

GOA UNIVERSITY



STATUTES

PART I

Statutes 1 to 35 incorporated in the schedule to the Goa University Act, 1984.

PART II

Statutes 36 to 100 framed by Executive Council in terms of provisions of sub-section (2) of section 23 of the Goa University Act, 1984 and assented by the Visitor under provisions of sub section (3) of the Goa University Act, 1984.

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I N D E X

PART I

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The Statutes of the University
(Under Section 23(1) of Goa University
Act, 1984)

- S.1. The Vice-Chancellor - (1) The Vice-Chancellor shall be a whole-time salaried officer of the University.
- (2) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office :
- Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office :
- Provided further that the Visitor may direct that a Vice-Chancellor, whose term of office has expired, shall continue in office for such period, not exceeding a total period of one year, as may be specified in the direction.
- (3) Notwithstanding anything contained in clause (2), a person appointed as Vice-Chancellor shall, if attains the age of sixty-five years during the term of his office or any extension thereof retire from office.
- (4) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be as follows :-
- (i) there shall be paid to the Vice-Chancellor a salary of rupees three thousand per mensem and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence;
- (ii) the Vice-Chancellor shall be entitled to such benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time :
- Provided that where an employee of -
- (a) The University, college or institution; or
- (b) any other University, college or institution maintained by, or affiliated to, that University;
- is appointed as 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.
- (iii) the Vice-Chancellor shall be entitled to travelling allowances at such rates as may be fixed by the Executive Council;
- (iv) the Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him in active service ;
- (v) the Vice-Chancellor shall also be entitled on medical grounds or otherwise to leave without pay for a period not exceeding three 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 sub-clause (iv).

- (5) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties owing to absence, illness or any other cause, the senior-most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.

S.2. Powers and duties of the Vice-Chancellor. -

- (1) The Vice-Chancellor shall be ex-officio Chairman of the Senate, the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor preside at the convocations of the University held for conferring degrees. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (2) It shall be the duty of the Vice-Chancellor to see that the Act, these Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary to ensure such observance.
- (3) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Senate the Executive Council, the Academic Council and the Finance Committee.

- S.3. Deans of Faculties. - (1) Every Dean of a Faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the Faculty for a period of three years and he shall be eligible for re-appointment :

Provided that a Dean on attaining the age of sixty years shall cease to hold office :

Provided further that if at any time there is no Professor in a Faculty, the Vice-Chancellor shall exercise the powers of the Dean of the Faculty.

- (2) When the office of the Dean is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance and the standards of teaching and research in the Faculty.
- (4) The Dean shall have such other functions as may be prescribed by the Ordinances.
- (5) The Dean shall have the right to be present and speak at any meeting of the Boards of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

- S.4. Registrar. - (1) The Registrar shall be a whole-time salaried officer of the University.

- (2) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Ordinances :

Provided that the Registrar shall retire on attaining the age of sixty years.

Provided further that a Registrar shall, notwithstanding his attaining the age of sixty years continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year whichever is earlier.

(3) When the office of the Registrar is vacant or when the Registrar is, by reasons of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(4) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and the academic staff, as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment :

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(5) The Registrar shall be ex-officio Member-Secretary of the Senate, and shall also be ex-officio Secretary of the Executive Council, the Academic Council and the Boards of Studies but shall not be deemed to be a member of any of these authorities.

(6) It shall be the duty of the Registrar, -

(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge ;

(b) to issue all notices convening meetings of the Senate, the Executive Council, the Academic Council, the Boards of Studies, the Boards of Examiners and of any Committees appointed by the authorities of the University;

(c) to keep the minutes of all the meetings of the Senate, the Executive Council, the Academic Council, the Boards of Studies, the Boards of Examiners and of any Committees appointed by the authorities of the University;

(d) to conduct the official correspondence of the Senate, the Executive Council and the Academic Council;

(e) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

(f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

(g) to perform such other duties as may be specified in these Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

S.5. Finance Officer. - (1) The Finance Officer shall be a whole-time salaried officer of the University.

