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal question;
- (vi) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;
- (vii) It shall not bring in any name or statement not strictly necessary to make the question intelligible;
- (viii) It shall not raise questions of policy too large to be dealt with within the limits of an answer to a question;
- (ix) It shall not repeat in substance questions already answered or to which an answer has been refused;
- (x) It shall not ask for information on trivial matters;
- (xi) It shall not require information available in accessible documents or in ordinary books of reference;
- (xii) It shall not make or imply a charge of a personal character; and
- (xiii) It shall not ordinarily ask about matters pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial 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.

3. 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.

4. 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.

5. Disallowance of questions

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 the interests of the University or contains any insinuation or
- (iii) amounts to an abuse of the right of questioning.

6) 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.
- (iv) any question that has been fully answered in the preceding session.

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

8) 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.

Answers to questions

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

Order of business

The business to be transacted at a meeting of the Senate shall be decided on the agenda paper in the following order:-

- (i) Elections, if any, to be conducted;
- (ii) The answering of questions, if any;

(iii) Business brought forward by the Syndicate and the Vice-Chancellor and

(iv) Business brought forward by members of the Senate

28. **Motions for change in the order of business**

At any meeting of the Senate, it shall be open to any member to move for a change in the order of business as stated in the agenda paper. The motion shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time. If the motion for change in the order of business is agreed to by the Senate, the business shall be transacted in the changed order.

29. **Answering of questions**

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.

30. **Supplementary questions**

Any member may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given. Supplementary questions shall be put immediately after the principal question to which they relate and before the next question is called.

31. **Disallowance of supplementary questions**

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

32. **Persons to answer supplementaries**

Supplementary questions shall be answered by members of the Syndicate nominated by the Syndicate for the purpose.

33. **Supplementaries demanding notice**

The Chairman may decline to allow a supplementary question being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in the form of a fresh question at a subsequent meeting of the Senate.

34. **Discussion on question and answer**

No discussion shall be permitted in respect of any question or an answer given to a question.

35. **Time limit**

At any meeting of the Senate, the time allowed for answering questions shall not exceed one hour.

Correction of mistakes in the agenda

At any meeting, the Chairman may, without any formal motion make/omit the correction of clerical or typographical mistakes in notices of motions reports or statements or other business placed before the meeting.

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 and public importance. Not more than one such motion shall be allowed by the Chairman 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.

Motions without notice

At any meeting of the Senate, the following resolutions may be moved without previous notice, with the permission of the chair,

(i) A complimentary or condolence resolution;

(ii) A resolution relating to business not included in the agenda, but put forward by the Syndicate or the Vice-Chancellor as urgent at a meeting, and treated as a special meeting;

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

(iv) A motion directing the Syndicate, the Academic Council, the Students' Council and Faculty, a Board of Studies or any Committee to review and reconsider its decision or recommendation and to report at a subsequent meeting of the Senate;

(v) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time;

(vi) A motion remitting any matter before the Senate at the time to the Syndicate, Academic Council, Students' Council and/Faculty or a Board of Studies for its consideration and report;

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

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

(ix) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;

(x) A motion that the meeting be dissolved;

(xi) A motion that the meeting pass on to the next business on the agenda paper; and

(xii) A motion that the question be now put.

39. Amendment to resolution

At any meeting of the Senate, any member may move an amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor on an item of urgent business, or to a resolution moved by a member under Statute 10 or to a resolution included in the agenda of an urgent meeting convened by the Vice-Chancellor on less than fifteen clear days notice.

40. Amendment without notice

At any meeting of the Senate, the following amendments may be moved without previous notice.

(i) Amendments to motions placed before the meeting without previous notice under clauses (i) to (vi) of Statute 38;

(ii) Amendments to any resolution or amendment on the agenda 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 which they refer; and

(iv) Amendments to motions brought forward by the Syndicate or Vice-Chancellor at urgent meetings on less than ten clear days notice or ordinary meetings on less than twenty-one clear days notice, and to resolutions moved by members under Statute 10.

41. Restriction on amendments

Save as provided in Statutes 37 to 40, no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

42. Form of motion

Every motion to be moved at a meeting shall be affirmative in form and shall begin with the word 'That'

43. Chair to permit other members to move motion

Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it may be moved by any other member, with the permission of the Chair.

44. Motions to be seconded

(1) Every motion at a meeting must be seconded; otherwise it shall drop.

(2) Any member may second a resolution by saying 'I second the motion' and may reserve his speech by adding 'I reserve my speech'.

(3) When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion be ruled out of order by the Chairman.

Order of amendments

An amendment may be moved at any time after the question has been put from the Chair and before it is put. The order in which amendments and resolutions are to be moved shall be determined by the Chairman.

Forms of amendments

An amendment to a resolution shall be-

- (i) by leaving out certain words;
- (ii) by inserting or adding certain words;
- (iii) by leaving out certain words and inserting or adding certain words.

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

scope of amendments.

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

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 part separately to the vote as he may think fit.

Withdrawal 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 allow an interval during which no dissent is expressed, declare the motion withdrawn.

(ii) No discussion shall be permitted on a motion for leave to with-

(ii) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

50. Bar on similar motions

When a resolution or an amendment has been withdrawn with consent of the Senate, no motion raising substantially the same question be moved during the same session.

51. Lapse of resolution

If a resolution which has been admitted is not discussed during session it shall be deemed to have been withdrawn.

52. Ruling out of order a motion

The Chairman may rule a resolution or an amendment out of order any time before the question is put to the vote.

53. Priority of motions

Motions referred to in Clauses (i) to (xii) of Statute 38 shall have precedence of any business that may be before the meeting at the time must be disposed of before such business.

54. Restriction on negatived motions

When a motion referred to in clauses (vii), (viii), (x) and (xii) of Statute 38 has been brought forward and has been negatived, no motion of the same kind shall be again brought forward during the debate on the 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 discussion be allowed on such second or subsequent motion.

55. Motion on ordinance

A motion on an Ordinance placed before the Senate under sub-section (1) of section 37 may be for its cancellation or modification. A motion for the cancellation shall be in the form "That the Ordinance (mentioning it) be cancelled" and a motion for a modification shall be in the form "That the Ordinance (mentioning it) be modified" (followed by words presenting the Ordinance as proposed to be modified). To a motion for the cancellation of an Ordinance, an amendment may be moved for its modification. To a motion for the modification of an Ordinance, an amendment may be moved for its cancellation.

36. Motion on Regulation

A motion on a Regulation placed before the Senate under sub-section (1) of section 39 shall be for its cancellation or its modification. A motion for cancellation shall be in the form "That the Regulation (mentioning it) be cancelled" and a motion for modification shall be in the form "That the Regulation (mentioning it) be modified". To a motion for the cancellation of a Regulation an amendment may be moved for its modification. To a motion for the modification of the Regulation an amendment may be moved for its cancellation.

37. Motion for reconsideration of a previous decision

A motion directing the Syndicate or any University Authority or Body or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred, and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the Authority or Body or Committee shall report to the Senate within a specified date, provided, however, that if no date is specified for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

38. 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 convener. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to a motion for the appointment of a Committee may be for enlarging or restricting the terms of reference of the Committee or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date or a different date to the one already fixed in the original motion for the submission of the report. If no date is mentioned either in the original motion or in the motion as amended for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so, the fact shall be reported to the Senate at such meeting. If the mover of the resolution or any person who moves an amendment thereto proposes to include in the Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

39. Motion for remitting any matter to an authority

A motion remitting any matter to the Syndicate or any other University authority or body may be made at any time during which the matter is

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

60. 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 the question be now adjourned", mentioning the day and hour proposed if the motion is for adjournment to a specified time.

(2) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day and or hour for the one originally proposed, or for specifying a date and/or hour, if not specified in the one originally proposed, or for adjournment to the next meeting if the original resolution is for adjournment to a specified date.

(3) If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion, and the meeting shall pass on to the next business, if any, on the agenda paper.

(4) If the motion for adjournment of the debate is carried, the member who moved it may claim precedence or take part in the debate at a later stage when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confirm himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived, the mover cannot speak again on the main question.

61. Motion for resolving into a Committee

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

62. Motion for dissolution

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

63. **Motion to pass to the next business on the agenda**

(a) A motion to pass on to the next business on the agenda paper, shall be in the form "That the meeting do now pass on to the next business on the agenda paper", and may be moved at any time after the main question has been stated from the Chair but not so as to interrupt a speech.

(b) 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".

(c) If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith and decided without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

64. **Closure motion**

A motion for closure shall be in the form "That the question be now put and may be moved at any time after a question has been stated from the Chair but not so as to interrupt a speech. A member who moved the 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 thereon has been decided, a member may claim, without any further motion for closure that such further question or questions which may be necessary to bring to a decision, a question already stated from the Chair be put; and unless the Chairman withholds his assent, such further question for questions shall be put forthwith and decided without amendment or debate.

65. **Speeches when allowed**

(1) A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except,-

(i) When putting a question or answering a question put;

- (ii) When speaking to a point of order;
- (iii) When offering a personal explanation; or
- (iv) When, with the special permission of the Chair, making a statement.

(2) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

66. 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.

67. 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 under clauses (iv) to (xii) of Statute 38 may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under the said clauses or speak to the main question but he may speak or move or second an amendment to any such new question when moved and seconded by other members, if amendment or debate is permissible:

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

Provided further that a member who successfully moves the adjournment of the debate on any 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.

68. Personal explanation when allowed

A member who complains that his speech or any expression used by him during the speech has been misunderstood, or that his character or conduct has been impugned in the debate, may be allowed to make a personal explanation, but he shall confine himself strictly to such explanation. A member may offer such personal explanation whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

69. Statement when allowed

A member, may, with the special permission of the Chair make a statement on any matter arising from the debate on any question.

70. Right of reply for mover

A member who has moved a resolution may speak again by way of reply when the Chairman has ascertained that no other member entitled to speak desires to speak:

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

71. No speech after reply

No member shall speak to a question after the mover has made his reply.

72. Duration of speeches

Any member desiring to speak on an issue before the House shall intimate in writing to the Chairman and the Chairman shall call the members in the order of priority. No speech shall ordinarily exceed 4 minutes in duration provided that the mover of a resolution or an amendment, when moving the resolution or amendment may speak for 8 minutes, and provided further that the Chairman, may, at his discretion allow a longer period to any speaker or limit the duration of speeches on any subject at any stage to a shorter period.

73. 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 a member nominated by him.

74. 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.

75. Point of order

Any member may, even while another is speaking call the Chairman's attention to a point of order but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order. No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or poll is completed:

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

76. Motions to be put to vote

When the debate on a motion is concluded or if there is no debate the Chairman shall put the question to the vote by saying, "The question is" followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by a unanimous vote. If there be an amendment he shall say, "It has been moved", followed by the words of the resolution; then he shall say, "Since it has been moved by way of amendment", followed by the words of the amendment, and then, if the amendment be one of the kind specified in clause 1 of Statute 46 he shall put the question by saying "shall word or words proposed to be left out be left out?" If the amendment be of the kind specified in clause (iii) 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 (ii) 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....."

77. Voting

(1) Any amendment of the Statutes issued under the Act, by way of addition, variation or repeal shall be valid only if it is passed with a majority of the total membership of the Senate and by a majority of not less than two thirds of the members present and voting.

(2) Save as otherwise provided in clause (1) all questions considered at meetings of the Senate shall be decided by the majority of the votes of the members present at the meeting unless a particular majority is prescribed in the laws of the University. The Chairman shall not be entitled to vote on any question. When the Chairman puts a question to the vote, he shall request first those in favour of the motion and then those against the motion to raise their hands, and shall declare whether the question is adopted or rejected.

78. Manner of taking votes

Except as otherwise provided-

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

(2) 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.

(3) the result of a poll shall be announced by the Chairman, and shall not be challenged.

79. Powers of Chairman

A member shall 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.

80. Procedure when the Chairman is on his legs

If the Chairman rises, the member speaking or offering to speak must sit down at once.

81. Ruling of the Chairman

The Chairman shall be the sole judge on any point of order and may call any member to order, and shall have all the powers necessary to enforce his decisions on all points of order.

82. 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.

83. 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.

84. 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 under subsection (3) of section 20. No motion for revision of the decision taken by the Senate shall be carried, unless two-thirds of the members present at such meeting, vote in favour thereof.

85. Procedure in matters not provided for

In any case not provided for by these Statutes, the Chairman shall be entitled to give his own ruling as to the procedure to be followed in such cases. His decision thereon shall be final.

86. Admission of visitors and press

Representatives of the Press and Visitors may be admitted to the meetings of the Senate, with the permission of the Vice-Chancellor.

87. 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 State Government as laid down in Section 75.

88. Protests

Any member who intends to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required shall give notice in writing of his intention to the Registrar within 48 hours from the time of closing of the business of the meeting, and shall within fourteen days from the date of the meeting lodge his protest in writing with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may within fourteen days from the date of receipt of the intimation by him of the protest to the Registrar, prepare and send to the Syndicate a memorandum in support of the decision of the Senate. The Syndicate shall submit the protest and memorandum, if any, together with the remarks of the Syndicate thereon and a copy of the motion, for the consideration and orders of the Chancellor. If the protest relates to a motion moved by the Syndicate, the Registrar shall place the protest before the next meeting of the Syndicate held after receipt of such protest by him, and the Syndicate shall prepare the memorandum in support of the decision of the Senate.

89. Committees of the Senate:- 1

(1) The following advisory committees of the Senate be constituted from among the members of the Senate.

(a) *Business Advisory Committee:-* The Committee shall consist of five members including the Vice-Chancellor who shall be chairman. The committee may recommend the time that should be allotted for the discussion of the business brought forward and included in the Agenda for each meeting of the Senate.

(b) *Committee on Assurances:-* The committee shall consist of five members including the Vice-Chancellor who shall be the chairman of the Committee. The functions of the committee are to scrutinize the assurances, promises, undertakings etc. given by the members of the syndicate from time to time on the floor of the Senate and to report on the extent to which such assurances etc. have been implemented.

(c) *Committee on Amendments to Statutes etc:-* The committee shall consist of seven members including the Pro-Vice-Chancellor who shall be the chairman. The committee may scrutinize and report on the draft of any Statute proposed by the Syndicate.

(d) *Committee on Annual Report:-* The committee shall consist of seven members including the Pro-Vice-Chancellor who shall be the chairman. The Committee may scrutinize and report to the Senate on the Annual Report approved by the Syndicate.

1. Amendment approved by the Senate on 18-10-86 and assent of the Chancellor obtained on 9-1-1987 (Kerala Gazette dt. 24-3-1987)

(e) *Committee on Annual Accounts, Audit Reports and Annual Financial Statements:* The committee shall consist of nine members including the Pro-Vice-Chancellor who shall be the chairman. The committee may scrutinize the Annual Accounts, Audit Reports and Annual Finance Statements approved by the Syndicate and to be placed before the Senate.

(f) *Committee on Private College Staff:-* The committee shall consist of nine members including the Pro-Vice-Chancellor who shall be the chairman. The committee may study and report on the emoluments and also the duties and conditions of service of teachers and non-teaching staff in private colleges.

(2) The members of the committees shall be nominated by the Vice-Chancellor. The conveners of the Standing Committees of the Syndicate on Staff, Finance and Staff of Affiliated Colleges shall be ex-officio members of the committee on Annual Report, the committee on Annual Accounts, Audit Report and Annual Financial Statements and committee on Private College Staff respectively.

(3) No member other than the Vice-Chancellor and the Pro-Vice-Chancellor shall be a member of more than one committee. The term of the committee shall be two years. The chairman shall preside over the meeting of the committees. In the absence of the chairman, members present shall elect a chairman for the meeting.

(4) The Registrar shall be the Secretary of the Committees and shall convene the meetings of the committees.

89 A. Procedure to be followed in Committee

The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate, except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak to a motion more than once.

90. Confirmation of a resolution

The motions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same meeting or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in an open meeting.

91. Validity of proceedings

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.

92. **Expenditure in excess of budget allotments**

Notwithstanding anything contained in these Statutes, it shall be competent for the Senate to incur expenditure outside the budgetary provision or in excess of the budget allotment for the year as finally allotted, to meet urgent items of expenditure.

(2) The Senate shall also have power to reappropriate from one head to another to meet such expenditure.

93. **Consideration of the Audit Report by the Senate**

The Senate may consider the Audit Report at its ordinary meeting.

Chapter 6

**POWERS OF THE SYNDICATE AND THE PROCEDURE
FOR ITS MEETINGS ETC.**

1. Meeting

(1) The Syndicate shall meet ordinarily once in two months and as and when required for the conduct of business of the University, on dates and hours to be fixed by the Vice-Chancellor.

(2) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting and if he is also absent, the members present shall elect one of the members of the Syndicate to preside at the meeting.

2. Quorum for Syndicate meeting

Nine members shall constitute a quorum for the meeting of the Syndicate, and no business shall be transacted at a meeting at which there is no quorum.

3. Powers and duties

The Syndicate shall, in addition to the powers and duties conferred and imposed on it by the Act and subject to the provisions thereof, have and exercise the following further powers and functions:-

(i) to manage and control Departments of Study and Research in the University, University Laboratories, Institute of Research and other Institutions established by the University;

(ii) to manage and control colleges instituted by the University;

(iii) to manage Students' Advisory Bureau, Employment Bureau, Translation and Publication Bureau, University Extension Boards, University Athletic Clubs, the National Cadet Corps, the National Service Corps, Students, Cultural

and Debating Societies, University Students Union, Co-operative Societies and other similar institutions maintained by the University for promoting the welfare of students and employees of the University;

(iv) to establish, equip and maintain a University Library;

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

(vi) to establish, equip and maintain a University press.

(vii) to manage and regulate the finance, accounts, investments, property, business and all executive affairs of the University, and for that purpose to appoint such agents as it may think fit;

(viii) to cause proper accounts to be maintained relating to the Funds of the University and to review the Government Auditors Report;

(ix) to invest with the approval of the Senate any moneys belonging to the University in such stocks, share, funds or securities as it may, from time to time, deem fit or in the purchase of immovable property;

(x) to enter into, vary, cancel and to carry out contracts on behalf of the University;

(xi) to provide or purchase lands, buildings, premises, furniture laboratory apparatus, equipments and such other requirements for carrying on the work of the University.

(xii) to fix and determine from time to time except as otherwise regulated by the laws of the University, the number of officers, and other employees of the University for the offices and institutions under the University and their duties and emoluments;

(xiii) to consider the proposals made by the Academic Council and to make recommendations to the Senate for the institution of Professorships, Readerships, Lecturerships and other teaching and research posts required for the University;

(xiv) to control and manage the Pension Fund, the Provident Fund and the Pension-cum-Provident Fund for the benefit of the staff of the University;

(xv) to nominate the representative of the University on the Governing Body or the Managing Council constituted by the Unitary Management or the Corporate Management as the case may be.

(xvi) to prescribe conditions under which grants in aid may be given to any person or body.

(xvii) to appoint members of the Boards of studies subject to the Laws of the University;

(xviii) to appoint Moderation Boards of the Syndicate for the Secondary School Leaving Certificate or other similar qualifying examinations for admission to the University, conducted by the Commissioner for Government Examinations;

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

(xx) to exempt, by a special order and on such conditions as the Syndicate may think fit a candidate for a University examination from undergoing instruction in a college.

(xxi) 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 examinations;

(xxii) the Syndicate shall be competent to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Syndicate justifies the candidate's exclusion. In the examination centre, the candidates shall be under the disciplinary control of the Superintendent of the Centre and they shall obey his instructions. Any candidate who disobeys the instructions of the Superintendent or any of the invigilators or behaves insolently towards them may be excluded from the day's examination. If he persists in such misbehaviour, he may be excluded from the rest of the examination by the Superintendent of the Centre:

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

(xxiii) 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 Syndicate may cancel his/her examination and also debar him/her from 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 explanation, if any, if filed within the specified time, before awarding the penalty;

(xxiv) The Syndicate may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is 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 University records including the answer books, mark sheets, result sheets, diplomas and the like;

(xxv) The Syndicate may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresentation of facts or by submitting false certificates or by forging documents.

The Syndicate may delegate any of its powers under this clause to the Vice-Chancellor.

(xxvi) the Syndicate shall be competent to take cognizance of any grave misconduct or persistent idleness or breach of discipline by a student within or outside the precincts of the University or College or Institution or University Centre or in a hostel or at a University examination Centre or by any student who seeks admission to a University course of study brought to the notice of the Syndicate by the head of the institution or by a member of any authority of the Syndicate or by the Registrar of the University or by a Chairman of a Board of Examiners or by a Chief Superintendent at any centre of examination or by the Controller of Examinations and to punish 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 specified period, or by the cancellation of the University examination 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 other penalty as it seems fit:

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

(xxvii) to refer any matter to a Faculty, a Board of Studies, a Board of Examiners, or the Academic Council or the Students' Council or any Committee or person, and to call for a report or opinion thereon;

(xxviii) to remit for further consideration any proposal or recommendation made to it by the Senate or a Faculty or a Board of Studies or the Students' Council or any other authority of the University;

(xxix) subject to the provisions of 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 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 course in which no college is already affiliated, or applications for starting new colleges; provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Senate at its next meeting;

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

(xxxi) to regulate and determine all matters concerning the administration of the University in accordance with the laws of the University;

(xxxii) to make recommendations to the Senate, or in special cases to the Chancellor, regarding the conferment of honorary degrees;

(xxxiii) to constitute the Board for the adjudication of students' grievances.

4. Delegation of powers by the syndicate

The syndicate may, by resolution delegate such powers as it deems fit to the Vice-Chancellor.

5. Financial powers

It shall be competent for the Syndicate-

(a) to accord sanction for all works (original and repairs) exceeding Rs.50,000 provided in the budget and to accept tenders thereof;

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

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

(d) to lay down the administrative, financial and disciplinary powers of the officers employed in the University;

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

(f) to frame the Rules relating to preservation and destruction of records in all offices and institutions under the control of the University;

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

(h) to invest moneys belonging to the University in such manner as may be determined from time to time; and

Investigation into the affairs of Private Colleges.

- (1) The Syndicate shall, under clause (xx) of Section 23 of the Act, direct investigation into the affairs of a private college, if it is satisfied that there is a prima facie case for such investigation; or
- (2) If a complaint in writing is received from any of the teachers or students or the Managing Council or Governing Body of the private college upon any matter relating to that college; or
- (3) If it is so required by the Senate.

Instruction for maintaining efficiency of Private Colleges

The Syndicate shall have the power, subject to the provisions of the Act and the Statutes to issue, as and when it deems necessary or when required by the Senate, instructions requiring the private colleges to maintain definite standards as specified in such instructions.

Conditions of employment of teaching staff in affiliated colleges

The Syndicate shall frame rules (i) prescribing the pattern and number of teaching staff that may be accepted for direct payment of salary and for fixing the number of teachers for each of the affiliated colleges in the first instance on the basis of the hours of work according to the time table as on the closing date of admission;

- (i) regarding disciplinary action against the staff;
- (ii) prescribing a code of conduct for the staff; except to the extent otherwise provided for in these statutes;
- (iv) prescribing conditions of affiliation subject to the provisions of the statutes.

Action for violation

- (1) In case of any violation of any instruction, direction or order in relation to the maintenance of efficiency, proper conditions of employment of members of the staff and payment of adequate salaries to such staff of private colleges, the Syndicate shall be competent to take such suitable action as it deems fit including modification of the conditions of affiliation.
- (2) The action so contemplated shall include (1) withdrawal of the aid or grant and (2) withdrawal of affiliation of the college:

Provided that such action shall be taken only after making an enquiry into the matter by a Commission appointed by the Syndicate for the purpose.

Financial Estimates

The Syndicate, shall, before the first day of January every year examine the financial estimates of the income and expenditure for the ensuing financial year which has been prepared by the Finance Committee or make such alterations as it deems fit and forward the same with the details specified under sub-section (1) of section 47 of the Act to the Senate.

Annual Accounts, Annual Report, Audit Reports and Financial Estimates

- (1) The Syndicate shall consider the Annual Accounts and Financial Estimates of the University prepared by the Finance Committee and place them before the Senate for approval at its annual meeting.
- (2) The Senate shall consider the annual accounts at its annual meeting and may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action accordingly.

(3) The annual accounts as approved by the Senate shall be submitted to the Government for audit.

(4) The Syndicate shall publish the accounts when audited together with the audit report in the Government Gazette, 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 Syndicate at its ordinary meeting.

(5) The Annual Report of the University shall be prepared by the Syndicate for review on or before the 31st January each year and the Senate shall review the same at its annual meeting.

(6) The Annual report shall deal with the Calendar year ending the 31st day of December.

12. Financial and Account Rules

It shall be competent for the Syndicate to make necessary Rules and standing orders for the proper maintenance of the accounts of the University.

13. Review of accounts and working endowments

The Syndicate 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.

14. Printing of Proceedings of the Syndicate

The proceedings of the Syndicate shall be printed quarterly and printed copies forwarded to the members of the Senate, the Academic Council and the Finance Committee.

15. Discretionary power of the Chairman to determine procedure

The Chairman at any meeting, may, at his discretion, adopt the procedure for discussion of matters at meetings of the Syndicate, in so far as he thinks fit.

16. Validity of proceedings in certain cases

Non-receipt of notice, agenda and other papers connected with any meeting of the syndicate by any member shall not invalidate the proceedings of the meeting of that authority.

Chapter 7

PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

1. Meetings

The Academic Council shall normally meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required by the Vice-Chancellor

2. Quorum in the meetings

One-fifth of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.

3. Special meetings

The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Academic Council.

4. Chairman

The Vice-Chancellor, shall, if present preside over all meetings of the Academic Council. In his absence, the Pro-Vice-Chancellor, if any, shall preside over the meetings. In the absence of both the Vice-Chancellor and the Pro-Vice-Chancellor, a member shall be chosen by the members present to preside over the meeting.

5. Validity of proceedings in certain cases

Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member, shall not invalidate the proceedings of the meeting.

a. 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 despatch of the preliminary agenda paper, withdraw the resolution.

8. Resolution to be placed on the agenda paper

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

9. Despatch of agenda paper

Not less than ten days before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting and business to be brought before the meeting:

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

10. Notice of amendment

Any member 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 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 papers subject in general to be 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 meetings of the Academic Council and of the Academic Council in Committee shall in general, be the same as laid down for the meetings of the Senate, in so far as the Chairman, may, at his discretion decide.

12. Proceedings

The proceedings at each meeting of the Academic Council shall be prepared by the Registrar and approved by the Vice-Chancellor (Chairman). The Registrar shall send by post ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Senate, the Syndicate, the Finance Committee, the Faculties and the 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 eleven other members of whom five shall be Deans of Faculties. The quorum for a meeting of the Standing Committee shall be six. The Vice-Chancellor may refer such matters to the Standing Committee as he considers it necessary and take suitable action on the recommendation of the Standing Committee subject to rectification by the Academic Council.

15. Special invitees

The Vice-Chancellor may invite for any meeting of the Standing Committee, persons having special knowledge and experience of any subject. The persons so invited shall be competent to take part in the discussion of the Committee. They shall not however be entitled to vote upon any question.

16. Powers of the Committee

The Committee may exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it. It may also advise the Vice-Chancellor on such matters as are referred to it by him.

17. Chairman of the Committee

The Vice-Chancellor, if present, may preside at meetings of the Committee and in his absence, the Pro-Vice-Chancellor or 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.

19. Membership of the Principal of a College of Oriental Language not being a Dean of Faculty nominated by rotation

The seniority of the Principals of Colleges of Oriental Languages who are not Deans of Faculties for purposes of membership in the Academic Council by rotation shall be determined by the Vice-Chancellor on the basis of the length of service as Principal. The Vice-Chancellor shall forward the seniority list to the Chancellor so as to enable him to nominate one Principal of a College of Oriental Languages to the Academic Council, as laid down in clause (o) of sub-section (3) of Section 24 of the Act.

Chapter 8

THE STUDENTS' COUNCIL

1. Constitution of Students' Council

There shall be a Students' Council

2. Manner of Constitution

It shall be constituted in the manner laid down in Section 29 of the Act.

3. Term of office of members

The members of the Students' Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination as the case may be.

4. Manner of election of Secretary

There shall be a Secretary to the Students' Council who shall be nominated by the Vice-Chancellor in the manner laid down in sub-section (3) of section 29 of the Act.

5. Meetings of Students' Council

The Students' Council shall normally meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required, for the conduct of its business.

6. Procedure for conduct of meetings

In the absence of the Chairman, the Dean of Students Affairs shall preside over the meeting, and if he is also absent, the members present shall elect one of the members of the Council to preside at the meeting.

7. Quorum

Fifteen members shall constitute a quorum for the meeting of the Students' Council and no business shall be transacted at a meeting at which there is no quorum.

8. Convening of special meetings

The Chairman may, whenever he thinks fit convene a special meeting of the Students' Council.

9. Notice for a meeting of the Students' Council

The Secretary to the Students' Council, shall, under the direction of the Chairman, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.

10. Notice of resolutions

(1) Any member who wishes to move a resolution at an ordinary meeting of the Students' Council shall forward to the Secretary a copy of the resolution so as to reach him not less than twenty clear days before the date of meeting.

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

11. Resolution to be placed on the agenda paper

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

12. Despatch of agenda paper

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

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

13. Notice of amendment

Any member 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 9 clear days before the date of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda paper subject in general to the Statutes.

governing the admissibility of amendments and resolutions at the Senate meetings.

14. Procedure at meetings

The procedure for admission of resolutions and amendments for the conduct of meetings of the Student's Council and of the Student's 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.

15. Proceedings

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

16. 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 Student Associations, Societies and other Organisations;

(b) to recommend to the Syndicate the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads of the Students' Council.

(c) allocate funds for the different activities of the Students' Associations, Societies and other Organisations, as provided in the budget;

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

(e) make recommendations to the Syndicate regarding any matter affecting the corporate life or welfare of the Students; and

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

17. Laying of periodical reports

The Vice-Chancellor shall place before the 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 were made once in six months.

18. Validity of proceedings

Non-receipt of notice, agenda and other papers connected with any meeting of the Students' Council by any member of that Body shall not invalidate the proceedings of the meeting.

Chapter 9

THE FINANCE COMMITTEE

1. Constitution

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

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

2. Quorum

Four members of the Finance Committee shall constitute the quorum for a meeting.

3. Term of Office

All the members of the Finance Committee shall hold office for a term of four years.

4. President

The Vice-Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor if any shall preside at the meeting thereof. 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. Meetings of the Finance Committee

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

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

6. Annual accounts and financial estimates

The annual accounts and the financial estimates of the University shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Syndicate.

7. Limits of expenditure

(1) The Finance Committee shall advise on limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University (which in the case of productive works may include the proceeds of loans).

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

8. Consultation 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 the maximum pay of which is Rs.700 and above per mensem.

(d) any other item having financial implication which the Vice-Chancellor may refer it for advice.

9. Powers and functions of the Finance Committee

The Finance Committee shall-

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

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

(c) advise the Syndicate in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University.

(d) examine and report on the accounts of the endowments and trust funds;

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

(f) make recommendations, whenever it deems necessary, to the Syndicate on all matters relating to the finances of the University;

(g) scrutinise and report on the utilisation of the grants and loans given by the University or through the University, affiliated colleges or recognised institutions;

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

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

10. Delegation of powers of the Finance Committee

Subject to such general directions and control as may be fixed by the Finance Committee any power exercisable by the Committee may be delegated to the Chairman.

11. Validity of proceedings in certain cases.

Non-receipt of notice agenda and other papers connected with any meeting of the Finance Committee shall not invalidate the proceedings of the meeting of that Authority.

FACULTY OF HUMANITIES (INCLUDING PHILOSOPHY)

1. **Degrees**

The Degrees in the Faculty of Humanities (including Philosophy) shall be:-

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Social Work	M.S.W.
Master of Letters	M.Litt.
Master of Philosophy	M.Phil.
Doctor of Philosophy	Ph.D.
Doctor of Letters	D.Litt.

2. **Degree of Bachelor of Arts**

Candidates for the degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-degree examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed courses of study in a college or other institution maintained by or affiliated to the University for a period of not less than three academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the Regulations regarding private appearance.

3. **Degree of Master of Arts**

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

4. **Degree of Master of Social Work**

Candidates for the Degree of Master of Social Work (M.S.W.) shall be required to have taken a degree of this University or an equivalent degree of any other University recognised by the Academic Council and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a College of this University and to have satisfactorily completed a research project and supervised field work and to have passed the Master of Social Work Degree Examination conducted by the University.

5. **Degree of Master of Philosophy (Philosophy subject)**

The degree of Master of Philosophy (M.Phil.) in the subject of philosophy may be awarded to persons holding a Masters degree of this University or of

any another recognised University on the results of course work and research work extending over a period of not less than twelve months after passing the qualifying examination carried out in an institution maintained by this University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purviews of the Faculty of Humanities (including Philosophy) subject to the detailed Regulations that may be framed by the Academic Council in this regard.

6. Degree of Master of Letters

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

(ii) Candidates for the M.Litt. Degree should have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of any other University or Institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research.

(b) The written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed by in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten in English.

(vii) The thesis shall comply with the following conditions:-

(a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the source from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodied the result of his own research or observation, and this statement shall be certified by the supervising teacher.

(b) It must form a distinct matter of contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercises of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(viii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed above shall be allowed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

Degree of Doctor of Philosophy

(i) The degree of Doctor of Philosophy (Ph.D.) may be awarded:

(a) to persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(b) to persons holding the Degree of Master of Letters or Master of Philosophy of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, or Master of Philosophy as embodied in a thesis relating to a subject coming within the purview of the Faculty.

Provided that in the case of Philosophy subject the Research work shall extend to a period of three years. The research shall be undertaken under the guidance of a supervising teacher in an institution of this University or of another University or an institute approved by the syndicate.

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

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

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

(a) a diploma or certificate showing the academic qualifications of applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research.

(b) The written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) A Registration fee as prescribed in the Ordinances.

(iv) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the syndicate, provided, however, that the opinion of the board of Studies concerned shall be obtained with regard to the suitability of the institution, (if outside Kerala State) for the purpose of any particular course of research.

(v) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year. The said period may be extended by three months with the permission of the Syndicate.

The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

This clause shall not however apply in the case of philosophy subject.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards; the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vii) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject on the thesis.

(ix) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(x) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(xi) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

B. Degree of Doctor of Letters

The Degree of Doctor of Letters (D.Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

9. Diplomas

The University may grant diplomas in the following subjects of study:

- (i) English
- (ii) Business Management
- (iii) German
- (iv) Such other subjects of study as the Senate may decide from time to time.

Chapter 11

FACULTY OF SCIENCE

1. Degrees

The Degree in the Faculty of Science shall be:-

Bachelor of Science	B.Sc.
Master of Science	M.Sc.
Doctor of Philosophy	Ph.D.
Doctor of Science	D.Sc.

2. Degree of Bachelor Science

(Three Year Course)

Candidates for the degree of Bachelor of Science (B.Sc.) shall be required to have passed the Pre-degree examination of this University or an examination accepted by the Academic Council as equivalent thereto with the main subject they proposed to offer for the B.Sc. course as one of the subjects for Part III of the Pre-degree course except for statistics and Geology and to have subsequently undergone the prescribed course of study in a college or institution maintained by or affiliated to this University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the regulations regarding private appearance.

Degree of Master of Science

(By Examination)

Candidates for the Master of Science Degree Examination shall be required to have passed the B.Sc. Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto with a minimum of 50% marks for the concerned optional main subject excluding subsidiaries at the B.Sc. degree examination and to have subsequently undergone the prescribed course of study by attending a college for a period of not less than two academic years or six terms and passed the prescribed examination.

Note:- M.Sc. Statistics - The course shall be open to candidates who have passed the B.Sc. Degree Examination of this University or an examination accepted by the Syndicate as equivalent thereto with Mathematics or Statistics as the main subject.

4. Degree of Master of Science

(By Research)

(i) The Degree of Master of Science may be awarded to persons holding the Degree of Bachelor of Science of this University or a degree of any other University recognised by the Academic Council as equivalent thereto on the result of research work extending over a period of not less than three years after passing the Examination qualifying them for the Bachelor's Degree, undertaken under the guidance of a supervising teacher approved by the Syndicate in an Institution of this University or of any other University or an Institute approved by the Syndicate on a subject within the purview of the Faculty of Science, who have complied with the conditions hereinafter prescribed with regard to registration and submission of thesis and have passed the prescribed examination.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research,

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the University.

(iv) The application shall be considered and disposed of by the Syndicate and if approved the candidate shall be registered as a candidate for the Degree

(v) Within one year before the expiry of the prescribed minimum period after registration, the candidate shall take the prescribed examination which shall consist of a written and a practical examination and a viva voce test. The candidate may, however, offer an additional paper in lieu of the prescribed practical examination. The examination shall test the candidate's ability and general knowledge in the subject of research and shall be in the field of knowledge in the subject of research connected with the thesis.

(vi) The syllabus for the written and the practical examination shall cover all aspects relating to the special subject chosen for research and shall

be prepared by the Supervising Teacher in consultation with the Chairman of the Board of Studies concerned and in case the Chairman is the Supervising Teacher, another member nominated by the Syndicate. The syllabi shall be approved by the Syndicate in either case.

(vii) Candidates who have been declared successful in the qualifying examination shall submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, and embodying the results of research work carried out by them. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has already been submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report from the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him alone or jointly with others.

(ix) The Syndicate shall appoint a Board of two examiners who shall conduct the examination and viva voce test and value the thesis. The candidate may be required to undergo, at the discretion of the examiners, an oral test on the subject of the thesis.

(x) The report of the Examiners, shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

(xii) The Board of Examiners shall classify the successful candidates either as First or Second class after taking into consideration in each case, the marks obtained by the candidate and the quality of the thesis submitted by him. No candidate shall be awarded a First Class if he has not passed at the first appearance.

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

5. Degree of Doctor of Philosophy

(1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder to persons holding the Degree of Master of Science of this University or of another University recognised by the Syndicate as equivalent thereto, on the results of research work as embodied in a thesis relating to subjects coming within the purview of the faculty of Science;

(a) to persons who have taken the Degree in Master of Science by Examination, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Master's Degree and undertaken under the guidance of a supervising teacher approved by the Syndicate in an Institution of this University or of another University or an Institute approved by the Syndicate, who have complied with the conditions prescribed hereunder with regard to registration and submission of thesis and have passed the qualifying examination for the submission of the thesis prescribed in Statute 4(v) above;

(b) to persons who have taken the Degree in Masters of Science by Research, on the results of further research work carried out in an approved institution extending over a period of not less than two years after the submission of the thesis for which the Master's Degree was awarded.

(2) A candidate shall be required to register himself as a research student and candidate for the Degree of Doctor of Philosophy before the commencement of the course of research, provided, however, that a candidate who possesses the Degree of Master of Science by Research may register at any time during the further period of his two years' research work.

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research and details of previous study and research, if any;

(b) particulars regarding the special subject in which he intends to prosecute research;

(c) the name of a teacher of the University or of other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work accompanied by the written consent of the teacher agreeing to supervise his work, provided that in the case of candidates who have already qualified for the M.Sc. Degree by Research of this University they shall be permitted to submit a thesis on the basis of independent research;

(d) a statement giving the name of the Institution or Laboratory where he proposes to carry out his research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research. The institutions for purposes of approval shall be departments of the University or Colleges maintained by or affiliated to the University upto the Master's or Honours standard in the branch of study concerned, or special departments of Professional Colleges. In regard to subject for which research facilities are not available within the University and in other special cases, it shall be competent for the Syndicate to recognise, on individual merit, Research Institutes or Departments of an all India character and the teachers and officers employed therein for purpose of enabling persons to pursue research in such Institutes for the Ph.D. Degree of this University; and

(e) a registration fee as prescribed in the ordinances.

(4) the application for registration as a research student and candidate for the Degree or for registration for the Degree shall be considered and disposed of by the syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside the State) for the purposes of any particular course of research.

(5) Candidates for the Ph.D. Degree who have not previously qualified for the degree of Master of Science by Research of this University shall be required to take a qualifying examination after the completion of one year and before the expiry of two years after registration. The Examination shall consist of one written paper and a viva voce. Candidates who have already completed the preliminary qualifying examination as per the statutes then in force shall be exempted from taking the final qualifying examination.¹

(6) The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In other case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(7) After the expiry of the period of the post-graduate study and research or at any other time afterwards the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten, embodying the results of the research carried out by him.

Every candidate other than those who have already qualified for the M.Sc. Degree of this University by Research shall also submit with his thesis a certificate from the teacher under whom he worked that the thesis submitted is a bona fide record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associateship,

¹. Amendment approved by the Senate on 27-10-1984. Assent of the Chancellor obtained on 8-10-1984 (Kerala Gazette dated 4-6-1985)

Fellowship or other similar title of any other University or Society, together with a statement from the teacher indicating the extent to which the thesis represents independent work on the part of the candidate. The candidate shall clearly set forth, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions which he claims as original. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in the preface the portion upon which the award of the previous Degree has been based.

In the case of those who have already qualified for the Degree of Master of Science by Research of this University, the thesis shall be accompanied by a declaration signed by the candidate that it has been composed independently by himself and a certificate that it has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, or other similar title or distinction.

A candidate may also forward as supplementary papers to his thesis printed copies of any contribution or contributions to the knowledge of his subject or of any cognate branch of Science he may have published in journals or periodicals, alone or jointly with others, together with the names of such journals or periodicals.

(8) The thesis shall be valued by a Board consisting of three examiners appointed for the purpose by the Syndicate, and the candidate shall be required to undergo an oral test on the subject of the thesis.

The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, the decision of the Syndicate shall be published and the candidate admitted to the Degree under the prescribed conditions.

If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be permitted to submit his thesis for the Degree on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

6. Degree of Doctor of Science

The Degree of Doctor of science (D.Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University

1. Amendment approved by the Senate on 27-10-1984 and assent of the Chancellor obtained on 8-10-1984 (Kerala Gazette dated 4-6-1985)

FACULTY OF ENGINEERING

1. Degrees

The Degrees in the Faculty of Engineering shall be:-

Bachelor of Science (Engineering)	B.Sc. (Eng.)
Master of Science (Engineering)	M.Sc. (Eng.)
Doctor of Philosophy	Ph.D.
Doctor of Science	D.Sc.

2. Degree of Bachelor of Science (Engineering)

Candidates for the degree of B.Sc. (Engineering) shall be required to have passed the Pre-Degree examination of this University with Mathematics, Physics and Chemistry as subjects of study under Part III with 50% marks in Mathematics and 50% marks in Mathematics, Physics and Chemistry put together or an examination accepted by the Academic Council of this University as equivalent thereto, and to have subsequently undergone the prescribed course of study for a period of not less than 4 academic years comprising eight semesters and passed the prescribed examinations.

3. Degree of B.Sc. (Engineering) under the special emergency provisions

Candidates for the Degree of Bachelor of Science in Engineering (B.Sc. Engg.) under the special emergency provisions shall be required to have passed the Bachelor of Science Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in an institution maintained by or affiliated to this University for a period of not less than three academic years and to have passed the prescribed examinations.

4. Degree of M.Sc.(Engineering) Semester course

Candidates for the degree of M.Sc. (Engineering) Semester course shall be required to have passed the B.Sc. (Engineering) degree in the respective branch of the University of Calicut or any degree accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years comprising four semesters with corresponding group of subjects for each semester of study and passed the prescribed examinations.

**5. Degree of Master of Science (Engineering)
(by examination)**

Candidates for the Degree of Master of Science (Engineering) (M.Sc. Engg.) under the old scheme shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree of

any other University recognised by the Academic Council and to have undergone the prescribed course of study in a College of Engineering of this University for a period of not less than one academic year after qualifying themselves for the Bachelor's degree in Engineering and to have passed the prescribed examination and have undergone practical training for a period of not less than six months in places approved by the Syndicate for the purpose.

6. Degree of Master of Science (Engineering under the new scheme)

Candidates for the Degree of Master of Science (Engineering) (M.Sc. Engg.) under the new scheme (effective from the academic year 1963-64) shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree of any other University recognised by the Academic Council and to have undergone the prescribed course of study in a College of Engineering of this University for a period of not less than two academic years after qualifying themselves for the Bachelor's degree in Engineering and to have passed the M.Sc. (Engineering) Previous and M.Sc. (Engineering) Final Examinations.

7. Degree of Master of Science (Engineering)

(By Research)

The Degree of Master of Science (Engineering) (M.Sc. Eng.) may be awarded to graduates in Engineering of this University or of a recognised University as prescribed hereunder on the results of research work as embodied in a thesis relating to subjects within the purview of the Faculty:-

to graduates in Engineering, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree in Engineering, undertaken under the guidance of a Supervising Teacher in an institution of this University or of any other University or an Institute approved by the Syndicate.

(2) Candidate for the M.Sc. (Eng.) Degree shall be required to register themselves as research students before the commencements of their course of research.

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or of a recognised institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(4) The application shall be considered and disposed of by the Syndicate.

(5) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has been already submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(6) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(7) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the decision of the Syndicate shall be published. The candidate shall be admitted to the Degree under the prescribed conditions.

(8) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

8. Degree of Doctor of Philosophy

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

(2) A candidate for the Ph.D. Degree must, before registration, produce a certificate from a recognised supervising teacher or teachers of the University, stating that the candidate is in their opinion a fit person to undertake a course of research in the specified subject with a view to the Ph.D. Degree and that they are willing to undertake the responsibility of supervising the work of the candidate. This certificates shall be forwarded to the Registrar of the University through the Principal of the College or Institution where the work is proposed to be carried out.

(3) A candidate, whose application has been approved, must register within three months from the date on which he was notified that his application for registration was approved.

The fee for registration shall be as prescribed in the Ordinances.

(4) If a student does not begin his course of study in the University within one calendar year from the date of the approval of his application for registration, the approval of his application will lapse, and he must apply again to the University for registration if he still desires to proceed to the Ph.D. Degree.

(5) Every candidate for Ph.D. Degree in the Faculty of Engineering must pursue a course of study/research for a period of not less than two and not more than four calendar years. The student shall during his course of study/research, pay such fee as may be prescribed by the University to the college or institution in which he is working, unless he is specially exempted by competent authority from making the payment.

(6) There shall be a qualifying examination after the completion of one year and before the expiry of two years after registration. The examination shall consist of a viva-voce. A written examination may also be conducted if so suggested by the examiners after the viva-voce. Candidates who have already completed the Preliminary qualifying examination as per the statutes then in force, shall be exempted from taking the final qualifying examination prescribed in the Statutes.

The full time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(7) Not later than one calendar year before the date when he proposes to enter for the examination, the student must submit the title of his thesis for approval by the University. After the title of the thesis has been approved, it may not be changed except with the permission of the University.

(8) On completing his course of study every candidate must submit a thesis which embodies, the result of his research and observation and which must form a distinct contribution to the knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

(9) The Degree will not be conferred upon a candidate unless the examiners certify that the thesis is worthy of publication as a "Thesis approved for the Degree of Doctor of Philosophy (Engineering) in the University of Calicut".

(10) An abstract of the thesis comprising not more than 300 words shall be included in each copy of the thesis submitted to the University.

1. Amendment approved by the Senate on 21-11-1987. Assent of the Chancellor obtained on 17-2-1988 (Kerala Gazette dt. 24-5-1988)

(11) A candidate will not be permitted to submit as his thesis a thesis for which a Degree has been conferred on him in this or in any other University; but a candidate shall not be precluded from incorporating work which he has already submitted for a degree in this or in any other University in a thesis covering a wider field, provided that he shall indicate in his form of entry and also in his thesis any work which has been so incorporated.

(12) Every candidate must apply to the Registrar for a form of entry, which must be returned duly completed and accompanied by four copies of his thesis, printed or typewritten, together with an entry fee of Rs.300 and a certificate of having completed for the course of study prescribed in his case.

(13) The candidate may submit as subsidiary matter in support of his candidature any printed contribution or contributions to the advancement of his subject which he may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he will be required to state fully his own share in any conjoint work.

(14) After the examiners have read the thesis they may, if they think fit, and without further test, recommend that the candidate be rejected.

(15) If the thesis is adequate, the examiners shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, on the subject of the thesis and, if they see fit, on subjects, relevant thereto.

(16) If the thesis is adequate but the candidate fails to satisfy the examiners at the oral, practical or written examination held in connection therewith, the examiners may recommend to the University that the candidate be permitted to represent the same thesis and submit to a further oral, practical or written examination with a period not exceeding one year specified by them, and the fee on re-entry, if the University adopt the recommendation of the examiners, shall be half the fee originally paid.

(17) If the thesis, though inadequate, seems to be of sufficient merit to justify such action, the examiners may recommend to the University that the candidate be permitted to re-present his thesis in a revised form within eighteen months from the decision of the University with regard thereto and the fee on re-entry, if the University adopt such recommendation shall be half the fee originally paid. Examiners shall not, however, make such recommendation, without submitting the candidate to an oral examination.

(18) Each report of the examiners shall state (a) the subject of the thesis submitted by the candidate; (b) a list of his other original contributions (if any) to the advancement of his subject; (c) a concise statement of the grounds upon which he is recommended by the examiners for the Degree.

(19) Copies of all successful thesis, whether published or not, shall be deposited for reference in the University Library

(20) Work approved for the Degree of Ph.D. and subsequently published must contain a reference, either on the title page or in the preface, to the fact that the work has been approved by the University for the award of the Degree.

(21) A student who fails to pass the Ph.D. Degree examination will be required on re-entry for the examination to comply with the Regulations in force at the time of his re-entry.

(22) Teachers who are working in the University institutions and who are Heads of Departments may be permitted to submit a thesis for the Ph.D. Degree without working under a supervising teacher, provided, however they possess the qualifications prescribed in sub-clause (1) and register themselves for the Degree.

9. Degree of Doctor of Science

The Degree of Doctor of Science (D.Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

10. Diplomas and Certificates

The University may grant Diplomas and Certificates in the following subjects of study:-

- (i) Mechanical Engineering;
- (ii) Electrical Engineering
- (iii) Civil Engineering
- (iv) Such other subjects of study as the Senate, may, from time to time, decide.

Chapter 13

FACULTY OF LANGUAGE AND LITERATURE (INCLUDING ENGLISH)

1. Degrees

The Degrees in the Faculty of Language and Literature shall be:-

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Philosophy	M.Phil. in English
Master of Letters	M.Litt.
Doctor of Philosophy	Ph.D.
Doctor of Letters	D.Litt.

2. Degree of Bachelor of Arts

Candidates for the degree of Bachelor of Arts shall be required to have passed the Pre-degree examination of this University or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to the University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The condition regarding institutional study is subject to the provisions made in the regulations regarding private appearance.

3. Degree of Master of Arts

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

4. Master of Philosophy In English

The degree of Master of Philosophy (M.Phil) in English may be awarded to persons holding a first or second class Master's Degree in English of this University or a qualification recognised as equivalent thereto on the results of course work and of research work extending over a period of one academic year after passing the qualifying examination carried out in an institution maintained by this University under the guidance of a supervising teacher approved by the Syndicate on a subject coming within the purview of the Faculty of Language and Literature (including English), subject to the Regulations framed by the Academic Council:

Provided that the teachers of colleges affiliated to the University of Calicut having not less than five years of experience shall be eligible for admission to the course, irrespective of the class in the Master's Degree examination, preference being given to those possessing post-graduate teaching or research experience.

5. Degree of Master of Letters

(1) The Degree of Master of Letters (M.Litt) may be awarded to:-

Bachelor of Arts (Honours) or Master of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto, on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Honours Degree or the Master's Degree, as the case may be.

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

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and, such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) The written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(5) The application shall be considered and disposed of by the Syndicate,

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten.

(7) The thesis shall comply with the following conditions:-

(a) It must consist of the candidate's own account of his research; provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how for the thesis embodies the result of his own research or observation, and this statement shall be certified by the supervising teacher.

(b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(8) In addition to the thesis, the candidate may submit, as additional evidence any memoir or work published by him alone or jointly with others.

(9) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(10) The report of the Examiners shall be considered by the syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

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

A candidate shall not be allowed to submit his thesis on more than two occasions provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

6. Degree of Doctor of Philosophy

(1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder:

(a) To persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(b) To persons holding the Degree of Master of Letters of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters as embodied in a thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a Supervising Teacher, in an institution of this University or of any other University or an institute approved by the Syndicate.

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

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence or attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(4) The application for registration as a research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala State) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year extendable by 3 months with the permission of the Syndicate.

The full time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bonafide research carried out by the candidate.

(7) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board consisting of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(8) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(9) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

7. Degree of Doctor of Letters

The Degree of Doctor of Letters (D.Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

8. Titles in the Faculty of Language and Literature

The Titles in the Faculty of Language and Literature shall be:-

- (i) Vidvan (Hindi)
- (ii) Vidvan (Kannada)
- (iii) Afzal-ul-ulama (Arabic)
- (iv) Adib-e-Fazil (urdu)
- (v) Such other titles as the Senate, may, from time to time institute.

Chapter 14

FACULTY OF FINE ARTS

1. Degrees

The degrees in the Faculty of Fine Arts shall be:-

Bachelor of Arts	B.A.
Master of Arts	M.A.
Master of Letters	M.Litt.
Doctor of Philosophy	Ph.D.
Doctor of Letters	D.litt.

2. Degree of Bachelor of Arts

(Three-year Course)

Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-degree examination of this University or any other examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to the University for a period of not less than 3 academic years or 9 terms.

The condition regarding institutional study is subject to the provision made in the Regulations regarding private appearance.

3. Degree of Master of Arts

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

4. Degree of Master of Letters

(1) The Degree of Master of Letters (M.Litt) may be awarded to-

(a) Bachelor of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree.

(b) Master of Arts of this University or of any other University recognised by the Academic Council as equivalent thereto on the results of research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree.

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

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or recognised institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinance.

(5) The application shall be considered and disposed of by the syndicate.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him. The thesis shall be printed or typewritten in English.

(7) The thesis shall comply with the following conditions:-

(a) It must consist of the candidate's own account of his research provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources

from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observation, and this statement shall be certified by the Supervising Teacher.

(b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(8) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(9) The thesis shall be valued by a Board consisting of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(10) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

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

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

Degree of Doctor of Philosophy

(1) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder:-

(a) To persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of researchwork extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(b) To persons holding the Degree of Master of Letters of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a supervising Teacher, in an institution of this University or of any other University or an Institute approved by the Syndicate.

(2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research; provided, however, that a candidate who possesses the Degree of Master of Letters by Research may register at any time during the further period of his two years' research work.

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(4) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if out side Kerala State) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full-time research students at the end of nine months and for part-time students at the end of one year which shall be extended by three months with the permission of the Syndicate.

The full-time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portion of the thesis which he claims as original.

(7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(10) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

6. Degree of Doctor of Letters

The degree of Doctor of Letters (D.Litt) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

(a) To persons holding the Degree of Master of Arts of this University or of any other recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(b) To persons holding the Degree of Master of Letters of this University or of any other recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a supervising Teacher, in an institution of this University or of any other University or an Institute approved by the Syndicate.

(2) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research; provided, however, that a candidate who possesses the Degree of Master of Letters by Research may register at any time during the further period of his two years' research work.

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or any other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(4) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala State) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full-time research students at the end of nine months and for part-time students at the end of one year which shall be extended by three months with the permission of the Syndicate.

The full-time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portion of the thesis which he claims as original.

(7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(8) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(10) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

6. Degree of Doctor of Letters

The degree of Doctor of Letters (D.Litt) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

Chapter 15

FACULTY OF COMMERCE
AND
MANAGEMENT STUDIES ¹

1. Degrees

The Degrees in the Faculty of Commerce and Management Studies shall be:-

Bachelor of Commerce	B.Com.
Master of Commerce	M.Com
Doctor of Philosophy	Ph.D.

2. Degree of Bachelor of Commerce

Candidates for the degree of Bachelor of Commerce (B.Com.) shall be required to have passed the Pre-degree examination with at least one Commerce subject or with a minimum of 45% of the aggregate marks or an examination accepted by the Academic Council as equivalent thereto and to have subsequently undergone the prescribed course of study in a college or other institution maintained by or affiliated to this University for a period of not less than 3 academic years or 9 terms and passed the prescribed examinations. The conditions regarding institutional study is subject to the provisions in the Regulations regarding private appearance.

3. Degree of Master of Commerce

Candidates for the degree of Master of Commerce (M.Com.) shall be required to have passed the Bachelor of Commerce Degree Examination of this University or any other examination accepted by the Academic Council as equivalent thereto with a minimum of 45% marks in the optional subjects and to have subsequently undergone the prescribed course of study by attending a college for a period of not less than two academic years or six terms and passed the prescribed examinations.

The condition regarding institutional study is subject to the provisions made in the Regulations regarding private appearance

4. Degree of Doctor of Philosophy. ²

(i) Degree of Doctor of Philosophy (Ph.D.) may be awarded,

(a) to persons holding the Degree of Master of Commerce of this University or of any other recognised University, on the results of research

1. Amendment approved by the Senate on 29-7-1987 and the Chancellor's assent obtained on 3-11-1987 (Kerala Gazette dated 12-1-1988).
2. Kerala Gazette dt.1-5-1979

work extending over a period of not less than three years after passing the examination qualifying them for the degree of Master of Commerce as embodied in the thesis relating to a subject coming within the purview of the Faculty.

The research shall be undertaken under the guidance of a supervising teacher in an institution of this University or of another University or an institution approved by the Syndicate.

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

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

(a) A diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research.

(b) The written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant and

(c) A registration fee as prescribed in the ordinances.

(iv) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution, (if outside Kerala State) for the purpose of any particular course of research.

(v) There shall be preliminary qualifying examination for full-time research students at the end of nine months and for part-time students at the end of one year extendable by three months with the permission of the Syndicate.

The full-time research students shall submit the thesis within a period of five years and part-time students within a period of six years. In either case the Syndicate shall have the powers to extend this time limit by one year in exceptional cases.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidates may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance to his work, the extent to which he has availed of himself the work of others, and the portions of the thesis which he claims as original.

(vii) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or other similar recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bonafide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by Board of three Examiners appointed for the purpose by the Syndicate. The candidate may be required to undergo at the discretion of the examiners an oral test on the subject of the thesis.

(ix) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(x) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(xi) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

Chapter 16 FACULTY OF MEDICINE

1. Degrees

The Degrees in the Faculty of Medicine shall be:-

Bachelor of Medicine and Surgery	M.B. & B.S.
Bachelor of Dental Surgery	B.D.S.
Master of Surgery	M.S.
Master of Science	M.Sc.
Doctor of Medicine	M.D.
Doctor of Philosophy	Ph.D.

2. Degree of Bachelor of Medicine and Surgery

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

(a) to have passed the Pre-degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto;

(b) to have subsequently pursued the prescribed course of study in a Medical College affiliated to or recognised by this University for a period of not less than four and a half academic years, of which not less than three years should be spent in the study of clinical subjects in a Medical College affiliated to this University after having passed the First M.B. & B.S. 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 recognised by the Syndicate or to have put in not less than one year's approved service in the Indian Army Medical Service;

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

3. Degree of Bachelor of Dental Surgery

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

(a) to have passed the Pre-degree Examination or an examination accepted by the Academic Council as equivalent thereto;

(b) to have subsequently pursued the prescribed course of study in a Medical or Dental College, affiliated to or recognised by this University for a period of four academic years of which not less than three years shall be spent in study in a Medical or Dental College affiliated to this University, after having passed the First B.D.S. Examination; and

(c) to have passed all the prescribed examinations.

4. Doctor of Medicine

Save as otherwise provided, candidates for the Degree of Doctor of Medicine (M.D.) shall be required:-

(i) to have passed the M.B.B.S. Degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto;

and thereafter been a House Surgeon in a teaching hospital maintained by or affiliated to this University for a period of not less than 12 months of which six months at least have been spent in the medical ward or has been in the active practice of the profession for a period of not less than three years;

(ii) (a) to have worked as a post-graduate student for two years in a teaching hospital maintained by or affiliated to this University in General Medicine or speciality, or (b) to have worked as a member of the teaching staff of a teaching hospital maintained by or affiliated to this University or in the department concerned in the case of non-clinical subjects for a period of at least two years; and

(iii) to have passed the prescribed examination;

Provided, however, that the period of two years mentioned in (ii) (a) above may be reduced to one year in the case of candidates who have selected Branch I - General Medicine and who have continuous active practice for a period of not less than five years.

5. Degree of Doctor of Medicine (Paediatrics)

The course of study leading to the Degree of Doctor of Medicine (Paediatrics) shall extend over a period of three years after full registration (having obtained the Degree of Bachelor of Medicine and Bachelor of Surgery of this University or any other recognised University and having completed the compulsory rotating housemanship) and shall be conducted in the respective departments in a Medical College affiliated to the University and recognised by the University for the purpose. Diploma in Child Health of a recognised University will be a desirable qualification. A reduction of one year will be given to candidates who have the Diploma in Child Health qualification or is a tutor in the Department of Paediatrics or has done one year Senior House Surgery in the subject.

A candidate, after admission to the course shall apply in the prescribed form for registration to the University, paying the prescribed fees for registration.

Candidates shall pursue a regular course of study and research in the Department of Paediatrics. They shall have increasing responsibility in the management and treatment of patients including Neonatology. They shall also have training in the basic sciences of Anatomy, Physiology and Microbiology in their applied aspects.

On completion of the prescribed course of study, candidates shall be permitted to appear for examination, on production of a certificate from the Supervisor that the candidates have satisfactorily completed the course, and on payment of the fees.

The examination shall be held twice a year and shall consist of: (1) Thesis; and (2) Written, Practical and Viva-Voce tests.

Six months before the written examination, each candidate shall submit 4 copies of a thesis embodying research work done by the candidate during the course of study, on a subject, approved by the University.

The Board of Examiners shall consist of three members, actively engaged in teaching, research in the subject, one member of the Board shall be from Calicut University and two from outside.

In the event of the thesis being found not acceptable, the Board of Examiners may recommend suitable alterations or additional work. The candidate shall resubmit the thesis after incorporating the suggestions or alterations.

The written examination shall consist of two parts as shown below: Part I will be a Theory examination consisting of 2 papers of 3 hours duration each

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|---------|---|
| Paper I | Anatomy, Physiology and Biochemistry with special emphasis on Embryology and Development. |
| Part II | Pharmacology, Pathology and Microbiology with special reference to Paediatrics and Development. |

No candidate shall be permitted to appear for the Part II written, clinical or viva-voce test before the thesis accepted and before passing the Part I Examination.

The degree of Doctor of medicine (Paediatrics) shall be awarded if the Board of Examiners recommends that the candidate's thesis and performance in the tests are acceptable. No marks will be awarded but the Board of Examiners may recommend that a candidate be declared "passed with distinction"/"Passed"/"Failed".

Candidates who fail may be permitted to appear for succeeding examinations. If a candidate fails to obtain the degree within 5 years of registration the registration shall be cancelled.

Degree of Doctor of Medicine (Social & Preventive Medicine)

(1) The course of study leading to the Degree of Doctor of Medicine (Social & Preventive Medicine) shall extend over a period of three years and shall be conducted in the Department of Social and Preventive Medicine, Medical College, Calicut or in any other Medical College affiliated to the University of Calicut.

In the case of candidates with the qualification of Diploma in Public Health from any recognised University or an equivalent qualification or having a minimum of one year's experience as a teacher in the Department of Social and Preventive Medicine of a Medical College approved by this University, a reduction of one year may be given.

(2) Candidates seeking admission to the course shall fulfil the following conditions.

Essential:- Should have obtained the Degree of Bachelor of Medicine and Bachelor of Surgery of this University or an equivalent qualification.

Desirable:- Should have acquired Diploma in Public Health from a recognised University or an equivalent qualification.

(3) A candidate on admission to the course shall apply in the prescribed form for registration in the University.

(4) Candidates shall pursue a regular course of study, field work and research under the guidance of a supervisor approved by the University.

(5) On completion of the prescribed course of study, candidates shall be permitted to appear for the examination only on production of a certificate of satisfactory completion of the course from the supervisor.

(6) Examinations shall be held not more than twice a year and shall consist of:-

(1) Thesis, and

(2) Written, Practical and Viva voce test.

(7) Six months before the examination, each candidate shall submit four copies of a thesis embodying research work done by the candidate during the course of study, on a subject approved by the University.

(8) In the event of the thesis being found not acceptable the board of examiners may recommend suitable alterations or additional work. The candidate shall resubmit the thesis after incorporating the suggestions and alterations. No candidate shall be permitted to appear for the written, practical or viva voce examination before the thesis is accepted.

(9) The board of examiners shall consist of three members, actively engaged in teaching or research in the subject. One member of the Board shall be from this University and two from outside.

(10) The practical examination shall extend over a period of two days. The examination shall cover all aspects of Social & Preventive Medicine with emphasis on Epidemiology and Family Care. The viva voce examination shall be conducted concurrently.

(11) The Degree of Doctor of Medicine shall be awarded if the board of examiners recommend that a candidate's thesis and performance in the tests are acceptable. No marks will be awarded but the board of examiners may recommend that a candidate be declared "passed with Distinction"/"Passed"/"Failed".

(12) Candidates who failed in the tests may be permitted to appear for the succeeding examinations.

(13) If a candidate fails to obtain the Degree within five years of registration, the registration shall stand cancelled.

7. Master of Surgery

Candidates for the Degree of Master of Surgery shall be required:

(i) to have passed the M.B.B.S. Examination of this University or an examination accepted by the Academic Council as equivalent thereto and thereafter to have been a House Surgeon in a teaching hospital maintained by or affiliated to this University for a period of not less than 12 months of which six months at least have been spent in the surgical wards, or have been in the active practice of the profession for a period of not less than three years;

(ii) to have worked for a period of not less than two years in a College hospital maintained by or affiliated to this University as a Post-graduate in General Surgery or speciality, or (b) to have worked as a member of the teaching staff of a collegiate hospital maintained by or affiliated to this University or in the Department concerned for a period of not less than two years; and

(iii) to have passed the prescribed examination:

Provided, however, that the period of two years mentioned in (ii) above may be reduced to one year in the case of candidates who have continuous active medical practice for a period of not less than five years.

8. Master of Science

Candidates for the Degree of Master of Science (M.Sc.) shall be required to have taken the M.B.B.S. Degree of Examination of this University or of any other University accepted by the Academic Council as equivalent thereto; and thereafter worked in the department concerned in a Medical College affiliated to the University either as a member of the staff or as Post-Graduate for a period of not less than one year and to have subsequently pursued the prescribed course of study and research in the department for a further period of not less than two years and have passed the prescribed examinations;

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

9. Degree of Doctor of Philosophy¹

1. A candidate for registration for the Degree of Ph.D. in the Faculty of Medicine must have qualified for the Post Graduate Degree, Master's Degree or Doctor's Degree in the concerned subjects of the University, or any other University recognised by this University for the purpose.

2. A candidate for the Ph.D. Degree must, before registration, produce a certificate from a recognised supervising teacher or teachers of University, stating that the candidate is in their opinion a fit person to undertake a course of research in the specified subject with a view to take Ph.D. Degree and that they are willing to undertake the responsibility of supervision of the work of the candidate. This certificate shall be forwarded to the Registrar of the University through the Principal of the College or institution where the work is proposed to be carried out.

1. Amendment approved by the Senate on 1/2-1-1982 and assented to by the Chancellor on 6-6-1982 (Kerala Gazette dt. 21-9-1982).

3. A candidate whose application has been approved must register within three months from the date on which he was notified that his application for registration was approved.

The fee for registration shall be as prescribed in the ordinances.

4. If a student does not begin his course of study in the University within one calendar year from the date of approval of his application for registration, the approval of his application will lapse, and he must apply again to the University for registration if he still desires to proceed to the Ph.D. Degree.

5. Every candidate for the Ph.D. Degree in the Faculty of Medicine must pursue a course of not less than two and not more than four calendar years of training in research and research method. The student shall during his course of study pay such fee as may be prescribed by the University to the college or institution in which he is working unless he is specially exempted by the competent authority from making the payment.

6. There shall be a preliminary qualifying Examination for full time research students at the end of nine months and for part time students at the end of one year extendable by three months with the permission of the Syndicate. There shall also be a final qualifying examination for all research students which shall be conducted two and half years after registration.

The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case, the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

7. Not later than one calendar year before the date, when he proposes to enter for the examination, the students must submit the title of his thesis for approval by the University. After the title of the thesis has been approved, it may not be changed except with the permission of the University.

8. On completing his course of study, every candidate must submit a thesis, which embodies the result of his research and observation and which must form a distinct contribution to the knowledge of the subject and offer evidence of originality shown either by the discovery of new facts or by exercise of independent critical power.

9. The Degree will not be conferred upon a candidate unless the examiners certify that the thesis is worthy of publication as "Thesis approved for the Degree of Doctor of Philosophy (Medicine) in the University of Calicut."

10. An abstract of the thesis comprising not more than 300 words shall be included in each copy of the thesis submitted to the University.

11. A candidate will not be permitted to submit as his thesis, a thesis for which a Degree has been conferred on him in this or any other University, but a candidate will not be precluded from incorporating work which he has already submitted for a Degree in this or in any other University in a thesis covering a wider field, provided that he shall indicate in his form of entry

and also his thesis any work which has been so incorporated.

12. Every candidate must apply to the Registrar for a form of entry, which must be returned duly completed and accompanied by four copies of his thesis, printed or typewritten together with an entry fee of Rs.300 and a certificate of having completed for the course of study prescribed in his case.

13. The candidate may submit a subsidiary matter in support of his candidature any printed contribution, or contributions to the advancement of his subject which he may have published independently or conjointly in the event of a candidate submitting such subsidiary matter he will be required to state fully his own share in any conjoint work.

14. After the examiners have read the thesis they may, if they think fit, and without further test, recommend the candidate be rejected.

15. If the thesis is adequate, the examiner shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, or the subject of the thesis and if they see fit on subjects relevant thereto.

16. If the thesis is adequate but the candidate fails to satisfy the examiner at the oral, practical or written examination held in connection therewith, the examiners may recommend to the University that the candidate be permitted to present the same thesis and submit to a further oral, practical or written examination with a period not exceeding one year specified by them and the fee on re-entry if the University adopt the recommendation of the examiners, shall be half the originally paid.

17. If the thesis, though inadequate, seems to be of sufficient merit to justify such action, the examiners may recommend to the University that the candidate be permitted to represent his thesis in a revised form within 12 months from the decision of the University with regard thereto and the fee on re-entry if the University adopt such recommendation shall be half the fee originally paid. Examiners shall not, however, make such recommendation, without submitting the candidate to an oral examination.

18. Each report of the examiners shall state (a) the subject of the thesis submitted by the candidate, (b) a list of his other original contribution (if any) to the advancement of his subject, (c) a statement of the grounds upon which he is recommended by the examiner for the Degree.

19. Copies of all successful thesis, whether published or not shall be deposited for reference in the University Library.

20. Work approved for the Degree of Ph.D. and subsequently published must contain a reference either in the title page or in the preface, to the effect that the work has been approved by the University for the award of the Degree.

21. A student who fails to pass the Ph.D. Degree examination will be required on re-entry for the examination to comply with the Regulations in force at the time of re-entry.

22. Teachers who are working in the University Institutions and who are Heads of Departments may be permitted to submit a thesis for the Ph.D. Degree without working under a supervising teacher, provided, however, they possess the qualifications prescribed in sub clause (1) and register themselves for the Degree.

10. Diplomas

The University may grant diplomas in the following subjects of study:-

(i) Obstetrics and Gynaecology (ii) Clinical Pathology (iii) Public Health (iv) Child Health (v) Radiology (vi) Ophthalmology (vii) Nursing and (viii) Such other subjects of study as the Senate may from time to time decide.

Chapter 17

FACULTY OF EDUCATION

1. Degrees:-

The Degrees in the Faculty of Education shall be:-

Bachelor of Education	B.Ed.
Master of Education	M.Ed.
Master of College Teaching	M.C.T.
Doctor of Philosophy	Ph. D.

2. Degree of Bachelor of Education

Candidates for the Degree of Bachelor of Education (B.Ed.) shall be required to have undergone the prescribed course of study in a college of the University for a period of one academic year after qualifying for a degree in this University or a degree in some other University accepted by the Academic Council as equivalent thereto and to have passed the prescribed examinations.

No candidate shall be admitted to the B.Ed. Degree Examination unless he has been previously admitted to a degree of this University or some other University accepted by the Academic Council as equivalent thereto.

Candidates who have qualified for the L.T. or B.T. Degree of the University and have not taken the L.T. or B.T. Degree shall be admitted to the B.Ed. Degree.

3. Degree of Master of Education (M.Ed.)

No candidate shall be admitted to the examination or the degree of Master of Education (M.Ed.) unless he has passed not less than two years previously the examination for the degree of Bachelor of Education or Bachelor of Teaching or Licentiate in Teaching in this University or a degree examination in some other University accepted by the Academic Council as equivalent.

hereto, and forwards (before the date of the commencement of the examination) satisfactory evidence of having taken the degree, and has undergone the prescribed course of study in a college of this University for a period of one academic year.

The M.Ed. Degree Examination shall consist of two parts, Part I being the written examination and Part II, the thesis. A candidate shall not be allowed to submit his thesis until he has secured a pass in the written examination.

Master of College Teaching (M.C.T.)

The degree of Master of College Teaching (M.C.T.) may be awarded to persons holding a Master's degree in Arts, Science, Commerce of the Calicut University or any other examination recognised as equivalent thereto with a second class with not less than fifty per cent of the aggregate marks in the said examination or have put in three years of teaching experience in a college affiliated to one of the Universities in Kerala State after undergoing a regular course of study in the Department of Education of this University or any other Centre recognised by the University for that purpose, for a period of one academic year and after passing the qualifying examination held for the purpose, subject to the Regulations that may be framed by the Academic Council.

Degree of Doctor of Philosophy

(1) The degree of Doctor of Philosophy (Ph.D.) in the Faculty of Education may be awarded, as prescribed hereunder, to persons holding the degree of Masters of Education of this University or of another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Master's Degree, as embodied in a thesis relating to subjects coming within the purview of the faculty. The research shall be undertaken under the guidance of a supervising teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and

(c) A Registration fee as prescribed in the Ordinances.

(4) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided, however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala) for the purpose of any particular course of research.

(5) There shall be a preliminary qualifying examination for full time research students at the end of nine months and for part-time students at the end of one year which may be extended by three months with the permission of the Syndicate.

The full time research students shall submit the thesis within a period of five years and part time students within a period of six years. In either case the Syndicate shall have the power to extend this time limit by one year in exceptional cases.

(6) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate shall submit to the Registrar, together with the prescribed fee, four copies of thesis, printed or typewritten in English embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(7) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of a degree, diploma, associateship, fellowship, or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(8) In addition to the thesis the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate may be required to undergo, at the direction of the Examiners, an oral and or practical test on the subject of the thesis.

(9) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(10) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate if the Board of Examiners so recommend, to permit the candidate to submit his thesis for a third time.

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

Chapter 18
FACULTY OF LAW

Degree

The Degree in the Faculty of Law shall be:-

Bachelor of Laws

LL.B.

Degree of Bachelor of Laws (Three Year Course)

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

Provided that candidates who have qualified for the B.L. Degree of this University but has not taken the B.L. Degree shall be admitted to the L.B. Degree.

Degree of Master of Laws ¹

(1) The LL.M. Course leading to the LL.M. Degree Examination of the University of Calicut shall be for two academic years, with a University examination after the end of each academic year. The first year examination shall be called "LL.M. previous examination" and the second year examination shall be called "LL.M. Final Examination."

(2) No person shall be admitted to the LL.M. (Previous) examination unless he has undergone a course of study for a period of one year in the subject prescribed as under in any of the Law Colleges affiliated to this University after taking the three year LL.B. Degree of this University or a three year LL.B. Degree of any other University recognised by this University as equivalent thereto and forwards before the date of the commencement of the examination satisfactory evidence of having taken the degree.

(3) The course of study for the first year LL.M. shall comprise of the following compulsory subjects.

- (i) Legislative process
- (ii) Judicial Process
- (iii) Administrative Process
- (iv) Law and problems of social changes with reference to India and
- (v) Legal Education

(4) The LL.M. (previous) examination shall have five papers with an aggregate total of 500 marks as follows:

	Paper	Duration of the Examination	Maximum Marks
I.	Legislative process	3 Hrs	100
II.	Judicial process	3 Hrs	100
III.	Administrative process	3 Hrs	100
IV.	Law and problems of Social Change with reference to India	3 Hrs	100
V.	Legal Education (Theory)		50
	Legal Education (Practical)	2 Hrs	50
Aggregate total			500

(5) A candidate who obtains not less than 50% of the aggregate maximum of 500 marks and not less than 40% of the maximum marks for each of the five papers shall be declared to have passed the LL.M. previous examination. Those who obtain 60% and above of the aggregate total of 500 shall be placed in first division, all other successful candidates shall be placed in the second division.

(6) A pass in the LL.M. previous examination shall not be necessary for admission to the final LL.M. course. But it shall be necessary for a candidate to fulfil the following conditions in order to enable him to be promoted to the final year LL.M. course.

(i) The candidate should put in a minimum of 75% attendance at the total number of working days for the first year LL.M. course.

(ii) The Principal should certify that his progress and conduct have been satisfactory in the first year LL.M. course.

(7) No candidate shall be admitted to the Final year LL.M. examination unless he has passed the first year LL.M. examination and has (after or before passing the LL.M. previous examination) undergone a course of study in the subjects prescribed as under, for a period of one academic year in an institution affiliated to this University.

(8) The course of study for the final year LL.M. examination shall consist of the following subjects.

(i) General principles and Constitutional Law problems relating to the Law of Taxation.

(ii) Taxes on income

(iii) Specific taxes (Wealth Tax, Gift Tax, Estate Duty, Company Sur Tax and Urban Land Tax).

(iv) Law of Indirect Taxation.

(v) Tax procedure and Administrative Problems.

Of the above subjects, any three can be selected by the Principal as areas of specialisation.

The final year LL.M. examination shall consist of two parts. The first part shall comprise of three papers on the three subjects chosen as areas of specialisation. The second part shall consist of a dissertation and viva voce. The aggregate total of both the parts shall be a maximum of 500 marks as follows:

	Duration	Maximum marks
PART I		
Paper I	3 Hrs.	100
Paper II	3 Hrs.	100
Paper III	3 Hrs.	100
PART II		
Dissertation on any subjects on the Law Taxation		150
Viva Voce		50
		500
Aggregate Total		500

A candidate who obtains not less than 50% of the aggregate maximum marks for the three written paper (300 marks) and not less than 40% of the maximum marks for each of the individual papers and also obtains not less than 50% of the maximum marks for dissertation and 50% of the maximum marks for viva voce shall be declared to have passed, the final LL.M. examination. Those candidates who obtain not less than 60% of the maximum aggregate marks for the LL.M. previous and LL.M. final examinations shall be placed in the first division. All other successful candidates shall be placed in the second division. A student who has obtained not less than 50% in the dissertation need not resubmit the dissertation.

Chapter 19

FACULTY OF AYURVEDA

egree

The Degree in the Faculty of Ayurveda shall be:-

Bachelor of Ayurvedic Medicine (B.A.M.)

Bachelor of Ayurvedic Medicine:- (1) Candidates for the Degree of Bachelor of Ayurvedic Medicine (B.A.M.) shall be required to have passed the Pre-degree Examination of this University or any other examination accepted by the University as equivalent thereto, and have subsequently pursued the prescribed course of study in a College of Ayurvedic Medicine of this University for a period of not less than five years and passed the prescribed examinations and thereafter undergone six months internship in a hospital recognised by the Syndicate.

(2) The University may also grant a Diploma in Ayurvedic Medicine if it deems it necessary.

Chapter 20

THE FACULTY OF JOURNALISM

The University may conduct such courses and confer such degrees, as it may, from time to time decide.

Chapter 21¹

FACULTY OF HOMOEOPATHY

1. Degree:-

The degree in the faculty of Homoeopathy shall be "Bachelor of Homoeopathic Medicine and Surgery" (B.H.M.S.)

2. Degree of Bachelor of Homoeopathic Medicine and Surgery:-

Candidates for the degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) shall be required:

(a) to have passed the Pre-degree Examination of this University or an examination accepted by the Academic Council as equivalent thereto as prescribed in the Regulations;

(b) To have subsequently pursued the prescribed course of study in Homoeopathic Medical College affiliated to or recognised by the University for a period of not less than 4½ academic years with one year internship.

(c) To have passed all the prescribed examinations.

1. Amendment approved by the Senate on 29-12-1979. Assent of the Chancellor obtained on 21-8-1980. (Kerala Gazette dated 11-11-1980)

Chapter 22
AFFILIATION OF COLLEGES

**Procedure to be adopted in granting affiliation of new College
and in new courses**

1. *Date of application:-* Applications for affiliation of a college or for affiliation in additional subjects shall be addressed to the Registrar, and shall be forwarded to him not later than the 30th June in the case of Professional Colleges other than Law and Training colleges and the 31st of October in the case of all other colleges, preceding the academic year in which the courses are proposed to be started.

2. *Form of application :-* An application for affiliation of a new college shall be furnished in Form 2.

3. *Application for additional affiliation etc.:-* The application for affiliation in additional subjects or for upgrading a college shall be made in Form 3. Application for starting post-graduate courses and for seeking of additional seats in existing courses shall respectively be made in Form 4 or 5 as the case may be.

4. *Application to be made by whom:-* The applications for affiliation shall be made in the case of Government Colleges by the Head of the Department and in the case of Private Colleges by the Educational Agency.

5. *Application fee:-* The college shall pay to the University an application fee calculated at the rate of Rs.150 (Rupees one hundred and fifty) for each member of the Board of Inspection appointed by the Syndicate.

**Procedure to be adopted by the Syndicate on receipt of
application for affiliation etc.**

6. *Power of the Syndicate to grant affiliation etc.:-* (1) All applications seeking affiliation shall be considered by the Syndicate not later than 31st March preceding the Academic year in which the college/courses are proposed to be started.

(2) The Syndicate shall have power to affiliate any college within the territorial jurisdiction of the University preparing students for degrees, titles or diplomas of the University which satisfy the conditions prescribed in the laws of University.

7. *Procedure on receipt of application:* The Syndicate may call for any further information which it may deem necessary before proceeding with an application, or may advise the management that the application is premature or may decline to proceed with the application if it is satisfied that the

1. Amendment approved by the Senate on 27-7-1985 and obtained the Chancellor's assent on 31-12-1985 (Kerala Gazette dt. 8-4-1986).

2. Amendment approved by the Senate on 27-7-1985. Assent of the Chancellor obtained on 18-2-1986 (Kerala Gazette dt. 27-5-1986).

arrangements made or likely to be made before the beginning of an academic year in which the courses are to be started or the conduct of the courses are not sufficient or suitable, or if the College has failed to observe the conditions laid down in respect of any previous affiliation.

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

9. *Grant of Affiliation:-* (a) 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 and all other relevant matters. Further action on the application shall be taken on receipt of the report of this commission.

(b) The grant of affiliation shall depend upon the fulfilment 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.

(c) Unless all the conditions are fulfilled, before the commencement of the academic year, no new college/or additional courses shall be permitted to be started during that year.

(d) 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.

(e) The Management shall be prepared to abide by such conditions and instructions as regards staff, equipment, library, reading room, play-grounds, hostels, etc., as the University may, from time to time impose or issue in relation to the college.

(f) The Educational Agency/Management shall give an undertaking to the University to carry out faithfully, the provisions of the University 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.

(g) After considering the report of the local enquiry, if any, and after making such further enquiry as it may deem necessary, the Syndicate shall decide after considering the report of the local enquiry and also after ascertaining the views of the Government, whether the affiliation be granted or refused, either in whole or in part. In case the affiliation is granted, the fact shall be reported to the Senate at its next meeting.

10. *Separate affiliation:-* Affiliation may be granted to a college or to departments of a college which provides courses of instruction in Arts, Science, Oriental Studies, Fine Arts, Commerce, Engineering & Technology, Medicine, Ayurveda, Law, Education or in such other Faculties as the University may, from time to time prescribe. The affiliation shall be granted separately for each subject or each group of subjects, and for each separate standard.

11. *Combination of Optional Subjects:-* Where a college is affiliated in a number of optional subjects, the college shall be at liberty to provide instruction in combinations of them approved by the Faculty.

12. *Conditional affiliation:-* The affiliation granted may be provisional. If provisional affiliation is granted for a fixed period, the length of the period and the conditions to be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting 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 Syndicate shall have the power to confirm the affiliation at the end of the period. The confirmation of the affiliation shall be reported to the Senate.

13. *Withdrawal of Application:-* Application for affiliation may be withdrawn at any time before an order has been passed on the application. But the application fee once paid shall not be refunded.

14. *Withdrawal or suspension of affiliation:-* The Syndicate shall have the power at any time after due enquiry to withdraw or suspend for a definite period the affiliation granted to a college, provided that before taking such action the Syndicate shall inform the management of the College concerned of the findings after the enquiry and shall allow it an opportunity of making such representations as it may deem fit and shall record its opinion on the representation so made. The report of the enquiry, the representation made by the Management, if any, and the decision of the Syndicate thereon shall be placed before the Senate.

15. *Suspension of instruction in courses or subjects:-* (a) It shall be open to a college to suspend for want of students with prior approval of the Syndicate, for a total period not exceeding one academic year, instruction in any subject or course of study in which the College is affiliated. At the end of the period of suspension, work may be resumed after intimating the Syndicate.

(b) No course of study shall be abolished in any College without the prior approval of the Syndicate.

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

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

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

19. *Conditions to be satisfied by affiliated colleges:-* (a) 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.

(b) All changes in the membership of the Governing Body or the Managing Council and all appointments, transfer, promotions, demotions or dismissals of teachers of the Colleges with name, qualification and designation shall forthwith be reported to the Syndicate.

(c) No student shall be admitted to any course of instruction in the college in anticipation of affiliation.

20. *College Council:-* Every college, shall have a duly constituted College Council properly representative of the teaching staff to advise the Principal in the internal affairs of the College. It shall consist of all heads of departments or lecturers in charge of the department including the department of Physical Education and not less than two members of the teaching staff elected by the members of the teaching staff, other than heads of departments from among themselves.

(b) The College Council shall meet at least once in three months and the minutes of the meetings shall be recorded.

(c) If the Principal over-rules the decision of the College Council, it shall be reported to the Vice-Chancellor.

21. *Principal's Responsibilities:-* In every college, the Principal shall be the head of the college and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the senior-most Professor or in his absence the senior-most Lecturer of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualifications and experience prescribed by the Regulations.

22. *Financial Stability:-* Every college shall satisfy the Syndicate that adequate financial provision is available for its continued and efficient main-

tenance either in the form of an endowment or in the form of bonafide financial security.

23. *Financial guarantee:-* (a) *For Junior Colleges:* An amount of Rupees one lakh in cash or approved securities and or properties yielding a guaranteed income of Rs.5,000 per annum should be furnished as financial guarantee.

(b) *For Degree Colleges:-* An amount of Rupee one and a half lakhs in the case of Women's Colleges and Rupees three lakhs in the case of other colleges shall be furnished as financial guarantee, in the form of approved securities and/or properties yielding a guaranteed income of Rs.7,500 in the case of Women's Colleges and Rs.15,000 in the case of other colleges.

(c) *Oriental Colleges:-* In the case of Oriental colleges the financial guarantee may be fixed at Rs.30,000 with a guaranteed income of Rs.1,500 from properties.

Explanation:- For the purpose of this Statute, the expression "approved securities" shall have the meaning assigned to it in clause (a) of Section 5 of the Banking Regulation Act, 1949 (Central Act 10 of 1949).

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

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

(a) Cash deposits.