(2) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances :

Provided that a Finance Officer shall retire on attaining the age of sixty years :

Provided further that the Finance Officer shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office, or until the expiry of a period of one year, whichever is earlier.

(3) When the office of the Finance Officer is vacant or the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(4) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be member of such Committee.

(5) The Finance Officer shall, -

(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy;

(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by those Statutes or the Ordinances:

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.

(6) Subject to the control of the Executive Council, the Finance Officer shall, -

(a) hold and manage the property and investments of the University including trust and endowed property ;

(b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted ;

(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;

(d) keep a constant watch on the state of the cash and bank balances and on the state of investments;

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

(f) ensure that the registers of buildings, land furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, colleges and institutions maintained by the University;

(g) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and

(h) call for from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

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

S.6. Meetings of the Senate. - (1) An annual meeting of the Senate shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Senate in respect of any year.

(2) At an annual meeting of the Senate, a report of the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance-sheet, as audited, and the financial estimates for the next year shall be presented.

(3) A copy of the statement of receipts and expenditure the balance-sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Senate at least seven days before the date of the annual meeting.

(4) Twelve members of the Senate shall form a quorum for a meeting of the Senate.

(5) Special meetings of the Senate may be convened by the Executive Council or the Vice-Chancellor, or, if there is no Vice-Chancellor, by the Registrar.

S.7. Quorum for meetings of the Executive Council.

Five members of the Executive Council shall form a quorum for a meeting of the Executive Council.

S.8. Power and functions of the Executive Council.

(1) The Executive Council shall have the management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

(2) Subject to the provisions of this Act, these Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely :-

(i) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and Principals of colleges and institutions maintained by the University :

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers of the University and academic staff otherwise than after consideration of the recommendations of the Academic Council;

(ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and Principals of colleges and institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;

(iii) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances ;

(iv) to grant leave of absence to any officer of the University, other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence ;

(v) to regulate and enforce discipline among employees in accordance with these Statutes and the Ordinances;

(vi) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may think fit;

(vii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;

(viii) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;

(ix) to transfer or accept transfers of any movable or immovable property on behalf of the University;

(x) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the University;

(xi) to enter into, vary, carry out and cancel contracts on behalf of the University;

(xii) to entertain, adjudicate upon, and, if thought fit, to redress any grievances of the employees and students of the University, who may, for any reason feel aggrieved;

(xiii) to appoint examiners and moderators and if necessary to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;

(xiv) to select a common seal for the University and provide for the custody and use of such seal;

(xv) to make such special arrangements as may be necessary for the residence and discipline of women students;

(xvi) to delegate any of its powers to the Vice-Chancellor the Registrar or the Finance Officer or such other employee or authority of the University or to a Committee appointed by it as it may deem fit;

(xvii) to institute the fellowships, studentships, medal and prizes; and

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

S.9. Quorum for meetings of the Academic Council.

Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council.

S.10. Powers of the Academic Council. - Subject to this Act, these Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:-

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among colleges and institutions, evaluation of research or improvements in academic standards;

(b) to bring about inter-faculty co-ordination, to establish or appoint Committees or Boards, for taking up projects on an inter-school basis;

(c) to consider matters of general academic interest either on its own initiative or on a reference by a faculty or the Executive Council and to take appropriate action thereon; and

(d) to frame such regulations and rules consistent with these Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowships and studentships, fee concessions, corporate life and attendance.

S.11. The Planning Board. - (1) The Planning Board shall consist of the following members, namely:-

(i) the Vice-Chancellor, who shall be the Chairman of the Board; and

(ii) not more than five members of high academic standing.

(2) The members of the Planning Board shall be appointed by the Visitor and shall hold office for such period as he may determine.

(3) The Planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Executive Council and the Academic Council on any academic matter.

S.12. Faculties and Departments. - (1) The University shall have such Faculties as may be specified by the Ordinances.

(2) Every Faculty shall have a Faculty Board and the members of the first Faculty Board shall be nominated by the Executive Council and shall hold office for a period of three years.

(3) The powers and functions of a Faculty Board shall be prescribed by the Ordinances.

(4) The conduct of the meetings of a Faculty Board and the quorum required for such meetings shall be prescribed by the Ordinances.

(5) (a) Each Faculty shall consist of such Departments as may be assigned to it by the Ordinances.

(b) No Department shall be established or abolished except by these Statutes:

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

(c) Each Department shall consist of the following members, namely:-

(i) Dean of the Faculty or Deans of the Faculties concerned;

(ii) honorary Professors, if any, attached to the Department;

(iii) teachers of the Department;

(iv) persons conducting research in the Department;
and

(v) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

S.13. Boards of Studies - (1) Each Department shall have two Boards of Studies, one for Post-Graduates studies and another for Under Graduate studies.

(2) The constitution of Board of Post-Graduate studies and the term of office of its members shall be prescribed by the Ordinances.

(3) The functions of a Board of Post-Graduate Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned Faculty Board in the manner prescribed by the Ordinances -

(a) courses of studies and appointment of examiners for Post-Graduate courses, but excluding research degrees;

(b) appointment of Professors of research; and

(c) measures for the improvement of the standard post-graduate teaching and research:

Provided that the functions of a Board of Post-Graduate studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.

(4) The constitution and functions of a Board of Under-Graduate studies and the term of office of its members shall be prescribed by the Ordinances.

S.14. Finance Committee. - (1) The Finance Committee shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and

(iii) three persons nominated by the Visitor.

members of the Finance Committee
form a quorum for a meeting of the

- (3) All the members of the Finance Committee, other than the Vice-Chancellor and the members of the Executive Council shall hold office for a term of three years.
- (4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.
- (5) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinise proposals for expenditure.
- (6) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.
- (7) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on income and resources of the University (which, in the case of productive works, may include the proceeds of loans).
- S.15. Selection Committee. - (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Librarian and Principals of colleges and institutions maintained by the University.
- (2) The Selection Committee for appointment to the posts specified in column 1 of the Table below shall consist of the Vice-Chancellor, a nominee of the Visitor and the persons specified in column 2 of the said Table and, in the case of appointment of a Professor, Reader or Lecturer in a Department where there is no Head of the Department, shall also consist of a person nominated by the Planning Board from its members.

TABLE.

(1)	(2)
Professor	<ul style="list-style-type: none"> (i) The Dean of the School concerned; (ii) The Head of the Department/Centre concerned, if he is a Professor and not a Dean; (iii) One Professor, to be nominated by the Vice-Chancellor; and (iv) Three persons, not in the service of the University nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor as the case may be will be concerned.
Reader/Lecturer	<ul style="list-style-type: none"> (i) The Dean of the School concerned; (ii) The Head of the Department/Centre concerned if he is not a Dean; (iii) One Professor to be nominated by the Vice-Chancellor; and

Librarian

(iv) Two persons not in the service of the University nominated by the Executive Council out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Reader/Lecturer, as the case may be, will be concerned.

(1) Two persons not in the service of the University, who have special knowledge of the subject of Library Science, or Library Administration, to be nominated by the Executive Council; and

(ii) One person, not in the service of the University nominated by the Executive Council.

Principal of College and Institutions maintained by University.

Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of or interest in a subject in which instruction is being provided by the College or Institution.

- Note :
- 1) Where the appointment is being made for an inter-disciplinary project, the Head of the Project shall be deemed to be the Head of Department/Centre concerned.
 - 2) The Professor to be nominated shall be a Professor concerned with the speciality for which the selection is being made and that the Vice-Chancellor shall consult the Head of Department/Centre and the Dean of School before nominating the Professor.
 - 3) The Vice-Chancellor shall preside at the meetings of the Selection Committees.
 - 4) The meetings of a Selection Committee shall be convened by the Vice-Chancellor or in his absence, by the Registrar.
 - 5) The procedure to be followed by a Selection Committee in making recommendations shall be such as may be laid down in the Ordinances.
 - 6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.