(b) Fixed deposit in the State Bank of India or in any one of the subsidiaries of the State Bank of India or in any one of the fourteen nationalised banks specified in the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970 (Central Act 5 of 1970), the receipt being endorsed in the name of the Finance Officer of the University.

(c) Government securities as defined in the Indian Securities Act, 1920 (Central Act X of 1920).

(d) Savings certificates, National, Postal or Defence Bonds etc. endorsed in the name of the Finance Officer of the University.

(e) Mortgage the title deed of immovable property other than the college site building, hostel sites and hostels where such mortgage is permitted under any law for the time being in force.

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

(f) Where the financial guarantee is furnished as cash deposit, the University may permit a portion of this money to be invested for the construction of hostels for the students of the college or for staff quarter which will yield the prescribed annual income.

25. *Requirements of space for a college:-* A minimum of 15 acres of land for First Grade Colleges, 10 acres for Junior Colleges and 3 acres for Oriental Colleges of usable land without any encumbrance shall be available exclusively for the purpose of the college. The Educational agency or such other authority which proposes to run the college shall have exclusive proprietary rights over the land and any building there on set apart for running the college. Documents to prove the title for the entire land required for the college shall be made available to the University for verification whenever demanded."

26. *Matters to be complied with for seeking affiliation:-* Every College shall satisfy the Syndicate on the following aspects:-

(i) that the college if started will supply a need of the locality, having regard to the type of education intended to be provided by the college, the facilities existing for the same type of education in the neighbourhood and the suitability of the locality;

(ii) the suitability and adequacy of the buildings, libraries, laboratories and other equipments;

(iii) the character, qualifications and adequacy of the teaching staff and the conditions of their service;

(iv) the buildings in which the college is to be located are suitable and that provision will be made in conformity with the the laws of the University for the residence in the college or in lodgings approved by the college, if students not residing with their parents or guardian and for the supervision and welfare of students;

(v) Such other matters as are essential for the maintenance of the tone and standard of University education.

(2) In regard to the matters referred to in clause (1), the Syndicate shall be guided by the reports of Inspection Commission and by the rules which may be prescribed by it.

27. *Proportion of teachers to students:-*The proportion of teachers to students shall be in accordance with the work load fixed by the University.

28. *Facilities for women students:-* In every college in which both men and women students are admitted, separate reading and tiffin rooms and other necessary conveniences shall be provided for the women students.

1. Amendment approved by the Senate on 18-10-1986. Assent of the Chancellor obtained on 20-1-1987 (Kerala Gazette dt. 10-3-1987).

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

30. *Residence of Teachers:-* Every college shall provide for the residence of the Principal and for at least a few of the members of the teaching staff either in or close to the college campus.

31. *Accommodation, equipment and strength of students:-* (a) Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

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

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

(d) The initial maximum student strength in main subjects when degree courses are started shall be as follows:-

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

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

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

Arts and Languages (including Mathematics)	15 to 20
Science subjects	12

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

(g) Accommodation to be provided by a college may be calculated on the basis of the norms prescribed herein regarding strength and space.

(h) Each student in the pre-degree classes shall be allotted Lecture hall space of 1 sq.m. and (if he is a Science student) Laboratory space of 3 sq.M. for each laboratory. In the case of Degree students the above shall be 1.2 Sq. M. and 4 Sq. M. respectively.

(i) Apart from the above, sufficient space shall be available for the Office, Library, Reading room, Principal's room, Professor's room, Departmental staff room, Staff common room, Common rooms for both men and women students and Tiffin Rooms for students.

(j) The Library and Reading room together should have an area not less than 400 Sq. M. and shall provide facilities for reading and study.

(k) There shall be separate laboratories for Main students and for subsidiary-cum-Pre-degree students.

(l) Accommodation on the above basis of floor space should be provided to the satisfaction of the University in permanent buildings, before the beginning of the classes. Even if permanent buildings for housing the whole college is not ready by the beginning of the Academic year, permanent buildings for laboratories shall be ready and the laboratories shall be fully equipped before starting the course.

(m) The class rooms including library shall be furnished with good desks and benches or chairs.

(n) List of equipments for laboratories and books and periodicals for the library (both Sectional and General) will be furnished separately.

(o) *Library Books:-* At the degree level, there shall be a minimum of 400 to 500 standard books in each of the main Science subjects, 500-600 in Arts subjects; about 2000 volumes in English, 1500 in Malayalam, 1000 in Hindi and about 400 to 500 books in other languages to start with. For the Junior college, there shall be a minimum of 200 to 300 books in each optional subject for the Arts Section and 100 to 200 for each subject in the Science Section, about 1500 books in English including a sizeable number of books with controlled vocabulary for beginners in English, about 1000 books in Malayalam and about 200 to 300 books in other languages.

A reference section shall be organised consisting of reference books and one copy each of all the books recommended. Adequate provision should be made both on capital account and on a recurring basis for developing the library.

The list of periodicals in each subject to be subscribed for shall be finalised with the approval of the Subjects Inspection Commission.

The Library shall be attractively furnished.

(p) All the laboratories and class rooms and the library shall be fully equipped and furnished so as to enable regular classes being started from the beginning of the first year of the course.

32. Facilities for games etc.

Every College shall provide adequate and suitable facilities for games and physical 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.

33. N.C.C. or N.S.C. or N.S.O. or N.S.S. etc.

Every college shall provide facilities for the organisation of the National Cadet Corps, National Students Council, National Students Organisation or National Service Scheme.

34. Medical Inspection

Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Ordinances in order to conduct the medical inspection of students of the college.

35. 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 subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

36. Maintenance of Discipline

Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.

37. Tuition and other fees

Every private college may charge students such tuition fee and such other annual fees as may be fixed by the Ordinances.

38. Vacations and Holidays

Every college shall have vacations/holidays as prescribed by the Ordinances.

39. Attendance at classes in religion

Every college shall satisfy the Syndicate that no student of the college is compelled to attend any class or discourse on a particular religion.

40. Inspection of Colleges

Every college shall be subject to inspection from time to time by one or more persons appointed by the Vice-Chancellor or the Syndicate or by the Board of Inspection constituted under clause (vi) of Section 23 and the report of such inspection shall be forwarded to the Principal of the College concerned and his explanation called for before any action is taken on it. The Syndicate may, after considering the explanation, if any, issue to the college such instructions as it may deem fit, and the college shall, within such period as may be fixed, take such action as the Syndicate may specify.

41. Maintenance of Registers and Records

Every college shall maintain the following registers and records in forms that may be prescribed by the Syndicate:-

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

42. Inspection of Registers

The Registers and records shall be subject to inspection by the members of the Board of Inspection or any officer authorised in this behalf by the Vice-Chancellor or the Syndicate.

43. Additional affiliation

When a college desires to institute additional courses or subjects of instruction, including courses of a higher standard, an application for permission to institute additional courses shall be made to the Syndicate in the prescribed manner, and every college shall obtain the prior approval of the Syndicate before starting the course.

44. Exemption of Government colleges from certain provisions

The University, may, in public interest, exempt colleges run by the Government from the requirements of financial guarantee, procedure for selection and appointment of staff and the provision regarding the Board of Management.

Additional Provisions for Post-Graduate Course

45. *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, 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 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 museums;

(e) that necessary arrangements have been or shall be made for the conduct of lectures, tutorials and practical and other means of imparting instruction in the intended Post-Graduate course of study; and

(f) that such other conditions or directions as the Syndicate may, from time to time, lay down for the maintenance of the standard of Post-Graduate study shall be fulfilled.

Chapter 23

GOVERNING BODIES FOR PRIVATE COLLEGES UNDER UNITARY MANAGEMENT

1. Constitution of Governing body for Private Colleges under Unitary Management.

(1) A Unitary Management shall constitute a Governing Body consisting of the members specified in section 52 of the Act for giving advice on all matters relating to the administration of the college under that Management.

(2) One of the six persons nominated by the Unitary Management shall be the Treasurer.

(3) The names of all persons elected or nominated as members of the Governing Body shall be reported by the Chairman of the Governing Body to the University.

(4) The quorum for a meeting of the Governing Body shall be seven.

2. Nomination of a person by the University

The Syndicate of the University shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Governing Body of a Private College to represent the University.

3. Election of a permanent teacher to the Governing Body

The Principal of the private college shall prepare a list of all the permanent teachers of the private college which shall be published not less than ten days before the date of the election. Any person aggrieved by an omission from the list of his name may represent to the Principal to rectify the omission. The Principal, if satisfied, that the omission was not justified shall include his name in the list before the date of the election. The Principal may also include the name of any permanent teacher inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent teacher to the Governing Body on a date to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Principal and the election shall be held at the meeting by secret ballot. The person securing 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 election shall be made by drawing lot.

4. Election of a person by the permanent members of the non-teaching staff of the Private College

The Principal of every private college under a Unitary Management shall prepare a list of all the permanent members of the non-teaching staff of the private college which shall be published not less than ten days before the date of election. Any person aggrieved by any omission from the list of his name may represent to the Principal to rectify the omission. The Principal, if satisfied that the omission was not justified, shall include his name in the list before the date of election. The Principal may also include the name of any permanent member of the non-teaching staff inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent member of the non-teaching staff to the Governing Body on a date to be fixed by him with due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Principal and the election shall be held at that meeting by secret ballot. The person securing the 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 election shall be made by drawing lot.

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.

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 Syndicate or the Academic Council or as a permanent teacher of the private college or as a permanent member of the non-teaching staff as the case may be, shall cease to be a member of the Governing Body as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher of the private college or permanent member of non-teaching staff as the case may be.

Disqualification

No person shall be elected or nominated as or continue to be a member of the Governing Body who is or becomes of unsound mind or is declared insolvent or is convicted of an offence involving moral delinquency.

Rules regarding the working of the Governing Body

The Unitary Management shall frame rules for the conduct of meeting of the Governing Body consistent with the provisions of the Act. Such rules shall be approved by the University.

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

Chapter 24

MANAGING COUNCILS FOR PRIVATE COLLEGES UNDER CORPORATE MANAGEMENT

Constitution of Managing Council for Private College under Corporate Management.

A Corporate Management shall constitute a Managing Council consisting of the members specified in section 53 of the Act for giving advice on all matters relating to the administration of all colleges under its management.

(2) One of the persons nominated by the Corporate Management shall be the Treasurer.

(3) The names of all persons elected or nominated as members of the Managing Council shall be reported by the Secretary of the Managing Council to the University.

(4) The quorum for a meeting of the Managing Council shall be twelve.

Nomination of a person by the University

The Syndicate of the University shall nominate a member of the Senate

or the Syndicate or the Academic Council as a member of the Managing Council of the private college under a corporate management to represent the University.

3. Election of two permanent teachers to the Managing Council

The manager of the private colleges under a corporate management shall prepare a list of all the permanent teachers of the private colleges under the corporate management which shall be published not less than ten days prior to the date of the election. Any teacher aggrieved by any omission from the list of his name may represent to the manager to rectify the omission. The Manager, shall, if satisfied, that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of two permanent teachers to the Managing Council on a day to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The two persons securing the highest number of votes shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected, the final election shall be made by drawing of lots.

4. Procedure for appointment of a Principal to the Managing Council.

The educational agency shall prepare a list of all the Principals of the Colleges under the corporate management in the order of seniority. The seniormost Principal in the list shall be appointed to the Managing Council for a full term. In case the seniormost Principal is unwilling to be appointed as a member of the Managing Council the Principal next in rank in the order of seniority shall be appointed as member of the Managing Council. Such appointment by rotation of all the Principals shall continue until the list is exhausted. 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 a Corporate Management shall prepare a list of all the permanent members of the non-teaching staff of the private colleges under the Corporate Management which shall be published not less than ten days prior to the date of the election. Any member aggrieved by any omission from the list of his name may represent to the Manager to rectify the omission. The Manager shall, if satisfied that the omission was not justified, include his name in the list before the date of election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of one permanent member of the non-teaching staff to the Managing Council on a day to be fixed by him with

due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The person securing the highest number of votes shall be declared as elected.

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 Syndicate or the Academic Council or as a permanent teacher or as the Principal of a 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 Syndicate or the Academic Council or a permanent teacher or the Principal of a private college under a corporate management.

8. Disqualification

No person shall be elected, 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 consistent with the provisions of the Act. Such rules shall be approved by the University.

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 25

RECOGNITION OF RESEARCH CENTRES

1. Institutions to be recognised

It shall be competent for the Syndicate to recognise any institution engaged in research or specialised studies as a recognised institution in accordance with the following provisions.

2. Standard of the Institution

An Institution seeking recognition of the University shall conform to the standard aims, and objectives of the University and its programmes of teaching and research.

or the Syndicate or the Academic Council as a member of the Managing Council of the private college under a corporate management to represent the University.

3. Election of two permanent teachers to the Managing Council

The manager of the private colleges under a corporate management shall prepare a list of all the permanent teachers of the private colleges under the corporate management which shall be published not less than 10 days prior to the date of the election. Any teacher aggrieved by any omission from the list of his name may represent to the manager to rectify the omission. The Manager, shall, if satisfied, that the omission was not justified, include his name in the list before the date of the election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of two permanent teachers to the Managing Council on a day to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The two persons securing the highest number of votes shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected, the final election shall be made by drawing of lot.

4. Procedure for appointment of a Principal to the Managing Council.

The educational agency shall prepare a list of all the Principals of the Colleges under the corporate management in the order of seniority. The seniormost Principal in the list shall be appointed to the Managing Council for full term. In case the seniormost Principal is unwilling to be appointed as 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 a Corporate Management shall prepare a list of all the permanent members of the non-teaching staff of the private colleges under the Corporate Management which shall be published not less than ten days prior to the date of the election. Any member aggrieved by any omission from the list of his name may represent to the Manager to rectify the omission. The Manager shall, if satisfied that the omission was not justified, include his name in the list before the date of election. The Manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The Manager shall convene a meeting for the purpose of the election of one permanent member of the non-teaching staff to the Managing Council on a day to be fixed by him with

due notice thereof to the permanent members of the non-teaching staff. The meeting shall be presided over by the Manager and the election shall be held at the meeting by secret ballot. The person securing the highest number of votes shall be declared as elected.

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 Syndicate or the Academic Council or as a permanent teacher or as the Principal of a 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 Syndicate or the Academic Council or a permanent teacher or the Principal of a private college under a corporate management.

8. Disqualification

No person shall be elected, 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 consistent with the provisions of the Act. Such rules shall be approved by the University.

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 25

RECOGNITION OF RESEARCH CENTRES

1. Institutions to be recognised

It shall be competent for the Syndicate to recognise any institution engaged in research or specialised studies as a recognised institution in accordance with the following provisions.

2. Standard of the Institution

An Institution seeking recognition of the University shall conform to the standard aims, and objectives of the University and its programmes of teaching and research.

3. Application

(1) An institution seeking recognition shall submit to the Registrar an application in a form approved by the Syndicate for the purpose.

(2) The application shall contain the following particulars:-

- (a) the name of the institution and its location;
- (b) the date of its establishment;
- (c) a statement of its aims and objectives,
- (d) a statement of its financial resources together with the sources of its income;
- (e) a general inventory of its properties and materials in terms of which its programmes are carried out, such as books, library, equipment, exhibition materials and similar other materials
- (f) the number and qualifications of the members of staff engaged in educational functions of the institutions in respect of which the recognition is sought for;
- (g) whether recognition is sought for the institution as a whole or for some part of its activities or programme and if for the latter, what part of its activities or its programme;
- (h) the constitution, organisation and other particulars of and 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 and the Syndicate considers it fit to do so, it may, after considering the views of the Academic Council call for such further information as it may deem necessary from the applicant and appoint a Committee for making an inspection if deemed necessary into all matters relevant to the application by visiting the institution and 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 Syndicate 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.

5. Inspection of recognised institutions

On the recommendation of the Academic Council, the Syndicate may from time to time, cause an inspection to be made of a recognised institution by such person or persons as it may authorise in this behalf.

6. Withdrawal of recognition from institutions

If at any time the Syndicate is satisfied, either on receipt of a report of inspection referred to in Statute 5 or otherwise that any of the terms and conditions imposed on a recognised 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 recognised institution, the Syndicate may by order, withdraw recognition from such institution:

Provided that before making such order of withdrawal of recognition, the Syndicate shall by notice afford the institution concerned an opportunity of making its representation, if any within 30 days from the date of receipt of the notice and shall record its opinion on any representation so made.

Chapter 26

BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES

1. Constitution

There shall be constituted a Board 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. Members

The Board shall consist of-

- (a) the Vice-Chancellor as Chairman;
- (b) the Dean of Student Affairs;
- (c) three members of whom one shall be a Principal of a College nominated by the Vice-Chancellor from among the members of the Senate;
- (d) the Chairman of the University Students' Union, if any;
- (e) two Speakers of the College Unions nominated by the Vice-Chancellor;
- (f) two members of whom one shall be a Principal of a college nominated by the Vice-Chancellor from among the members of the Academic Council;
- (g) Registrar.

3. Term

The term of a member of the Board shall be four years from the date of his appointment:

Provided that the term of the Chairman of the Students Union and two Speakers of the College Union shall be one year.

4. casual Vacancies

Casual vacancies shall be filled up in the same manner as the place that fell vacant was originally filled.

5. Admission of Complaint

Complaints shall ordinarily be sent to the Chairman through the University Union or the Principal of the college concerned. As soon as the Chairman receives any complaint seeking redressal of any grievance of the students of colleges he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Board. The Board shall then decide whether the complaint shall be entertained or not.

6. Procedure 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 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 complainant as also the authorities of the college or the University shall be allowed to file any supplementary statement in support of their case. The Board, may at any stage of the examination of the witnesses put questions to them. After all the evidence is recorded, the Board, may, if necessary, allow the parties concerned to argue their case before the Board. After all the evidence 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 Syndicate by the Chairman of the Board for appropriate action.

Chapter 27

INTER-COLLEGIATE TEACHING AND UNIVERSITY LECTURES

1. Inter-Collegiate Teaching

The Syndicate may, in consultation with the Principals of concerned Colleges, sanction the making of inter-collegiate arrangement for teaching in post-graduate level in these colleges.

2. Arrangement for Lectures

The Syndicate may arrange courses of lectures to be delivered by the Teachers of the University and the affiliated colleges on subjects which form part of courses of instruction to be undertaken in any college affiliated in such subject or group of subjects.

3. Lectures by eminent persons

The Syndicate shall have power, to make from time to time, arrangements for lectures or courses of lectures by eminent persons on such subjects as the Syndicate, may, from time to time decide.

4. Attendance

Attendance of students at courses of lectures under Statutes 1 to 3 for the purpose of attendance certificates shall be deemed to be attendance put in at similar courses of lectures in the colleges to which they belong.

Chapter 28

RECOGNITION OF HOSTELS

(1) The Vice-Chancellor may recognise a Hostel as such on application made in that behalf by the person or persons maintaining or managing such hostels. If the Vice-Chancellor 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, he shall accord recognition to such a hostel.

(2) If the Vice-Chancellor on enquiry is satisfied that the hostel recognised under statute 1 is not run in the best interests of the students and that there is persistent complaint about the running of the hostel, the Vice-Chancellor may, after giving a reasonable opportunity of being heard to the persons concerned, withdraw such recognition.

Chapter 29

AWARD OF DEGREES (OTHER THAN HONORARY DEGREES)

1. Procedure for awarding degrees

Degrees other than Honorary degrees shall be awarded to all candidates eligible to receive them by a resolution of the Senate, in the meeting subsequent to the declaration of results of candidates who have been declared to have passed the concerned examinations. The Controller of Examinations will maintain the record of degrees awarded which will be signed by the Vice-Chancellor. The diplomas of candidates shall be sent by post, on application, in the prescribed form, with the prescribed fee, remitted in the prescribed manner.

2. **Validity of Diplomas**

The diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor.

3. **Fee for a degree**

A candidate applying for a degree shall pay such fee as may be prescribed from time to time by the Syndicate.

4. **Date of application**

Candidates for degree must submit to the Registrar their applications for admission to the degrees before such date and in such manner as may be specified.

5. **Admission to the same degree for a second time not admissible**

No candidate who has already proceeded to a degree and has been awarded his diploma, shall be awarded the same degree for a second time.

Chapter 30

PROCEDURE FOR CONFERRING HONORARY DEGREES

1. **Person on whom Honorary Degrees may be conferred**

On the recommendation of the Syndicate, an honorary degree may be conferred on distinguished persons approved by the University who, by reason of their eminent position and attainments or by virtue of their contribution to learning or eminent services to the cause of education, are fit and proper 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 Senate and is confirmed by the Chancellor:

Provided that it shall be competent for the Chancellor to award honorary degrees in special cases, on the recommendation of the Syndicate alone.

2. **Conferment**

Honorary degrees shall be conferred only at a Convocation, and maybe taken in person or in absentia.

3. **Presentation of persons**

The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence, by a member of the Senate, nominated by the Syndicate.

4. **Authentication**

The diploma or certificate for an honorary degree shall be signed by the Chancellor.

5. **Degrees to be conferred**

The following shall be the degrees to be conferred as Honorary Degrees:-

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

6. **Convocation for Conferring Honorary Degrees**

(1) Convocation of the body corporate of the University for the purpose of conferring Honorary Degrees shall be summoned by the Chancellor at such time and on such dates as the Chancellor, may, appoint for the purpose.

(2) 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 the 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 graces 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.

11. **Formula for supplication of grace**

.....Chancellor, I move that a grace of the Senate be passed that.....be admitted to the degree of.....in recognition of.....

12. **Passing of grace**

On each motion for the grace of the Senate, the Chancellor shall put the question, 'Doth it please you that this grace is passed' and the Senate assenting, the Chancellor shall say, 'This grace is passed'.

13. Procession

When all the graces have been passed, the Registrar, the members of the Senate and the Syndicate, the Deans of Faculties, the Vice-Chancellor, the Pro-Chancellor and the Chancellor shall proceed in procession to the hall in which the degrees are to be conferred.

14. Procedure

(1) On the procession entering the hall those present in the hall shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor and members of the Senate have taken their seats.

(2) After the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the members of the Senate have taken their seats, the Chancellor shall rise and say:

"This convocation of the University of Calicut has been called to confer the degree of upon.....
In recognition of....."

15. Citation about the candidate

The Vice-Chancellor or any member nominated by the Vice-Chancellor shall then cause the citation to be presented to this Senate before the Convocation about the candidate.

16. Admission to the Degree/Degrees

After the citation, the Chancellor shall say to the candidate/candidates who shall remain standing:

By virtue of the authority vested in me as the Chancellor of the University of Calicut, I admit you to the degree of.....
in the University and in token thereof, you have been presented with these degrees.

17. Record of Degrees

After the conferment of the degree/degrees, the Registrar shall lay the record of honorary degrees that have been conferred before the Chancellor who shall sign the same.

18. Address

An address may then be made by the candidate/candidates on whom the degree has been conferred.

19. Dissolution of convocation

The address being ended or if there is no address after the record has been signed, the Chancellor shall dissolve the convocation by saying "I dissolve the Convocation".

20. Return procession

The convocation being dissolved, the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans of Faculties and members of the Syndicate and Senate and the recipient of the degree shall retire in procession and other members present in the hall standing.

Chapter 31

ACADEMIC ROBES

1. The academic robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Registrar shall be as prescribed below:

(i) *Chancellor*:- A gown of the traditional shape made of scarlet colour Velvet, with three inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Scarlet Velvet Academic cap, bound round with gold lace three inches wide and with gold tassel.

(ii) *Pro-Chancellor*:- A gown like the Chancellor's but with two inches of gold lace down the front and round the edge of the sleeves, and the bottom edge. Cap the same as for Chancellor but with two inches wide lace.

(iii) *Vice-Chancellor*:- A gown of the same shape as the Chancellor's but made of scarlet silk cloth with three inches of silver lace down the front and round the edge of the sleeves and bottom front. Scarlet velvet Academic cap, bound round with silver lace three inches wide with silver tassel.

(iv) *Pro-Vice-Chancellor*:- A gown and cap like the Vice-Chancellor's but with two inches wide silver lace.

(v) *Registrar*:- Black damask silk gown with black silk lace and silk tufts. Black cloth academic cap with a black silk tassel.

2. Academic Robes for honorary degree

The academic costume for degree awarded Honoris causa shall be as prescribed for the same degrees.

3. Academic Robes for other University Graduates

Graduates of other Universities may wear the academic costumes which they are entitled to by virtue of their degrees.

Chapter 32

INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTS SHIPS ETC.

1. Awards

Awards by the University in aid of Post-Graduate research shall be of three kinds:-

- (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 of three categories:
 - (i) Senior Research Fellowships;
 - (ii) Special Research Fellowships for teachers; and
 - (iii) Junior Research Fellowships.

(2) The number of Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be such, as may be prescribed in the Ordinances.

3. Selection Committee

The Fellowship shall be awarded by the Syndicate.

4. Deputation and grant-in-aid

The fellowships shall be tenable only in an institution maintained by the University or in recognised institutions, but in exceptional cases, fellows may be deputed by the Syndicate to work in other institutions in India and/or abroad. The Syndicate may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.

5. Suspension or cancellation

The Syndicate may suspend or cancel a Fellowship at any time on account of misconduct or unsatisfactory progress and may require the holders to refund the whole or part of the stipend drawn. The decision of the Syndicate shall be final.

6. No award if no deserving candidate

The Syndicate may decline to award a Fellowship in any year, if, in its opinion, there are no deserving candidates.

7. Vacancies

Casual or other vacancies during the course of the academic year

among Fellows may not be filled up by 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 these statutes for the award of University Research Fellowship which are not repugnant to the terms of the endowment shall *mutatis mutandis* apply to such research scholarships and Fellowships.

9. Special Grants and Prizes in aid of Research

Grants-in-aid to cover expenses in connection with research or for the publication of researchwork may be given at the discretion of the Syndicate to persons who are not full-time research Scholars or Fellows.

10. Consultation of Dean

The award of such grants-in-aid shall be made in consultation with the Dean of the Faculty concerned.

11. Conditions of Bond

The Syndicate may require the receipt of the grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Syndicate.

12. Obligation of recipients

It shall be obligatory for the recipient to acknowledge the aid when publishing the work, in respect of which the aid was given and to furnish free of cost four copies of the publication to the University.

13. Prizes for original work

It shall be competent for the Syndicate to award prizes for approved original work in any branch of study, subject to such rules and conditions as the Syndicate, may, from time to time prescribe.

14. Expenditure

The Syndicate shall have power to defray out of University Funds, such expenditure incurred in connection with research as in its judgment, is reasonable.

15. Facilities for Research

The Syndicate shall also make arrangements, where necessary for affording facilities for the prosecution of research.

16. Non-stipendiary workers

The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers.

Chapter 33

REGISTER OF MATRICULATES

1. Persons to be registered

the University shall maintain Register of Matriculates, in which the names of the following classes of persons shall be registered:-

(a) Holders of completed Secondary School Leaving Certificates issued by the Secretary to the Commissioner for Government Examinations Kerala who have been declared eligible for admission to a course of study in the University.

(b) Candidates who have passed any other examination, conducted by any University or other authority recognised by the University as equivalent to the S.S.L.C. Examination, and who are admitted to a University course of study;

(c) Holders of any degree, title, diploma or certificate other than those specified in clause (a) or (b), on first admission to a University course of study;

(d) Persons other than those specified in clause (a) or (b) or (c) who with or without exemption from attendance certificates are permitted to appear for the first time for any examination of the University;

(e) Persons other than those specified in clause (a) or (b) or (c) or (d) who are candidates for admission to a Research Degree of the University.

2. Other Categories to be registered

All persons who enter upon a course of study or research in the University or appear for an examination of the University for the first time shall be required to have their names registered in the Register of Matriculates maintained by the Syndicate.

3. Particulars of the Register

The Register of Matriculates shall set forth in respect of each Matriculate the following particulars:-

- (i) the name in full (initials to be expanded)
- (ii) The name of father or guardian
- (iii) Age
- (iv) Religion

- (v) Mother-tongue
- (vi) (a) School, where educated
 - (b) Number and date of School Leaving Certificate
 - (c) Authority issuing such certificate
- (vii) (a) Accepted examination
 - (b) Date of passing
 - (c) Number of certificate
 - (d) Authority issuing certificate
- (viii) Institution entered, with date of admission
- (ix) University examination for which he has been permitted to appear

OR

- (x) Research Degree for which he is a candidate.

Fee

Every applicant for registration shall pay to the University such fee as may be prescribed by the Ordinances.

Time for sending matriculation forms etc.

(1) The matriculation form, Recognition forms etc. required in a college during an academic year shall be sent to colleges etc., before such date as may be prescribed by the University.

(2) The Principals of colleges, shall on the first working day of every week remit to the Calicut University Fund all the amounts collected under the terms specified in clause (1) and send the related Matriculation Fee Receipt forms with chalans at the end of every month, with detailed statements.

(3) The University office shall finalise compilation of the Return of Matriculates by 30th December of every year and send back the fee receipts to the colleges so as to enable these institutions to get them by the 1st of February each year.

Migration and Re-admission

Matriculates of this University who have migrated from this University shall have the names removed from the Register by Matriculates of this University. When any such person whose name has been removed from the Register, joins this University, he shall register his name as a matriculate of this University afresh, after paying the prescribed fee.

Chapter 34

WITHDRAWAL OR CANCELLATION OF DEGREES,
DIPLOMAS, TITLES, ETC.

1. Procedure

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

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

Chapter 35

REGISTER OF DONORS

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

(i) the names and addresses of all persons who have contributed not less than Rupees Five Thousand or transferred property of the like value to the University Fund;

(ii) the name and address of every association that has undertaken to make to the University an annual contribution of Rs.1,000 (Rs. one thousand) or more, with the period for which such undertaking is given.

Chapter 36

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

1. Degrees of the University

The University may confer the following Degrees:-

1.	Bachelor of Arts	B.A.
2.	Bachelor of Science	B.Sc.
3.	Bachelor of Science (Engineering)	B.Sc. (Eng.)
4.	Bachelor of Education	B.Ed.
5.	Bachelor of Laws	L.L.B.
6.	Bachelor of Medicine and Surgery	M.B.B.S.
7.	Bachelor of Commerce	B.Com.
8.	Bachelor of Ayurvedic Medicine	B.A.M.
9.	Bachelor of Dental Surgery	B.C.S.
10.	Bachelor of Science (Nursing)	B.Sc. (Nurs.)
11.	Bachelor of Library Science	B.Lib.Sc.

2.	Master of Arts	M.A.
3.	Master of Letters	M.Litt.
4.	Master of Science	M.Sc.
5.	Master of Science (Engineering)	M.Sc.(Eng.)
6.	Master of Education	M.Ed.
7.	Master of College Teaching	M.C.T.
8.	Master of Laws	L.L.M.
9.	Master of Commerce	M.Com.
0.	Master of Social Work	M.S.W.
1.	Doctor of Medicine	M.D.
2.	Master of Surgery	M.S.
3.	Master of Dental Surgery	M.D.S.
4.	Master of Philosophy	M.Phil.
5.	Doctor of Philosophy	Ph. D.
6.	Master of Chirurgery	M.Ch.
7.	Doctor of Letters	D.Litt.
8.	Doctor of Science	D.Sc.
9.	Doctor of Laws	L.L.D.
0.	Such other degrees, as the Senate may, from time to time institute.	

Diploma and Certificates

The University may grant diplomas and certificates in the following subjects of study:-

- (1) Mechanical Engineering
- (2) Electrical Engineering
- (3) Civil Engineering
- (4) Geography
- (5) Architecture
- (6) Fine Arts
- (7) Bacteriology and Hygiene
 - A. Obstetrics & Gynaecology
 - B. Clinical Pathology
 - C. Public Health
 - D. Child Health
 - E. Radiology
 - F. Ophthalmology
- (8) Chemical Engineering
- (9) French
- (10) English
- (11) Teaching of English
- (12) German
- (13) History
- (14) Chemistry
- (15) Diploma in Office Management
- (16) Diploma in Business Administration.

Titles in Oriental Studies

The University may confer the following titles in oriental Studies:- (1) Vidwan (Hindi), (2) Vidwan (Kannada), (3) Afzal-ul-Ulama (Arabic) and (4) Tib-e-Fazil (Urdu) and such other titles, as the Senate, may, from time to time decide.

4. **Eligibility**

No candidate shall be eligible to qualify for a degree, diploma, certificate or title in this University unless he has undergone the prescribed course of study of research as an enrolled student of a college or other institution of this University or by private registration or is eligible to appear for the examination as laid down in the Regulations.

5. **Award of Degree, diplomas etc.**

Same as otherwise provided, the award of Degrees, Diplomas, Certificates, Titles, etc. shall be made in absentia at a meeting of the Senate held after the publication of the results of the examinations concerned, the said meeting of the Senate being considered as a convocation for this purpose.

6. **Students of the Kerala University to be admitted to the degrees the Calicut University**

Candidates who have undergone courses of study or passed part parts or group or groups of any examination as students of any college institution affiliated to or maintained by the University of Kerala prior 23rd July, 1968 shall be deemed to have undergone the corresponding course of study or passed part or parts or group or groups of examinations held at the University of Calicut and shall be admitted to the respective degree, diplomas, certificates, titles etc., on completion of the remaining prescribed course of study and passing the examinations as students of any college or institution affiliated to or maintained by the University of Calicut.

Note:- Bonafide whole time teachers shall also be eligible for the concession mentioned above, provided specific prior sanction of the Vice-Chancellor is obtained in each case.

7. **Cases of students transferred to the Calicut University from the Kerala University**

Candidates who have been transferred to any College or Institution affiliated to or maintained by the University of Calicut on or after 23rd July, 1968 from any college or institution affiliated to or maintained by the University of Kerala or in exceptional circumstances from any other Institution outside the jurisdiction of the University of Calicut under the orders of the appropriate authority of the Calicut University for the purpose of completing a course of study leading to a degree, diploma, certificate or title in the University of Calicut shall be deemed to have completed the prescribed course of study and passed the examinations on their completing the remaining course of study and passing the examinations as students of a college or institution affiliated to or maintained by the University of Calicut.

Chapter 37

PROCEDURE FOR MAKING ORDINANCES

1. Authority to initiate Ordinance

(1) The Syndicate may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) Every Ordinance or amendment to or repeal of an Ordinance made by the Syndicate shall be submitted as soon as may be to the Chancellor and to the Senate during its next meeting and shall be considered by the Senate. The Senate shall have power by a resolution passed at such meeting to cancel or modify any such Ordinance.

2. Suspension of Ordinance

The Chancellor may direct that the operation of any Ordinance shall be suspended until such time as the Senate has had an opportunity of considering the same.

Chapter 38

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 recommendation of the Senate, the Syndicate the faculties or other authorities of the University.

2. Consultation with Faculties

The Academic Council shall Ordinarily consult the faculty or Faculties concerned before making, amending or repealing any Regulation relating to:

- (a) courses of Study;
- (b) admissions to the various courses of study and to examinations;
- (c) qualification of teachers;
- (d) appointment and prescription of duties of the Boards of studies and Boards of examiners;
- (e) institution of department of study or research.

3. Laying of regulations before the Senate.

All Regulations made or repealed by the Academic Council shall be laid before the Senate during its next succeeding meeting as laid down in section 39 of the Act. The Senate shall have the power to cancel or amend any Regulation in the manner laid down in clause (c) of sub-section (2) of section

19 of the Act. If any Regulation or an amendment or repeal thereof is not so laid before the Senate, the Regulation or amendment shall lapse or the Regulation repealed shall revive as the case may be, after the next succeeding meeting of the Senate.

4. Suspension of operation of Regulation

The Chancellor may suspend the operation of and Regulation until the Senate has had an opportunity of considering the same.

Chapter 39

LEGAL ADVISER AND STANDING COUNSEL

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

Chapter 40

THE CALICUT UNIVERSITY FUND AND THE MANNER OF ITS UTILISATION ETC.,

1. Objects to which the University Fund may be applied:-

The University fund shall be utilised 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 purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishments;

(d) for the payment of travelling and other allowances to the members of the Senate, the Syndicate, the Academic Council and other authorities of the University or to the members of the Committees or Boards appointed by any of these authorities of the University in pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(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;

(g) for the payment of any expense incurred by the University in carrying out the provisions of this Act and the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;

(h) for the payment of the Provident Fund contribution to Private College teachers to which the University may be liable prior to the commencement of the Pension Statutes or of any grant-in-aid to the Private Colleges affiliated to the University or to any recognised institution; and

(i) 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 prescribed by the Finance Committee.

3. Receipts and Disbursement

The Finance Officer shall be the custodian of the Calicut University Fund. All payments received by him shall be credited under proper heads of account. The Finance Officer shall make all authorised payments out of the University Fund. The Accounts of the University shall be kept by the Finance Officer, under the directions of the Syndicate.

4. Payments

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

5. Unspent balance

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

6. Powers of the Registrar to draw Establishment Bills etc.

(1) Subject to the provisions of the Statutes, the Registrar shall be competent:-

(i) to draw the establishment, travelling allowance, contingencies and all other bills relating to the University Office;

(ii) to countersign detailed countingent bills.

Provided that it shall be competent for the Finance Officer to countersign all T.A. Bills of employees of the University and members of the Senate,

the Syndicate, the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the Committees of those bodies and other committees appointed by the University.

(iii) to countersign stipend and scholarship bills and work bills and other bills requiring countersignature by a University Officer.

7 Maintenance of Accounts

The Finance Officer shall be responsible for the proper maintenance of the Accounts of the University, and shall make arrangements under the directions of the Syndicate, for the audit and payment of bills, presented at the University Office.

8. Assets Register

The Registrar shall maintain an Assets Register, in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.

9. Accounts regarding construction

The Registrar shall get from the University Engineer or any other authority entrusted with constructions monthly classified account regarding construction in a form suited to the requirements of the University.

10. Custody of Securities etc.

The Registrar shall be responsible for the custody of all Government securities, Fixed Deposit Receipts, National Savings Certificates and other Securities which are owned by or lodged with the University.

11. Release of Securities etc.

All Securities lodged with the University by the Educational Agencies or Principals of affiliated Colleges, or other persons shall be released under the signature of the Registrar.

Chapter 41

UNIVERSITY DEPARTMENTS

1. Department of study and/or Research

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

2. Names of Departments of study and Research

The following shall be the Departments of Study and/or Research in the University:-

1. Department of Chemistry
2. Department of Botany
3. Department of Zoology
4. Department of History
5. Department of Commerce
6. Department of Physics
7. Department of English
8. Department of Malayalam
9. Department of Hindi
10. Department of Education
11. Department of Philosophy
12. Department of Psychology
13. Department of Mathematics
14. School of Drama
15. Department of Economics
16. Department of Arabic
17. Department of Physical Education
18. Department of Adult Education
19. Department of Sanskrit
20. Department of Journalism and Mass Communication
21. Department of Life Science
22. Department of Library Sciences
23. Department of Anthropology²
24. Department of English (Tellicherry Centre)
25. Department of Russian
26. Such other departments as may be instituted by the Senate from time to time.

(2) Each Department of Study and Research shall be under a Head of the Department who shall be a teacher of the University.

Form I

(See Statute 15 of the Chapter 4)

UNIVERSITY OF CALICUT

Annual Confidential Report for the year 19.....

1. Name of Officer

Date of birth

1. Amendment approved by the Senate on 29-7-1978 and assented to by the Chancellor on 19-8-1980 (Kerala Gazette dt. 11-11-1980).
2. Amendment approved by the Senate on 27-10-1984 and assented to by the Chancellor on 23-2-1985 (Kerala Gazette dt. 21-5-1985).
3. Amendment approved by the Senate on 21-11-87 and assented to by the Chancellor on 21-8 1988 (Kerala Gazette dt. 28-6-1988).

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 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) Judgement
 - (xii) Self-reliance-whether opinionated-confident, of ability and receptive to ideas
 - (xiii) Willingness to assume responsibility
 - (xiv) Capacity for decision-making
 - (xv) (a) patient; (b) tact and (c) courtesy
 - (xvi) Control of staff (Power of commanding respect and discipline enforcing)
 - (xvii) Matters of official and public interest in which the officer has specialised himself or taken special interest.
 - (xviii) Manner in which the officer discharged the duties of his office during the year.
 - (xix) Any other qualities having a bearing on the duties of the officer.
 - (xx) General remarks
6. Has the Officer any special characteristics and or any outstanding merit or ability 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 Officer should give his opinion and impression in a concise narrative form so as to cover the officer's knowledge of procedure and departmental techniques, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the officer's attention had been drawn to the defects during the course of the reporting period and if so with what results.

Note:- The entries in regard to the various qualities reported on should be descriptive.

Shown to.....

Reporting Officer

Seen

Reported Officer

Form 2
(See Statute 2 of Chapter 22)
UNIVERSITY OF CALICUT

Form of Application for starting a new college during 19....

1. (a) The Agency proposing to start the college
- (b) Whether the body is registered (Copies of constitution, Bye-laws and certificate or Registration to be enclosed)
- (c) Personnel of the Managing Body
2. Location of the college (Name of place, Village/ Town Taluk and District)
3. Factors such as location, feeder schools, etc. favourable for the development of the college if it is started.

4. Names of other colleges within a radius of 10 miles.
5. Courses and subjects in which affiliation is sought.
6. Previous application, if any, and their disposal by the University.
7. Number of students proposed to be admitted in each group main.

	Pre-Degree Group	Main	Degree	Subsidiary
1.		1.		
2.		2.		
3.		3.		
4.		4.		

8. (a) Details of financial resources of the management for capital expenditure on buildings and equipment and for the continued maintenance of the College.

(b) Endowments, if any

9. Details of the accommodation available:

	No. of rooms available	Dimensions of rooms	Whether permanent building or temporary Structure.
(a) Class rooms			
(b) Lecture halls			
(c) Staff rooms			
(d) Professor's room			
(e) Principal's room			
(f) Laboratories			
(g) Library			

(The information shall be accompanied by plans and drawings)

10. Details of playgrounds available.
11. Area demarcated for college buildings and hostels and area of the playgrounds.
12. Details of residential accommodation **available** for students.
13. Details of residential accommodation **available** for staff
14. Whether accommodation is available for **Principal**
15. Details of the **Financial guarantee proposed to be** furnished to the University by the **Management.**
16. Details regarding the provision made for the purchase of equipment, books, furniture, etc.
17. Rate of fees (Tuition fees and special fees) **proposed** to be charged from the students;
 - (a) Pre-degree (Arts Group)
 - (b) Pre-degree (Science group)
 - (c) Degree (Arts Group)
 - (d) Degree (Science Group)
 - (e) Post-graduate (Arts group)
 - (f) Post-graduate (Science group)
 - (g) Oriental titles
18. Whether the management is prepared to appoint qualified staff and to pay salary in accordance with the laws of the University.
19. Whether the Management is willing to appoint a Selection Committee for recruitment of staff in accordance with the laws of the University.
20. Declaration:

On behalf of the Management of the proposed new college (name of College, if any) We..... the President of the Educational Agency and President, Board of Management of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college (This declaration is to be endorsed by the Principal also).

Place:

President of the Managing Body

Date:

President of the Educational Agen

Form 3

(See Statute 3 of Chapter 22)

UNIVERSITY OF CALICUT

Form of Application for upgrading a college/additional affiliation

1. Name of the college and place
2. Agency running the college
3. Whether the Agency is registered and if so under what Act?
4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University?
6. Existing courses of studies in the college
7. Courses and subjects in which affiliation is sought
8. (a) Number of students proposed to be admitted in each course
(b) Present strength of the college
9. Whether the college has fulfilled the conditions laid down by the University. (regarding Management, Administration and academic matters) and the inspection commission regarding existing courses.
10. Previous application, if any; for affiliation in the same subjects and the results of such application
11. Whether the college has suspended, or dropped any course of study for which affiliation has been granted. If so, give particulars
12. Rates of fees proposed to be levied (Tuition fees and special fees)

(a) Degree	Arts Group
(b) Degree	Science Group
(c) P.G.	Arts
(d) P.G.	Science
13. Existing rates of fees Course and group-wise.