(1)

(2)

7) Appointments to temporary posts shall be made in the manner indicated below:-

- (i) If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

- (ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the Faculty concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.

Provided further that in case of sudden casual vacancies in teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

- (iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under these Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee, for a temporary or permanent appointment, as the case may be.

S.16. Special mode of appointment. - (1) Notwithstanding anything contained in Statute 15, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

(2) The Executive Council may appoint a teacher or any other academic staff working in any other University or Organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.

S.17. Appointment for a fixed tenure. - The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 15 for a fixed tenure on such terms and conditions as it deems fit.

S.18. Recognised teachers. - (1) The qualifications of recognised teachers shall be such as may be prescribed by the Ordinances.

- (2) The manner of recognising teachers and withdrawal of such recognition shall be prescribed by the Ordinances.
- (3) The period of recognition of a teacher shall be determined by the Ordinances.
- S.19. Committees. - Any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.
- S.20. Terms and conditions of service of University teachers. -
- (1) All the teachers of the University shall in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified in these Statutes, the Ordinances and the Regulations.
- (2) Every teacher of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinance. A copy of the contract shall be deposited with the Registrar.
- S.21. Seniority lists. - (1) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade, and, in accordance with such other principles as the Executive Council may, from time to time, prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is other wise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.
- S.22. Removal of teachers. - (1) Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:
- Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.
- (2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
- (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months' salary in lieu of notice.

- (4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until, he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.
- (6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

Provided that where a teacher or a member of the academic staff is under suspension at the time of his removal, the removal shall take effect from the date on which he was placed under suspension.

- (7) Notwithstanding anything contained in these Statutes, a teacher or a member of the academic staff may resign by giving three months' notice in writing to the Executive Council or on payment to the University of three months salary in lieu thereof.

S.23. Removal of employees other than teachers of the University. - (1) Notwithstanding anything contained in the terms of his contract of service or his appointment, an employee, other than a teacher or a member of the academic staff, may be removed by the authority which is competent to appoint the employee -

(a) If he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;

(b) If he is an undischarged insolvent;

(c) If he has been convicted by a court of law of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months;

(d) If he is otherwise guilty of misconduct:

Provided that no employee shall be removed from his office unless a resolution to that effect is passed by the Executive Council by a majority of not less than two-thirds of its members present and voting.

- (2) No employee shall be removed under-clause(1) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (3) Where the removal of such employee is for a reason other than that specified in sub-clause (c) or sub-clause (d) of clause(1), he shall be given three months notice in writing or paid three months' salary in lieu of such notice.
- (4) Notwithstanding anything contained in these Statutes, an employee, not being a teacher or a member of the academic staff, shall be entitled to resign, -
 - (i) If he is a permanent employee, only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof.
 - (ii) If he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof:

Provided that such resignation shall take effect from the date on which the resignation is accepted by the appointing authority.

- S.24. Honorary degrees. - (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own, make such proposals.

- (2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw with the previous sanction of the Visitor, any honorary degree conferred by the University.

- S.25. Withdrawal of degrees, etc. - The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

- S.26. Maintenance of discipline among students of the University. - (1) All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.

- (2) The Vice-Chancellor may delegate all or any of his powers as he deems proper to the Registrar and to such other officers as he may specify in this behalf.

- (3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline the Vice-Chancellor may, in the exercise of his powers, by order, direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course or courses of study in a college, institution or Department of the University for a stated period or be punished with fine for an amount to be specified in the order or be debarred from taking an examination or examinations conducted by the University, college, institution or a Department for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

- (4) The Principals of Colleges, institutions, Heads of Special Centres, Deans of Faculties and Head of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective colleges, institutions, Special Centres, Faculties and teaching Departments in the University as may be necessary for the proper conduct of such colleges, institutions, Special Centres, Faculties and teaching in the Departments.