- 14. (a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached)
- (b) Whether permanent buildings are available or only temporary structure
- (c) Whether any other subject is taught in the same room with suitable adjustments of the time table and if so the details

15. Additional accommodation proposed if any

No. of Class Rooms/Laboratories

- 16. (a) Details of Laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the Laboratory, the arrangement of work tables, the dimensions of the work tables, provision of gas, water, light, etc., should be furnished)
- (b) Whether any other practical or theory class will be conducted in the same laboratory. Give details

17. Details of the arrangements made for store-room, preparation room, balance room and staff room in respect of each proposed subject (Indicate dimensions of rooms on a sketch map)

18. Provision made for Herbarium, Museum, Frog Pond, etc., for Natural Science subjects

19. Amount spent so far on capital expenditure for the purchase of equipment in each subject proposed to be started

Subject	Amount spent
.....
.....
.....

20. Provision-annual-made for the purchase of equipment and Chemicals for the maintenance of laboratories

21. (a) Details of Library and Reading room facilities
 (b) Amount spent so far on capital expenditure for the purchase of books.
 (c) Provision made for the purchase of books during the current year for each main subject proposed to be started
 (d) Provision made for recurring expenditure on the purchase of books .
22. Provision made for the purchase of additional furniture required.
23. (a) Details of existing staff in the subjects proposed to be started.
 (b) Additional staff for 1st year, 2nd year and 3rd year.
24. Whether the management is willing to appoint Selection Committee for the recruitment of staff in accordance with the Laws of the University
25. (a) Details of Hostel facilities now available
 (b) Provision made for additional Hostel accommodation in view of the additional affiliation applied for
 (c) Details of residential accommodation available for staff, including principal
26. Area of the Playgrounds, and provision made for games.
27. Financial resources of the college for its continued maintenance

Financial resources:

(A) Capital

- (1) Approximate value of the Buildings
- (2) Endowments
- (3) Deposit with the University
- (4) Additional resources
- (5) Other capital items

- (B) Income for last two years from
- (1) Endowments
 - (2) Property
 - (3) Fees
 - (4) Grants
 - (5) Other sources
- (C) Expenditure
- (1) for the past two years
 - (2) for the coming year (estimate)
 - (3) Budget for the last two years
- (D) Whether salary payment to the staff has been regular.
- (a) Details of financial guarantee furnished to the University by the Management.
 - (b) Details of financial guarantee proposed to be furnished to the University by the Management.

Declaration:

On behalf of the..... College (name of College), the Principal, President, Board of Management and the sponsor of the said College, jointly and severally undertake to carry out faithfully the provisions of the University Act, the Statutes, the Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.

Signature of the Principal
Signature of the President, Managing Body/Educational Agency

Form 4
(See Statute 3 of Chapter 2)
UNIVERSITY OF CALICUT

Form of Application for starting post-graduate courses

- (Name of the College and place
- Agency running the college
- Whether the Agency is registered and if so, under what Act.

4. Constitution and personnel of the Managing Body
5. Whether the constitution has been approved by the University.
6. (a) Number of students proposed to be admitted in each course.
(b) Present strength of the college
7. Existing courses of studies in the college
8. Courses and subjects in which affiliation is sought
9. Brief history of the college not exceeding one page showing the year of starting of the college, the major development, present strength of the college both regarding staff and students.
10. Whether the college has fulfilled conditions laid down by the University (Regarding management, administration and academic matters) and the inspection Commission regarding existing courses
11. Previous application, if any, for affiliation in the same subjects and the results of such application.
12. Whether the college has suspended or dropped any courses of study for which affiliation has been granted, if so, give particulars
13. Rates of fees proposed to be levied (Tuition fees and special fees)
 - (1) Tuition fees
 - (2) Laboratory fees
 - (3) Library fees
 - (4) Special fees
 - (5) Other fees if any
14. Existing rates of fees - course and group-wise
15. (a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached).

- (b) Whether permanent buildings are available or only temporary structures.
- (c) Whether any other subjects taught in the same room with suitable adjustments of the time table and if so, the details
- 16. Additional accommodation proposed, if any
No. of class rooms/laboratories/Staff rooms/Seminar Room with dimensions
- 17. (a) Details of Laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the lab. the arrangement of work tables, the dimensions of the work-tables, provision of gas, water, light, etc. should be furnished).

(b) Whether any other practical or theory class will be conducted in the same lab. Give details.
- 18. Details of the arrangements made for the store-room, preparation rooms, balance room and staff room in respect of each proposed subject (Indicate dimensions of room on a sketch map)
- 19. Provision made for Herbarium, Museum, Frog Pond, etc. for Natural Science subjects.
- 20. Amount spent so far on capital expenditure for the purchase of equipment in each subject proposed to be started.

Subject	Amount spent
.....
.....
.....

- 21. Provision annual-made for the purchase of equipment and chemicals for the maintenance of laboratories
- 22. Provision made for the purchase of additional furniture required.
- 23. Financial resources of the college for its continued maintenance.

Final resources

- (A) Capital
 - 1. Approximate value of the buildings
 - 2. Endowments
 - 3. Deposit with the University
 - 4. Additional resources
 - 5. Other capital items
 - (B) Income for last two years from
 - 1. Endowments
 - 2. Property
 - 3. Fees
 - 4. Grants
 - 5. Other sources
 - (C) Expenditure
 - 1. for the past two years
 - 2. for the coming year (estimate)
 - 3. Budget for the last two years
 - (D) Whether salary payment to the Staff has been regular.
24. (a) Details of financial guarantee furnished to the University by the Management
- (b) Details of financial guarantee proposed to be furnished to the University by the Management.
25. Strength and Examination results at the degree level in the subjects for which affiliation is sought (for the last five years).
- 1. Year
 - 2. No. of students admitted for the particular batch (Admissions made three years earlier)
 - 3. No. of students presented for University Examination.
 - 4. Total number of students passing
 - 5. No. of students with I class among those in (4)
 - 6. No. of students with II class among those in (4)
 - 7. No. of students with III class among those in (4)

B. Percentage of passes

26. Optional papers proposed for the P.G. Courses
27. Proposed mode of selection of students:
- (1) Whether by the Principal or by a Committee
 - (2) If by a Committee, composition of the Committee.
 - (3) The principles proposed to be adopted in the selection of students.
28. Staff:
- (1) Strength of the staff in the Department with composition of staff as Professor, Lecturer etc.
 - (2) Whether separate staff are proposed to be appointed for P.G. course or whether teaching work is to be assigned to the staff in both Post-Graduate and under-graduate classes.
 - (3) Proposed number of teachers who are assigned teaching work in Post-Graduate classes.

(4) List of teachers in the Department with details of qualification, hours of teaching work in the P.G. and under-graduate classes in the following proforma:-

Name	Designation	Qualification	Research Degree If any	Published Research work If any	Other Publications if any.
(1)	(2)	(3)	(4)	(5)	(6)

Teaching Experience			Teaching work			Composition	Remarks
Degree	P.G.	Total	P.D.C.	Degree	P.G. Work	Correction	
		(7)				(9)	(10)

- (5) A history of the educational service of each member may be furnished duly signed by the teacher and the Principal. It should contain his history of total service, his research and the academic work, his service as an Examiner, member of the Board of Examiners, Board of Studies, etc.
- (6) Research work;
1. Research works published by members of the Department.
 2. Research papers published by the members with the names of the Research Journals
 3. Other works if any published by the members of the staff.

29. Library:

(A) Books

1. Total number of volumes in the college library.
2. Total number of volumes in the particular subjects.
3. Whether there is a separate section in the library for books intended for P.G. Students.
4. No. of volumes intended for P.G. Section
5. No. of books in each sub-section such as Shakespeare, History of the Language, Drama, Poetry, Fiction, Criticism, etc.
6. Whether there is a Text Book Library in the subject and if so, the number and titles of the books available.

(B) Number and names of Journals subscribed for the Post-Graduate section.

(C) Accommodation for Library:

- (i) Accommodation for General Library.
- (ii) Accommodation for Sectional Library if there is a separate section.
- (iii) Accommodation for Seminar Library.

- (D) Library staff and working hours of Library:
- (i) Name and qualification of the Chief Librarian.
 - (ii) If there are other qualified library staff, name and qualification.
 - (iii) Other staff in the Library
 - (iv) If there is any exclusive staff for the P.G. Section, their number, name and qualification.
 - (v) Whether the library works beyond regular college hours, in the morning and evening and if so the actual hours of work.
 - (vi) Whether the library works during week end and other holidays.

30. Methods of Teaching:

- (1) How many hours per week are set apart for Lecture/practical class?
- (2) How many hours per week are set apart for other work, such as Seminars, group discussions, tutorials? Give full details of the nature of work and assignment of hours for each item.
- (3) Is the method of giving assignments proposed to be tried?
- (4) Is there any supervised library work assigned? If so, indicate the nature of the guidance and supervision in the library.

Furnish a copy of the Time Table of the Post-Graduate Department showing the subjects, classes and teachers.

31. Residence of students:

- (1) What is the total accommodation in the College Hostels for Men and Women?
- (2) What is the total accommodation provided for P.G. Students?
- (3) Are they given single rooms or double rooms or three seated rooms?
- (4) Give the following figures for the last three years:-

- (a) No. of students in the P.G. Course
- (b) No. coming from beyond a distance of 8 Kms. from the college.
- (c) No. actually provided Hostel accommodation.
- (d) The reason for not providing Hostel accommodation for those coming from beyond a distance of 8 Kms from the college.

32. Whether the management is willing to appoint a Selection Committee for the recruitment of staff in accordance with the Laws of the University.

33. Declaration

On behalf of the..... College (name of the college) we, the Principal, President, Board of Management and the Sponsor of the said College, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.

Signature of the Principal
Signature of the President, Managing body
Signature of the Educational Agency

Place:
Date:

Form 5
(See Statute 3 of Chapter 22)

UNIVERSITY OF CALICUT

Form of application for additional seats in existing courses

- 1. Name of college and place
- 2. Name of course in which increase of seats is applied for

Existing strength/increase proposed

- 1.
- 2.
- 3.

- 3. Whether the proposed increase is to be permanent or temporary
- 4. Nature of affiliation granted to the subject(s) in which increase of seats is requested for:

Provisional Temporary Permanent

- 1.
- 2.
- 3.

- 5. Additional accommodation made or proposed to be made to accommodate the students if additional seats are sanctioned.

Class rooms, laboratories, No. of rooms, Dimensions, Lecture Halls, Library.

- 6. Whether additional staff will be required for the subject(s) in which increase of seats has been applied for or for languages, under Parts I and II of the Degree course and Part I of the Pre-degree course. If required give details.
- 7. Whether the Management is willing to appoint a selection committee for the recruitment of staff in accordance with the laws of the University?

B. Declaration:

On behalf of the..... College (name of the College) we, the Principal, President, Board of Management and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college:

Signature of the Principal
 Signature of the President, Managing Body
 Signature of the Sponsor, Educational Agency

Place:
 Date:

By order of the Governor,

V.VENKITANARAYANAN,
 Special Secretary to Government

Explanatory Note

(This does not form part of the notification but is intended to give its general purport.)

Section 82 of the Calicut University Act, 1975 (5 of 1975) confers power on the Government to make the First Statutes of the University of Calicut notwithstanding anything contained therein. The Government have already published the First Statutes in respect of certain matters. It is considered necessary that the First Statutes on certain other matters should also be published. The present notification is intended to achieve this object.

THE CALICUT UNIVERSITY FIRST ORDINANCE 1978

KERALA GAZETTE

Extraordinary

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GOVERNMENT OF KERALA
Higher Education (B) Department

NOTIFICATION

No.10448/B2/77/H.Education

Dated, Trivandrum 15th July 1978

S.R.O. No.785/78 - In exercise of the powers conferred by Section 82 of the Calicut University Act, 1975 (5 of 1975), the Government of Kerala hereby make the following First Ordinances, namely:

CALICUT UNIVERSITY FIRST ORDINANCES, 1978

Chapter I
PRELIMINARY

1. *Short title and Commencement*:- (1) These Ordinances may be called the Calicut University First Ordinances, 1978.

(2) They shall come into force at once.

2. *Definition and rule of construction*:- (1) The words and expressions used in the Calicut University Act, 1975, (5 of 1975) and the Calicut University First Statutes and used but not defined in these Ordinances shall have the same meanings respectively assigned to them in the said Act or Statutes.

(2) any reference in these Ordinances to the Director of Collegiate Education or the Zonal Deputy Director of Collegiate Education, shall, in relation to a private Engineering College be construed as a reference to the Director of Technical Education or such officer as he may authorise.

3. *Repeal* (1) The Ordinances made under the Kerala University Act 1957 (14 of 1957) which are in force in the University area by virtue of sub-section 2) of section 55 of the Calicut University Act, 1968, (24 of 1968) and Ordinances made under the Calicut University Act, 1968, in so far as they relate to matters for which provision has been made in these Ordinances, shall stand repealed.

Provided that any order made or action taken under the Ordinances so repealed shall be deemed to have been made or issued under the corresponding provisions of these Ordinances.

Provisions in the Ordinances made under the Kerala University Act, 1957, (14 of 1957) or the Calicut University Act, 1968 (5 of 1968) which are not repealed by these Ordinances or by the Calicut University First Statutes, 1977 shall stand rescinded when regulations are framed under section 38 of the Calicut University Act, 1975 (5 of 1975):

Provided that such rescission shall not affect the previous operation of any rule or order made or anything done or any action taken thereunder.

Chapter II
ACADEMIC YEAR, TERMS, VACATIONS AND HOLIDAYS

1. *Academic year*:- Except as otherwise provided in these Ordinances, the academic year for all Colleges affiliated to the University and educational institutions and departments maintained by the University begins on the first of June each year or the next working day if the first of June happens to be a holiday and ends on the 31st March of next year or the previous working day if the 31st March happens to be a Holiday.

2. *Terms* (1) The Academic year shall consist of three terms which shall ordinarily begin and end as follows:-

First Term: June to September, closing with the Onam Holidays

Second Term: Reopening after Onam Holidays to the commencement of the Christmas Holidays.

Third Term: January to March closing with the long vacation.

Explanation I:- Long vacation is the period between the end of the third term and the beginning of the first term of the next Academic year.

Explanation II: - A period not exceeding 15 days shall be allowed for the Onam and Christmas holidays preceding the second and third terms respectively. But these holidays will not be treated as vacation.

(2) For the semester course, there shall be four semesters of 5 months duration plus one month vacation at the end of each semester.

In the case of the semester system, the academic year shall begin on the first day of June or the next working day if the first of June happens to be a holiday. The academic year shall end on the 31st March or the previous working day if the 31st March happens to be a holiday.

3. *Working days*:- An academic year shall have not less than 180 working days of five hours duration each, excluding days or hours spent for examinations for all colleges or educational institutions or departments:

Provided that for professional colleges, there shall be in an academic year the alternative of 960 working hours, excluding hours spent for examinations in place of 180 working days.

4. *Holidays*:- (1) All colleges and educational institutions and departments of the University shall be closed on the following days.

(a) All days declared as holidays by the Kerala Government

(b) such other holidays as may be declared by the Registrar of the University of Calicut.

(2) In colleges affiliated to the University, the Principals may fix the working days and holidays, subject to the provisions contained in Ordinances 1, and 3 of this chapter.

List of holidays:- At the commencement of each academic year, the principals of colleges and other educational institutions shall forward to the Registrar a calendar showing the list of working days and holidays during the year and shall also report from time to time any change in the list made by them subsequently.

Chapter III

TRANSFER CERTIFICATES AND TERM OR ANNUAL CERTIFICATES

Transfer Certificate:- (1) No student who has been admitted to a College or an institution or a University Department of Study and Research shall be allowed a transfer to another college or institution without a transfer certificate in the form prescribed by the Syndicate showing:-

- (a) the name of the student in full;
- (b) the date of birth as entered in the admission register;
- (c) the dates on which he was admitted to and on which he left the institution.
- (d) the class in which he studied at the time of leaving the institution;
- (e) if it be the time when annual promotions take place, whether he is qualified for promotion to a higher class and
- (f) that he has paid all fees or other moneys due to that institution in respect of the academic year in which he was enrolled.

(2) Every transfer certificate issued to students from a College or other institution after being registered for a University Examination shall contain, in addition to those prescribed in clause (1), the following details also, namely: -

- (a) Name of the Examination of the University for which the student has been last presented from the College.
- (b) Register number of the student and date of Examination; and
- (c) Whether the student has appeared for the Examination.

(3) A student applying for a transfer certificate during a college term in which he was enrolled, or applying not later than the fifth working day of the college term immediately following, shall forthwith be given such certificate on payment of all fees and other dues, if any, or of such portion thereof as the Principal may deem fit to demand for the college term in which he was enrolled, provided that, if after obtaining the transfer certificate he is admitted to any other college under the same Educational Agency, he shall not be called on to pay over again the fees already paid for the term to the college which issued the transfer certificate.

(4) A student applying for such certificate after the fifth working day of the college term immediately following that during which he was last enrolled shall forthwith be given the transfer certificate on payment of (1) all fees other dues or of such portion thereof as the Principal may deem fit to demand in respect of the college term in which he was last enrolled, and (2) an additional fee of three rupees.

Provided that when a student has been enrolled at favourable fee rates, shall be liable for such rates only.

(5) No student shall be considered to have been enrolled in any college term unless he has attended the college and received instruction for at least one day of that term or has paid such fees or portions thereof as may be prescribed by the syndicate.

(6) In the case of a student who has been a candidate for a University examination, the results of which have not been published before the beginning of the academic year, the eleventh day after the results of that examination have been announced at the University Office shall be counted for him as the first working day of the academic year so far as the grant of a transfer certificate is concerned.

(7) In the event of a Principal refusing or delaying to give a transfer certificate to which the student may be entitled, the student shall have the right of making an appeal to the Syndicate.

(8) If any student is expelled from any college maintained by or affiliated to the University, intimation of the fact of such expulsion with a statement of the reasons therefor shall be given forthwith by the Principal to the parent or guardian of the student and to the Syndicate. Intimation to the Syndicate shall be accompanied by the transfer certificate of the student. The Syndicate on the application of the student or his parent or guardian, may, after making such enquiry as it deems proper, deliver the certificate to the student or parent or guardian with necessary endorsement or withhold it temporarily or permanently.

2. *Attendance for Annual Certificate:-* A student shall ordinarily qualify for the annual certificate in one and the same college, but in special cases, the Vice-Chancellor may allow attendance in different colleges to be combined for purposes of the annual certificate.

3. *Transfer from one college to another:-* (1) A student desirous of transferring from one college to another shall apply to the Registrar in the prescribed manner for permission for such transfer. Such applications shall be submitted in advance prior to making the desired transfer and shall furnish valid reasons for the transfer proposed. This Ordinance applies to a transfer during the course of an academic year as well as to a transfer at the end of the academic year.

(2) An application for a transfer shall invariably be accompanied by:-

(i) the written consent of the Principal of the college in which the student is studying,

(ii) the written promise of admission from the Principal of the college which he proposes to join, together with an assurance by him that the student the transfer is permitted will be able to continue in his college the course of study already commenced by the student in each subject under each part of the examination; and

(iii) a certificate of satisfactory progress and good conduct from the Principal of the college, he is leaving,

4. *Authority to sanction:-* It shall be competent for the Vice-Chancellor to sanction the transfer of a student from one college to another

5. *Combination of Attendance:-* A student who has been permitted by the Vice-Chancellor to be transferred from one college to another, shall apply for a combination of the attendance earned by him in the college in which he is studying before such transfer and the attendance that he would be able to earn in the college to which he has been admitted. Every such application shall be accompanied by a chalan receipt for the prescribed fee and shall be sent to the Registrar of the University through the Principal, so as to reach him not later than one month after admission to the new college, and in any case not less than seven days before the last date for the receipt of applications for admission to the examinations.

6. *Pre-requisite for combination: -* In the case of a student who has been permitted to combine attendance in two colleges, the annual certificates shall be accepted if the student has kept

(a) three quarters of the possible attendance in each college before and after his transfer respectively; or

(b) three quarters of the combined total of possible attendance in the two colleges taken together.

7. *Conditions for annual certificate:-* (1) In all colleges, the grant of the annual certificate shall be in respect of three consecutive terms comprising one year, but the Syndicate may permit the authorities of a college to grant such certificate in respect of three terms which are not consecutive, provided the student has during those terms completed the necessary course of study.

(2) The grant of the annual certificate shall be subject to the following conditions, namely:

(i) in colleges other than Medical Colleges, the Certificate shall not be granted unless a student has kept three-fourths of the attendance prescribed in the college in the course of instruction followed by him during the year;

(ii) In Medical Colleges, the certificate shall not be granted unless student has kept four-fifths of the attendance prescribed by the colleges;

(iii) the certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authorities of his college and his progress and conduct have been satisfactory.

3. A student who has failed to earn the required attendance in an academic year, at the end of which there is a University Examination, must attend college to receive such additional instruction as the Principal may prescribe enable him to issue the annual certificate. The Vice-Chancellor shall be competent to grant condonation of attendance up to 14 days. In case the shortage of attendance exceeds 14 days but not 24 days, the Syndicate alone shall be competent to grant condonation. In the case of Semester, condonation up to six days for each semester may be given by the Vice-Chancellor.

8. National Cadet Corps, National Students Council, National Students Organisation or National Service Scheme:- (1) Every College may make arrangements for organising National Cadet Corps, National Students Council, National Students Organisation, National Service Scheme and other extra-curricular activities approved by the Syndicate from time to time.

(2) Attendance shall be voluntary for such activities.

(3) Students who are not taking part in such approved extra-curricular activities shall undergo physical education classes, provided they are physically fit.

9. Power of the Syndicate to stay admission:- (1) The annual certificate once issued by the Principals of colleges shall not be cancelled by them, the Syndicate may direct the heads of colleges or other institutions, not to admit to further courses of studies for a certain period, students who are found guilty of any serious offence or misconduct, after the issue of annual certificates.

(2) If a student is found fit at the stage of forwarding his application for a University examination, any subsequent misconduct or lack of progress during the subsequent period shall be reported to the Syndicate to justify withholding of the annual certificate.

10. Form:- The certificates shall be in such form as may be prescribed by the Syndicate.

Chapter IV

APPOINTMENT OF EXAMINERS

1. Appointment of Examiners and question paper setters:- (1) Appointment of Question Paper Setters and Examiners shall be made by the Controller of Examinations, with the approval of the Vice-Chancellor, from a panel approved by the Syndicate on the recommendation of the Boards of Studies, Faculties and/or from the list of teachers prepared as per Ordinance 6.

(2) The panels for each examination shall consist of names of not less than 1/5 in excess of the probable numbers required for each subject.

2. Cancellation of appointments:- It shall be competent for the Controller of Examinations with the approval of the Vice-Chancellor to cancel the appointment of any Question Paper Setter or Examiner without assigning any reason whatsoever and the matter may be reported to the Syndicate.

3. Disqualification:- The Syndicate shall have the power to disqualify for a specified period or permanently any person from question paper setting for examinership, for inefficiency, misconduct, malpractice or negligence or for disobeying the instruction issued by the University, or to withdraw recognition as a teacher.

4. Categories of Examiners and their duties:- The Categories of Examiners and their duties shall be decided by the Syndicate, from time to time.

5. Question paper setters:- (1) No person engaged in teaching work in any college maintained by or affiliated to the University shall ordinarily be appointed to set question papers.

(2) No person shall be appointed as a question paper setter unless he has had seven years' teaching experience in a college or University in the concerned subject.

(3) Question paper-setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.

(4) The Vice-Chancellor shall be competent to approve appointments as question paper-setters, waiving the above requirements in exceptional cases and his action shall be reported to the Syndicate.

Compilation of a list of teachers:- A list of teachers employed in the affiliated colleges and departments of the University, arranged in the order of subjects, shall be compiled from the Register of Recognised Teachers or from the Returns submitted by the Colleges and Departments of the University and kept up to date containing the following:-

- (a) name of teacher
- (b) college in which he is working;
- (c) age;
- (d) qualification, with class and date;
- (e) present grade and date of appointment to it;
- (f) class and subject in which he teaches;
- (g) number of years of teaching experience in the colleges; and
- (h) previous appointments as examiner, etc.

7. Term of appointment:- (1) Examiners shall be appointed for one session that is for the examinations conducted in March/April and September/October and shall be eligible for appointment in five successive sessions following the session of first appointment and shall ordinarily be so reappointed.

(2) Examiners who have held office for three successive years whether for the same or different examinations shall not ordinarily be reappointed until after the lapse of two years;

Provided that the number of new Examiners appointed in any year, who have not previously been Examiners shall not exceed one half of the total number appointed to a Board:

Provided further that this Ordinance may be relaxed by the Syndicate in the case of examinations in subjects in which sufficient number of competent examiners are not available.

8. General conditions for appointment of Examiners:- (1) Ordinarily persons with a minimum teaching experience of three years in a College or University are eligible for first appointment as Examiners.

Explanation:- Seven years' standing at the Bar may be considered as equivalent to three years of teaching experience in law examination.

(2) Examiners appointed under one Board shall not ordinarily be appointed to any other Board in the same session except for reasons to be recorded.

(3) For selecting new Examiners, the first preference shall be given to those who had five years or more of teaching experience and who had not been appointed so far. The second preference shall be given to those who had finished one term of examinership which is ordinarily three years and who had a break of three years or more. The third preference shall be given to those who had examinership for two terms and had breaks of three years or more. The next preference shall be given to those who had breaks of two years or less.

Provided that for the appointment of Chairman, Board of Examiners, the rule of preference may be waived for reasons to be recorded.

(4) Members of the Syndicate shall not be offered Examinerships.

(5) No person above the age of 65 shall be appointed or allowed to continue as an Examiner.

(6) No person who has ceased to be a teacher for three years or more shall be appointed or allowed to continue as an Examiner.

9. Board of Question papers setter:- The Controller of Examinations shall with the approval of the Vice-Chancellor constitute every year a Board of Question Paper setters for each subject or group of subjects for which examinations are likely to be held; provided that no person shall ordinarily be appointed for more than one Board.

10. Duties of the Board of Question paper setters:- The duties of the Board of Question paper setters shall be-

(i) to consider and scrutinise the papers set in the subject and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus; and

(ii) to do such other duties as may be prescribed by the Controller from time to time.

11. Board of Examiners:- (1) The Controller of Examinations shall with the approval of the Vice-Chancellor constitute a Board of Examiners for each subject or group of subject for which examinations are likely to be held; provided that no person shall ordinarily be appointed to more than one Board.

(2) Each Board shall have a Chairman, who shall be appointed with the approval of the Vice-Chancellor by the Controller of Examinations.

12. Duties of the Board of Examiners:- The duties of the Board of Examiners shall be:-

(i) to pass the results of the Examinations and forward them to the Controller of Examinations for submission to the Syndicate; and

(ii) to do such other work as may be assigned to the Board by the Controller of Examinations or the Vice-Chancellor or the Syndicate from time to time.

13. Committee of Boards of Examiners:- It shall be competent for the Controller of Examinations to constitute Committees of Boards consisting of the Chairman or Chief Examiners in the same or different subjects which form part of the examination for the purpose of consolidating the marks obtained by candidates in different parts of the examination.

Chapter V

CONDUCT OF EXAMINATIONS

1. Date, Place, etc. of Examinations:- (1) All examinations shall be conducted at such places, at such times and on such dates as the Syndicate may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published in the first week of December for the March-April Examinations, and in the second week of June for the September-October Examinations.

(2) All examinations shall ordinarily be held twice in the academic year, unless otherwise decided by the Academic Council from time to time.

2. Notification of dates:- The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, the dates of conduct of examinations and the dates of publication of results.

3. Method of Examinations:- (1) Unless otherwise provided for, examinations shall be conducted by one or more of the following methods.

(a) Written (b) Practical (c) Oral.

(2) Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre.

(3) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.

4. Standard of question papers:- The papers set in any subject shall be such as a candidate of decided ability, well prepared in the subject can reasonably be expected to answer within the time allotted.

5. Prohibition of religious belief or profession or political views:- No question shall be put at any University examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

6. Arrangements:- Subject to the laws of the University, the Controller of Examinations shall, under the directions of the Vice-Chancellor, make all arrangements for the conduct of the examinations, at the various centres of examination.

7. Superintendent, Assistant Superintendent etc:- It shall be competent for the Controller of Examinations to appoint a Chief Superintendent, Assistant Superintendents and such other staff as are required for the conduct of the examinations, at each centre of examination subject to guidelines. Such persons shall be paid such remuneration as may be fixed by the Syndicate from time to time.

8. Appointment and Duties:- The guidelines relating to the appointment and duties of the Chief Superintendent and Assistant Superintendents shall be made by the Syndicate.

9. Hall Tickets:- Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examination in the prescribed form. The Hall tickets shall be issued to each private candidate through the Chief Superintendent of the Centre at which the candidate proposes to take the examination and to the candidates presented by colleges, through the Principals. The hall ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the Ordinances.

10. Photographs where necessary:- All candidates whether private or regular seeking admission for a University examination shall submit two copies of their photographs together with the application for registration for the examinations. The photographs shall be of passport size and taken not earlier than six months prior to the date of application.

11. Centre not to be changed for first time:- Except with the special permission of the Vice-Chancellor, no candidate for an examination who has undergone the prescribed course of study in a college and who is presented by the College for an examination for the first time shall be allowed to take the examination from any centre, other than the centre allotted to the students of the college in which he has undergone the course.

12. Production of Hall Tickets:- Candidates shall bring with them their hall tickets, on each day of the examination and shall produce the same when demanded for inspection by the Chief Superintendent or Assistant Superintendent or any Officer authorised by the University for the purpose.

13. Cancellation of Hall tickets:- It shall be competent for the Vice-Chancellor to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he is ineligible to take the examination.

14. Exclusion of candidates for disease:- It shall be competent for the Chief Superintendents to exclude any candidate from an examination, on being satisfied that he is suffering from any infectious or contagious disease. Such cases shall be immediately reported to the Controller of Examinations.

15. Provisional admissions:- No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Chief Superintendents shall have power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate. Such cases shall be reported to the Controller of Examinations forthwith.

16. Exclusion of candidates for misbehaviour:- Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Chief Superintendent or Assistant Superintendents, or behaving insolently towards the Chief Superintendent or any Assistant Superintendent, the candidate may be excluded from the day's examination and if he persists in misbehaviour, he may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the Controller of Examinations and the Syndicate, may, according to the gravity of the offence ratify the action taken, by the Chief Superintendent or further punish a candidate by cancelling the examination taken by him either in whole or in part, or debarring him from appearing for any University examination for a specified period or permanently.

17. Report of Results:- The Board of Examiners shall report to the Controller of Examinations provisionally the results of the Examination conducted by them or supervised by them.

18. Publication of results:- (1) The Controller of Examinations shall submit the result to the Syndicate. The Syndicate shall have power to approve the results and publish the same.

(2) For all examinations conducted by the University, the register numbers of all successful candidates shall be classified and published in the order in which they were registered for the examination.

19. Maintenance of Mark Books:- A mark book shall be maintained in the University in which the marks secured by each candidate shall be entered in figures as well as in words. Any correction in the mark book shall be recorded in the register maintained for the purpose by the Controller of Examinations. Corrections made in mark books shall be supported by the initials of the Controller of Examinations and with the seal of the University.

20. Diplomas and Certificates:- A Diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination for a degree. The Diploma shall set forth the month and year of the examination, the subject in which the candidate was examined, the class in which he was placed and the subjects in which he gained distinction, if any. A certificate signed by the Controller of Examinations, shall be given to each successful candidate at an examination, other than for a degree. The certificate shall set forth the month and year of the examination, the subjects in which the candidate was examined, the class in which he was placed and the subjects in which he gained distinction, if any.

A Certificate signed by the Controller of Examinations shall also be given to candidates whose original Degrees, Diplomas have been irrecoverably lost or destroyed;

Provided that it shall be competent for the University to issue a provisional Certificate to a candidate on payment of the prescribed fee during the period after publication of the results in the University Office and before the issue of the Original Certificate.

21. Change of results for malpractice:- In any case where it is found that the result of an examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examinee has benefited, and that such examinee has in the opinion of the Syndicate, been party or privy to, or connived at, such malpractice, fraud, or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Syndicate may consider necessary in that behalf.

22. Scrutiny of marks:- (1) A candidate who has appeared at an examination may apply to the Controller of Examinations for scrutiny of his marks, i.e. for checking whether any answer had been not given marks and whether there are any mistakes in totalling. Such application, if any, shall be made within one month from the date of publication of the results of the examination in the University Office and shall be accompanied by treasury receipts for the prescribed fee. The fee is only for scrutiny and not for revaluation of the paper.

(2) A candidate shall not be entitled to a refund of the fee, remitted by him.

(3) The result of the scrutiny and the marks obtained for the paper/subject shall be communicated to the candidate and in case the result is affected by such scrutiny, the corrected result shall be published in the University Office and in such other manner as the Syndicate may decide.

23. Revaluation of answer papers at University Examinations:- (1) Candidates for all examinations including Diploma Examinations but excluding post-graduate examinations for which there is provision for double valuation are eligible to apply for revaluation.

(2) Every application for revaluation shall be submitted within ten days of the date of publication of results to the Controller of Examinations in the prescribed form with a fee of Rs.50 in such manner and subject to such conditions, as the University, may, from time to time, prescribe.

(3) A candidate shall not be eligible for refund of the fee paid.

24. Improvement of Results:- A candidate may be given an opportunity to improve his result by reappearing for subjects in which he wants to improve his result, within a period of one year of completion of his course of study subject to such conditions, as the University may from time to time lay down. Such permission to reappear shall be allowed only once by retaining the original marks, if necessary.

25. Debarring candidates and quashing results:- If at any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, the Syndicate shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

26. Punishment for malpractice:- If the Syndicate is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Syndicate may punish such person in such manner as it may deem fit and may also abolish the centre for conduct of examinations for such period as it may deem fit.

27. Power to frame guide lines etc:- The Syndicate shall have power to frame guide lines or issue directions or instructions for efficient conduct of the examination and to keep up the integrity of the examinations.

Chapter VI

MEDICAL INSPECTION OF STUDENTS

1. Certificate of Medical Inspection:- Every student admitted to a college or institution or University Department of study and research shall present along with other certificates, a medical inspection or health card from the school or college he attended last.

2. Compulsory Medical Inspection:- Every student shall be required to undergo medical inspection on admission to a course of study under the University and on every alternate year, thereafter.

3. Medical Officers:- The Medical inspection shall be conducted by qualified medical officers. Only those who have been admitted to a Degree in Medicine and have practised medicine for a period of not less than five years shall be eligible for appointment as Medical Officers in Colleges. The medical inspection of women students shall be conducted only by women medical officers. The Syndicate shall appoint and also determine the terms of appointment of the medical officers for the colleges/institutions/departments of study and research maintained by the University. The medical officers for the colleges affiliated to the University shall be appointed by the colleges concerned and approved by the Syndicate.

4. Appearance for inspection:- Every student on the roll of a college/institution/department of study and research shall present himself/herself for medical inspection before the medical officer concerned on such date as may be fixed by the Medical officer in consultation with the Principal of the college, or the Head of the Institution or Department as the case may be. If a student fails to present himself for medical inspection at the appointed time, his case shall be reported by the medical officer through the Principal of the college or the Head of the Institution or Department to the Syndicate, which may punish him in such manner as it thinks fit.

5. Inspection Report:- After each medical inspection, the medical officer shall (a) record the results of the medical inspection of students in the prescribed form; (b) give such medical advice to each student as he may consider necessary; (c) invite the special attention of the Principal/Head of the institution or Department of Study and Research to the Registrar.

6. Forwarding of Report:- A report on the results of medical inspection shall be forwarded by the Medical officers through the Principal/Head of the Institution or Department of Study and Research to the Registrar.

Chapter VII

RESIDENCE OF STUDENTS

1. Definition:- (a) "College Hostel" means a hostel which is under the direct control and management of a college maintained by or affiliated to the University and which generally admits only students of that college.

(b) "Non-collegiate Hostel" means a hostel run by private agencies and accommodating students only.

(c) "Lodging" means a hostel or boarding house run by private agencies or individuals which is not reserved exclusively for students and which has been recognised by the Syndicate.

2. Recognition of Hostel:- The Syndicate shall prescribe from time to time such general or special conditions as it may deem necessary for recognition of hostels and shall have power to grant or to withhold recognition to any hostel.

3. Colleges to provide Hostels:- Every college shall provide residential quarters for such percentage of students as the Syndicate may decide from time to time.

4. Residence:- Every student not residing with his parents or guardian shall be required to reside in any of the hostels maintained by the University or by the institutions affiliated to the University or in hostels or lodgings recognised by the University. The Syndicate shall maintain a register of recognised hostels and lodgings.

5. Procedure for recognition:- (1) The Principal, Warden, Manager or Proprietor of an institution who desires to have it placed on the list of recognised hostels and lodgings, shall apply to the Registrar furnishing the following particulars:-

- (i) the locality of the hostel or lodging and its surroundings;
- (ii) the accommodation provided;
- (iii) arrangements made for water supply, lighting, sanitation, medical help, boarding, games etc.

(2) The application shall ordinarily be made in the month of June every year.

(3) The applicant shall also forward a copy of the rules for the management of the institution and a sketch plan of the buildings and grounds. The Syndicate may appoint any person to inspect the institution and after consideration of the report of the inspection and after any further enquiry which it may deem necessary shall decide whether the institution can be placed on the list. Any recognised hostel or lodging shall be open to inspection at any time by any person deputed by the Syndicate. Changes in the rules for the management of an institution shall be made only with the approval of the Syndicate.

6. Class of residence:- The following classes of residence may be recognised by the Syndicate.

- (i) Collegiate Hostels
- (ii) Non-collegiate hostels.
- (iii) Lodgings.

7. Management of Collegiate Hostels:- A Collegiate Hostel shall be managed by the Managing Council Governing bodies of the College to which the hostel belongs. There shall be in every such hostel a Warden, Superintendent or Proctor working under the immediate direction, control and supervision of the Principal of the College to which the hostel is attached. Students living in such hostels shall be under the disciplinary control of the Warden, Superintendent or Proctor,

as the case may be. For every fifty students in a hostel there shall be one resident Tutor or Assistant Warden. The Principals of the colleges concerned shall frame rules for their collegiate hostel, and submit them for approval by the Syndicate.

8. Managements of Non-collegiate Hostels:- (1) Non-collegiate hostels shall be managed by a regularly constituted managing body, the constitution of which shall be subject to the approval of the Syndicate.

(2) Only students of college maintained by or affiliated to the University shall be admitted to such hostels.

(3) There shall be in every such hostel a Resident Warden, Superintendent or Proctor, and if necessary one or more Assistant Superintendent or Assistant Warden.

(4) The appointment of the Superintending staff of every such hostel shall be made by the managing body or by any authority to whom such body has delegated the power and all such appointments shall be reported to the University and the College or Colleges in which the boarders are studying.

(5) The hostel shall be open to inspection at any time by the Principal of a college whose students constitute the boarders of the hostel either wholly or partly, or by any member of the teaching staff of the College authorised by the Principal in this behalf.

(6) Every non-collegiate hostel shall have written rules, approved by the Syndicate.

9. Management of lodgings:- Students may be permitted to live in recognised lodgings, provided the Syndicate is satisfied that they can be permitted to do so without detriment to their health, studies or character.

10. Recognition of Lodgings:- Recognition of Lodgings shall be subject to the following conditions, namely:-

(i) The proprietor or keeper of the lodging shall undertake to permit inspection at any time by the Principal or Principals concerned, and by any person deputed by the Syndicate, and

(ii) He shall undertake to abide by their requirements regarding supervision.

11. Prohibition of compulsory religious instruction:- No student shall be compelled to undergo any religious instruction or observance in any hostel or approved lodging.

12. Periodical inspection:- The Syndicate shall arrange for the periodical inspection of all hostels and lodgings by person selected for the purpose. A recognised hostel or lodging shall maintain and produce for inspection when called for by an authorised person, an admission register, a register of attendance and conduct register.

13. Annual Report:- The management of every hostel shall submit to the Registrar at the end of each year a report on the working of the hostel for the year.
14. Suspension or withdrawal of recognition:- The Syndicate, may suspend or withdraw the recognition granted to a hostel or lodging which is not conducted according to the conditions of recognition, provided that, before any action is taken, the management concerned shall be given an opportunity of making such representation in the matter as it may desire to make.
15. Expelled Students:- Students expelled from colleges shall not be admitted to any recognised hostel or lodging. Students who have been rusticated shall not be permitted to reside in a recognised hostel or lodging during the period of rustication.
16. Compliance report by Principal:- The Principal of a college shall satisfy himself that the management of a hostel in which students of his college reside, is maintained in accordance with the conditions under which it received its recognition and shall report to the University, if it is not maintained satisfactorily.
17. Information as to place of residence:- Every student shall inform the Principal of his college his place of residence. Change of residence, if any shall also be reported.
18. Shifting of residence:- A student whose residence is found unsatisfactory shall be called upon to shift to a recognised hostel or lodging.
19. Information to the Student's Council:- As soon as possible after the re-opening of a College, the Principal shall send to the students' Council, the following information, namely:-
- (i) the number of hostels and lodging and names of the Warden, Superintendent or Proctor as the case may be;
 - (ii) the number of students in each hostel and lodging;
 - (iii) the number of students living with parent or guardians.
20. Condition for admission:- No student shall be admitted to a hostel or lodging without the approval in writing of the Principal and the Warden if any, of any hostel in which he previously resided, and it shall be recorded in the admission register that such approval has been obtained.

Chapter VIII RESEARCH STUDIES AND AWARD OF FELLOWSHIPS

1. Persons qualified to register:- Persons who desire to register themselves as research students and candidates for research degrees of the University shall be required to have passed the qualifying examination or have taken the research degree prescribed by the laws of the University.

2. **Applications:-** The application for registration as a research student and candidate for a research degree shall be made to the Registrar in the prescribed manner together with the prescribed fee on or before the dates notified by the University.

3. **Registrations:-** The applications shall be considered and disposed of by the Syndicate. Candidates whose applications have been approved by the Syndicate shall be registered as research students and candidates for respective research degrees.

4. **Privileges:-** Candidates who have been registered as research students shall be enrolled as Research Students in the institutions maintained by the University or recognised by the University for the purpose. Such students shall be entitled to all the privileges of University students except those for which special fees are charged.

5. **Supervision:-** Research students shall work under a recognised supervising teacher, who shall ordinarily be on the staff of the institution in which the student is permitted to work.

6. **Part-time Research:-** Generally, facilities for part time research is limited to teachers. However, in exceptional circumstances, the Syndicate may register non-teachers also as part time/full time research students provided they have the minimum educational qualification for such registration.

7. **Progress reports:-** Supervising teachers who undertake to guide and supervise the work of research students shall send to the Registrar quarterly reports of progress of the students working under them through the Head of the University Department or Institution concerned.

8. **Cancellation of registration:-** The Syndicate may cancel the registration of any research student, for unsatisfactory progress or conduct.

9. **Discontinuance beyond six months:-** Research students who discontinue their work for a period of more than six months shall be required to register themselves afresh, in case they desire to continue their research work. The extent to which the period of work done before discontinuing may be treated as qualifying for purposes of awarding a research degree may be decided by the Syndicate on the recommendation of the supervising teacher.

10. **Admission of research students in institutions maintained by the University:-**
 (1) Any person who has been registered as a research student and candidate for a research degree and who has been permitted to carry out research in an institution maintained by the University, shall be enrolled as a research student of that institution.

(2) Application for admission to an institution maintained by the University shall be made to the Head of the institution concerned.

(3) Research students registered for research in institutions maintained by the University or in approved institutions shall be required to pay such fees as may be prescribed from time to time.

1. University Senior Research Fellowships:- (1) University Senior Research fellowships shall be of the value of Rs.600 per mensem and shall be tenable at any institution of research maintained by the University or at any recognised institution of research in the State.

Note:- A contingent grant of Rs.750 shall be paid to the University Research Fellows who have not received any contingent grant from other sources. This will be paid at the time of submission of thesis.

(2) The number of Senior Research Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) The minimum qualification for the award of a University Senior Research fellowship shall be a Doctorate Degree in any Faculty of the University or a degree recognised by the University as equivalent thereto. Persons who have done research work of approved equal merit are also eligible for the award.

(4) The Senior Fellowships shall be awarded for one year in the first instance, and may be renewed annually on the basis of the record of research work, up to a maximum of three years and in exceptional cases up to a maximum of five years.

(5) A Senior fellow shall submit a report on the progress of work every quarter through the Head of the Institution where the fellow is working.

(6) The Fellow shall submit at the end of each year and at any other time when the Syndicate may require four copies of a report embodying the results of his research, and at the end of the full period of the fellowship, the fellow shall submit a comprehensive report on the work done during the entire period together with the reprints of papers published, if any.

2. Special Research Fellowships for teachers of Affiliated Colleges and University Departments:- (1) Special Research Fellowships for teachers of affiliated Colleges and University Departments shall be of the value of Rs.300 per mensem and shall be tenable at any institution of research maintained by the University or any recognised institution of research in the State.

(2) The number of Special Research Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) The minimum qualification for the award of a Special Research Fellowship shall be a Master's Degree in the subject concerned with atleast a second class and a minimum of five years teaching experience in an affiliated College or Department of the University.

(4) (1) An application for Special Research Fellowship shall be made by the applicant through the Principal of the College or the Head of the Institution where he is working;

Amendment approved by the Senate on 26/27-3-1985. (Kerala Gazette dt. 21-1-1986).

(ii) It shall be sponsored by the Principal/Head of the Institution concerned agreeing to retain the services of the teacher during the tenure of Fellowship and

(iii) The teacher should be allowed to continue in the College/Institution without break of service on termination of the Fellowship.

(5) Special Research Fellowships shall be tenable for a period of two years in the first instance and may be renewed for a further period of one year on the basis of the Fellow's record of research work.

(6) Special Research Fellows shall work under a recognised supervising teacher who shall submit to the University reports of satisfactory progress of work on the Fellow once in every quarter through the head of the University Department or Institution concerned.

(7) Each Fellow shall enter into a bond with the University agreeing to serve the institution where he was working as a teacher at the time of the award of the Fellowship for a period of at least five years after expiry of the tenure of the Fellowship.

13. University Junior Research Fellowships:- (1) University Junior Research Fellowship shall be of the value of Rs.400 per mensem and shall be tenable in any of the departments of the University or other institutions in the State recognised as centres of research by the University.

Note:- A contingent grant of Rs.750 shall be paid to the University Research Fellows who have not received any contingent grant from other sources. This will be paid at the time of submission of thesis.

(2) The number of Junior Research Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) Candidates for the award of Junior Research Fellowships shall be required to have passed the Master's Degree Examination of the University or of any other University recognised as equivalent thereto with at least a second class in the Faculties of Humanities (including Philosophy) Science, Education, Faculty of Language and Literature (including English) or Fine Arts, and have registered themselves as research students and candidates for a Degree of the University.

(4) A Junior Fellowship shall be tenable for a period of two years, but may be renewed annually on the basis of the Fellow's record of research work up to a further period of two years.

(5) Junior Fellow shall work under a recognised supervising teacher who shall submit to the University reports of satisfactory progress of work on the fellow once in every quarter, through the Head of the University Department or Institution concerned.

1. Amendment approved by the Senate on 26/27-3-1985. (Kerala Gazette dated 21-1-1986.)

4. Vacancies:- Vacancies in the Senior and Junior Fellowships shall be advertised in the month of May every year.

5. Mode of Application:- Applications for University Research Fellowships shall be sent to the Registrar in the prescribed form, so as to reach him on or before such date as may be notified by the Registrar.

6. Selection:- The Fellowships shall be awarded by the Syndicate on the recommendation of a Selection Committee constituted for the purpose.

7. Fellows to be treated as on Full-time work:- Each Fellow shall be a full-time research worker while holding the Fellowship and shall not accept any other remunerative work.

8. Relief from the Fellowship Scheme:- A Research student shall be relieved from the Fellowship Scheme if he has not made satisfactory progress on the basis of the assessment made at the end of the first year.

9. Submission of papers:- Each Fellow shall submit two copies of the paper embodying the results of his research work and an account of his investigations to the Syndicate, within a period of three months from the date of termination of the Fellowship.

10. Payment of last months stipend:- Payment of the stipend for the last month shall not be made until after the receipt of the final report.

11. Sanction for publications:- A fellow shall not publish the result of his investigation until he has submitted them to the Syndicate, in accordance with the provisions of this chapter and has obtained the sanction of the Syndicate for such publication.

12. Joining courses of study:- A fellow shall not join any course of study in the University, except with the approval of the Syndicate.

13. Prohibition of other appointments:- A fellow shall not be permitted to accept any appointment, full-time, part-time, or honorary during the tenure of his Fellowship.

14. Lectures:- Each Senior Fellow shall be required to deliver a short course of lectures not less than three and not exceeding six each year, during the tenure of the Fellowship, on the subject of his work.

15. Casual Leave:- Each Fellow shall be a full-time servant of the University. Besides the prescribed holidays, casual leave not exceeding twenty days in the year may be granted to research Fellows by the supervising teacher. A single period of absence on casual leave shall not exceed ten days.

16. Leave:- On sufficient cause shown, leave may be granted to a fellow by the Vice-Chancellor with stipend for a period not exceeding 30 days (1 month) and without stipend for a further period of 30 days (1 month) during any academic year.

Note:- Maternity leave (with full scholarship) for a period not exceeding 3 months will be granted to women awardees once during the tenure of their period of award.

27. Resignation or discontinuance:- A Fellow shall not resign his appointment during the tenure of the Fellowship, or discontinue the research work without obtaining the permission of the Syndicate. The Syndicate may, in cases where permission has been granted for resigning or discontinuing the work, require the holder to refund the whole amount of the stipend drawn by him, or any portion thereof or may waive the recovery of the amount received by the fellow.

Chapter IX

PROCEDURE FOR COLLECTION AND REFUND OF FEES IN GOVERNMENT COLLEGES AND PRIVATE COLLEGES WHICH HAVE COME UNDER THE DIRECT PAYMENT SCHEME.

1. Applicability of Chapter to Evening Colleges:- Nothing contained in the Chapter shall apply to Evening Colleges, Medical Colleges and Ayurveda Colleges.

2. Mode of Collection of Tuition fees:- Tuition fees will be collected in eight equal instalments in the months of June, August, September, October, November, December, January and February respectively. The first instalment of fees including the special fees prescribed and canteen Deposit will be collected from the students of Senior classes within a period of seven consecutive working days beginning from the date of reopening of the college. In the case of Junior Classes, the instalments of tuition fees due till the date of admission with special fees and caution Deposit will be collected on the date of admission. Subsequent instalments will be collected on or before the 7th consecutive working day of the month concerned. The Principal of the College may fix the date for collection of fees for each instalment for various classes within the seven consecutive working days:

Provided that in respect of Engineering Colleges, fees shall be collected in such number of equal instalments, and subject to such conditions and terms as the Government, may, by order direct.

Provided further that the fees from willing students may be collected in one lump in the beginning of the academic year or in three equal instalments in the beginning of each term.

3. Competency of the Principal to change the fee dates:- The Principal shall be competent to change the fee dates for particular class/classes so fixed to an earlier or to a subsequent date, if it so happens that the College is ordered to remain closed by competent authority on that particular date originally proposed for collection of fees. In such cases a copy of the notice of the Principal, notifying the change in fee date shall be preserved and produced for audit purposes.

1. Amendment approved by the Senate on 26/27-3-85 (Kerala Gazette dt. 21.1.85)
2. Amendment approved by the Syndicate on 13-2-1987 and by the Senate on 29-7-1987.

4. Payment of fine for default:- (1) If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay a fine of 25 ps. along with the fees or special fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

5. Consequences of non-payment of fees:- If the fees or special fees with the fine of 25 ps. is not paid on or before the last date fixed for the fine of 25 ps. an additional fine of rupee one shall be paid. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student shall be removed from the rolls of the College with effect from the date following the expiry of this period and the student shall not get the benefit of attendance from the date of removal from the rolls of the college. If the student is to be readmitted, he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. No readmission fee shall be realised in such cases of readmission. The readmitted students shall get the benefit of attendance, only from the date of readmission.

Explanatin:- For the purpose of this Ordinance, the last opportunity for payment of an instalment of fee mentioned is the last working day previous to the due date of the succeeding instalment. But in the case of the last instalment i.e., the fee due for February, the last opportunity is fixed as 5th March. If the 5th March happens to be a holiday, then the last working day previous to such date shall be considered as the last opportunity.

6. Publication of the names of defaulters:- (1) The name of defaulters of an instalment shall be published on the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

(2) Notwithstanding anything contained in these ordinances the expression term as used in this Chapter shall mean the following.

- I. term June, July, August and September.
- II. term October, November and December.
- III. term January, February and March.

7. Payment of fees in certain other cases:- Students who are admitted for a term for making up shortage of attendance for the course which they were undergoing should pay one third of the tuition fees for the year together with full special fees, and caution deposit at the time of admission. Only such of those former students of the respective colleges shall be admitted as term students.

8. Payment of fees by casual students:- In the case of casual students (undergoing oneyear's course) all fees including special fees and caution deposit due for the whole year shall be collected at the time of admission.

9. Payment of fees by students on rolls:- Every student is liable to pay the prescribed fee for the whole term during any part of which his/her name is on the rolls of the college:

Provided that if a student studying in the Arts and Science Colleges and Sanskrit Colleges, for the Pre-degree or post-graduate courses after obtaining transfer certificate from the Institution, is admitted to the same course of study in any other similar college, he/shall not be called upon to pay over again the fees already paid for the term in the College which issued the Transfer Certificate. But special fees and Caution Deposit shall be paid afresh at the new college.

Explanation:- For the purpose of this Ordinance, transfer from one institution to another such institution includes cases of transfers from private college to Government college and vice versa and from a college affiliated to one University in the state to a College affiliated to another University in the State.

10. Payment of fees by students who seek transfer:- A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parents who is/are in the employ of Government or otherwise is liable to pay the prescribed fees for the terms concerned only to the college from where he gets the transfer certificate. He shall produce the fee receipt at the college where he joins afresh.

11. Collection of fees for late admissions:- In the case of students admitted late after the commencement of the academic year, the fees for the preceding months, if any shall be collected at the time of admission.

12. Refund of fees:- If in a particular term a student who stands admitted in a college, but did not attend the class on any day or part of the day requests permission to discontinue his/her studies in that college and takes transfer certificate on that accord the refund of fees may be ordered in his/her case. The claim for refund in such cases shall be preferred by the student to the Principal by submitting an application, within 2 months from the date of leaving the College, as revealed from the entries in the Transfer Certificate issued to the applicant. If the application for refund is not submitted before this period, the claim for refund shall be forfeited.

Explanation:- For the purpose of this Ordinance a student who stands promoted to the next higher class at the end of each academic year and pays the first instalment of fees in the succeeding year but takes the Transfer Certificate without attending any class in such year is entitled to refund of fees as provided herein.

13. Refund not permissible in certain cases:- (1) Refund of fees including special fees once remitted will not be granted to those students who have already paid the tuition and other special fees for one particular course in an Arts & Science College or Sanskrit College and who joins another professional or Technical College or Institution offering a different course of instruction and not coming under the Director of Collegiate Education or under the Scheme of Direct payment.

(2) The Principals of the Government Institutions are empowered to sanction refund of fees in all cases mentioned above.

(3) In respect of the Private Arts and Science Colleges coming under the Director Payment Scheme, the respective zonal Deputy Directors of Collegiate Education are empowered to sanction refund of fees.

Explanation:- 1. For the purpose of this Ordinance Fees means "Tuition fees" alone.

Explanation:- 2. Subject to the provisions of Ordinance 12, a student shall be eligible for refund under this Ordinance also irrespective of the fact whether he/she discontinues the studies in the Colleges with or without the intention of prosecuting further studies in a different institution whether it be for a professional or non-professional course.

14. Procedure for reimbursement of fees in respect of Backward Communities:-

(1) If any eligible Backward Community student had paid his fees at the time of joining the College and such fees had been remitted into the treasury, the amount of fees so paid will be got reimbursed by the Harijan Welfare Department. The Principals of Government Colleges shall claim refunds in such cases and disburse the same to the students in so far as Government Colleges are concerned. In the case of Private Colleges refund of fees in respect of students belonging to the backward community shall be made in the manner specified in clause (2).

(2) The Principals of the Private Arts and Science Colleges shall prepare a list containing the names of such students and details of fees remitted by them with the date of collection. He shall also furnish the details of remittance of the fees (included in Chalan NO.s) with dates. A certificate that the fees in respect of the above students have been realised from Harijan Welfare Department (giving details of adjustment) shall invariably be recorded, thereon. The list will be got verified and the correctness of remittance duly certified by the Treasury Officer. The Principal will then address the Zonal Deputy Directors for according sanction for the refund of fees to the students. The Zonal Deputy Director of Collegiate Education will verify, issue sanction and also countersign the refund bills. The Principals of Private Arts and Science Colleges after getting the refund, shall disburse the amount to the concerned students after getting their proper acquittance. Such detailed statements of disbursement shall be forwarded to the Zonal Deputy Directors within a week. The Principals shall not keep the undisbursed amount for more than a week.

Chapter X

PROCEDURE FOR THE COLLECTION, CUSTODY AND DISPOSAL OF THE AMOUNTS COLLECTED BY THE PRINCIPALS OF COLLEGES UNDER MISCELLANEOUS FEES

1. Deposit of Fees in Personal Deposit Account:- All fees collected from students under the following items shall be deposited in a personal Deposit Account/Savings Account in the name of the Principal in a Treasury nearest to the College.

- (1) Athletic/Games Fees.
- (2) Stationery Fees.
- (3) Magazine fees

- (4) Visual Education Fees
- (5) Association Fees
- (6) Caution money collected from students
- (7) Any other collection except tuition fees permitted by the Government.

2. Receipts to be entered in the Office Cash Book:- All items of receipts shall be brought to the Office Cash Book in the first instance and remitted to the credit of Personal Deposit Account at the earliest date possible. All items of disbursements shall also be brought to the Office cash book.

3. Maintenance of a Register:- A register shall be maintained in every college for watching the fund under each of the above items. The register shall show the receipts, expenditure and balance available under each item separately and it shall be maintained correctly and kept up-to-date. The balance available under each item shall be totalled and reconciliation effected monthly with the balance outstanding in the deposit account.

4. Maintenance of a Petty Cash Book:- (1) A separate petty cash book shall be maintained for noting the withdrawals and disbursements from the Personal Deposit Account under each of the items mentioned above. Principals shall see that accounts for in excess of actual requirements are not drawn and kept undischarged. The petty cash book will be closed daily and the accuracy of the cash balance checked by the head of the institution.

(2) The collections under any one of the items mentioned in clause 1 shall not be diverted and utilised for any other item in the normal course.

(3) Vouchers shall be obtained and filed properly and shall be made available for audit. The collections shall be duly remitted and cash in excess of Rs.50 (Rupees Fifty only) shall not be kept for more than a week. In cases where it is difficult to obtain vouchers for petty amounts actually spent on any item, a certificate of payment in the spending officer's own handwriting, countersigned by the Principal, shall be filed in lieu of the voucher.

(4) At the close of every financial year the accounts shall be checked by Gazetted members of staff in the case of Government colleges and by such other member of the staff in respect of a private college nominated by the Principal. A statement showing the balance available under each item as on 31st March shall be sent by the Principal to the Director of Collegiate Education, before the 15th day of April every year. The annual certificates of acceptance of balance in the account on the 31st March of each year shall be forwarded through the concerned Treasury Officer duly countersigned by him.

5. Certain Rules to be followed for Purchases:- As far as possible, stores purchase rules shall be adhered to for making purchase of stores such as Athletic goods, uniforms to players, uniforms to attendant at games and for expenses like printing charges, purchase of stationery etc. The Principal may relax this provision in very special circumstances for reasons to be recorded by him in writing at the time of incurring the expenditure.

6. Expenditure on social functions such as At-homes to visiting teams, V.LPs etc., shall ordinarily be limited to Rs.1.50 per head on each occasion. The annual limit of expenditure on this account shall not exceed Rs.100.

7. All items of recurring expenditure such as salary of staff, allowances to employees etc., shall be incurred only with the prior sanction of the Director of Collegiate Education. All items of non-recurring expenditure shall be incurred only after obtaining specific sanction of the Principal.

8. All amounts remaining unspent on 31st May shall be added to the next years collection towards the fund. Expenditure out of the accumulated savings to the credit of the fund shall be incurred only with the previous sanction of the Director of Collegiate Education. Where large sums tend to accumulate under the fund, proposals for their utilisation shall be submitted to the Director of Collegiate Education:

Provided that nothing in this Ordinance shall apply to private colleges which have not come under the Director Payment Scheme.

9. Unserviceable articles may either be sold in auction or destroyed and written off. All records relating to auction and write off shall be prescribed for inspection. The sale proceeds shall be deposited into the Personal Deposit Account and credited to the special fee account maintained by the Principal.

Chapter XI DEPARTMENT OF STUDIES

1. Definition:- A "Department of Study" shall mean a branch of knowledge for the teaching of which, or for the conduct of research in which, provision has been made in the Laws of the University.

2. Departments comprised in each Faculty:- The following shall be the departments of study comprised in each of the Faculties:-

I. Faculty of Humanities

1. Philosophy
2. Psychology
3. Economics
4. History

II. Faculty of Science

1. Mathematics
2. Physics
3. Chemistry
4. Botany
5. Zoology
6. Life Sciences (Bio-Chemistry, Microbiology, Physiology)

III. Faculty of Language & Literature (Including English)

1. Malayalam
2. English
3. Hindi
4. Arabic
5. English (Tellicherry Centre)
6. Russian

IV Faculty of Fine Arts

School of Drama

V Faculty of Commerce

Commerce

VI Faculty of Education

1. Education
2. Physical Education
3. Department of Adult and Continuing Education and Extension Services*

VII Faculty of Journalism

Journalism

VIII Foreign Language

Russian

Chapter XII**PATENTS**

1. Patents:- It shall be competent for the Syndicate to take out patents in respect of any discovery or invention made by the teachers or research students working in the University.
2. Right to be in joint name:- The patent shall be taken in the joint name of the University and the person responsible for the discovery or invention.
3. Expenses of registration:- The expenses in connection with the registration of patents shall be borne by the University.

* Amendments approved by the Senate on 18-12-1986 and 29-7-1987 (Kerala Gazette dated 7-4-1987, 1-3-1988 and 28-6-1988).

4. Sharing of Profits:- Any profit accruing from the patent shall be shared equally between the University and the person responsible for the invention or discovery.

5. Exploitation of patents:- The person responsible for the invention or discovery shall render free service to the University in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Syndicate.

Chapter XIII

WORK LOAD AND PATTERN OF TEACHING STAFF IN ARTS AND SCIENCE COLLEGES

1. Calculation of the workload of teachers:- (1) The work-load of the teachers shall be calculated on the following basis:-

For purposes of assessing the work-load, the strength of students to be taken into account shall be the actual strength as on the 1st of November, of the previous academic year, distributed batch-wise for subjects for the courses specified wherever necessary.

Note:- Students admitted in a class in the course of an academic year in a college on transfer shall not be considered for determining the strength of students for purposes of calculation of work load.

(ii) Workload of various categories of teachers shall be as under:-

(a) Principal:- The number of hours of teaching work shall not exceed 5 per week and in no case it shall be less than 3 hours.

Note:- Even in the case of Principals who are also Heads of Departments the above provision regarding work load shall apply.

(b) Professor (First Grade) and Head of the Post Graduate Department:-
(i) Arts subjects:- The normal number of hours of lecture including conduct of composition and translation classes per week shall be 11. In addition to the above, the teacher shall attend to correction of exercise for 4 hours per week.

(ii) Science subjects:- The normal number of hours of lecture and supervision of practicals per week shall be 12. In addition to the above, the teachers shall attend to correction of laboratory records for 4 hours per week.

(c) Second Grade Professor:- (i) Arts subjects:- The normal number of hours of lecture per week shall be 14. In addition to the above, the teacher shall attend to correction of exercises and essays for 4 hours per week.

(ii) Science subjects:- The normal number of hours of lecture and supervision of practicals per week shall be 15. In addition to the above, the teacher shall attend to correction of laboratory records for 4 hours per week.

Note:- Professors in Arts and Science subjects who are also heads of departments shall be allowed a reduction of two hours lecture work from the prescribed limits.

(d) Lecturer:- (i) Arts Subjects:- The normal number of hours of lecture including conduct of composition and translation classes per week shall be 14. In addition to the above, the teacher shall attend to correction work for 4 hours per week.

(ii) Science subjects:- The normal number of hours of lecture and supervision of practicals per week shall be 15. In addition to the above, the teacher shall attend to correction of laboratory records for 4 hours per week.

(e) Junior Lecturer:- (i) Arts Subjects:- The normal number of hours of lecture including conduct of composition and translation classes per week shall be 14. In addition to the above the teacher shall attend to tutorial work and correction of exercises and essays for 4 hours per week.

(ii) Science subjects:- The normal hours of lecture and supervision of practicals per week shall be 15. In addition to the above, the teacher shall attend to correction of laboratory records for 4 hours per week.

Note:- (1) For purposes of calculating the work-load of a Post-Graduate department, 1 hour of lecture work shall be treated as equivalent to $1\frac{1}{4}$ hours of normal lecture work.

(2) In regard to correction of exercises, etc., correction of 20 books shall be considered as equivalent to one hour of lecture work. After applying this principle, if there are excess of books, these books shall be suitably distributed by the Head of the Department among the staff of the department by relaxing the principle that "correction of 20 books is equivalent to one hour of lecture work".

(3) Supervision of practical Classes:-

(a) PRE-DEGREE - There shall be one staff member for every batch of 20 students, batches being determined as prescribed in clause (i).

(b) DEGREE:- There shall be one staff member for every batch of 16 students as prescribed in clause (i).

(c) POST-GRADUATE - There shall be one staff member for every batch of 10 students.

Note:- For supervision of practical classes, the excess students if any after applying the above formula should be suitably redistributed among the existing batches.

2. Staff pattern for the colleges:- (1) The staff pattern for the colleges, affiliated to the University of Calicut, shall be as prescribed hereunder.

A. College having Post-graduate courses:

1. Principal
2. Professor Grade I (for Post-Graduate Department)
3. Professor Grade II (for Degree Department)
4. Lecturers
5. Junior Lecturers

B. College having Degree course only;

1. Principal
2. Professor Grade II
3. Lecturers
4. Junior Lecturers

C. Junior Colleges:

1. Principal
2. Lecturers
3. Junior Lecturers

(2) The number of post (s) for each category of teachers in a college shall be as follows:

- | | |
|------------------------|---------------------------------------|
| (i) Principal | One |
| (ii) Professor Grade I | One for each post-graduate Department |

(Professors who are Heads of Departments and Teaching Post-graduate courses).

In addition, a Professor, Grade II may be appointed with the previous approval of the University to supervise the Degree section of the post-graduate Department.

- | | |
|--|---------------------------------|
| (iii) Professor, Grade II | |
| (a) Professors who are Heads of Departments and teaching a main subject of degree standard | One for each Degree department. |
| (b) Heads of Departments in English in a full fledged college, i.e., (a) College having 1st, 2nd and 3rd year degree classes without B.A. English Main | One |
| (c) For a Language Department where there are atleast 4 teachers | One |

Notes- (1) Professors, Grade I and Professors, Grade II (Cadre or non-cadre) will be allowed in a college providing both for degree and post-graduate courses.

Note:- (2) The number of Grade II Professors stipulated above shall be in addition to the number of non cadre second Grade Professors.

Note:- (3) A teacher working in a Language Department shall not become eligible to be promoted as a Principal or a First Grade Cadre Professor or a Second Grade Cadre Professor by teaching second language alone to other course students. He shall be eligible for the concession only if he teaches second language in Degree Course.

(iii) Lecturers and Junior Lecturers

The total number of posts permissible shall be according to the work-load and staff pattern.

(iv) Lecturers/Junior lecturers in Physical Education

(a) One where the number of students does not exceed 1000.

(b) Two where the number of students exceeds 1000.

Note:- 1. Where the number of lady students exceeds 400 (in mixed colleges) a lady Lecturer/Junior Lecturer shall be appointed at the discretion of the Management.

Note:- 2. The number of Lecturers/Junior Lecturers in Physical Education including the Lady Lecturer/Junior Lecturer, if any, shall on no account exceed two.

3. Procedure for calculating the number of teachers:- The following shall be the basis for fixing the number of teachers required for a Department.

(i) The total number of lecture hours including hours for the conduct of composition and translation classes per week in the case of Arts Subjects and the total number of lecture hours and supervision periods for practical classes in the case of Science subjects shall be calculated first on the basis of the hours prescribed for the concerned subject in the syllabus for the respective courses and the strength of students.

(ii) From the total hours calculated above, the work-load of the Head of the Department, and if he happens to be also the Principal, that of the Principal shall be deducted.

(iii) The balance hours so arrived at shall be divided by X-I where 'X' stands for the normal hours of lecture work including conduct of composition and translation prescribed for a lecturer in the case of arts subjects viz. 14 and the normal hours of lecture work and supervision of practical classes prescribed for a lecturer in the case of Science subjects, viz. 15.

(iv) After the division as prescribed at (iii) above, if there is any balance of hours, one more hour of work a week shall be assigned to each teacher including the Professor. If there is still any balance of hours left, a proposal for the creation of an additional post may be made and on the appointment a teacher in the additional post sanctioned by the University, the work shall be distributed among all the teachers of the Department.

Note:- In the case of subjects, like Syriac, Arabic, Urdu, Latin, Law for B.com., etc. where the total work load is below 12 hours per week only a part-time teacher shall be appointed.

4. Appointment from other Universities:- New appointment and appointments by transfer from other Universities within the Kerala State shall be made as prescribed hereunder:-

(i) No new appointment in a college shall be approved after 1-9-1972 unless a Vacancy has arisen as per the staff pattern prescribed herein or as per the University orders prior to the commencement of these Ordinances and the appointment is made in accordance with the provisions of these Ordinances.

(ii) In the case of Corporate Managements, the Ordinances/Rules prescribed by the Calicut University with regard to the approval of the promotion of junior lecturers as Lecturers and Lecturers as Professors (cadre and non cadre) and fixation of pay thereof, shall be applicable to teachers transferred to colleges under the University from the colleges affiliated to other Universities irrespective of the approval of the promotions and fixations given by the respective Universities.

Chapter XIV

PROVIDENT FUND AND PENSION

Institution of Provident Fund:- The University shall institute a Provident Fund styled "the Calicut University Employees Provident Fund".

Scope of the Fund:- The Provident Fund instituted under Ordinances I shall apply to all the teaching and non-teaching staff of the University.

Application of the Rules Regarding General Provident Fund, Kerala:- The Rules contained in the General Provident Fund, Kerala, shall, mutatis-mutandis apply to the Provident Fund instituted under Ordinance I.

Pension:- The teaching and the non-teaching staff of the University shall be entitled to pension in accordance with the provisions in the Kerala Service Rules as made applicable to them by the Statutes.

Constitution of Pension Fund:- There shall be established a Fund styled the Calicut University Pension Fund which shall be solely utilised for the payment of pension to the retired employees and officers of the University, subject to the provisions of the Act.

Chapter XV

**SCALES OF PAY, QUALIFICATION ETC., OF VARIOUS
POSTS IN THE UNIVERSITY**

1. Scales of pay for teaching posts:- The scales of pay for various teaching posts in the University shall be as hereunder. Teachers of the University shall also be eligible to receive such higher emoluments as may be available through the assistance of the University Grants Commission from time to time.

Posts	Scales of Pay Rs.
Professor	1200-1750
Reader	850-1450
Lecturer	600-1250
Research Assistant	495-835
Epigraphist	495-835
Director, School of Drama	1200-1750
Assistant Director, School of Drama	850-1450

2. Increment:- Each scale of pay shall carry the increment at such rate as may be prescribed by the syndicate.

3. (1) The scales of pay, minimum qualifications, age limit the appointing authority and method of recruitment to the posts specified in column (1) of the schedule given hereunder shall be as prescribed in the corresponding entries in columns 3,4,5,6 and 7 respectively thereof.

(2) Each scale of pay shall carry the increment at such rate as may be prescribed by the Syndicate.

(3) No person shall be appointed to a post unless he possesses the minimum educational and other qualifications prescribed therefor:

Provided that in the case of employees who were in permanent service on the dates on which the Ordinances or portions thereof made under the Kerala University Act, 1957 came into operation, the Syndicate may relax the qualifications on the merits of each case.

Non-Teaching Service

Sl. No.	Category/Post	Scale of pay Rs.	Minimum Qualification	Age limit	Appointing Authority	Method of Recruitment.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Registrar	1200-1750	A first or Second Class Post-Graduate Degree; and five years' teaching experience at University level and about 5 years of administrative experience in a responsible post including management of Staff in a University or college or similar institution.	Between 40 and 50 years	Syndicate	Recruitment on the basis of merit by inviting applications by advertisement in the Press or by deputation as provided in the statutes.
2.	Controller of Examinations	1200-1750	A first class or second class Masters Degree or equivalent qualification. About 5 years teaching experience & 5 years administrative experience in a responsible post including management of staff in a University or College or Education Department or similar institution.	-do-	Syndicate	-do-
3.	Finance Officer	1200-1750	First or Second Class Masters Degree, Experience in Financial and Accounts matters for not less than five years in a Supervisory capacity.	-do-	Syndicate	By direct recruitment or by deputation from the State Government Service or Union Government Service.
4.	Deputy Registrar	950-1450			Syndicate	By promotion from the cadre of Assistant Registrars on the basis of seniority and merit.

1	2	3	4	5	6	7	
5.	Assistant Registrar	710-1200				Vice-Chancellor	By promotion from the cadre of Section Officers based on seniority and merit.
6.	Private Secretary to VC	710-1200	University degree. Experience as Section Officer in the University or other experience in a supervisory capacity. For this purpose Section Officer concerned should have completed 3 years service in the cadre of Section Officer.			"	(i) By Selection from among the University Employees in the cadre of Assistant Registrar possessing the prescribed qualifications based on the recommendations of the Vice-Chancellor. (ii) In case no suitable person is available from among the employees by advertisements and selection.
7.	Section Officer	495-835				"	By promotion from the cadre of senior grade Assistants based on seniority.
8.	Superintendent (Typist cadre)	495-835				"	By promotion from the cadre of Typists/Office Superintendents based on seniority and merit.

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	3	4	5	6	7
9.	Office Superintendent (Typist)	465-775			" By promotion from the cadre of Senior Grade Typists based on seniority and merit.
10.	Senior Grade Assistants	410-715			" By promotion of Assistant Grade I based on Seniority.
11.	Assistant Grade I	285-550			" By promotion of Assistant Grade II having completed the period of probation and passed Account Test Lower based on seniority and by posting of typists in accordance with the orders of the Government issued from time to time which the University has adopted.
12.	Assistant Grade II	240-445	University Degree (for direct recruitment)	30 years	" (a) By recruitment on the basis of merit as decided by competitive test after inviting applications by advertisement in the press. (b) Clerical Assistants, with SSLC qualification and having seven years service of which a minimum of 5 years in the cadre of Clerical Assistant and two years in posts carrying identical pay scal-

1	2	3	4	5	6	7
						es, shall be promoted as Assistants Grade II, subject to availability of vacancies and on the basis of ratio of 2:1 between direct recruitment and promotion.
						(c) Clerical Assistants who have passed a Degree Examination may be posted as Assistants Grade II on the basis of the norms to be decided by the Syndicate.
13.	Senior Grade Stenographer	465-775			"	By promotion from the cadre of Stenographer Grade I based on seniority.
14.	Stenographer Grade I	325-660			"	By promotion from the cadre of Stenographer, Grade II based on seniority.
15.	Stenographer Grade II	240-540	1. SSLC 2. Shorthand Higher (KGTE) or equivalent. 3. Typewriting Higher (KGTE) or equivalent	30 years	"	By direct recruitment on the basis of merit as decided by competitive tests after inviting applications by advertisement in the Press.
16.	Senior Grade Typist	410-715			"	By promotion from the cadre of U.D. Typists based on Seniority.

17.	Upper Division Typists	285-550			"	By promotion from the cadre of Lower Division Typists based on seniority
18	Lower Division Typist	240-445	1.SSLC 2. Typewriting Higher (KGTE) or equivalent.		"	By recruitment on the basis of merit to be decided by competitive test after inviting applications by advertisement in the Press.
19.	Clerical Assistants	230-385	SSLC		"	By promotion from the integrated cadre of last grade with SSLC qualification based on seniority
20.	Laboratory Assistants	230-385			"	By promotion from integrated cadre of Peon/ Watcher/Specimen Collector and Lascar based on seniority.
21.	Roneo Operator	230-385			"	By promotion from the integrated cadre of Peon/ Watcher/specimen Collector and Lascar based on seniority.
22.	Library Attender	230-385	Appeared for SSLC		"	-do-
23.	Security Officer	560-1100	Ex-servicemen not below the rank of a Captain	50 years	"	Recruitment on the basis of merit; inviting applications by advertisement in the Press

1	2	3	4	5	6	
24.	Sergeant	330-575	SSLC and Army Service	Not more than 40 years	"	Recruitment on the basis of merit, inviting applications by advertisement in the Press.
25.	Higher Grade Peon	200-285			"	By promotion from the integrated cadre of Peon/ Watcher/Specimen Collector and Lascar based on seniority.
26.	Integrated cadre of last grade employees: Peons/Watchers/Lascars/specimen collectors	196-265	Ability to read and write Ability to ride bicycle	30 years	"	Recruitment on the basis of merit inviting applications by such method as the Syndicate may decide.
27.	Gardener	196-265	Literacy: Experience In Gardening	"	"	By notification in the University Office and Selection by interview.
28.	Groundsman	196-265	Ability to read and write Good Physique. Experience as Marker or Groundsman in College, School or club.	"	"	"
29.	Sweeper	196-265	Ability to read and write	"	"	"
30.	Scavenger	196-265	Ability to read and write	"	"	"

1	2	3	4	5	6	7
Library Service						
30	A ¹ University Librarian	2250-3350	(a) First or Second Class M.Lib Sc. or MA/M.Sc./M.Com Plus a first or second class B.Lib. Sc. or Diploma in Lib. Sc. (b) At least 10 years experience as Librarian or in a responsible Professional capacity in a University Library. (c) Ph.D. Degree or equivalent research work in the field relevant to the profession.	Shall not be more than 45 years as on 1st day of the year in which the vacancy is notified	Syndicate	On the basis of merit by inviting applications by advertisement in the press.
31.	Deputy Librarian	850-1450	1. A Bachelor's Degree with a Master's Degree in Library Sc. or a Masters Degree with a degree or equivalent diploma in Library Science. 2. 3 years experience in a Professional post in a recognised University.	Between 30 & 40 Years	Syndicate	Recruitment on the basis of merit by inviting applications by advertisement in the Press.
32.	Assistant Librarian, Grade II	495-835			Vice-Chancellor	By promotion from the cadre of reference Assistant (Library) based on seniority and merit.
33.	Reference Assistant (Library)	410-715			"	By promotion from the cadre of Technical Assistant(Library)based on seniority and merit.

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1. Amendment approved by the Syndicate on 22-11-86 and by the Senate on 18-12-1986 (Kerala Gazette dt:7-4-1987)

1	2	3	4	5	6	7
34.	Technical Assistant (library)	285-550			"	By promotion from the cadre of Library Assistant (Library) based on seniority.
35.	Library Assistant	275-525	1. University Degree 2. Degree or Diploma in Library Science	30 years	"	Recruitment on the basis of merit inviting applications by advertisement in the Press.
Department of Zoology						
36.	Taxi-Dermist	240-445	1. SSLC 2. Certificate in Taxidermi from a recognised institution	30 years	"	"
37.	Artist-cum-Photographer	285-550	1. SSLC 2. KGTE Higher or equivalent qualification in Drawing, Painting; and 3. Experience in Photography	30 years	"	Recruitment on the basis of merit, inviting applications by advertisement in the Press.
Department of Botany						
38.	Herbarium Curator	495-835	1. First or Second Class Master's Degree in Botany 2. Specialisation in plant Taxonomy and related subject. Desirable: Experience in Herbarium techniques.	30 years	"	Recruitment on the basis of merit inviting applications by advertisement in the Press.

1	2	3	4	5	6	7
39.	Assistant Superintendent (Plantation Gardens)	410-715	1. At least Second Class Master's degree in Botany or Horticulture 2. Some experience of working in a Botanical Garden, Agricultural farm or plantation	30 years	"	"
40.	Artist-cum-Photographer	285-550	1. SSLC 2. KGTE (Higher) or equivalent qualification in Drawing, Painting and 3. Experience in Photography	"	"	"
41.	Technical Assistant (Laboratory)	285-550	First or Second Class degree in Botany	"	"	"
42.	Dark Room Assistant	240-445	1. Proficiency to read and write in English, at least to the extent of reading and understanding instruction on Photographic goods, equipments and materials. Experience: 1. At least 5 years experience of out-door and mid-door Photography dark room work and other work connected with photography; 2. Proficiency in common photographic techniques.	"	"	"

1	2	3	4	5	6	7
43.	Herbarium Assistant	215-370	Pre-degree with Botany as one of the subjects.	30 years	"	"
44.	Field Assistant	230-385	SSLC Diploma or Certificate in Agriculture or Horticulture from a recognised institution	"	"	"
Department of Life Sciences:						
45.	Technical Assistant	285-550	B.Sc. Preferably in Biological Sciences with Diploma in Medical Technology or PUC with 10 years experience as a technician/Senior Laboratory Assistant in a Medical institution (in the laboratory Microbiology/Physiology/Bio-Chemistry)	Such age as may be fixed by the University	"	By direct recruitment or by promotion as the University may decide.
46.	Laboratory Assistant	230-385	As existing in the University Laboratory Assistants now.	"	"	"
47.	Animal Room Assistant	196-265	As in the case of Last Grade	"	"	"
48.	Store-Keeper	240-445	As in the case of Assistant, Grade II	"	"	"
Department of Physics						
49.	Technical Assistant	285-550	Bachelor's Degree with Physics (Main)	30 years	"	Recruitment on the basis of merit by inviting applications by advertisement in the Press.

1	2	3	4	5	6	7
50.	Mechanic	285-550	1. ITI Certificate or Diploma in Electrical, Electronic or Instrumentation Engineering 2. 3 years experience in a Workshop or in a Scientific Laboratory.	30 years	"	"
51.	Machinist	285-550	1. SSLC 2. Diploma in Mechanical Engineering 3. 3 years experience in a Workshop	"	"	"
Department of Chemistry						
52.	Technical Assistant	285-550	Bachelor's degree with Chemistry (Main)	"	"	"
Adult Education Department						
53.	Assistant Director of Adult Education	600-1200	Master of Social Welfare and Experience in Educational work.	35 years	"	"
54.	Adult Education worker	285-550	1. University Degree 2. Training in Adult Education work from a recognised Institution Experience: Atleast one year experience in extension work		"	"

1	2	3	4	5	6	7
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Dean of Students Affairs

55.	Dean of Students Affairs	1200-1750	<ol style="list-style-type: none"> 1. First or Second Class Master's Degree. 2. Ten years administrative or professional experience of which 5 years, shall be teaching experience in a first grade college. <p>Desirable: 1. Qualification and experience in student counselling and guidance.</p> <ol style="list-style-type: none"> 2. Experience in youth welfare activities 	Between 40 and 50 years	Syndicate	Recruitment on the basis of merit inviting applications by advertisement in the Press.
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Office of the Director of Physical Education

56.	Director of Physical Education	850-1450	<ol style="list-style-type: none"> 1. A University Degree 2. Degree or Diploma in Physical Education and experience in the line. <p>Desirable: Post Graduate qualification in Physical Education.</p>	Not more than 45 years	Syndicate	"
57.	Coaches	495-835	(a) Essential: Certificate from National Institute of sports (2nd class - 10 months course) in the particular game. In the case of outstanding sportsmen who have represented the		Vice-Chancellor	"

nation, a pass in the adhoc course conducted by the National Institute of sports will be accepted. The candidate who have under gone specialised training or a period of one year or more in a recognised institution will also be considered.

Desirable: Diploma in Physical Education

Engineering Department:

58.	University Engineer	1150-1650	1. Degree in Civil Engineering 2. Experience in Civil Engineering, design construction and Administration over a period of not less than 15 years.	Between 40 Syndicate and 50 years	"
59.	Assistant Engineer	560-1200			Vice-Chancellor By promotion from the cadre of Junior Engineer based on seniority.
60.	Junior Engineer/ Head Draftsman	465-775	Qualification as in Government service	30 years	" (a) By direct recruitment on the basis of merit by inviting applications by advertisement in the press. (b) By promotion from the cadre of overseer/draftsman Gr.I based on Seniority, at the discretion of the Syndicate
61.	Divisional Accountant	495-835			" On deputation from Government service.

1	2	3	4	5	6	7
62.	Overseer Grade I/ Draftsman Grade I	330-575	As in the Government service	30 years	"	By promotion from the cadre of Draftsman/Overseer Grade II based on seniority or by direct recruitment.
63.	Overseer/ Draftsman Grade II	255-455	"	"	"	By recruitment on the basis of merit inviting applications by advertisement in the Press.
64. ¹	Electrician	390-685 (Revised scale)	A. For Direct recruitment. 1. General Pass in fifth form (IX Std.) or equivalent Std. 2. Technical Certificate in Electrical Engineering issued after a course of study of two years from an institution recognised by Government. or Craftsmen Certificate from Industrial Training Centre as Electrician, Wireman or Lineman (18 months course and 6 months in Plant training) or N.G.T.E. or K.G.T.E. group certificate in Electrical Engineering covering the following subject together with an apprenticeship period not less than one year in Electrical undertaking.	35 years (Direct Recruitment)	"	By promotion from the cadre of line helper based on seniority and qualification or by direct recruitment.

1	2	3	4	5	6	7
			(a) Electrical light and power (higher)			
			(b) Applied mechanics (Lower)			
			(c) Heat Engines (Lower)			
			(d) Machine drawings (Lower)			
			Note:- In addition to any of the above qualification Wire-man's license is necessary.			
			(e) For Promotion: A pass in ITI Electrical or wireman trade or wireman's license issued by the Kerala State Electricity Licensing Board.			
			This amendment shall come into force from 15-7-1978.			
65.	Work Superintendent	230-385	As in the Government Service	30 years	"	"
66.	Tracer	230-385	"	"	"	"
67.	Mechanic-cum-Plumber	240-445	1. Possession of an authorised Plumber's Licence. 2. 4 years of working experience as plumber.	"	"	By recruitment on the basis of merit inviting applications by advertisement in the Press
68.	Cinema Operator	240-445	1. Pass in VIII Standard 2. Proficiency Certificate in Cinema operator course 3. Experience as Cinema projector operator for a period not less than one year	"	"	"
69.	Bus Driver	265-465	Possession of Heavy Vehicle Licence	"	"	"
70.	Conductor-cum-Cleaner	200-285	1. Studied upto VII Standard 2. Conductor's licence	"	"	By recruitment inviting applications by notification.

2	3	4	5	6	7
1. Light Vehicle Drivers	230-385	Possession of Light Vehicle Licence	30 years	"	By recruitment inviting applications by notification on the basis of practical test or Last Grade employees with prescribed qualification can also be appointed as drivers.
University Press					
72. Superintendent (Press)	710-1200	As in the Kerala University/ Government for the post of Superintendent/Deputy Superintendent with same scale of pay.	Between 30-35 years	Syndicate	Recruitment on the basis of merit by inviting applications by advertisement in the press
73. L.D.Printer	230-385	1. A pass in Standard VII 2. A pass in K.G.T.E. Lower Printing or equivalent qualification. 3. In the absence of a candidate with lower (printing) 18 months experience in printing in a standard press	30 years	V.C.	On the basis of merit to be decided by practical test.
74. L.D.Compositor	230-385	1. A pass in Standard VII 2. A pass in K.G.T.E. Lower Composing or equivalent qualification 3. In the absence of candidate with K.G.T.E.(lower) (composing) qualification, 18 months experience in composing in a standard Press.	"	"	Recruitment on the basis of merit decided by practical test inviting applications by advertisement in the Press.