S.42 Statutes relating to Rules of Business of the Senate
(Under Section 22(b) of the Act)

S.42.1 Meeting of the Senate: There shall be two kinds of meetings of the Senate, i.e. Annual Meeting and the Special Meeting.

Annual Meeting

Annual Meeting of the Senate shall be held, as far as possible in the month of March on a date to be fixed by the V.C. or in his absence, by the Registrar.

Special Meeting

A Special Meeting of the Senate may be convened by the V.C. as and when a need for the same is felt.

S.42.2 Quorum:

(1) The quorum for any meeting of the Senate shall be twelve members including the Chairman. 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 and the record shall be signed by the Chairman.

(2) When a meeting of the Senate is dissolved for want of quorum, the Vice-Chancellor shall have power to reconvene a meeting of the Senate within 15 days of such dissolution to transact business already mentioned in the agenda. In such an event, no quorum for holding the meeting would be necessary.

S.42.3 Business at Adjourned Meetings:

The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place, with or without notice.

S.42.4 Notice of Ordinary Meeting:

(1) The Registrar shall give not less than 30 clear days notice of the date of an Ordinary meeting.

(2) Not later than fifteen days before the date of an Ordinary meeting the Registrar shall send by post to every member a preliminary agenda paper specifying the place, the day and the hour of the meeting and the business to be brought before the meeting.

S.33. Ordinance how made. - (1) The first Ordinances made under sub-section (2) of section 24 may be amended, repealed or added to at any time by the Executive Council in the manner specified below.

(2) No Ordinance in respect of the matters enumerated in section 24, other than those enumerated in clause (m) of sub-section (1) thereof shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is re-affirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinance made by the Executive Council shall come into effect immediately.

(6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within four weeks of the receipt of the Ordinance to suspend the operation of any such Ordinance and he shall, as soon as possible, inform the Executive Council about his objection to the proposed Ordinance. The Visitor may, after receiving the comments of the University either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

S.34. Regulations. - (1) The authorities of the University may make Regulations consistent with this Act, and these Statutes and the Ordinances:-

(a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

(b) providing for all matters which are required by this Act, these Statutes or the Ordinances to be prescribed by Regulation; and

(c) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under this Statute or the annulment of any such Regulation.

S.35. Delegation of Powers. - Subject to the provisions of this Act and these Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

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S.36 Statutes relating to the constitution of the Senate.

(Under Section 17(1) of the Act)

S.36.1 The Senate will have a membership of 40 and its constitution shall be as under:

Vice-Chancellor	- Chairman
Five Deans of Faculties	- Members
Five Professors of University Teaching Depts.	- Members
Five Principals of affiliated colleges.	- Members
Three teachers (other than Deans and Professors) of the University Teaching Departments.	- Members
Eight teachers of the affiliated colleges.	- Members
Two representatives of the Managements of the non-Government affiliated colleges.	- Members
The Chairman of the University Students' Council.	- Members
Four eminent educationists/scholars/specialists/administrators.	- Members
Two representatives of scheduled Castes/Scheduled Tribes i.e. one of SC and one of ST.	- Members
Two Women representative of Goa.	- Members
A representative of the non-teaching staff of the University.	- Member
Registrar of the University	- Member Secretary

The terms of the Senate will be of four years.

S.36.2 Nomination of Deans

The Executive Council shall nominate by rotation five Deans of Faculties on the Senate for a term of two years. At the end of this two year period, these Deans shall retire and the Executive Council shall nominate in their place five other Deans of Faculties for the next term of two years.

No Dean of Faculty shall ordinarily be nominated on the Senate for two consecutive terms of two year duration each. Only ⁱⁿ exceptional circumstances the Executive Council may nominate the same Dean for two consecutive terms.

S.36.3 Nomination of University Professors.

The Executive Council shall nominate by rotation five Professors (other than Deans) of the University teaching Departments on the Senate for a two years term.

No professor shall be nominated on the Senate for two consecutive terms of two years each. Only in exceptional circumstances, the Executive Council may nominate a Professor for two consecutive terms of two years each.