1	2	3	4	5	6	7
75.	L. D. Binder	230-385	<ol style="list-style-type: none"> 1. A pass in Standard VII 2. A pass in K.G.T.E. (Lower) Binding or equivalent qualification. 3. In the absence of candidate with KGTE lower (binding) qualification, 18 months experience in binding in a standard Press. 	30 years	"	"
76.	Counter-cum-Packer	196-265	Studied upto VII standard	"	"	"
Department of Malayalam						
77.	Manuscript Keeper	230-385	<ol style="list-style-type: none"> 1. SSLC 2. Ability to read Malayalam Manuscripts 3. Minimum experience of 3 years in any recognised Manuscripts Library. 4. Knowledge of using Chemicals for the preservation of Manuscripts. 	"	"	"

Chapter XVI

LEVY OF FEES BY THE UNIVERSITY

I. The following shall be the fees charged for the various University Examinations, Degrees, Diplomas, Certificates, etc.

(a) Examination Fees

I. Pre-degree Examination	For 1975 examinations onwards	
		Rs.
(a) I Pre-degree		28
II Pre-degree		24
For subsequent appearances:-		
(1) Whole examination		52
(2) Part I only		20
(3) Part II only		10
(4) Part III only		25
(5) Part IV only		7
(6) For one Division only under Part III		10
(7) For each Paper of a part or division		7

The fee for practical examination in each optional subject is Rs.5 and the fee for Mark list for each appearance is Rs.3.

II. B.A./B.Sc./B.Com. Examination.

(a) First Year Examinations (From 1974)

	Exam fee	Fee for Marklist
	Rs.	Rs.
(i) First year B.A.	40	5
(ii) First year B.Sc.	60	5
(iii) First year B.Com.	58	5

(b) Second year Examinations (From 1975)

(i) Second year B.A.(Except for Tamil Main)	40	5
For Tamil Main	50	5
(ii) Second Year B.Sc.	60	5
	(Plus Rs.15 per practical)	
(iii) Second Year B.Com	50	5

(c) Final Year Examinations (From 1976)

(i)	Final B.A. Examinations Pattern I Faculty of Arts and Sanskrit Special and Sanskrit General of Faculty of Oriental Studies and for all examinations under pattern II except combinations which include Music as one of the Main	60 each	5
(ii)	Pattern I Faculty of Oriental Studies		
	Malayalam Main		
	Hindi Main		
	Arabic Main	40 each	5
	Kannada Main		
	Tamil Main	30	5
(iii)	Pattern II for combinations which include Music as one of the Mains	70	5
(iv)	Final Year B.Sc.		
	Mathematics Main	50	5
	Statistics Main	40	5
	Physics Main	70	5
	Chemistry Main	70	5
	Botany Main	60	5
	Zoology Main	70	5
	Home Science Main	70	5
	Geology Main	70	5
(v)	Final B.Com. Examination	50	5

(d) For subsequent appearances at the B.A./B.Sc./B.Com examinations

(i)	B.A./B.Sc. Examinations		
	Part I English Rs.30 plus Rs.5 for marklist.		
	Part I First year examination only Rs.20 plus Rs.5 for marklist.		
	Part I Second year Examination only Rs.10 plus Rs.5 marklist.		
	Part II Second language Rs.30 plus Rs.5 for marklist.		
	For each paper under parts I and II - Rs.10.		
(ii)	B.Com.		
	Part I English Rs.20 plus Rs.5 for marklist.		
	Part II Modern Language Rs.10 plus Rs.5 for marklist.		
	Part III Section (A) Rs.40 plus Rs.5 for marklist.		
	Part III Section (B) Rs.80 plus Rs.5 for marklist.		
	For each paper under Part III - Rs.10.		
iii)	B.A. Degree Examination Part III - Pattern I		
1)	Politics, Economics, History Philosophy, Sociology, English and Sanskrit (Special and General)	Rs.80 each plus Rs.5 for marklist.	

- (2) Malayalam, Hindi, Kannada, Arabic and Tamil. Rs.60 each plus Rs.5 for mark list.
For each paper Rs.10

Pattern II

Politics Economics, History, Philosophy, Sociology, Islamic History, English, Malayalam, Hindi, Arabic and Urdu Rs.40 for each mark plus Rs.5 for mark list.

Music: Rs.50 plus Rs.5 for mark list.

Fee for each paper Rs.10 for music Rs.15 per practical.

(iv) B.Sc. Degree Examination Part III Subsidiaries

Mathematics and Statistics Rs.20 each + Rs.5 for mark list
Physics, Chemistry, Botany Rs.35 each + Rs.5 for mark list
Zoology.

Main Subject	Exam fee	Fee for mark list
Mathematics	70	5
Statistics	60	5
Botany	80	5
Physics, Chemistry, Zoology Home Science and Geology	90 each	5 each
For each paper	10	

III. B.Ed. Degree Examination

- | | | |
|---|----|---|
| (1) Whole Examination | 80 | 5 |
| (2) Theory | 50 | 5 |
| (3) Practical | 30 | 5 |
| (4) For each paper under Section I
Part I (Theory) | 10 | 5 |
| Section II | 10 | 5 |
| Section III | 10 | 5 |

IV. LL.B. Examination

Ist year LL.B. Examination	80	5
One Part only	40	5
IInd year LL.B. Examination	80	5
One Part only	40	5
IIInd year LL.B. Examination	80	5
One Part only	40	5

V. First year Homeo Degree Examination

Theory papers	Rs.80	Rs.10 per paper
Practicals	Rs.60	Rs.15 per practical
Total	Rs.140	+ Rs.5 for M.L.

Fee for each subject at subsequent appearance: Rs.35+Rs.5 for Marklist.

VI. (a) M.A./M.Sc./M.Com. (Annual Examination)

(1) M.A. Previous Examination (From March/April 1975)

(i) Malayalam, Hindi, Tamil, Urdu, Arabic, Kannada and Sanskrit	48 each	5 each
(ii) English, Economics and History	36 each	5 each

(2) M.A. Final Examination (From March/April 1976)

(i) Malayalam, Hindi, Tamil, Urdu, Arabic, Kannada, Economics and History	80 each	5 each
(ii) Sanskrit	68	5
(iii) English	92	5

(3) M.Sc. Previous Examination

Mathematics	48	5
Physics and Applied Physics	88 each	5 each
Chemistry	96 each	5 each
Botany	88	5
Zoology	76	5
Statistics	72	5

(4) M.Sc. Final Examination

Mathematics	60	5
Physics and Applied Physics	88 each	5 each
Chemistry and Zoology	96 each	5 each
Botany	108	5
Statistics	104	5

(5) M.Com Previous Examination

48	5
----	---

(6) M.Com Final Examination

68	5
----	---

(b) Semester Examinations

(1) M.A. History

Ist Semester Examination	36	5
IIrd Semester Examination	36	5
IIIrd Semester Examination	36	5
IVth Semester Examination	56	5

- (2) M.A.English (Ist, IInd, IIIrd and IVth)
- | | | |
|-----------------------|---------|--------|
| Semester Examinations | 56 each | 5 each |
|-----------------------|---------|--------|
- (3) M.A.Philosophy:
- | | | |
|-----------------|---------------------------|--|
| First Semester | Rs.48 + Rs.5 for marklist | |
| Second Semester | Rs.48 + Rs.5 for marklist | |
| Third Semester | Rs.48 + Rs.5 for marklist | |
| fourth Semester | Rs.68 + Rs.5 for marklist | |
- (4) M.A.Psychology:
- | | | |
|-----------------|---------------------------|--|
| First Semester | Rs.48 + Rs.5 for marklist | |
| Second Semester | Rs.68 + Rs.5 for marklist | |
| Third Semester | Rs.36 + Rs.5 for marklist | |
| Fourth Semester | Rs.56 + Rs.5 for marklist | |
- (5) M.Sc. Physics
- | | | |
|----------------------------------|---------|---|
| Ist & IInd Semester Examinations | 88 each | 5 |
| IIIrd Semester Examinations | 68 | 5 |
| IVth Semester Examination | 56 | 5 |
- (6) M.Sc. Chemistry
- | | | |
|-----------------------------|----|---|
| Ist Semester Examination | 24 | 5 |
| IInd Semester Examinations | 84 | 5 |
| IIIrd Semester Examinations | 24 | 5 |
| IVth Semester Examinations | 64 | 5 |
- (7) M.Sc. Botany
- | | | |
|----------------------------|----|---|
| Ist Semester | 96 | 5 |
| IInd Semester | 64 | 5 |
| IIIrd Semester | 64 | 5 |
| IVth Semester Examinations | 64 | 5 |
- (8) M.Sc. Zoology
- | | | |
|----------------|----|---|
| Ist Semester | 64 | 5 |
| IInd Semester | 64 | 5 |
| IIIrd Semester | 64 | 5 |
| IVth Semester | 64 | 5 |
- (9) M.Com.
- | | | |
|-------------------------------------|---------|---|
| Ist, IInd, IIIrd and IVth Semesters | 68 each | 5 |
|-------------------------------------|---------|---|
- VII Diploma in Business Administration Examination:
- | | | |
|---------------|----|---|
| Ist Semester | 60 | 5 |
| IInd Semester | 75 | 5 |

VIII (a) Diploma Examinations:

(i) Diploma in Office Management and Secretarial Practice Examination	55	5
(ii) Post-M.Sc. Mathematics Examination	55	5
(iii) Post Diploma in English Examination	55	5
(b) Certificate course examination in Russian	20	5
(c) Certificate course examination in Library Science	24	5

IX. Engineering Preparatory Semester Examinations:

First Semester Examination	35	5
Second Semester Examination	35	5

X. B.Sc. Engineering Semester Examinations
(Regular)

First Semester Examination	60	5
Second Semester Examination	90	5
Third Semester Examination	75	5
Fourth Semester Examination	75	5
Fifth Semester Examination	65	5
Sixth Semester Examination	65	5
Seventh Semester Examination	65	5
Eighth Semester Examination	65	5

XI. B.Sc. Engineering Semester Examinations (Part-time)

First Semester Examinations	40	5
Second Semester Examinations	70	5
Third Semester Examination	40	5
Fourth Semester Examination	45	5

XII M.Sc. Engineering Semester Examinations.

First, Second and Third Semester Examinations	20 per paper	5 each
Fourth Semester Examinations	80	5

XIII M.B.B.S Examinations.

Ist M.B.B.S Examination	105	5
For each Subject	35	5
IInd M.B.B.S(Whole examination)	75	5 for each part

Part I	25	
Part II	50	
Final M.B.B.S Examination:		
Part I (Whole examination)	75	5 for each part
For each subject	25	5
Part II (Whole Examination)	95	5
For each subject		
Medicine	35	
Surgery	35	
Obstetrics and Gynaecology	25	
XIV. B.A.M. Examinations:		
First Year B.A.M. Examination	50	5
IIInd, IIIrd, IVth and Final Year B.A.M. Examinations	75 each	5 each
For each subject at subsequent appearance	25	5
XV. M.D./M.S. Examinations:		
Part I for clinical subjects	50	5
Part II for clinical subjects	150	5
Non-clinical subjects	200	5
Thesis	100	5
XVI. Diploma Examinations.		
(i) Diploma in gynaecology	75	5
(ii) Diploma in Venereal Diseases	75	5
(iii) Diploma in Paediatrics	75	5
(iv) Diploma in Ophthalmology	75	5
(v) Diploma in Orthopaedic Surgery	200	5
XVII. Oriental Title Examinations:		
(1) (i) Afzal-ul-Ulama Entrance	16	5
(ii) Afzal-ul-Ulama Preliminary	32	5
(iii) Afzal-ul-Ulama Final	40	5
(2) Vidwan Preliminary Examination	28	5
Vidwan Final Examination	35	5
(3) Sanskrit Vidwan (4 year course)		
First Year Examination	32	5
Second year Examination	32	5

Subsequent appearances:

(1) Whole Examination	64	5
(2) Part I (a) English only	20	5
(3) Part I (b) Second language	10	
(4) Part II Sanskrit General	20	
(5) Part III Sanskrit Optional	20	
(6) Part IV Indian History	10	
(7) For each paper of a part	7	

The fee for Marklist at each appearance is Rs.5.

(b) Final Examination		
Third year Examination	30	5
Final year examination	30	5

(4) Adibi-Fazil examination in Urdu.

Entrance examination	10	5
Preliminary Examination	25	5
Final Examination	30	5

XVIII	M.Ed. Part I A	48	5
	Part I B and Part II	94	(Rs.5 for marklist for each appearance)

XIX Master of College Teaching Examination:

Part I 48

Part II (Practical) 50(Rs. 5 for mark list for each appearance)

(c) Research Degrees

Qualifying examination for M.Sc. by Research 50

Qualifying examination for Ph.D. (Submission of thesis) 100

M.Litt. 200

M.Sc. 200

Ph.D. 300

D.Sc.

D.Litt 400

L.L.D.

2. Research students and Fellows. (Stipendiary and non-stipendiary permitted to study in the departments of the University or in any approved institution shall pay the following fees.

- Persons working in Arts Departments - either Rs.30 per annum or Rs.10 per term (thrice in a year)
- Persons working in science Departments - either Rs.45 per annum or Rs.15 per term (thrice in a year).

3. Fees in University teaching departments.

Fees for the course of bachelor of library and information science

(i) Tuition fee -	Rs.200
(In two instalments)	
(ii) Special fees	
(a) Admission fee	Rs. 15
(b) Library fee	Rs. 5
(c) Medical inspection fee	Rs. 2
(d) Audio Visual Education fee	Rs. 1
(e) Stationery fee	Rs. 5
(f) University Union fee	Rs. 1
(g) Sports fee	Rs. 10
(h) Departments Union fee	Rs. 8
(i) Quasi University fee	Rs. 10
Total	<u>Rs. 57</u>
(iii) Examination fee	Rs. 75 (including marklist for 1st Semester)
	Rs.95 (including marklist for IInd Semester)
(iv) Matriculation fee	Rs.15 only for those holding degree of
(v) Recognition fee	Rs.15 other Universities

(b) Fees in other Departments

(1) Annual tuition fees of Rs.160 to be levied in three instalments of Rs.50, Rs.50 and Rs.60 each	
(2) Admission fee	15
(3) Fee for registration of application forms	2
(4) Library fee	5
(5) Medical inspection fee	2
(6) Audio Visual Education fee	1
(7) Stationery fee	5
(8) University Union fee	1
(9) Quasi University fee	10
(10) Sports fee	10
(11) University Departments Union fee	8
(12) Laboratory Fee	55

Special fees

A. Science group (M.Sc.)	
1. Laboratory fee	45
2. Laboratory & Library caution deposit	100

B. M.A/M.Com.

- | | |
|-----------------------------|-------|
| (1) Library caution deposit | Rs.50 |
|-----------------------------|-------|

Note:- Failure to pay the prescribed fees will entail the payment of the prescribed penalty.

C. Fee for the advanced Diploma Course in Russian-¹

- | | |
|---------------------|--------------------------------|
| 1. Registration fee | 15 |
| 2. Tuition fee | 100 (in two equal instalments) |
| 3. Examination fee | 35 |
| 4. Caution deposit | 25 |

4. Colleges applying for admission to the privileges of the University or for the opening of additional courses or subjects of study shall pay to the University a fee at the rate of Rs.150 for each member of the Inspection Commission appointed for the first and subsequent inspections.

5. Other fees:-

- | | |
|---|-------|
| (1) Graduates applying for Registration as Registered graduates of the University | Rs.20 |
| (2) For Registration as Matriculate | Rs.15 |
| (3) For considering application for exemption from the provisions of Ordinances relating to the production of attendance certificate, minimum qualification for admission to courses of study or examination etc. | Rs.20 |
| (4) For considering applications from bonafide teachers for exemption from the production of attendance certificate | Rs.20 |
| (5) Fee for recognition of qualifying examination | Rs.15 |
| (6) For furnishing a certificate specifying the degree or diploma or title awarded to a person by the University | Rs.20 |
| (7) For obtaining a provisional certificate | Rs.10 |
| (8) For issue of a certified extract from the Register of records of the University | Rs.10 |
| (9) For checking the addition of the marks in each paper of candidate for any University examination (for each paper) | Rs.15 |
| (10) Fee for condonation of shortage of attendance | |
| (a) Engineering and other Semester Courses | Rs.15 |
| (b) General Courses | Rs.25 |
| (c) Late fee | Rs. 1 |

¹Amendment approved by the Syndicate on 24-2-86 and by the Senate on 18-10-86 (Kerala Gazette dt. 10-3-1987)

(11) Fee for exemption from production of attendance certificate (Second language)	Rs.30
(12) For obtaining a Rank Certificate	Rs.10
(13) For obtaining a statement of Verification of University degrees	Rs.10
(14) For supplying to a candidate a statement of marks obtained by him in the University examination (to be remitted along with the examination fees)	Rs. 5
(15) For supplying to a candidate a statement of marks obtained by him for each part in the University Examinations (when applied separately)	Rs. 3
(16) For supplying detailed marks to a candidate obtained at examinations for the details of each subject comprising a minimum (addition fee)	Rs. 3
(17) For obtaining a duplicate certificate/Diploma	Rs.20
(18) For change of name in University Records	Rs.25
(19) Fee for combination of attendance (Transfer from one college to another)	Rs.25
(20) Fee for exemption from appearing for certain parts of examinations	Rs.25
(21) Certificate of true copies of documents with the University seal and Registrar's signature for transmission to foreign Universities on behalf of candidates who are applicants for admission	Rs.10
(22) Fee for degree in person	Rs.20
(23) Fee for degree in absentia	Rs.30 Degree Class. Rs.50 Post-Graduate
	Additional fee Rs.6 after one year but before 5 years.
	Rs.20 after 5 years
(24) Fee for scrutiny of valued answer papers	Rs.20 per paper
(25) Fee for revaluation of answer paper	Rs.50 per paper
(26) For obtaining a diploma or certificate not otherwise provided for	Rs.10
(27) For considering application for award of Diplomas and Certificates (other than degrees) received by the Registrar one year or more but before the expiry of five years after the examination	Rs. 6

- | | | |
|------|--|---|
| (28) | For considering application for award of Diplomas and Certificates (other than degrees) received by the Registrar five years or more after the Examination". | Rs.20 |
| (29) | For considering the late applications for the following:- | |
| | (1) Exemption from production of attendance in Junior classes | Re. 1 per application |
| | (2) Exemption from production of attendance in senior classes | do |
| | (3) Combination of attendance earned into two colleges | do |
| | (4) Recognition of examinations | do |
| (30) | Cost of application forms | |
| | (a) Appointments | |
| | (i) N.C.C. Post | Rs. 2 |
| | (ii) Gazetted/Teaching posts | Rs. 5 |
| | (b) Examinations | Re. 1 |
| | (c) Cost of application form for private registration of matriculates and all other prescribed form issued by the University | Re. 1 |
| (31) | Fee for various posts | |
| | (a) Last Grade | Rs. 2 |
| | (b) Non-Gazetted posts | Rs. 5 |
| | (c) Gazetted/Teaching | Rs.10 |
| (32) | Fee for various courses of studies | |
| | (a) Cost of application form | Rs. 5 |
| | (b) Tuition fee | Rs.200 |
| | (c) Special fee | Rs.112 |
| (33) | Registration for private appearance | Rs.60 Pre-degree
Rs.125 Degree
Class
Rs.175 Post-graduate
class |
| (34) | Library fee of Research Scholars in the Faculties of Language and Literature, Fine Arts etc. | Rs.20 per term |

- (35) Library and Laboratory fee of Research Scholars in the Faculties of Science and Engineering Rs.35 per term
- (36) Fee for registration of P.G. courses in Medicine Rs.150
- (37) Research Fee (Registration) Rs.50

Chapter XVII

FEES LEVIABLE IN AFFILIATED COLLEGES

(1) Private Colleges affiliated to the University of Calicut shall levy fees for the courses specified in column (1) of the table below at the rates specified against such courses in column (2) thereof.

TABLE*

Course (1)	Maximum fee for each item (2)
	Pre-degree Rs.
(a) Admission fee	10.00
(b) Registration fee for application form	2.00
(c) Tuition fee	124.00 per annum
(d) Library fee	2.00
(e) Medical Inspection fee	2.00
(f) Laboratory fee	5.00 (For each of the Science subjects, viz. Physics, Chemistry and Biology).
(g) Audio-Visual Education fee	1.00
(h) University Union fee	1.00
(i) Calendar Fee	1.00
(j) Stationery fee	3.00
(k) Association fee	2.00
(l) Magazine fee	3.00
(m) Sports fee (Men)	10.00
(Women)	10.00
(n) Sports affiliation fee	1.00
(o) Matriculation fee	10.00

B.A. & B.Com.

- | | |
|--|---|
| (a) Admission fee | 10.00 |
| (b) Registration fee for application forms | 2.00 |
| (c) Tuition fee | 144.00 per annum |
| | 150.00 in respect of evening college (in 10 equal instalments). |
| (d) Library fee | 2.00 per annum |

e)	Medical Inspection fee	2.00	per annum
f)	Audio-Visual Education fee	1.00	"
g)	University Union fee	1.00	"
h)	Calendar fee	1.00	"
i)	Stationery fee	3.00	"
j)	Association fee	2.00	"
k)	Magazine fee	3.00	"
l)	Sports fee (Men)	10.00	"
	(Women)	10.00	"
m)	Sports affiliation fee	1.00	"
n)	Matriculation fee	10.00	"

B.Sc.

a)	Admission fee	10.00	
b)	Registration fee for application form	2.00	
c)	Tuition fee	144.00	per annum
		150.00	in respect of evening College (in 10 equal instalments).
d)	Library fee	2.00	"
e)	Medical Inspection fee	2.00	"
f)	Laboratory fee	10.00	for Main & Rs.5.00 for each subsidiary except Mathematics per annum.
g)	Audio-Visual Education fee,	1.00	per annum
h)	University Union fee	1.00	"
i)	Calendar fee	1.00	"
j)	Stationery fee	3.00	"
k)	Association fee	2.00	"
l)	Magazine fee	3.00	"
m)	Sports fee (Men)	10.00	"
	(Women)	10.00	"
n)	Sports affiliation fee	1.00	"
o)	Matriculation fee	10.00	"

M.A. and M.Com.

a)	Admission fee	10.00	
b)	Registration fee for application form	2.00	
c)	Tuition fee	160.00	"
d)	Library fee	2.00	"
e)	Medical Inspection fee	2.00	"
f)	Audio-visual Education fee	1.00	"
g)	University Union fee	1.00	"
h)	Calendar fee	1.00	"

(i) Stationery fee	3.00 per annum
(j) Association fee	2.00 "
(k) Magazine fee	3.00 "
(l) Sports fee (Men)	10.00 "
(l) Sports fee (Women)	10.00 "
(m) Sports affiliation fee	1.00 "
(n) Matriculation fee	10.00 "

M.Sc.

(a) Admission fee	10.00
(b) Registration fee for application form	2.00
(c) Tuition fee	160.00 per annum
(d) Library fee	2.00 "
(e) Laboratory fee (except Mathematics)	45.00 "
(f) Medical Inspection fee	2.00 "
(g) Audio-Visual Education fee	1.00 "
(h) University Union fee	1.00 "
(i) Calendar fee	1.00 "
(j) Stationery fee	3.00 "
(k) Association fee	2.00 "
(l) Magazine fee	3.00 "
(m) Sports fee (Men)	10.00 "
(m) Sports fee (Women)	10.00 "
(n) Sports affiliation fee	1.00 "
(o) Matriculation fee	10.00 "

(2) Fees in respect of affiliated colleges for the courses specified in column (1) of the table below shall not exceed the maximum rate for each item specified in the corresponding entry in column (2) thereof:-

TABLE

(1) Course	(2) Maximum fee for each item				
	Admission fee	Tuition fee(per year)	Library fee(per year)	Labora-fee (per year)	Miscellaneous including all other fees such as stationery, medical inspection, Union, magazine etc. (per year).
1	2	3	4	5	6
	Rs. Ps	Rs. Ps	Rs.Ps.	Rs. Ps	Rs. Ps
M.S.W.	10.00	240.00	30.00		30.00
B.Ed.	10.00	200.00	15.00		30.00
LL.B.	10.00	250.00	15.00		30.00
LL.M.	10.00	350.00	30.00		30.00
B.Sc. (Eng.)	10.00	360.00	30.00	50.00	50.00
M.Sc. (Eng.)	10.00	420.00	30.00	50.00	50.00
M.B.B.S.	10.00	396.00	30.00		57.00

(1)	(2)	(3)	(4)	(5)	(6)
B.S.	10,00	396,00	30,00		57,00
B.Sc.(Nursing)	10,00	396,00	15,00	10,00	57,00
B.Pharm	10,00	396,00	15,00		57,00
B.A.	10,00	650,00	30,00		70,00
B.S.	10,00	650,00	30,00		57,00
B.G. - Diploma in Medicine	10,00	500,00	30,00		57,00
B.A.M.	10,00	160,00	15,00		34,00

2. No private college affiliated to the University of Calicut shall collect the tuition fees fixed under clause (1) of Ordinance 1 in less instalments than the numbers fixed in Chapter IX of the Ordinance and shall not levy any other fee, other than those referred to in the Table under clause 1) of Ordinance 1.

3. Subject to the provisions of Ordinance 1, the fee coming under the Miscellaneous class specified in the Table under clause (2) of Ordinance 1 shall be so fixed as to have a direct relation to the expenditure to be incurred by the college for the item concerned.

By order of the Governor

V.VENKITANARAYANAN

Special Secretary to Government

Explanatory Note

(This does not form part of the notification but is intended to give its general purport).

Section 82 of the Calicut University Act, 1975 confers power on the Government to make the First Ordinances of the University of Calicut, notwithstanding anything contained therein. It is considered necessary to issue the First Ordinances. The present notification is intended to achieve this object.

Amendment approved by the Syndicate on 13-2-1987 and by the Senate on 29-7-1987.

**THE CALICUT UNIVERSITY APPELLATE TRIBUNAL
REGULATIONS, 1978**

Kerala Gazette No.21 dated 22nd May 1979
PART III

NOTIFICATION

No.UAT 267/1978

23rd December 1978

In exercise of the powers conferred by subsection (4) of section 55 of the Calicut University Act, 1975 (5 of 1975), the University Appellate Tribunal, hereby makes with the previous sanction of the Government conveyed in G.O. No. Ms.199/78/H.Edn. dated 23-12-1978 the following regulations, for regulating its procedure and disposal of its business, namely:-

CALICUT UNIVERSITY APPELLATE TRIBUNAL
REGULATIONS 1978

Chapter I

Preliminary

1. Short title, Commencement and application:- (1) These Regulations may be called the Calicut University Appellate Tribunal Regulations, 1978.

(2) They shall come into force at once

(3) These regulations shall also apply to all matters which are pending on the dates of their commencement.

2. Definitions:- (1) In these Regulations, unless the context otherwise requires:-

(a) "Act" means the Calicut University Act, 1975 (5 of 1975);

(b) "Form" means a form appended to these Regulations.

(c) "Interlocutory application" means an application to the Tribunal in any pending appeal or other proceedings;

(d) "Party" means an applicant, appellant, or respondent as the case may be, and includes any person subsequently impleaded in accordance with these regulations in any proceedings before the Tribunal,

(e) "Pleader" means any person entitled to appear, act and plead in a Principal Civil Court of original jurisdiction;

(f) "Principal application" includes an appeal memorandum as also an application for restoration and setting aside of abatement or an application for review;

(g) "Proceeding" includes all documents filed or produced in the Tribunal office by any part, Commissioner or other officer of the Tribunal other than documents produced as evidence;

(h) "Respondent" means an opponent to an appellant or applicant before the Tribunal;

(i) "Secretary" means the person who is for the time being discharging the functions of the Secretary to the Appellate Tribunal;

(j) "Tribunal" means the Calicut University Appellate Tribunal.

(2) All other expressions used herein shall have the respective meanings assigned to them by the Act or the Interpretation and General Clauses Act, 1937 (7 of 1937) as the case may be.

Chapter II

HEADQUARTERS, HOLIDAYS, OFFICE HOURS AND LANGUAGE

3. **Headquarters:-** The Headquarters of the Tribunal shall be at Trivandrum.

4. **Place of hearing:-** All applications and appeals shall ordinarily be heard at the Headquarters of the Tribunal:

Provided that the Tribunal may decide that any application or appeal may be heard at any other place within the territorial limits of the Calicut University.

5. **Office hours and holidays:-** The office of the Tribunal shall observe the same office hours and holidays as other public offices in the State.

6. **Language:-** The language of the Tribunal shall be English but the Tribunal may permit any party not conversant with that language to use Malayalam.

7. **Secretary of the Tribunal etc:-** There shall be a Secretary to the Tribunal, who shall be a fulltime salaried officer. He shall exercise the powers under these Regulations and perform such duties as may be assigned to him from time to time by the Tribunal. The Secretary will be assisted by such other staff as may be appointed by the Tribunal for the said purpose with Government sanction.

Chapter III

Form of Proceedings

8. **Form of Appeal Memorandum etc:-** (1) A memorandum of appeal shall be in duplicate and shall be accompanied by the original order from which the appeal is preferred together with sufficient number of copies as there are respondents in the appeal and shall be affixed with a court fee of Rs.10.

(2) All principal applications shall be written in blue ink or type written or printed fairly on substantial white foolscap folio paper, with an outer margin 4 cm. wide, and an inner margin about 1 cm wide, and shall be stitched together bookwise.

9. Cause title:- (1) All Principal Applications other than memoranda of appeal, shall be headed with a cause title showing the name and surname of the applicant and the name of the respondent. Every such application shall contain immediately after the cause title, a brief statement of its contents, the provisions of law under which it is made and the relief prayed for.

(2) A memorandum of appeal shall be in Form I.

10. Parties and their description:- The full name, residential address and description of each party, and if the appeal is preferred in the status of a legal representative that fact shall be set out at the beginning of every Principal application, as may be necessary to identify the status of the person.

11. List of documents relied on:- Every Principal application shall at the foot thereof contain a list, to be signed by the party, or his pleader, or recognised agent, of the documents filed therewith or, if no documents are filed, a statement signed as aforesaid to that effect.

12. Addition of parties:- When any person is added as a party, or representative of a party to an appeal, or proceeding, the name and description of such persons and his position in the appeal, or proceeding shall be entered in red ink in the appeal memorandum, or principal application, over the signature of the Secretary, and in the relevant register along with the proceeding under which such addition is made and the date of the order of Tribunal by which such addition has been made. When fresh parties are brought in, they shall be numbered consecutively after the respective category of parties already on record in the appeal or proceeding.

13. Appearance, etc:- Any appearance, application, or Act, to or before the Tribunal, required or authorised by Law to be made or done by a party may except where otherwise provided, be made or done, by the party in person or by his recognised agent, or by a pleader in his behalf.

Explanation:- Recognised agents of parties shall be persons holding powers of attorney authorising them to make such appearances, applications, and acts on behalf of such parties.

14. Appearance by agent or pleader:- (1) When a party appears by agent, such agent shall file in the office of the Tribunal, the power of attorney or written authority there to authorising him or a properly authenticated copy of such authority or power of attorney. If a party appears through the pleader, a Vakalath duly executed, attested and accepted in the form prescribed for vakalaths in the Civil courts of the State shall be filed before the Tribunal Office, affixing Court fee stamp of the value of two rupees.

(2) Nothing contained in this regulation or regulation 13 shall be deemed to affect the right of the Tribunal to direct a party to be present in person before it.

15. Pleader or agent already on record:- A pleader or recognised agent, proposing to enter appearance in any proceeding before the Tribunal, in which

there is already a pleader or recognised agent on record, shall not enter appearance, unless he produces the written consent of the pleader or the recognised agent already on record and, where the consent of such pleader or recognised agent is refused, unless he obtains the special sanction of the Tribunal.

16. **Signing:-** All papers filed in the Tribunal Office by a party, recognised agent or pleader shall be signed by the person filing, with his signature above his name superscribed and shall contain the date of signing and presentation.

17. **Docketing:-** All proceedings filed in the Tribunal shall be docketed on the reverse of the final sheet endorsing the name of the Tribunal, the number and year of the proceedings to which they relate, the relief sought, the fee paid or payable, if any, the name of the person who produces the same and the date of its production.

18. **Interlocutory applications:-** An interlocutory application shall not contain any statement argumentative in character. Unless the Tribunal otherwise directs, notice of all interlocutory applications shall be given to the other parties to the proceeding. The facts required to be proved for the purpose of interlocutory proceedings shall, unless otherwise provided, be proved by affidavit.

Chapter IV

Presentation and Registration of appeals, etc.

19. **Presentations:-** (1) Every memorandum of appeal, or application or other document shall be presented in person by the party, his pleader or pleader's registered clerks, or guardian or next friend, or recognised agent, as the case may be, to the Secretary of the Tribunal, at any time during office hours or sent to him by registered post.

(2) A memorandum of appeal or application or other document sent by registered post under sub-regulation (1) shall be deemed to have been presented before the Tribunal on the day on which it is received in the Office of the Tribunal.

(3) Any principal application on which notice is to be given to the respondents, shall be accompanied by Court fee stamps of proper value to be affixed to such application at rupees two per respondent to meet the incidental charges in the matter of service of notice etc. If for any reason, a reissue of notice is found necessary, the party, at whose instance such reissue of notice has become necessary, shall remit court fee stamps for a like amount for such re-issue.

(4) If a party appears through pleader or recognised agent, notice to the pleader or agent will be deemed notice to the party.

20. **Registrations:-** (1) On receipt of an appeal memorandum the Secretary shall endorse thereon the date of presentation and shall affix the seal of the Tribunal and note thereon the respective serial number. It shall then be entered in the Register of appeals maintained for the purpose.

(2) The Secretary shall examine whether the person presenting the same has been authority to do so and whether it conforms to the requirements of the Act and the Regulations.

(3) If the Secretary finds that the appeal presented, to him does not so conform, he shall make a note thereon to that effect and call upon the party, by a notice in Form 2 to cure the defect or defects within a reasonable period to be specified in such notice provided such period shall on no account be beyond three weeks. If for any reason the defects are not cured within the period so allowed, the Secretary shall forthwith report the matter to the Tribunal. If the party to whom time has been allowed has been prevented by sufficient cause from rectifying the defect, the party shall apply to the Tribunal to grant an extension of time for curing the defects and it shall be open to the Tribunal to grant such extensions, or if no sufficient reason is proved to reject the appeal in limine.

(4) If an appeal is presented after the period prescribed in the Act, it shall be accompanied by a petition supported by an affidavit setting forth the facts on which the appellant relies to satisfy the Tribunal that he had sufficient cause for not preferring the appeal within such a period. Such appeals shall not be assigned a number by the Secretary, unless the Tribunal after giving an opportunity to the respondents to be heard, is satisfied that the appellant had sufficient cause for not preferring the appeal in time, in which case the appeal may be registered as a regular appeal. It shall be open to the Tribunal to impose terms like payment of costs etc., for condonation of the delay.

(5) If the appeal conforms to the requirements of the Act and these Regulations and if, in the case of an appeal, filed beyond the time limit, the Tribunal condones the delay, it shall fix a date for hearing and send intimation thereof to both parties in Form 3. Along with the notice of hearing a copy of the memorandum of appeal shall also be sent.

(6) Such notice shall call upon the party to appear either in person or through a recognised agent or pleader before the Tribunal at the specified date, time and place and shall further declare that in case of default the appeal shall be disposed of on merits without hearing him.

(7) Whenever any principal application is opposed it will be open to the other party to file a written objection before the Tribunal but the same should be filed on the first date of hearing or on any other date to which the case may stand adjourned for the said purpose, unless the period is further extended by the Tribunal on an application submitted for the purpose.

Chapter V

Adjournment of Hearings

21. Adjournment of hearing:- (1) On the date fixed for hearing any proceeding or on any other date to which the hearing may be adjourned, if it is found that notice to any party has not been served, fresh notice shall be ordered and the hearing of the case shall be adjourned to another convenient date.

(2) If there is no sitting on the date fixed for hearing or if that day happens to be a holiday, the case posted for that day shall be adjourned to another date by the Tribunal and the adjourned date shall be notified in the Notice Board of the Tribunal over the signature of the Secretary.

(3) The Tribunal may either suo-motu or on the application of any party and at any stage, adjourn the hearing of any proceeding to another date.

(4) Every adjournment granted at a sitting shall be announced forthwith and any adjournment otherwise granted by the Tribunal shall be notified in the notice board of the Tribunal over the signature of the Secretary.

22. Effect of non-appearance:- (1) When, on the date fixed for the hearing or on any other date to which the hearing may be adjourned, any party does not appear when the proceeding is called on for hearing, the Tribunal may dispose of the proceeding on its merits hearing the party present, if any.

(2) On the date fixed for hearing or on any other date to which the hearing may be adjourned, the appellant or the applicant shall ordinarily be heard first in support of the appeal or applications. The respondent, if necessary, shall be heard next and in such a case the party beginning shall be entitled to reply.

23. Fresh evidence on appeal:- (1) The parties to an appeal shall not as a matter of right be entitled to produce additional evidence whether oral or documentary before the Tribunal. But if-

(a) the authority from whose order the appeal is preferred has refused to admit evidence which ought to have been admitted, or

(b) the parties seeking to adduce additional evidence satisfied the Tribunal that such evidence, notwithstanding the exercise of due diligence was not within his knowledge or could not be produced by him at or before the order under appeal was passed or;

(c) the Tribunal requires any document to be produced and any witness to be examined to enable it to decide the case, or;

(d) for any other substantial cause which in the opinion of Tribunal necessitates the production of such fresh evidence,

the Tribunal may allow such evidence or documents to be produced or witness to be examined.

(2) No order for admission of additional evidence shall be passed on the application of any party without affording an opportunity to the opposite party to be heard in the matter.

(3) Where additional evidence is allowed or directed to be produced, the Tribunal shall record the reasons for its admission and shall specify the points to which the evidence is to be confined.

(4) When either party has produced additional evidence, the opposite party shall be entitled to produce rebutting evidence.

(5) Wherever additional evidence is allowed to be produced, such evidence shall be recorded on oath either at the Headquarters or at any other station which the Tribunal may fix for recording of such evidence or shall be recorded by appointment of a Commission as provided hereinafter in these Regulations.

(6) If for any justifiable reason the witness whose evidence in the opinion of the Tribunal is found material and whose appearance before the Tribunal cannot be procured because of any disability or infirmity, it will be open to the party at whose instance such evidence is to be recorded, to apply to the Tribunal for appointment of a Commission for recording such evidence. The provisions of order XXVI of the Civil Procedure Code shall apply to such Commission. The Commissioner so appointed shall be an independent person appointed by the Tribunal.

(7) The party at whose instance such witness is to be examined shall bear the cost of such Commission including his remuneration and if such witness to be examined is at the instance of the Tribunal, such cost shall be borne by the party who is directed by the Tribunal to meet the same initially.

(8) Any cost of Commission so deposited shall form costs of the proceeding, unless the Tribunal otherwise directs.

(9) The evidence of every witness examined before the Tribunal shall be taken down in writing on oath by or in the presence and under the personal directions and superintendence of the Tribunal.

(10) Evidence recorded by a Commissioner shall also be on oath, taken down by him in his handwriting in the presence of the parties or their pleaders or agents and shall be signed by the witness and the Commissioner, as also by the parties or their pleaders or agents so present.

24. **Affidavit:-** Every affidavit filed before the Tribunal shall be drawn up and authenticated in the manner prescribed by the Civil Rules of practice for the time being in force.

25. **Judgement of the Tribunal:-** (1) After the final hearing of every proceeding, the Tribunal shall pass its Judgement or order whether immediately or on some subsequent date.

(2) Every order shall be dated and signed by the Tribunal.

(3) Every order of the Tribunal shall be in writing and shall bear the seal of the Tribunal.

26. **Drawing up of Decree:-** Soon after the passing of its Judgements or orders a decree shall be drawn up in terms thereof and such decree shall bear the signature of the Tribunal.

27. **Communication:-** The Secretary shall communicate the final Judgements or orders, on all principal applications, to the parties and a copy of the same shall also be sent to the Registrar, University of Calicut.

Chapter VI

Death or Insolvency of Parties

28. **Death of Parties:-** If any party to a proceeding dies before the conclusion of the final hearing of the same, the Tribunal shall adjourn further proceedings to enable the impleading of the legal representatives of the deceased. If the application for impleading is not made within 90 days of the date of the death of the party, the proceedings shall abate as regards the deceased. Applications for impleading may be made by any party who in the opinion of the Tribunal is interested in getting final orders passed in the proceedings or by any legal representative of the deceased. There shall not be any such abatement if the party dies after the final hearing, but before passing of the final order, and notwithstanding such death the final order shall be passed and shall have effect as if it were passed before the death of the party concerned except that in cases where reinstatement has been ordered the decree shall not be executed in respect of that relief.

29. **Effect of abatement:-** Where a pending proceeding abates, no fresh proceeding shall be started by the party, person or legal representative on the same cause of action.

30. **Setting aside of order of abatement:-** Any person bound to, apply for impleading the legal representatives of a party may apply within 60 days from the date of order of abatement to set aside the abatement, and if it is proved that he was prevented from sufficient cause from continuing the proceedings, the Tribunal shall set aside the order of abatement.

31. **Decree against legal representatives:-** Where a decree is passed by the Tribunal against a party as the legal representative of a deceased party and the decree is for payment of money, the decree shall be executed by attachment and sale of the assets of the deceased in the hands of the legal representative and all the provisions in the Civil-Procedure Code relating to execution of decrees shall apply to such cases.

32. **Parties of unsound mind:-** If during the pendency of an appeal or proceeding the appellant or any other individual who is a party to the proceedings becomes of unsound mind, he shall be represented in such appeal or proceedings by a guardian or next friend appointed by the Tribunal on the application of such guardian or next friend and the provisions of order XXXII of the Civil Procedure Code shall apply to such cases so far as such provisions are applicable.

33. **Legal representative being minor etc:-** If the appellant or any other party dies and the legal representative to be impleaded is a minor or a person of unsound mind, the provisions of regulation 32 shall apply.

34. **Parties adjudicated insolvent:-** In the event of the appellant or any other individual party to the appeal or proceedings being adjudicated as an insolvent by a competent court, and the subject matter of the appeal or proceeding involves a right to compensation, salary or other amounts or in other cases the subject matter of the appeal or proceeding involves monetary liability the official

receiver in whom the assets of the insolvent vests will be entitled to continue the appeal or proceeding and shall be entitled to prosecute the appeal and execute the decree and to realise all amounts and if he is representing an insolvent respondent, the decree shall be executed from such respondent's assets in his hands.

Chapter VII

General Powers of the Tribunal

35. Power to grant stay:- (1) The Tribunal shall have power to grant interim orders like stay, injunction or the like if the Tribunal is satisfied that in the interests of Justice such orders are necessary.

(2) In case the Tribunal grants an interim stay as hereinbefore provided such order of stay shall be communicated to the respondents or such of the respondents who are to be bound by such order.

(3) Provisions of issue of notice and other processes shall as a rule apply to the communication of such stay orders, unless the Tribunal for sufficient reason directs otherwise, in which case the stay order shall be served through an officer of the Tribunal on defraying the cost of such service by the party interested.

(4) The stay order so granted will be in force till the conclusion of the case unless the Tribunal for reason stated vacates the stay order at the instance of any party interested in such cancellation.

36. Interpretation of these Regulations:- The Tribunal reserves to itself the power to interpret these Regulations and such interpretation shall be final.

37. Power to add, to delete or amend:- The Tribunal will have the power to add to, delete or amend these Regulations with the previous sanction of the Government.

38. Power to remove difficulties:- If any difficulty arises in giving effect to the provisions of these Regulations the Tribunal may, as on occasion requires, do anything which appears to be necessary for the purpose of removing such difficulty.

Chapter VIII

General

39. Usage of Forms:- The forms in the appendix hereto shall be used with such variations as circumstances may require.

40. Enlargement of time:- When any period is fixed or granted by the Tribunal for doing any act, the Tribunal may in its discretion enlarge such period from time to time (except the period specifically fixed by these Regulations for principal applications like impleading legal representatives, restoration of proceedings and setting aside the abatements) even though the period originally fixed or granted may have expired.

41. Rights of Persons claiming under a party:-Where any appeal may be preferred or application made or proceeding taken by or against any person, then it may be preferred, made or taken by or against any person claiming under him.

42. Form and manner of serving of processes:- (1) Any notice directed to be given to any person shall be in writing and shall be served on such person by registered post with Acknowledgement due. An acknowledgement containing the signature of person served or an endorsement by the postal authority to the effect that the notice was refused, shall, unless the contrary is proved, be deemed to be sufficient to hold that the notice was effectively served.

(2) Summons to witnesses to be examined by the Tribunal shall be in Form 4 and shall be served on the witnesses by registered post with acknowledgement due and all presumptions under sub regulation (1) regarding the service of notice shall be applicable to such service of summons.

(3) Where the Tribunal is satisfied that the addressee is evading such service of notice or summons, the Tribunal may direct that a copy of such notice or summons be affixed on its notice board and another copy on the outer door or some other conspicuous place of the addressee's office or last known residence through any subordinate officer attached to the Office of the Tribunal and such service shall be deemed proper and sufficient. The amount of travelling expenses, if any, payable to such officer as per rules applicable to him shall be deposited by the party who is interested to have such service effected through the Tribunal's Office and the amount so deposited shall also form part of the costs of the appeal.

(4) Every process shall bear the seal of the Tribunal and shall be issued over the signature of the Secretary.

(5) Service of process on pleaders or recognised agents shall also be in the same manner as on parties.

43. Application of Civil Procedure Code:- Save as otherwise provided by the Act and these Regulations, the provisions of the Civil Procedure Code, 1908 and the Civil Rules of Practice for the time being in force shall, wherever necessary, with suitable variations, govern all proceedings before the Tribunal.

Chapter IX

Miscellaneous

44. Return of documents:- All documents produced before the Tribunal shall be got back from the Secretary on application by the party who produced them, within 3 months from the date of the final order of the Tribunal in the appeal petition if no petition under sub-section (9) of section 60 of the Act has been preferred before the High Court or if the petition under the said sub-section as has been filed before the High Court within 3 months of the date of disposal of the said petition by the High Court.

45. Value of Pre-appeal evidence:- Any evidence already recorded by the appropriate authority in the proceedings before it which has given rise to the passing of the order under appeal, will form part of the evidence in the appeal before the Tribunal and the Tribunal shall have the right to call for from the Managements, Principals or from any other persons or authorities including the University such records for the purpose of disposing of the appeal.

46. Inspection of Documents:- (1) A party may be permitted to inspect any document recited or referred to in any proceedings and filed before the Tribunal therewith, on presentation of a memorandum stating the proceedings of which inspection is required and inspection may be allowed at the discretion of the Tribunal but without the payment of any fee, during the pendency of such proceeding.

(2) If leave for inspection is granted, the inspection of the record shall be done by the party in the presence of the Secretary during office hours.

47. Certified copies:- (1) Any person entitled to obtain a copy of any proceeding or document, filed in or in the custody of the Tribunal, may present an application in that behalf to the Secretary in Form 5.

(2) Any person who is not a party to the appeal may on application be granted a copy of the final order of the Tribunal with the written approval of the Tribunal.

(3) Copies of the minutes or notes of the Tribunal or other confidential papers shall not be granted.

(4) Along with every application for copies, copying sheets necessary for preparing the copies calculated at the following rates shall be furnished by the applicant:-

One copying sheet of the value of 25 paise for every 175 words in English or 125 words in Malayalam or any fraction thereof.

Explanation:- Each statement, petition, order of the like shall be treated as a separate document and shall be copied down in separate copying sheets.

(5) All copies furnished by the Tribunal shall be certified to be true by the Secretary and shall be affixed with the seal of the Tribunal.

(6) Every Copy so granted shall bear an endorsement showing the following particulars and shall be initialled by the person preparing the copy:-

- (a) Name of the Tribunal
- (b) Year and number of the proceeding
- (c) The name of the applicant
- (d) The number and date of application
- (e) Date of calling for additional stamp sheets if so required.
- (f) Date of production of the same.
- (g) Date fixed for appearance to receive the copy and
- (h) Date of delivery of the copy.

(7) The Secretary shall grant copies of all documents applied for but where he feels any doubt, he shall obtain the directions of the Tribunal.

48. Fees for applications:- Every application, Principal or interlocutory for which no fee is provided for in the Act or in these Regulations shall be charged with the fees payable under the Kerala Court Fees and Suits Valuation Act, 1959 (10 of 1960).

49. Maintenance of Registers:- (1) The following Registers shall be maintained in the Office of the Tribunal.

1. Register of appeals
2. Cash Book
3. Acquittance Register
4. Attendance Register
5. Receipt Books.
6. Deposit Register
7. Repayment Register
8. 'A' Diary for posting cases
9. Disposal Register
10. Pendency Register
11. Decree Register
12. Register for issue of copies, receipt of sheets and preparation and delivery of copies and return of unused sheets.
13. Witness Register.
14. Record Destruction Register and
15. Such other registers as directed by the Tribunal.

(2) The responsibility for maintenance of the respective registers will be of the respective staff member, subject to the general responsibility of the Secretary.

50. Retention and Destruction of Records:- (1) An index in Form 6 shall be put up with the record of every case on its first institution and each paper as is filed with the record shall be entered in such index. In the case of process the date of issue of process will be entered in column 1 and the date of return after execution in column 3. In the case of Judgement and decrees, the date which the Judgement or decree bears shall be entered in column 2 and the dates of their receipt by the clerk shall be entered in column 3. All the exhibits marked in the case should be noted in column 5 and the return of the documents noted in the remarks column.

(2) The index paper and the original Judgement and Decree shall be retained permanently and all other papers shall be destroyed on the expiry of 5 years reckoning from the date of Judgement in the case.

(3) The registers maintained in the office of the Tribunal shall be destroyed after a period of 5 years after the Secretary has obtained specific orders of the Tribunal for their destruction. The Tribunal shall direct the retention of any registers even beyond the said period if it is found necessary to do so.

(4) A notice shall be published by affixure to the notice board of the Tribunal stating that all documents filed in the proceedings to be therein enumerated, will, unless previously reclaimed, be destroyed on the expiry of a period of three months from the date of publication of the notice. The notice shall be published by the 15th of January and the 15th of July of each year and shall remain on the board for not less than a month.

(5) With the exception of Gazettes, which may be sold as waste paper all records, registers, books and papers to be destroyed under these rules shall be burnt in the presence of the Secretary or disposed of in such other manner as the Tribunal may direct.

(6) Whenever records, registers, books or papers are destroyed or disposed of under these rules, a complete list of such records, registers, books or papers so destroyed or disposed of shall be prepared and the date of destruction shall be entered at the head thereof. The Secretary shall certify the correctness of the list.

Form I
[Ref:R:9 (2)]
FORM OF MEMORANDUM OF APPEAL

Before the Calicut University Appellate Tribunal, Trivandrum

No.....of 19.....

Appellant (s)

Vs

Respondent (s)

1. Authority passing the original order in dispute showing the number and date of order.
2. Date of communication of the order appealed against.
3. Address to which notice may be sent to the Appellant.
4. Address to which notice may be sent to the respondents.
5. A brief statement of facts
6. Reliefs claimed.
7. In the case of appeals involving monetary claims, the amount involved.
8. Grounds under which the order is challenged.
9. The name of the Sub-Court under whose jurisdiction the decree, if granted, is to be executed.
10. Signature of the Appellant (s)
11. Signature of authorised representative (s)
12. List of documents or records produced along with the memorandum of appeal (if no documents a nil statement)

13. List of documents if any produced before the Management or other authority which has passed the order under appeal, and not produced along with the appeal memorandum.

14. Verification

I/We.....Appellant(s) do hereby declare that what is stated above is true to the best of my/our knowledge and belief. Verified today the..... the day of.....19.....

Signature(s)
Appellant(s)

Signature
Authorised representative if any.

Form 2
[Ref:R:20(3)]

FORM OF NOTICE FOR RECTIFICATION OF DEFECTS

Before the Calicut University Appellate Tribunal, Trivandrum

Appeal No.....of.....19.....
Application for

(Name and surname)

Appellant
Applicant

Vs

(Name and surname)

Respondent

To

The above named appellant/applicant

You have filed an appeal/application for..... against the order of.....Educational agency/Corporate Management as appeal/petition No.....of 19.....It does not comply with the provisions of Calicut University Act, 1975 (5 of 1975) and the Regulations made thereunder in the following respects.

- (a)
- (b)
- (c)
- (d)

You are hereby required to remedy the defects within.....days of receipt of this notice by you. If the defects are not cured within the above period

our appeal/application is liable to be rejected by the Tribunal without further notice.

Given under my hand and the seal of the Tribunal this.....day of..... 19.....

By Order
Signature
Secretary

seal

Form 3
[Ref:R:20(5)]

NOTICE TO THE RESPONDENT/APPELLANT/APPLICANT

Before the Calicut University Appellate Tribunal, Trivandrum

Appeal Application for No.....of 19.....
(Name and surname)

Appellant

Vs

(Name and surname)

Respondent

o

The above named appellant/applicant/respondent.

The appeal/application for.....before the University Appellate Tribunal against the order ofEducational Agency/Corporate Management number.....of 19.....dated.....stands posted for hearing on.....at.....a.m. you are hereby required to appear before the Tribunal in person or by a pleader duly instructed, and able to answer all material questions relating to the appeal to answer the claim. Please take notice that if you fail to appear on the above date or to any other date the hearing may be adjourned either in person or by a pleader or by authorised agent, it will be disposed of ex-parte.

Given under my hand and seal of the appellate Tribunal on this.....day of.....19.....

By Order
Signature
Secretary

seal

copy of the Memorandum of appeal is also enclosed.

FORM FOR SUMMONING WITNESSES

Before the Calicut University Appellate Tribunal, Trivandrum

Appeal Application for No.....of 19.....

(Name and surname) Appellant

Vs

(Name and surname) Respondent

To

(The name of the witness to be summoned)

Whereas your attendance is required on behalf of.....(Appellant, Applicant or Respondent) in the above proceeding you are hereby required to personally appear before this Tribunal at.....(station) on this.....day of 19..... at 11 O'clock in the forenoon and to bring with you on such appearance the following documents alleged to be in your custody.

A sum of Rs.....being your travelling and other expenses and subsistence allowance for one day is herewith sent. If you fail to comply with this order without lawful excuse, you will be subject to the consequence of non-attendance as laid down in Rule 12 of order XVI of the Code of Civil Procedure, 1908 as made applicable to all proceedings before the Tribunal.

Given under my hand and seal of the Tribunal this day.....of 19.....

By order of the Tribunal

Signature

Secretary

Seal

Form 5

[Ref:R: 47(1)]

FORM OF APPLICATION FOR COPIES

Before the Calicut University Appellate Tribunal, Trivandrum

Appeal No.....of 19.....
Application forTo
The Secretary
University Appellate Tribunal
Trivandrum.

It is requested that certified copies of the documents hereunder mentioned may be furnished to me.

Name and address of the applicant.
(If a party, state the rank in the appeal of application,
if not a party, the reason for which the copy is required).

Sl No.	Date of document	Description of Document	No. of stamp sheets if any produced along with the application
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Yours faithfully,

Signature of the Applicant.

Place:
Date:

Form 6 [Ref:R: 50(1)]

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University Appellate Tribunal

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GOVERNMENT OF KERALA
Higher Education (B) Department

NOTIFICATION

Bo.48924/B2/76/Higher Education

Dated, Trivandrum, 19 April 1979

S.R.O. 490/79:- In exercise of the powers conferred by Section 82 of the Calicut University Act, 1975 (5 of 1975) and in supersession of all Statutes and Ordinances on the subject, the Government of Kerala hereby make the following First Statutes in respect of the conditions of service other than pension, provident fund, gratuity, insurance and age of retirement of teachers and members of the non-teaching staff in private colleges, namely:-

FIRST STATUTES

Chapter I

Preliminary

1. **Short title, commencement and application:-** (1) These Statutes may be called the Calicut University (Conditions of Service of teachers and members of Non-teaching Staff) First Statutes, 1979.

(2) They shall come into force at once.

(3) They shall apply to all the teachers and members of the non-teaching staff of private colleges.

2. **Definition:-** (1) In these Statutes, unless the context otherwise requires,

(a) "academic year" means a period of twelve months commencing on the first day of June;

Provided that in the case of teachers who are granted extension of service till the end of an academic year, the academic year shall mean a period of ten months commencing from the first day of June;

(b) "Act" means the Calicut University Act, 1975 (5 of 1975);

(c) "Chapter" means a Chapter of these Statutes;

(d) "Direct Payment Scheme" means the scheme introduced by the Government for the direct payment of salary to the teaching and non-teaching staff of private colleges under the Educational Agencies which have agreed for Government control in the matter of appointment of the teaching and non-teaching staff, in the admission of students and which have executed an agreement with the Government for that purpose.

(e) "Form" means a form appended to these Statutes;

(f) "Laws of the University" means the provisions contained in the Calicut University Act, 1975 (5 of 1975), the Statutes, Ordinances, Regulations rules, bye-laws and orders made thereunder;

(g) "Manager" when used with reference to a private Engineering College shall mean the "Chairman" of the Governing Body of the respective institution.

(h) "service" means continuous service rendered in a college affiliated to any University in the State or any service rendered in a college affiliated to the University of Travancore or the Madras University by a person who is at the commencement of these Statutes, working in any college affiliated to any of the Universities in this State.

(i) "Substantive Vacancy" means a vacancy which has arisen permanently by reason of the retirement of a person holding a permanent appointment in that post or by reason of a temporary post being made permanent by an order of the competent authority or by reason of the termination or suspension of the lien of a person holding a permanent appointment in that post.

(2) Words and expressions used and not defined in these Statutes but defined in the Calicut University Act, 1975 (5 of 1975) or in the Interpretation and General Clauses Act, 1125 shall have the meanings respectively assigned to them in those Acts.

(3) Any reference in these Statutes to the Director of Collegiate Education or the Zonal Deputy Director of Collegiate Education, shall, in relation to a Private Engineering College, be construed as a reference to the Director of Technical Education or such other Officer as the Government may authorise in that behalf.

Chapter 2

Conditions of service of teachers in private colleges

3. Appointment of teachers by direct recruitment:- For making appointment to the posts of teachers by direct recruitment, the posts shall be advertised in two English and two Malayalam daily newspapers approved by the University giving a minimum period of thirty days for the aspirants to apply.

4. Constitution of Selection Committee for Appointments:- (1) In order to ensure that appointments of teachers by direct recruitment are on the basis of merit such appointments shall be made by the Educational Agency from a panel of three names for every vacancy recommended by a Selection Committee constituted by the Educational Agency and consisting of the following members namely:-

(a) two representatives of the Educational Agency nominated by it, one of whom shall be the Chairman of the Selection Committee;

- (b) the Principal of the College;
- (c) the Head of Department in the subject concerned; and
- (d) one expert in the subject nominated by the Vice-Chancellor.

(2) Three members including the member referred to in item (d) shall constitute the quorum for a meeting of the Selection Committee.

(3) Notwithstanding anything contained in clause (1), in the case of any Educational Agency which has voluntarily entered into a written agreement with the Government for the direct payment of salaries to the teachers and the non-teaching staff of its Arts, Science or Training Colleges, appointments of teachers, whether provisional or permanent, shall be made only from a list of persons prepared by a selection committee constituted by the Educational Agency and consisting of the following members, namely:-

- (a) two representatives of the Educational Agency nominated by it;
- (b) a person nominated by the Educational Agency from amongst the Principal, Heads of Departments and Professors of the College or where the Educational Agency has two or more colleges from amongst the Principals, Heads of Departments, and Professors of all those Colleges;

Provided that before making any such nomination, the educational agency shall obtain the concurrence of the University.

- (c) one member chosen by the Educational Agency from amongst the Secretaries to the Government and the District Collectors:

Provided that in the case of Oriental Title Colleges, the member chosen by the Educational Agency shall be from amongst the category of Principals and officers of the Collegiate Education Department not below the rank of Professors proficient in the concerned language:

Provided further that if for any reason the Government consider that the officer chosen by the Educational Agency cannot be deputed to the Selection Committee, the Educational Agency shall choose another officer from amongst the said categories;

- (d) one expert chosen by the Educational Agency from a subject-wise list of experts prepared by the University containing not less than five members and made available to the Educational Agency on its request at the beginning of each academic year:

Provided that if the Educational Agency considers that the list is insufficient, it may request for more names to be included in the list and the University, shall, as far as possible, comply with such request.

- (4) A representative of the Educational Agency referred to in item (a) of clause (3) or the member referred to in item (b) of that clause, as may be decided by the Educational Agency, shall be the Chairman and the convenor of the Selection Committee constituted under the said clause.

(5) The Selection Committee constituted under clause (1) or clause (3) shall meet as often as is necessary.

5. **Quorum for meetings:-** (1) The quorum for the meetings of the selection committee constituted under clause (3) of Statute 4 shall be three and shall include the members referred to in item (c) and item (d) of the said clause:

Provided that in the case of Oriental Title Colleges, the member referred to in the first proviso to sub-clause (c) of clause (3) of Statute 4 shall be present to constitute valid quorum.

(2) If the meeting fixed for a day cannot be held for want of quorum or owing to the absence of one or both of the members referred to in items (c) and (d) of the said clause, the meeting shall stand adjourned and shall be held on the same day in the following week at the same place and time and such adjourned meeting shall be considered to be valid even if either or both of the aforesaid members is or are not present.

(3) If the member referred to in item (c) or item (d) of clause (3) of Statute 4 is likely to be absent on leave or otherwise so as to render him unable to attend two consecutive meetings of the committee, he shall intimate the Educational Agency and the Government or the University, as the case may be, sufficiently early and it shall be the duty of the Educational Agency to choose a substitute in the manner mentioned in the said item (c) or item (d), as the case may be, and no other meeting of the Selection Committee shall be held until the substitute is chosen and notice of the next meeting is given to him.

6. **Selection Committee for teaching Staff of Private Engineering Colleges:-**
 (1) In the case of a private Engineering College appointments to the teaching posts including workshop staff whether provisional or permanent shall be made by the Educational Agency only from a list of persons prepared by a Selection Committee according to the rank assigned by that Committee.

(2) The Selection Committee for teaching staff shall consist of the following members, namely:-

- (a) two representatives of the Educational Agency of whom one according to the choice of the Educational Agency shall be the Chairman.
- (b) a representative of the University;
- (c) the Director of Technical Education or his nominee;
- (d) the Regional Officer of the Ministry of Education or his nominee, representing the Central Government;
- (e) two representatives of the Southern Regional Committee of the All India Council for Technical Education to be nominated by the Regional Officer of the Ministry of Education from the panel approved by the Southern Regional Council in consultation with the institution concerned and the Director of Technical Education;
- (f) The Principal of the institution shall be Member-Secretary excepting for selection to the post of Principal.

(3) The Selection Committee for the teaching staff shall meet as often as is found necessary by the Chairman.

(4) The members of the Selection Committee shall be paid travelling allowance by the Educational Agency at the rates at which they are eligible for under the Travelling Allowance Rules as contained in the Kerala Service Rules in case they perform any journey for that purpose.

7. Quorum for meetings of the Selection Committee in Private Engineering Colleges:- A decision of the Selection Committee for the teaching staff shall be valid only if at least five out of the eight members are present at the meeting in which the decision is taken and the decision has been agreed to by a majority of the members present at the meeting:

Provided that if the meeting cannot be validly held for want of the minimum number of members required to be present under this Statute, it shall be necessary to hold another meeting of the Committee as soon as possible with sufficient notice to the members and the decision taken at such meeting shall be valid.

8. Period of members of the Committee for selection of teaching staff:- (1) The members of the Committee for selection of the teaching staff referred to in clause (3) of statute 4 shall hold office for a period of one academic year commencing from 1st June and ending with the 31st day of May of the succeeding year.

9. Payment of Travelling Allowance to the Members of the Committee for Selection of Staff:- The official members of the Selection Committee shall be paid travelling allowance by the Educational Agency at the rates at which they are eligible under the Travelling Allowance Rules as contained in the Kerala Service Rules in case they perform any journey. The Official members referred to herein are the officer of the Government and the expert chosen by the Educational Agency from the subject-wise list of experts furnished by the University.

10. Method of selection of teaching staff by Educational Agencies:- (1) (a) The Educational Agency shall have the option to have all the members of the teaching staff selected purely on the basis of merit from candidates of all communities or reserve every alternate vacancy or 50% of the vacancies for being filled up on the basis of merit from among candidates of any particular community to be specified by the Educational Agency.

(b) The Educational Agency shall specify in the advertisement to be made under Statute 3 as to whether the selection is for an open vacancy or for a vacancy reserved for the members of a particular community. In the former case, applications shall be invited from among all the qualified persons who are interested in getting the appointment and in the latter, applications shall be invited only from among the qualified members of the Community.

(c) It shall not be open to the Educational Agency to convert an open vacancy into a vacancy for the community and vice-versa after the advertisement of the vacancy:

Provided that in case no suitable candidate belonging to the community is available for appointment against the reserved vacancy, it is open to the Educational Agency to postpone the selection and invite fresh application from the members of the Community only or from members of all Communities. Where applications are invited from members of all communities, the Educational Agency shall make the appointment on the basis of merit only and the vacancy reserved for the community shall be treated as lapsed for want of suitable candidates. The fact that such a vacancy has been filled up on the basis of merit shall not by itself entitle the Educational Agency to claim another vacancy in its place to be filled from the members of the Community.

(2) The method of selection specified in clause (1) shall apply to all vacancies which arise in all departments of the colleges under the Educational Agency. The Educational Agency shall clearly indicate in its statement before the Selection Committee as to how the vacancies have occurred and whether the vacancies for which interview is to be conducted falls with the merit quota or in the quota reserved for the community. The selection of a candidate from the community shall be based on merit.

(3) The Selection Committee shall prepare the select list on the basis of merit and appointments shall be made only in the order of merit as indicated in the list. No candidate who has been included in the select list on the basis of merit shall be passed over by a person ranked lower in the same list. Where candidates are bracketed for merit purposes, the selection committee shall specifically mention that fact in the list.

(4) The select list prepared by the selection committee shall not normally contain more than three times the number of vacancies likely to arise within one academic year. In case the selection committee proposes to include more names in the list, it shall record the reasons for the same.

(5) A select list prepared by the selection committee shall remain in force only for a period of one year or till a fresh select list is drawn up, whichever is later. The list prepared shall be renewed every year.

11. First appointment of a teacher:- The first appointment of a teacher in a private Arts/Science College shall be only as a Junior Lecturer.

Provided that a person who is working as Lecturer in a College under an Educational Agency and whose appointment/promotion as Lecturer has been approved by the University shall be eligible to be appointed as Lecturer in a College under another Educational Agency. The person so appointed shall be junior-most in the Department concerned.¹

1. Amendment approved by the Senate on 21-11-1987. Assent of the Chancellor obtained on 11-2-1988 (Kerala Gazette dt. 31-5-1988)

12. Age limits for direct appointment:- The minimum and the maximum age limits for appointments by direct recruitment of teachers in private colleges shall be the same as those applicable from time to time for direct recruitment of teachers in Government Colleges.

13. Form of Appointment order:- Every appointment to the teaching staff shall be made by a written order of the Manager in Form I and a copy of every such order shall be forwarded with a report thereon to the University for approval.

14. Approval of appointment:- (1) Approval of every appointment to the teaching post shall be made by the Syndicate subject to the condition that the appointment is in accordance with the staff pattern fixed by the University and that the person so appointed is fully qualified for the post.

(2) The Deputy Director of Collegiate Education concerned shall verify before making direct payment of salaries as to whether the post for which payment is claimed is in accordance with the staff pattern and workload fixed by the University. Doubtful cases shall be referred to the University for clarification and the correctness of direct payment ensured.

(3) In the case of those private colleges coming under the Direct Payment Scheme, the Director of Collegiate Education or the Officer authorised by him in this behalf shall verify in consultation with the University as to whether the teaching posts in private colleges are in excess of the posts sanctioned by the University. However, in the case of incumbents declared as supernumeraries by the University, the controlling officers shall ensure that no fresh appointment is made against future vacancies until all the supernumeraries are absorbed against those vacancies. The direct payment of salaries shall not be made to the persons appointed against fresh vacancies, before the absorption of supernumeraries.

15. Presence on first working day of the year:- Every teacher except when he is on leave, shall be present in the College on the first working day in the academic year, failing which he shall lose the salary for the day of absence. Such absence and loss of salary shall not however constitute a break of service. However, the Principal may grant leave of absence to a teacher who is absent on the first working day of the academic year in case the teacher applies for leave in writing and satisfies the Principal that absence is not deliberate.

16. Attendance to work:- A teacher shall be present in the College during the working hours of the College whether he has teaching work or not, unless otherwise permitted by the Principal. Every teacher shall take part in such extra-curricular activities of the college and hostels attached to it as may be required by the Principal.

17. Restriction of other activities:- (1) All teachers, shall be full time teachers of the college in which they are employed. They shall devote their entire time to the work of the college and shall not engage themselves in

any other work of a remunerative nature including private tuition or work in tutorial institution but excluding such educational or cultural activities as giving radio talks, writing books and articles for periodicals and such other activities wherein the key role of the teacher in modernisation of the society and development of the economy is given expression to. Where necessary, the Principal shall obtain the permission of the Educational Agency and report the fact to the University.

(2) Every teacher shall refrain from any activity which is anti-social or which tends to create communal disharmony.

8. Communication to the Management or the University to be routed through Principal:- (1) Any communication that a teacher may address to the management of the college or to the University in his capacity as teacher shall be sent only through the Principal.

(2) A teacher shall not apply for an appointment under any other authority, except through the Principal.

(3) Notwithstanding anything contained in this Statute, in exceptional circumstances declared as such by the Vice-Chancellor, the University may allow teachers, individually or collectively to communicate or apply directly to the University.

(4) In the case of private colleges which have entered into a voluntary arrangement with the Government for direct payment of salary to their staff by the Government such application shall be forwarded by the Principal to the Zonal Deputy Director of Collegiate Education concerned who shall forward it in turn to his next superior authority with his remarks.

9. Fixation of posts:- (1) Each College shall send a proposal for fixation of the number of posts in each department in accordance with the norms laid down by the University. The University shall ordinarily communicate the fixation of posts within three months of the receipt of the proposals for fixation in the University Office. Proposals for changes in the fixation during the year shall be forwarded to the University by the 30th September for further approval of the Syndicate.

10. Salary (1) Except as otherwise specified in these statutes, the salaries of teachers for a month shall be paid by the Educational Agency before the 5th of the succeeding month.

(2) In the case of those Educational Agencies which have entered into written agreements with the Government for direct payment of salary to their staff by Government, the salary shall be paid in accordance with the orders of Government issued from time to time and in accordance with such agreement.

11. Vacation Salary:- (1) A teacher who has been confirmed in a permanent post shall be entitled to full vacation salary. A teacher who has completed his probation and who has not been confirmed in a permanent post due to the fact that the post in which he is working is not a permanent one shall also be paid full vacation salary in case the duration of the vacancy subsists beyond a period of vacation.

Amendment approved by the Senate on 18-11-86. Assent of the Chancellor obtained on 15-1-87 (Kerala Gazette dt. 10-3-87)

(2) A teacher who has been appointed temporarily to a post if duration of which exceeds eight months shall also be entitled to full vacation salary in case his service is not terminated on the closing date of the academic year. Teachers who are appointed temporarily for specific periods the duration of which exceeds six months ending with the last working day of the academic year shall be entitled to vacation salary in such proportion as the period of service rendered during the academic year bears to eight months. Teachers temporarily appointed for less than six months shall not be entitled to a vacation salary. The proportionate vacation salary is for the whole of the vacation and not for a part of it.

Explanation:- 1 For the purpose of this Statute, teachers who are appointed temporarily shall be entitled to full vacation or proportionate vacation salary only in case the original incumbent of the post does not return and re-join duty prior to or during the vacation.

Explanation:- 2 Those who are reappointed at the beginning of the academic year shall be treated as fresh appointees.

22. Scales of Pay:- The scales of pay of teachers of various categories in private colleges shall be the same as are applicable to corresponding categories of posts in similar Government Colleges.

23. Increments:- A permanent teacher or a teacher on probation shall be entitled to annual increment in the scales of pay of the post and it shall be paid by the Educational Agency as and when due as a matter of course unless it is withheld.

(2) A teacher duly appointed on probation or for a specified period if thrown out of service for reasons other than disciplinary actions shall be given preference in the matter of future appointments in the private colleges or, as the case may be of any of the private colleges under the management of the Educational Agency within the University area.

(3) A private college teacher thrown out of service for want of a vacancy and again reappointed after a break in the same post or in another post carrying the same time-scale of pay can count his prior service for the purpose of increment under rule 33(a) read with rule 12(35) (h) of Part I of the Kerala Service Rules.

(4) When a teacher working in an aided or Government School within the State of Kerala takes up appointment to a post carrying a higher, lower or identical scale of pay in a College run by an Educational Agency, or when a teacher working in a College under a particular Educational Agency takes up appointment to a higher, lower or to an identical post in a College run by a different Educational Agency, his pay in such appointment shall be fixed at his pay in the previous appointment if it represents a stage in the new appointment, or at the next lower stage if it is not a stage in the new appointment, the difference being treated as personal pay to be absorbed in future increases of pay. This will not apply to cases of reversions.

1. Amendment approved by the Senate on 26-3-1983. Assent of the Chancellor obtained on 30-7-1986 (Kerala Gazette dt. 14-10-86)

24. Probationary and Temporary teachers:- A teacher appointed on probation or for temporary service shall be eligible for such scales of pay and increments as are admissible to permanent teachers.

25. Grant of leave:- (1) The Principal shall be the authority to grant casual leave.

(2) Other kinds of leave shall be granted by the Educational Agency on the recommendation of the Principal.

(3) The leave sanctioned by the Educational Agency shall be promptly entered in the Service Book of the teacher concerned as and when sanctioned. The Manager shall attest the entries made in the Service Book. Failure on his part to do so shall entail disciplinary action. It shall be competent for the Zonal Deputy Director of Collegiate Education concerned to verify the correctness of the entries made in the Service Book in respect of private colleges coming under the Direct Payment Scheme.

(4) "Private College teachers nominated as members of the District Development Council are eligible for special Casual Leave for attending its meeting.

(5) The Private College Staff who are nominated as members of the Board of Government Corporations shall be eligible for Special Casual Leave subject to a maximum of ten per year for vacation staff and twelve per year for non vacation staff for attending the Board meetings.

(6) Non teaching staff in the Private Colleges who get nominated to local bodies are eligible for 12 days of Special Casual Leave at the rate of one per month for attending the meetings of these bodies".

26. Teachers not eligible for leave in certain circumstances:- The teachers of Private Colleges who are allowed to continue in service beyond the date of superannuation till the end of the academic year shall not be eligible for any leave other than casual leave during the period of their service beyond the date of superannuation and if they apply for any leave other than casual leave during the period, they shall be retired from service from the date of such application for leave.

27. Absence on duty:- A teacher attending any meeting of any University body or committee in his official capacity or any educational conference seminar, etc. approved by the college, or superintending or conducting any public examination or engaging in any other activity in which the college is interested or attending a civil or criminal court as a witness in obedience to a summons from a court or attending a conference or meeting of a committee convened by the Central or State Government shall be considered to be on duty and be entitled to draw his full salary during his absence:

Provided that the previous sanction of the Principal shall be obtained for any absence of duty under this statute.

1. Amendments approved by the Senate on 29/30-7-83, 27-10-84 and assent of the Chancellor obtained on 23-10-1986 (Kerala Gazette dt. 17-2-1987).

Explanation:- 1 In the case of private colleges which have executed an agreement with the Government for Direct Payment of salary to the staff and which continues to subsist, the Educational Conferences, Seminars, etc. contemplated under this Statute are those which are sponsored by the Central Government, the State Government, the University Grants Commission and any University existing in the State of Kerala.

Explanation:- 2 An activity in which the college is interested means an activity which subserves the interests of the teachers and the taught to which the University may accord prior approval in consultation with the Director of Collegiate Education in the case of private colleges coming under the Direct Payment Scheme.

28. Teachers eligible for travelling allowance and daily allowance for accompanying students on study tours:- The teachers of private colleges accompanying the students on study tours shall draw travelling allowance and daily allowance in connection with the journey to and fro, meeting the expenditure from the Personal Deposit Account of the Principal. Sanction for the study tour and the payment shall be made by the Principal concerned.

29. Leave Account:- A leave account shall be maintained for each teacher in every private college.

30. Foreign Service:- (1) It shall be competent for the Educational Agent to depute a teacher to foreign service as laid down in Chapter XI of Part of the Kerala Service Rules for a period not exceeding five years. In the case of those private colleges coming under the Direct Payment Scheme, the prior permission of the Government shall be obtained.

(2) The provisions relating to foreign service in the Kerala Service Rules shall apply to the teachers deputed to foreign service, except to the extent provided for in these Statutes.

31. Payment of honorarium:- (1) Professors in private colleges who are in charge of the duties of the Principal shall be granted an honorarium thirty rupees per mensem subject to the condition that it shall be paid only if the period of charge exceeds fourteen days:

Provided that no such honorarium shall be paid after three months.

(2) The Lecturers working in Junior Colleges who are put in charge of the duties of the Principal shall also be eligible to the honorarium under clause (1).

Explanation:- For the purpose of this clause "Junior college" means a college which imparts instruction in Pre-degree courses only.

1. Amendment approved by the Senate on 26/27/28-3-87. Assent of the Chancellor obtained on 16-7-87. (Kerala Gazette dt. 20-10-87)

32. Travelling Allowance and joining time:- A teacher transferred from one institution to another in the University area under the same Educational Agency shall be given Travelling Allowance and joining time as in the case of Government servants governed by the Kerala Service Rules as amended from time to time. The travelling allowance shall be paid by the Educational Agency in the manner provided for in the Kerala Service Rules.

33. Maintenance of Service Book:- The Principal of a college shall maintain a Service Book in respect of every teacher.

34. Seniority List:- (1) Every Educational Agency shall maintain a seniority list of the teachers in the college or of all the colleges in the University area as the case may be under its management.

(2) The transfer of a teacher from one college to another in the University area under the same Educational Agency shall not affect his seniority.

(3) The Syndicate may frame guidelines for fixation of inter-college seniority of teachers. The Educational Agency shall have the power to decide disputes regarding seniority of teachers in their colleges. An appeal shall lie to the Vice-Chancellor against such decision of the Educational Agency.

35. Procedure for making application for study leave and grant of such leave:-

1) Applications for study leave shall be submitted to the Educational Agency through the Principal with details of the course or courses of study and the examination or examinations which the teacher proposes to undergo during the period of study leave.

2) Where it is not possible for the teacher to give full details of the course or courses of study and examination or examinations in his original application, and if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Educational Agency. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study or incur any expense in connection therewith until he receives the approval of the Educational Agency.

3) In the case of colleges coming under the Director Payment Scheme, the Educational Agency shall not grant any study leave without the prior concurrence of the Government.

4) The provisions contained in the Kerala Service Rules for the time being in force shall, so far as may be, apply to the grant of study leave.

5) On completion of a course of study, a certificate in the proper form together with certificate of examinations passed or special courses of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in charge of the course of study, shall be forwarded to the management.

36. Certain lapses of teachers to constitute improper conduct:- The following lapses on the part of a teacher in a private college, shall constitute improper conduct inviting disciplinary action:

- (1) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes, demonstration, assessment, guidance, invigilation, etc;
- (2) gross partiality in assessment of students, deliberately over-marking or under-marking or attempting at victimisation on any ground whatsoever;
- (3) inciting students against other students or colleagues or against the University or the State Government or the Central Government:

Provided that expression of differences of opinion on principles at seminar, or other place, where students are present shall not be deemed to constitute improper conduct.

- (4) raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects;
- (5) refusal to carry out the decisions by appropriate administrative or academic bodies or functionaries of the University which are not against the provisions of any law for the time being in force.

37. Posting of Women Teachers in Women's Colleges:- In private Colleges exclusively set up for women, women alone shall be appointed teachers, as far as possible.

38. Resignation and discharge:- A teacher may resign from service in the college by giving the Educational Agency of the college three months notice in writing provided that the Educational Agency, may, in special cases release this period and accept the resignation:

Provided further that the teacher shall not ordinarily resign during the second half of an academic year.

39. Application of the Kerala Service Rules and the Kerala Treasury Code to the teachers:- (1) Subject to the provisions of the Calicut University Act, 1975 and the Statutes issued thereunder, the rules contained in Parts I and II of the Kerala Service Rules for the time being in force, except the mentioned below, shall, so far as may be, apply to the teachers of private colleges.

(2) All orders, Government decisions rulings and notifications issued by the Government with reference to any provision in Parts I and II of Kerala Service Rules which are applicable to the teachers of private colleges shall also, so far as may be applied to them, subject to such modification the context may require.

(3) Rule 212 (a) in Volume I Kerala Treasury Code will be applicable for the disbursement of the last salary bill of the Principals of Private colleges provided that the bill will be passed by the Director of Collegiate Education, on the basis of the certificate regarding liability issued by the Deputy Director of Collegiate Education.¹

Part I, K.S.R. (Fourth Edition)

Sub-rule (ii) of rule 1, rules 2,3,4,5,6,8 para 2 of the Ruling under rule 11, Note under sub-clause (c) of clause (16A), (24) and (31) of rule 2,20, 21, 22 para (2) under clause (d) of Government Decision No.1 under rule 23, Note 1 under rule 26, first proviso to sub-rule (2) of rule 33, rule 4, 39, 40, 44 and Appendix IV, 45, 49, 50 Note to clause (f) of rule 51, 53, Notes 3A and 4 of rule 55, 60, 60-A, 62 clause (a) of rule 63, Note to rule 1, clauses (a) and (b) of Note 2 under rule 72, first, second and fourth provisos and the explanation to rule 75 and Notes 1, 3, 5, 6 and 7 under rule 75, Government decisions 1 and 2 under rule 77, Notes 2 and 6 to rule 81, 81, 91A, clauses (a) to (c) and (g) of rule 103, 107 to 110-A, Note to rule 12, Note 5 to rule 117, 120, Government Decision under rule 125, exception (5) to rule 127, 135, Government decision under rule 139, rules 157 to 159.

Part II K.S.R. (Fourth Edition)

Items (a) and (b) of rule 5 and Government Decision No.2 thereunder rules 6 to 11, Government Decision No.2 under rule 34 notes 2 to 4 of rule 7, 53, 54, note 2 to rule 63, 93. Appendix I, Appendix IV, Appendix IV-A sub rule (2) of rule 1 of Appendix VI, Appendix VIII, Appendix II, Form No.12, Form No.14.

3. Grant of Special Casual Leave:- Private College teachers who are office bearers of their respective associations which are recognised by the Government when called for discussion by Government by name shall be granted special casual leave for the day of the meeting and the minimum days required for the same to and fro journey, subject to a limit of one representative for each association.

10A. The Private College teachers are eligible for medical benefits as provided in the Kerala Government Servants' Medical Attendance Rules 1960 as amended by the Government from time to time subject to such modification as the context may require.²

Chapter 3

Conditions of service members of non-teaching staff

1. Qualifications for appointment:-The minimum qualifications for the various categories of non-teaching staff in private colleges (including Oriental Title colleges) shall be as follows:-

- Amendment approved by the Senate on 6/7-8-82. Assent of the Chancellor obtained on 28-5-1985 (Kerala Gazette dt.23.7.85)
- Amendment approved by the Senate on 18-10-86. Assent of the Chancellor obtained on 30-1-87 (Kerala Gazette dt. 7-4-87)

Posts	Qualifications
(1) Senior Superintendent	SSLC or equivalent Examination with a pass in the Manual of Office Procedure and Account Test (Lower) conducted by the Public Service Commission.
(2) Junior Superintendent	do
(3) Head Accountant	do
(4) Upper Division Clerk/Upper Division Accountant	do
(5) Lower Division Clerks/Lower Division Store-keepers/Lower Division Accountants.	(a) SSLC or equivalent qualification and with a pass in the Manual of Office Procedure for earning the third increment. The Technical Staff like Library Attenders, Gas Men/Special Collectors etc. having a lower scale of pay than the L.D. Clerks and who have five years of service with SSLC and have passed the clerical test conducted by the Kerala Public Service Commission may be promoted on basis of seniority in the lower scale. Qualified hands, if available, shall be given preference before recruiting persons from outside.

Provided that the non-clerical staff i.e. Attenders and Peons including technical staff like Library and Laboratory Attenders, Gasmen, Special Collectors etc., who are matriculate and who are either in regular permanent service or have put in 3 years service as on 31-3-1971 are eligible for appointment in the order of their seniority as L.D. Clerks. Their continuance as Lower Division Clerks shall however, be subject to their passing in one of the four consecutive annual competitive tests conducted by Kerala Public Service Commission. The low paid employees for appointment as Clerks etc. after the commencement of the statutes. Such of those who remain unqualified in the test after the four consecutive chances shall be reverted to their original

posts. In the case any person whose promotion has already been approved by the Director of Collegiate Education before the commencement of these statutes, such promotion shall be deemed to have been validly made.

b: Such promotees from the category of attenders are eligible for further promotion as U.D. Clerk, in case of delay, in conducting the competitive test.

(6) Lower Division Typists

SSLC with Typewriting (Lower). Provided that the non-clerical staff (Attenders, Peons), etc., excluding the technical staff like Laboratory staff and Library staff of the Private Arts, Science and Training Colleges who are fully qualified and who are in regular permanent service or have put in three years of continuous service after the commencement of these statutes shall be promoted as Lower Division Typists against future vacancies arising in private Arts Science and Training Colleges.

(7) Mechanic

VIII Standard with I.T.L. qualification. In the absence of ITI Certificate holders, those with experience as a mechanic or fitter in a well equipped workshop for a period of 3 years with VIII Standard educational qualifications.

(8) Gas Man

VIIIth Standard with ITI (Electrical) qualification. In the absence of ITI Certificate holders, those with experience as an Electrician in a well equipped workshop for a period of 3 years with VIII Standard educational qualification.

(9) Herbarium Keeper

(a) For Direct Recruitment

SSLC with experience in Botany Laboratory.

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1. Amendment approved by the Senate on 30-11-78. Assent of the Chancellor obtained on 19-8-80 (Kerala Gazette dt. 31-3-1981).
 2. Amendment approved by the Senate on 27-7-85. Assent of the Chancellor obtained on 14-1-86 (Kerala Gazette dt. 22-4-86)

(b) For promotion from Laboratory Attenders.

VIIIth Standard pass with experience in Botany Laboratory (preference will be given to those with higher educational qualification).

(10) Taxidermist

(a) For Direct Recruitment

SSLC with training in Taxidermy in a Museum or apprenticeship under competent taxidermists.

Desirable:

Skill in mounting specimens and pen and ink drawing.

(b) Promotion from the category of Attenders.

VIIth Standard or equivalent, training or experience in Taxidermy (preference will be given to candidates possessing the minimum general educational qualification of SSLC Standard).

(11) Specimen Collector

Literacy in English and Regional Language with experience in collection of specimen from local area.

(12) Attenders

SSLC or equivalent with pass in attenders test conducted by the Kerala Public Service Commission. Technical qualification or experience required in the particular section, department or institution:

Provided that for promotion of Last Grade Staff and specimen collectors¹ of private colleges as Attenders, the following shall be the method of appointment and the qualifications.²

Method of appointment

Qualifications

By transfer from members of last grade staff and specimen collectors employed in the Private College or Colleges.

I. A. (1) Pass in Form III (Standard VII new) or equivalent.

1. Amendment approved by the Senate on 18-12-86. Assent of the Chancellor obtained on 7-3-87 (Kerala Gazette dt. 9-6-87)
2. Amendment approved by the Senate on 16-9-80. Assent of the Chancellor obtained on 11.2.81 (Kerala Gazette dt. 19-5-81)

(2) Pass in the Attender's test conducted by the Public Service Commission.

or

B (1) 5 years regular service under private colleges.

(2) Pass in Attender's Test conducted by the Public Service Commission.

II. Technical qualification or experience required in the particular section:

"Provided also that the last grade staff who possess the qualifications mentioned above excepting pass in Attender's Test and who were either in service on 31-3-1971 or who are in regular permanent service are eligible for appointment in the order of seniority as Attenders. Their continuance as Attenders shall, however, be subject to their passing in one of the five consecutive Attender's Tests conducted by the Kerala Public Service Commission for the last grade staff of the Private Colleges. Such of those who remain unqualified in the Attender's Test even after five consecutive chances shall be reverted to their original posts".

Provided further that those who have been appointed as Attenders before 16-1-1975 by direct recruitment by the Educational Agencies concerned for want of qualified hands for promotion from among the last grade servants shall continue such subject to the condition that they pass the eligibility test which the Kerala Public Service Commission may conduct in accordance with such orders as the Government may issue.

(13) Last Grade Staff

Must be able to read and write Malayalam, Tamil or Kannada.

Note:- For appointment to the post of peons by direct recruitment, ability to ride a bicycle will be a desirable qualification.

42. Grading of Libraries and Librarians:- (1) The Libraries in Private Colleges shall be graded on the basis of the following criteria:

Grade of Library	Book Stock	No. of books issued per annum
I Grade	Above 15,000	Above 30,000
II Grade	Between 10,001 & 15,000	Between 20,001 & 30,000

1. Amendment approved by the Senate on 14-1-81. Assent of the Chancellor obtained on 28-6-83. (Kerala Gazette dt. 13-9-83)
2. Amendment approved by the Senate on 18-10-86. Assent of the Chancellor obtained on 30-1-87 (Kerala Gazette dt. 12-5-1987)

III Grade	Between 5,001 & 10,000	Between 10,001 & 20,000
IV Grade	5,000 and below	10,000 and below

(1) The new grades for libraries will be determined on the basis of the statistics regarding the number of Books as on 1-1-1971 and the number of Books Issued during 1970.

(2) Save as otherwise provided, the scales of pay for the four grades of Librarians shall be subject to the provisions of the pay revision orders issued by the Government, be as follows:

	Old Scale	Revised scale from 1-7-1973	Revised scale from 1-7-1978
I Grade Librarian	350-600	535-835	700-1270
II Grade Librarian	225-450	410-715	535-950
III Grade Librarian	140-290	285-550	420-720
IV Grade Librarian	100-210	240-445	350-580

(3) The qualifications for the four grades of Librarians shall be as follows:-

Librarian Grade I;

Qualification: Graduation and Degree or Diploma in Library Science.

Librarian Grade II

Qualification: Graduation and Degree or Diploma in Library Science.

Librarian Grade III

Qualification: Graduation and Degree or Diploma in Library Science.

Librarian Grade IV:

Qualification: SSLC and Certificate in Library Science.

(4) In the case of any Librarian who was working in a private college at the time of issue of orders of Government in G.O.MS. No.39/71/Education (F) Department dated 31-3-1971 and who continues to work at the commencement of this Statute and who has not yet come over to the revised scale of pay as ordered in G.O.(P) No. 91/74/Finance dated 5-4-1974, he shall be permitted to retain the higher scale of pay as was provided for in the Grant-in aid Code which was then vogue.

(5) In the case of a person who was in charge of a Library at the time of the issue of the orders of Government in G.O.MS.No.39/71/Education (F) dated 31-3-1971 and who was in possession of only the qualification

prescribed for the Lower Grade Librarian, he shall be eligible only for the scale of pay attached to that grade of Librarian for which he was qualified at that time. He shall however be eligible for the concession mentioned above.

Explanation:- For the purpose of this Statute, the Librarians who were under qualified at the time of the issue of the orders in G.O.MS. No.99/71/Education dated 31-3-1971 shall be eligible for the following concessions:

- (1) Not more than 50% of the future vacancies in each grade under each Educational Agency shall be filled up by direct recruitment.
- (2) Librarians who were in service on 31-3-1971 and continued as such and who are absorbed in Grade IV shall be eligible for promotion to Grade III provided that (a) the incumbent has put in five years service as Librarian and (b) not more than 50% of the posts of Grade III at any time shall be so filled.
- (3) Librarians who were in service on 31-3-1971 and continued as such and who are absorbed in Grade III from Grade IV shall be eligible for promotion to Grade II provided that (a) the incumbent has put in eight years of service as Librarian and (b) not more than one third of the posts of Grade II at any time shall be so filled.
- (4) Librarians who were in service on 31-3-1971 and continued as such and who are absorbed in Grade II or later get promoted to Grade II shall be eligible for transfer to Grade I provided that (a) the incumbent has put in ten year's service as Librarian and (b) not more than 25% of the posts of Grade I at any time shall be so filled.
- (5) Those who are promoted/transferred to higher grades by virtue of the reservation of posts in item (2) to (4) above shall acquire an additional qualification of certificate in Library Science if they do not have any such qualification, within a period of two years from the date of such promotion/transfer failing which they shall be reverted to the next lower grade.
- (6) The percentages specified in items (2) to (4) above shall be in relation to the posts in the various categories available as on 1-1-1971 and in the case of vacancies arising in future, they shall be in relation to the vacancies available for promotion/transfer under item (1) above.
- (7) By virtue of the percentages specified in items (2) to (4) above for promotion/transfer of unqualified Librarian, the claims of a senior fully qualified Librarian for promotion/transfer to higher grades shall not be affected adversely.
- (8) Those who are now in service as Librarians on the Upper Division Clerks' scale of pay (i.e. Rs.130-270) shall be eligible for the grade of 3rd Grade Librarians (i.e. Rs.140-290) irrespective of the qualifications' possessed by them.

- (9) Those who are now in service as Librarian on the Lower Division Clerks' grade as pay (i.e. Rs.90-190) shall be eligible for the grade of the 4th Grade Librarian (i.e. Rs.100-210) Irrespective of the qualification possessed by them.

43. Constitution of Selection Committee for appointments:- (1) In order to ensure that appointments of members of the non-teaching staff by direct recruitment are on the basis of merit, such appointments shall be made by the Educational Agency from a panel of three names for every vacancy recommended by a Selection Committee constituted by the Educational Agency consisting of the following members namely:-

(a) One representative of the Educational Agency nominated by it who shall be the Chairman of the Selection Committee.

(b) The Principal of the college concerned or the seniormost principal in the case of colleges under a corporate Management.

(c) The Manager of the College or Colleges as the case may be.

Note:- For recruitment of Librarians, Library expert shall also be included in the selection committee.

(2) Notwithstanding anything contained in clause (1), in the case of any Educational Agency which has voluntarily entered into a written agreement with the Government for the direct payment of salaries to the teachers of the non-teaching staff of its colleges, appointment of members of non-teaching staff whether provisional or permanent, shall be made only from a list of persons prepared by a Selection Committee constituted by the Educational Agency and consisting of the following members, namely:-

(a) two representatives of the Educational Agency nominated by it;

(b) a person nominated by the Educational Agency from amongst the officers of the Government in the cadre of Revenue Divisional Officers and Deputy Collectors;

Provided that in the case of Oriental Title Colleges, the representative of the Government shall be chosen from amongst the officers of the Collegiate Education Department of the cadre of Principals and Professors;

Provided further that if for any reason the Government consider that the officer chosen by the Educational Agency cannot be deputed to the Committee, the Educational Agency shall choose another officer from amongst the said categories.

Provided further that for appointment of Librarians the selection committee shall include a Library Expert also.²

1 & 2 Amendment approved by the Senate on 26/2/28-3-1987 and assent of the Chancellor obtained on 4-8-87 (Kerala Gazette dt.20-10-87)

(3) A representative of the Educational Agency referred to in item (a) of clause (2) shall be the Chairman and the Convenor of the Selection Committee constituted under the said clause. In the case of private Arts, Science and training colleges a decision of the committee shall be valid only if atleast two members of the Committee are present, out of which one shall be the member deputed by the Government. In the case of a Private Engineering College a decision of the Committee shall be valid only if all the members of the Committee are present at the meeting in which the decision is taken and the decision has been agreed to by a majority of the members at the meeting.

(4) The members of the Selection Committee referred to in clause (2) shall hold office for a period of one academic year from the date of their assumption of office as such.

(5) The Selection Committee constituted under clause (1) or clause (2) shall meet as often as is necessary.

44. **Direct Recruitment:-** For making appointments to the non-teaching posts by direct recruitment the post shall be advertised in two English and two Malayalam daily newspapers approved by the University and giving a minimum period of thirty days for the aspirants to apply.

45. **Age for appointment** For the purpose of appointment of members of non-teaching staff by direct recruitment the minimum and the maximum age followed for similar categories of posts in Government service shall be followed.

46. **Probation :-** Every person (Other than in the Last Grade Service) appointed by the Educational Agency shall be on probation as specified in section 59 of the Act.

47. **Form of appointment order:-** Every appointment shall be made by a written order of the Manager in Form I and communicated to the person concerned, with a copy marked to the University.

48. **Return to be submitted by Principal to the University:-** The Principal of the college shall submit not later than the 15th of October every year a return to the University showing details of the non-teaching staff employed by the College as on the 1st October of that year. Subsequent changes in the staff pattern shall also be reported to the University.

49. **Termination of service:-** If the work and conduct of a probationer or a temporary employee are found unsatisfactory, his service may be terminated by the Educational Agency after giving him a reasonable opportunity of showing cause against the action proposed to be taken.

50. **Maintenance of Service Book:-** (1) The Principal of a private college shall maintain a Service Book in respect of every member of the non-teaching staff in the form prescribed for Government Officers. Duplicate copies of service books may also be maintained.

(2) Every member of the non-teaching staff shall provide at his own cost a Service Book.

(3) The Principal shall be responsible for the safe custody and proper maintenance of the Service Books and shall produce them for inspection whenever demanded by any Officer of the Collegiate Education Department/Technical Education Department as the case may be or of the University or by such other person who may be competent to inspect such books, in the due discharge of his Official duties.

(4) The date of birth on page I of the Service Book shall be entered in words as well as in figures in Christian Era.

(5) The procedure for making entries in the Service Book shall generally conform to the procedure followed in the case of Service Books of Government Officers.

(6) The Zonal Deputy Director of Collegiate Education in the case of private Arts, Science, Training Colleges and Oriental Title Colleges and the Director of Technical Education or such Officer as he may authorise in the case of Private Engineering Colleges shall be the attesting Officer in respect of entries in part I of the Service Book. In respect of entries in Part II of the Service Book, the Principal shall be the attesting Officer.

(7) If any member of the non-teaching staff acquires any additional qualification during his service, particulars of such additional qualification shall be entered in the Service Book by the Principal and the entries got attested by the zonal Deputy Director of Collegiate Education concerned in the case of private colleges coming under the Direct payment scheme.

51. Pay and increment:- The scales of pay and increment of the various categories of non-teaching staff shall be the same as prescribed for the non-teaching staff of corresponding categories in Government Colleges.

51A When a member of the non-teaching staff working in a College under a particular educational agency takes up appointment to a higher or lower post or to an identical post in another College run by a different Educational Agency, his pay on such appointment shall be fixed at his pay in the previous appointment if it represents a stage in the new appointment or at the next lower stage if it is not a stage in the new appointment, the difference being treated as personal pay to be absorbed in future increase of pay. This will not apply to cases of reversions.

52. Sanction of biennial increments in certain cases:- All Class III and IV employees who are working in Private Colleges and who reach the maximum of their scales of pay shall be eligible for biennial increments at the same rates at the last stage subject to the following terms and conditions:-

(i) The number of increments beyond the maximum of the scale of pay shall be restricted to five, and

(ii) ~~The pay so allowed shall not exceed Rs.500.~~

1. Amendment approved by the Senate on 26/27/28-3-87. Assent of the Chancellor obtained on 4-8-87 (Kerala Gazette dt. 13-10-87)

53. **Grant of Onam Advance:-** All employees in Private Colleges who draw a basic salary of upto Rs.450 under the old scale and upto Rs.685 in the revised scale of pay as it existed immediately before 1-7-1978 or such other amount as the Government may specify shall be eligible to draw a festival advance of Rs.125 for Onam. Employees in Class III and IV may also be paid for the Onam such advance of pay at such rate as the Government may by order direct. The advance shall be recoverable in such number of instalments as in the case of employees of the Government.

54. **Permanent exemption from test qualification:-** (1) All members of the non-teaching staff of private colleges who have attained the age of 50 shall stand permanently exempted from passing the obligatory departmental tests as in the case of Government servants.

(2) All members of the non-teaching staff of private college who have completed 20 years of service or 50 years of age as on 1-6-1971 shall also stand permanently exempted from passing the obligatory departmental tests.

(3) The non-teaching staff of private Engineering Colleges who do not possess the obligatory test qualifications at the commencement of these Statutes shall be exempted from passing such test upto and inclusive of 5-6-1980.

55. **Absence without leave:-** The absence of a non-teaching employee, without leave, shall entail forfeiture of pay and allowances. If he absents himself without leave for more than seven days continuously, his service shall be liable to be terminated, provided that the employee shall be given a reasonable opportunity to explain the reason for his absence.

56. **Attendance:-** Unless otherwise permitted by the Principal of the College, every member of the non-teaching staff shall be present in the College during office hours or during such time as may be required by the Principal.

57. **Presence during holidays in certain cases:-** In the case of those private colleges coming under the Direct Payment Scheme, the non-teaching staff of private colleges who are treated as non-vacation employees under these Statutes who are given a holiday on grounds like "Founder's Day, Death of Staff member religious holidays and such other holidays of a like nature, which are not authorised holidays for Government Colleges, shall compensate such a holiday by working on a subsequent authorised holiday.

Explanation:- For the purpose of this Statute, "authorised holiday" means a public holiday which is declared as such by the Government from time to time in respect of Government offices.

58. **Communication to the Educational Agency or the University:-** All communications by the non-teaching staff to the Educational Agency or to the University shall be sent through the Principal.

Amendment approved by the Senate on 27-7-1985 and obtained the consent of the Chancellor on 11-12-1985 (Kerala Gazette dt. 8-4-1986).

59. Application for other appointments:- No member of the non-teaching staff shall apply for an appointment under any other authority, except through the Principal of the college.

60. Disciplinary proceedings:- The provisions in Chapter 4 on disciplinary action against teachers of private colleges, shall, *mutatis mutandis* apply to the non-teaching staff.

61. Acceptance of other work:- No member of the non-teaching staff shall, engage himself in any other work of a remunerative or honorary nature except with the previous sanction of the Educational Agency.

62. Maintenance of staff list:- Every Educational Agency shall prepare and maintain in the form specified by the Director of Collegiate Education, staff list, otherwise, called the seniority list of the members of the non-teaching staff of the college or of all the colleges as the case may be under management category-wise, and the Head of the Institution may approve the list provisionally, after careful scrutiny of the records, pending finalisation of the appeals, if any, preferred by the aggrieved parties. In the event of transfer of an employee from one college to another under the same Educational Agency his seniority shall be safe guarded.

63. Circulation of the staff list:- (1) The staff list provisionally approved shall be circulated to the members of the non-teaching staff inviting objections and suggestions if any, from the member concerned, within one month from the date of circulation. It shall then be submitted to the Director of Collegiate Education with the remarks of the Educational Agency within two months from the last date specified for the receipt of the representations with detailed statement showing the names in the order of seniority in each grade, their qualifications the date of first appointment to the grade and such other particulars as the Educational Agency deems necessary.

(2) The Educational Agency shall submit the list to the Director of Collegiate Education or the Director of Technical Education as the case may be.

64. Determination of Seniority:- (1) Seniority of an Officer in a grade in a unit shall be decided with reference to the date of first appointment, in that grade in the unit, provided he is duly qualified for the post.

(2) In the case of those in the same grade in the same unit whose date of first appointment is the same, seniority shall be decided with reference to age, the older being senior. In case the appointment is from a select list then seniority shall be decided according to the ranking in the said select list.

(3) The Director of Collegiate Education may after considering the representations, if any, and after hearing the parties, if considered necessary finalise and approve the list with or without change and the list so approved shall be final.

(4) The appeals, if any, in regard to the gradation list approved by the Director may be heard by the Vice-Chancellor and appropriate orders passed.

(5) When a member of non-teaching staff leaves service from the institution or is transferred from one Institution to another or from one category of service to another in the same Institution, a note to that effect shall be entered against his name in the last column of the staff list. Persons joining the Institution subsequent to the finalisation of the list, shall be included in the list, then and there under the appropriate category.

5. Confirmation and promotion:- (1) The appointment of an Officer who has satisfactorily completed his probation may be made permanent against any permanent vacancy that may exist or arise in the grade with effect from the date of commencement of continuous service or the date of occurrence of the vacancy whichever is later.

(2) Where two or more Officers are eligible for permanent appointment, such appointment shall be made only in the order of seniority.

Filling up of vacancies:- Subject to the rules in force in similar Government Institutions regarding qualifications and method of appointment, the vacancies in the higher grades shall be filled up by promotion from the next lower categories, if qualified persons are available, according to seniority in the case of non-selection posts, and according to merit and seniority in the case of selection posts, and if there are no candidates available for promotion to the higher grades, the posts shall be filled up by direct recruitment by inviting applications and selection by the Management in the manner laid down in these Statutes.

Provided that the Library/Lab. Attenders possessing the prescribed qualification shall be eligible for promotion as IV Grade Librarian.

Eligibility for promotion, increment etc., to certain cases:- (1) Under qualified non-teaching staff of Private Colleges who were in the Lower Division Grades on 9-2-1970 shall be eligible for promotion to the Upper Division Grades but they shall be eligible for the post of Head Accountant/ Junior Superintendent or Junior Superintendent only after they pass the Accountant (Lower) and possess the minimum SSLC Qualification.

(2) The members of the non-teaching staff of private colleges who were in service on or before 1-4-1962 and who are underqualified to hold that post shall be eligible to get the maximum in the revised scale of pay as it existed immediately before 1-7-1973.

(3) The members of the non-teaching staff of private colleges appointed on or after 1-4-1962 and who do not possess the minimum qualification of SSLC shall be eligible for corresponding ten increments in the revised scale of pay as it existed immediately before 1-7-1973.

Application of the Kerala Service Rules to the non-teaching staff:- Subject to the provisions of the Calicut University Act, 1975 and the Statutes issued thereunder, the Rules contained in Parts I & II of the Kerala Service Rules, as amended by the amendment approved by the Senate on 26/27/28/-3-87. Assent of the Vice-Chancellor obtained on 2-7-1987 (Kerala Gazette dt. 25-8-1987).

Rules, for the time being in force, except those mentioned below, shall, far as may be applied to the members of the non-teaching staff of private colleges. All orders, Government decisions rulings and notifications issued by the Government with reference to any provisions in Parts I and II of the Kerala Service Rules which are applicable to the members of non-teaching staff of private colleges shall also, so far as may be, apply to them, subject to such modification, as the context may require.

68.A. Medical benefits:- The non-teaching staff of the private colleges are eligible for Medical benefits as provided in the Kerala Government Service Medical Attendance rules, 1960 as amended by the Government from time to time subject to such modification as the context may require.

Part I, K.S.R. (Fourth Edition)

Sub-rule (ii) of rule 1 rules 2, 3, 4, 5, 6, 8, para 2 of the Ruling under rule 11, Note under sub-clause (c) of clause (6A), (24) and (31) of rule 20, 21, 22, para (2) under clause (d) of Government Decision No.1 under rule 23, Note 1 under rule 26 first proviso to sub-rule (2) of rule 33, rule 34, 40, 44 and Appendix IV, 45, 49, 50. Note to clause (f) of rule 51, 53, 53A and 4 of rule 55, 60, 60-A, 62, clause (a) of rule 63, clauses (a) and (b) of Note 2 under rule 72, first second and fourth provisos and the explanation to rule 75 and Notes 1, 3, 5, 6 and 7 under rule 75, Government decision No. 2 under rule 77, Notes 2 and 6 to rule 81, 91, 91A, clauses (a) to (g) of rule 103, 107 to 110-A, Note to rule 112, Note 5 to rule 120, Government decision under rule 125, exception (3) to rule 127, 13 Government decision under rule 139, rules 157 to 159.

Part II, K.S.R. (Fourth Edition)

Items (a) and (b) of rule 5 and Government Decision No.2 thereunder rules 6 to 11, Government Decision No.2 under rule 34, notes 2 to 4 of rule 47, 53, 54 note 2 to rule 63, 93. Appendix I, Appendix IV, Appendix V, Sub-rule (2) of rule 1 of Appendix VI, Appendix VIII, Appendix XII, Form No.12, Form No.14.

Chapter 4

Disciplinary action against the Teachers of Private Colleges

69. Penalties:- The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on teachers of private colleges, namely:-

- (i) Censure;
- (ii) Withholding of increments or promotion;
- (iii) (a) Recovery from pay of the whole or part of, any pecuniary loss caused to the private college by his negligence or breach of orders;

1. Amendment approved by the Senate on 18-10-86. Assent of the Chancellor obtained on 30-1-1987 (Kerala Gazette dt. 7-4-1987).

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

Explanations:- In cases of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

- (iv) Reducation to a lower rank in the seniority list or to a lower grade or post or time-scale or to a lower stage in a time-scale;
- (v) Compulsory retirement;
- (vi) Removal from the private college which shall not be a disqualification for future employment;
- (vii) dismissal from the private college which shall be a disqualification for future employment in any of the institution maintained by or affiliated to the University.

0. Disciplinary authority:- The Educational Agency shall be the disciplinary authority in respect of the teacher of a private college in respect of the penalties specified in Statute 69.

1. Procedure for imposing major penalties:- (1) (a) No order imposing any of the penalties specified in items (iv) to (vii) of Statute 69.....shall be passed except after an enquiry held in accordance with the provisions of this statute.

(2) Whenever a complaint is received or on consideration of the report of an investigation or for other reasons, the Educational Agency is satisfied that there is prima-facie case for taking action against the teacher of private college, such authority shall frame definite charge or charges which shall be communicated to the teacher of a private college, together with the statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders in the case. The teacher concerned of the private college shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The teacher of the private college may, on his request be permitted to peruse and take extract from the records pertaining to the case for the purpose of preparing his written statement provided that the Education Agency may, for reasons to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to his case. After the written statement is received within the time allowed the Educational Agency is satisfied that a formal inquiry shall be held into the conduct of the teacher of the private college, it may pass an order accordingly.

(3) The formal enquiry may be conducted by:

- (i) the Educational Agency of the private college, or
- (ii) any authority or person authorised by the Educational Agency.

(4) Any authority or person conducting the inquiry (hereinafter referred to as the inquiring authority) may during the course of the inquiry if it seems necessary, add to, amend, alter, or modify the charges framed against the teacher concerned: in which case the teacher shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.

(5) The teacher of the private college, shall for the purpose of preparing his defence be permitted to inspect and take extracts from such records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing in the opinion of the inquiring authority such records are not relevant for the purpose. On receipt of the further written statement of defence under clause (2) or if no such statement is received within the time specified therefor or in case where the accused is not required to file written statement under the said clause, the inquiring authority may inquire into such of the charges as are not admitted.

(6) The disciplinary authority, if it is not inquiring authority, may nominate any persons to present the case in support of the charges before the inquiring authority. The teacher may engage a legal practitioner to defend his case if he so desires.

(7) The inquiring authority, shall, in the course of the inquiry consider documentary evidence and take such oral evidence as may be relevant material in regard to the charges. The teacher or his Advocate shall be entitled to cross-examine witness examined in support of the charges and give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the teacher of the private college and the witnesses examined in his defence. If the inquiring authority declines to examine any witness on the ground that his evidence is not relevant material it shall record its reasons in writing.

Explanation:- If the inquiring authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused teacher of the private college to cross-examine the witness.

(8) The teacher of the private college may present to the inquiring authority a list of witnesses whom he desires to examine in his defence. The inquiring authority shall issue written request to secure the presence of such witnesses unless he is of the view that such witnesses' evidence is irrelevant to the case of enquiry and shall arrange to examine such witness in accordance with the general principles of taking evidence.

(9) At the conclusion of inquiry the inquiring authority shall prepare report of the inquiry, recording its findings on each of the charges together with the reasons therefor. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed he may record his findings on such charges, provided that findings on such charges shall not be recorded unless the teacher of the private college has admitted the fact constituting them or has had an opportunity for defend himself against them.

(10) The record of the inquiry shall include:-

- (i) the charges framed against the teacher of the private college and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) the summary of the oral evidence considered in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders including order of refusal if any, made by the disciplinary authority or the inquiring authority in regard to the inquiry and;
- (vi) a report setting out the findings on each charge and the reasons therefor.

(11) The disciplinary authority where it is not the inquiring authority, shall consider the record of the inquiry and record its findings on each charge.

(12) If the disciplinary authority, having regard to the findings of the charges is of the opinion that any of the penalties specified in items (iv) to (vii) in Statute 69 shall be imposed, it shall-

- (a) furnish to the teacher of the Private College, a copy of the report of the inquiring authority and where the disciplinary authority is not the inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the inquiring authority; and
- (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time which may not exceed one month, such representation as he may wish to make against the proposed action;

(13) The disciplinary authority shall consider the representation, if any, made by the teacher of the private college in response to the notice under clause (12) and determine the penalty, if any, to be imposed on the teacher of the private college and pass appropriate orders on the case.

(14) If the disciplinary authority having regard to its findings is of opinion that any of the penalties specified in item (i) and (iii) in Statute 69 shall be imposed, he shall pass appropriate orders in the case.

(15) Orders passed by the disciplinary authority shall be communicated to the teacher.

72. Procedure for Imposing minor penalties:- (1) No order imposing any of the penalties specified in items (i) to (iii) of Statute 69 shall be passed except after,-

- (a) the teacher is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity of showing cause against the action proposed to be taken against him.
 - (b) such representation, if any, is taken into consideration by the Educational Agency.
- (2) The record of proceedings in such cases shall include-
- (i) a copy of intimation to the teacher of the proposal to take action against him;
 - (ii) copy of the statement of allegations communicated to him;
 - (iii) his representation, if any;
 - (iv) the orders of the case together with the reasons therefor.

Chapter 5

Special Provisions In respect of Private Colleges which have accepted the Direct Payment Scheme

73. **Applicability of the chapter:-** The provisions of this chapter shall apply only to those private colleges which have accepted the direct payment of salaries by the Government to the teaching and non-teaching staff of colleges and which have executed agreements with the Government for that purpose.

74. **Drawing Officer:-** The Principal of the College, whose appointment has been duly approved by the competent authority, shall be the drawing officer in respect of all the members of staff, both teaching and non-teaching of the college.

75. **Inspection of workload by the Director of Collegiate Education etc:-** The Director of Collegiate Education or the officer authorised in that behalf by the Director of Collegiate Education shall be competent to examine in detail the work load of each department of study in each college and the staff position and satisfy himself that no extra staff is permitted to continue in service. The Director shall, if he so desires, have periodical consultation with the University in the matter.

76. **Inspection of accounts, Registers, etc:-** The accounts and registers of the college shall be open to inspection and audit by officers deputed by the Government, the Director of Collegiate Education and the Accountant General, Kerala.

77. **Responsibility and duties of the Principal:-** (1) The Principal shall prepare the salary bills of the staff on the basis of the data available as on the 15th of every month and present it to the Office of the Zonal Deputy Director of Collegiate Education concerned on or before the 20th of every month.

(2) The Principal shall also furnish along with the bills a statement showing particulars of remittance, date of remittance, amount remitted, Chalan No. and Head of Account and a statement of the staff showing particulars of leave taken and the number of days of casual leave availed of by the staff.

(3) A certificate of remittance of the previous month shall be furnished along with the bill for the succeeding month.

(4) The orders issued by Government from time to time regarding the preparation of salary bills of the staff in private colleges, shall, apply to such colleges and it shall be the duty of the Principals to follow such orders.

(5) The Principal shall be held personally responsible for the proper maintenance of accounts, vouchers and such other records relating to direct payment, fee collection and remittance thereof as prescribed from time to time by the Government.

(6) In the case of Private Arts, Science, Oriental and Training Colleges it shall be the duty of the Principal to collect the tuition fee and fines from students and remit the same in the Government account in the Treasury, the remittance being effected within the next four working days, after the collection under the "Head of Account" provided for the purpose. In the case of a Private Engineering College, it shall be the duty of the Chairman, Governing Body or any member of the Governing Body so authorised by the Chairman to ensure the collection of the tuition fee and fine from students through the Principal and remit the sums in the Government Account in the Treasury within the next four working days from the date of collection.

(7) The Principal shall disburse the salaries to the members immediately on encashment and get their acquittance in the acquittance roll register and also in two more copies (loose sheets) in the same form. These copies shall be signed by the Principal. One of the two copies so signed by the Principal shall be sent to the countersigning authority and the other to the Director of Collegiate Education with an encashment statement as in the form given below within three days from the last date of disbursement of the money. While disbursing the salary the drawing officer shall see that any amount found not due in view of later events shall be withheld.

ENCASHMENT STATEMENT

Name of college	District	Place
-----------------	----------	-------

1. Bill No.
2. Period of claim
3. Amount.
4. Date of passing
5. Date of encashment
6. Name of Treasury
7. Date of disbursement and amount
8. Balance of undisbursed amount

(Signature of Principal)

Deduction on account of income-tax shall be made in the pay bills.

(8) Any failure on the part of the Principal to disburse the salary or to remit the fee collection into the Treasury shall be treated as defalcation of Government money in case the failure is due to the fault of the Principal. He shall be liable for disciplinary action as well as penal action under any law for the time being in force.

(9) The local audit of the accounts of colleges falling under this chapter shall be conducted by the staff of the Zonal Deputy Director of Collegiate Education concerned.

Chapter 6

Miscellaneous

78. Surrender of Earned Leave by Staff of Private Colleges: (1) Only the members of staff mentioned in Notes 2 and 5 of rule 81 of Part I of the Kerala Service Rules shall be treated as non-vacation employees. All others shall be treated as vacation employees. The members of staff who belong to the category of non-vacation employees shall be eligible to surrender earned leave, if due and admissible, subject to a maximum of thirty days once in twelve months and be paid leave allowance for the leave so surrendered without availing of earned leave. They shall also be eligible to surrender earned leave, if due and admissible, subject to a maximum of fifteen days once in twelve months and be paid leave allowance for the leave so surrendered, without availing of earned leave.

Provided that these categories of non-teaching staff who were non-vacation employees till 8-2-1974 i.e. the date on which they became vacation employees shall be eligible to surrender the earned leave at their credit as on 8-2-1974 forenoon. The earned leave carried forward on 8-2-1974 forenoon shall be limited to one hundred and eighty days.

(2) The following shall be conditions for surrender of earned leave:

(a) Every applicant who wishes to surrender earned leave, if due and admissible, under this chapter, shall give an application in Form 13 of Part I of the Kerala Service Rules.

(b) The benefits of surrender of earned leave can be given independently or in combination if the person who is eligible for the same applies for it.

(c) Retrospective surrender of earned leave is not permissible. Temporary hands who have not completed a year's service but who have earned leave to their credit shall also enjoy the benefit of surrender.

(d) Persons who are on leave preparatory to retirement shall not be eligible to surrender earned leave under clause (1). To become eligible for such surrender, they should be on duty at least for one day just before the date of retirement.

1. Amendments approved by the Senate on 27/28-3-81. Assent of the Chancellor obtained on 7-7-81 (Kerala Gazette dt. 20-10-81)

(e) Permission can be granted to surrender earned leave for periods of less than fifteen days and/or thirty days but the surrender as specified in clause (1) can be allowed only after twelve months from the date of the previous surrender. The fact whether the surrender is for fifteen days or thirty days shall be clearly written by the applicant himself in column B of the application for leave as contained in Form 13 of Part I of the Kerala Service Rules and the order sanctioning such surrender, shall also specifically quote the same.

(4) The orders issued by the Government from time to time regarding the surrender of earned leave shall apply to the staff of private colleges who are eligible to surrender earned leave, if due and admissible under this Chapter.

79. **Proof of date of birth:-** (1) Every person newly appointed in a private college whether on probation or otherwise shall produce satisfactory proof of his date of birth to the appointing authority for being entered in the Service Register. The entry in the service register shall be full and it shall indicate on what evidence the date of birth is accepted by the authority who is competent to make an entry in the Service Register. The date of birth when accepted and recorded as such, shall form conclusive evidence of the same in respect of all future transactions. Except in exceptional cases where it has been adequately made out that the concerned person did not and could not have an opportunity to make any request for correction of his date of birth, requests for correction or alteration of date of birth shall not be allowed within two years of the date of retirement. Mere correction of date of birth in school records of a teacher or a member of the non-teaching staff of a private college shall not by itself confer a right on such person to have his date of birth corrected in the Service Register.

(2) In the case of persons who have attended a recognised school, the School Leaving Certificate or an authenticated extract of the admission register of the school or college where the Officer last studied shall be accepted. If the date of birth entered in the school or college record is alleged to be incorrect, the person concerned may adduce satisfactory evidence to prove the correct date of birth. In respect of private colleges coming under the Direct Payment Scheme, correction of date of birth in the Service Register shall be made only with the prior consent of the Government.

80. **Extension of jurisdiction of the Director of Vigilance Investigation to private colleges:-** (i) The Director of Vigilance Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption, etc., against the teachers and members of the non-teaching staff of private colleges receiving aid or grant from the Government, the University Grants Commission or the University, that are referred to him by the Educational Agency or the University or the Director of Collegiate Education in respect of the various types of cases specified in G.O. (P) No. 26/71/Vigilance dated 28-12-1971 issued by the Vigilance Department of the Government of Kerala, as modified from time to time, or in accordance with such other orders, as may, from time to time, be issued by the Government of Kerala.

(2) On receipt of a request as specified in clause (1), the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O.(P) No. 26/71/Vigilance dated 28-12-1971 and forward the enquiry report to the Educational Agency for suitable action.

81. Application of the Manual of Office Procedure for office work:- The Educational Agencies shall follow the provisions of the Manual of Office Procedure in conducting office work. Regular inspections shall be conducted by the University to ensure that the Manual of Office Procedure is being correctly followed in the private colleges.

82. Consequential Amendments in Parts I and II of the Kerala Service Rules in relation to Private College Staff:- Unless the subject or context otherwise requires whenever an expression mentioned in column 1 of the schedule occurs in Parts I and II of the Kerala Service Rules as extended by these Statutes there shall be substituted therefor the expression set opposite to it in column 2 of the said schedule.

83. Repeal:- The Kerala Technical Education (Private Engineering Colleges/ Polytechnics) Service Rules, 1975 shall cease to apply in respect of Private Engineering Colleges from the date of commencement of these Statutes.

FORM I
[See Statutes 13 and 47]

Appointment Order

Station:

Date:

Shri/Smt. (H.E. name and address of the teacher/member of the non-teaching staff).....
is appointed as.....(H.E. designation of the post and nature of the appointment) under this Educational agency on a pay of Rs.....p.m. in the scale of Rs.....(Name of the college) from.....to..... subject to the provisions of the Calicut University Act, 1975 and the Statutes, Ordinances and Regulations made thereunder and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders, etc., under the said Statutes.

Signature of the Manager

Seal of the Governing
Body or Managing Council

SCHEDULE

(See Statute 82)

(1)	(2)
(i) Government Service State Service Service Public Service	Service under the Educational Agency
(ii) Government Servant Government Servants Servants Officer of Government Government Officials	An Employee of the Private College.
(iii) Interest of Government Public Interest	Interest of the College.
(iv) Audit Officer Accountant General	Director of Collegiate Education/ Director of Technical Education.
(v) Kerala Civil Services (Classification Control and appeal) Rules, 1960	Chapter 4 of these Statutes
(vi) Officer An Officer Officers Retired Officer	A member of the Private College
(vii) Government Laboratories	Private College Laboratory
(viii) Government Machinery	Machinery in a Private College
(ix) Officer on leave	A member of staff of the Private College.
(x) In Rule 124, Part I of KSR for the words "Accountant General".	Deputy Director of Collegiate Education concerned/Director of Technical Education or such officer authorised by him.
(xi) In rule 147 of Part I, KSR for "Service under the State Government"	Service under the Educational Agency
(xii) Public Convenience	Convenience of the Institution
(xiii) Disciplinary Proceedings Tribunal	Disciplinary Authority

By order of the Governor
V.Venkitanarayanan, Special Secretary
Higher Education Department.

Explanatory Note

This does not form part of the notification but is intended to give its general purport.

Section 82 of the Calicut University Act, 1975 (5 of 1975) confers power on the Government to make the First Statutes, of the University of Calicut, notwithstanding anything contained therein. The Government have published all the Statutes for the various matters provided for in the Act except those relating to the conditions of service of teachers and members of the non-teaching staff of Private College (excluding pension, insurance and gratuity which have already been published). It is considered necessary that the First Statutes on the conditions of service of teachers and members of the non-teaching staff of Private Colleges should now be published. The present notification is intended to achieve this object.

THE CALICUT UNIVERSITY FIRST STATUTES, 1988

**(Inter University Transfer of Teachers of Colleges
under educational agencies having Colleges
affiliated to Kerala University and
Mahatma Gandhi University)**

KERALA GAZETTE

Extraordinary

PUBLISHED BY AUTHORITY

Vol. XXXIII] Trivandrum, Monday ~~19th September 1988~~ [No.818
~~28th Bhadra 1910~~

GOVERNMENT OF KERALA
 Higher Education (B) Department

NOTIFICATIONS

II

G.O.(Ms) NO.198/88/H.Edn.

Dated, Trivandrum 19th September 1988

S.R.O.No.1128/88- In exercise of the powers conferred by section 8 of the Calicut University Act, 1975 (5 of 1975), the Government of Kerala hereby make the First Statutes in respect of transfer of teachers to other Universities, namely:-

FIRST STATUTES

1. Short title and commencement:- (1) These statutes may be called the Calicut University, (Inter University transfer of teachers of colleges under educational agencies having colleges affiliated to Kerala University and Mahatma Gandhi University) First Statutes, 1988.

(2) These statutes shall come into force at once.

2. Application:- These statutes shall apply to all teachers under the educational agencies having colleges under the jurisdiction of the Kerala University, Calicut University and Mahatma Gandhi University.

3. Seniority List:- (1) An educational agency having colleges under the jurisdiction of Kerala University, Calicut University and Mahatma Gandhi University shall prepare a common seniority list (Department-wise) of teachers in accordance with the procedure laid down in these statutes. Teachers who are liable to be transferred from Arts and Science Colleges, Training Colleges and vice versa shall be included in the Department-wise Common Seniority list of Arts and Science Colleges.

(2) The common seniority list prepared as per clause (1) above shall be communicated to the teachers by circulation among them within a period of one month from the date of commencement of these statutes:

Provided that if an educational agency has already prepared and circulated among the teachers a seniority list after the 21st day of November, 1987 but before the commencement of these statutes, as per section 64 of the Kerala University Act, section 64 of the Calicut University Act and Section 68 of the Mahatma Gandhi University Act and the clause (1) that shall be deemed to be sufficient compliance with the provisions of these statutes.

4. Any teacher aggrieved by the rank allotted to him or any entry concerning him in the seniority list prepared under sub-section (1) of section 64 of the Kerala University Act, sub-section (1) of section 64 of the Calicut University Act and sub-section (1) of section 68 of the Mahatma Gandhi University Act may file a complaint to the Manager within fourteen days from the date of communication of the seniority list to him.

5. The educational agency shall publish the final seniority list after disposing of the complaints, if any, on merit as per rules within fourteen days from the last date fixed for the receipt of complaints as per statute 4.

6. The educational agency shall furnish to the State Government a copy of the final seniority list as provided in statute 5, within ten days of the publication of the final list.

7. Any teacher aggrieved by any entry or rank assigned to him in the seniority list prepared in accordance with the statute 5 may prefer an appeal to the Government within a period of sixty days and the decision of the Government thereon shall be final.

8. A teacher working in any of the colleges under an educational agency having colleges under the jurisdiction of the Kerala University, Calicut University or Mahatma Gandhi University shall have the right to exercise an option indicating the order of preference as to the University under the jurisdiction of which he opts to remain, within one month from the date of publication of the final seniority list prepared in accordance with statute 5. The option once exercised shall be final. The educational agency shall obtain the option from the teachers in the prescribed form or as nearer as may be within a period of one month from the date of publication of the final seniority list. The option statement will be pasted in the service book of the teacher and countersigned by the drawing officer.

Allotment:- The educational agency shall allot each teacher to the University under the jurisdiction of which he opts to remain within one month from the last date fixed for the receipt of option. The allotment shall be in accordance with the option. When the number of teachers who have opted to remain under the jurisdiction of a University exceeds the number of posts in the colleges affiliated to that University, the allotment shall be made on the basis of seniority. When a teacher cannot be allotted to the University under the jurisdiction of which he opts to remain for want of sufficient post, he shall be temporarily accommodated in the University where there exists a

post, and shall be allotted to the University under the jurisdiction of which he opts to remain as and when a post falls vacant or a new post is created in any of the colleges under the educational agency within that University. In accordance with the allotment the teacher shall be transferred to college under the jurisdiction of the University to which he exercises option.

Explanation:- Where a Grade II or Grade I Cadre Professor exercises his option as to a University under the jurisdiction of which he opts to remain cannot be accommodated in the same cadre on the basis of seniority, he may be reverted, if he so desires to the next lower cadre and shall be allotted and accordingly transferred to the University under the jurisdiction of which he opts to remain. Teachers so reverted shall be promoted to the cadre post under the University of his choice as and when a post falls vacant or a post is created.

10. Order of Allotment:- The educational agency shall provide the Government and the Universities concerned with a copy of the order of allotment of a teacher to the University under the jurisdiction of which he is to remain.

11. Right of Appeal to Government:- Any teacher aggrieved by the allotment may prefer an appeal to the Government within a period of sixty days from the date of the order of the allotment and the decision of the Government thereon shall be final.

12. Principles for fixing seniority of teachers as envisaged in statute 3 (1)
 (1) For the purpose of fixing seniority of teachers the rank obtained by the teacher in the selection list shall be adhered to.

(2) Where appointments are made on the basis of a select list, seniority of teachers shall be determined on the basis of the rank allotted to each teacher in the merit list and community list alternately irrespective of the date of appointment.

(3) In the absence of a select list, the date of first entry in service shall be the basis for fixing the seniority. The principle shall be "come last go".

(4) For the preparation of seniority list as envisaged in statute 3 (1) the overall seniority (department-wise) and not the cadre seniority shall be the basis.

By order of the Governor
 M.S.K.Ramaswami
 Commissioner & Secretary
 to Government.

Explanatory note

(This does not form part of the Notification but is intended to give its general purport.)

Section 82 of the Calicut University Act, 1975 (5 of 1975) confers powers on the Government to make the First Statutes of the Calicut University, notwithstanding anything contained therein. Section 64 of the Calicut University Act, 1975 was brought into force with effect from 21-11-1987. It is considered necessary to issue the First Statutes in respect of inter-university transfer of teachers of Private Colleges under the educational agencies having colleges affiliated to Kerala and Mahatma Gandhi Universities. The present notification is intended to achieve this object.

Appendix

OPTION FORM

I,.....Professor/Lecturer/Junior Lecturer in the department of.....do hereby opt to remain under the jurisdiction of the University in the order of preference given below as per *Section 64 of the Kerala University Act, Section 64 of the *Calicut University Act and Section 68 of the Mahatma Gandhi University Act.

- 1.
- 2.
- 3.

Signature
Name
Designation

Place:
Date:

Countersigned by
(Name and designation of the
Drawing Officer)

*Strike out whichever is not applicable.