S.36.4 Nomination of the Principals of the affiliated Colleges.

Five Principals of the affiliated colleges (other than Deans of Faculties) shall be nominated by rotation on the Senate by the Executive Council from different Zones. For this purpose the affiliated colleges shall be grouped in four zones as under:-

- Zone I - Tiswadi Taluka
- Zone II - Salcete and Mormugao Talukas
- Zone III - Ponda, Sanguem, Quepem, and Canacona Talukas.
- Zone IV - Bardez, Pednem, Bicholim and Sattari Talukas.

The Zone wise nomination of the Principals will be as under:-

<u>Zone</u>	<u>No. of Principals to be nominated</u>
I	2
II	1
III	1
IV	1

The terms of the nominated Principals from each zone will be of two years. Fresh nominations will be made for each two/^{year}term. No Principal shall be eligible to be a member of the Senate for two consecutive terms of two-year duration each. However in exceptional circumstances, the Executive Council may nominate the same Principal from any zone for two consecutive terms.

S.36.5 Representation of the University teachers:

Three representatives of the University Teaching Departments (other than Deans and Professors) shall be elected to the Senate. All the teachers of the University Teaching Departments will form a single electoral college for the purpose of electing three representatives on the Senate. The term of these two elected representatives shall be of two years at the end of which they shall stand retired and will be replaced by three freshly elected representatives of the University teachers. Ordinarily no teacher shall be a member of the Senate for two consecutive terms of two years duration each. However, the Executive Council may under exceptional circumstances permit the same teacher to contest electing for two consecutive terms.

S.36.6 Representation of the Teachers of the affiliated colleges:

Eight teachers of the affiliated colleges (other than Principals and Deans of Faculties) will be represented on the Senate by election of whom three will be from the Government managed colleges and five from the private (non-government) colleges. For this purpose, the same zones as prescribed earlier for the purpose of nomination of the Principals of the affiliated colleges shall be relevant and the number of teachers (Government and non-government) to be represented from each zone shall be as under:

<u>Zone</u>	<u>No. of teachers</u>	
	<u>Govt.</u>	<u>Non-Govt.</u>
I	2	2
II	-	2
III	1	-
IV	-	1

All the teachers of the colleges situated within a zone shall form the electoral college.

The term of each elected teacher shall be of two years. For Zone III where there is one Govt. College and two private colleges, the representation of one Government and non-government teacher will be on alternative terms, the first term being for government teachers. No teacher shall ordinarily be a member of the Senate for two consecutive terms. However, under exceptional circumstances the EC may authorise the same teachers to contest election for the second consecutive term.

S.36.7 Representatives of the Managements.

There shall be two representatives of the Managements of the non-Government affiliated colleges on the Senate by rotation. These representatives shall be nominated by the Executive Council for a term of two years each.

No Representative of the Management shall ordinarily be a member of the Senate for two consecutive terms of two years duration each. However, under exceptional circumstances, the Executive Council may nominate the same representative of the Management for two consecutive terms.

S.36.8 Representative of the Students' Council:

The Chairman of the University Students' Council shall be an ex-officio member of the Senate for the academic year for which he is elected as Chairman.

S.36.9 Nomination of the Eminent Educationists/scholars/specialists/administrators.

The Visitor shall nominate four persons of the category of eminent educationists/scholars/specialists/administrators on the Senate and the terms of these nominations shall be of four years.

S.36.10 Scheduled Caste/Scheduled tribe/other Backward Communities representatives.

The State Government shall nominate on the Senate a representative each of the scheduled castes and the scheduled tribes.

S.36.11 Women's representative

The State Government shall nominate two women on the Senate.

S.36.12 Representatives of University non-teaching staff:

The Executive Council shall nominate one representative of the non-teaching staff of the University (other than the Registrar) on the Senate by rotation for a term of two years. No representative of the non-teaching staff shall ordinarily be a member of the Senate for two consecutive terms. However, under special circumstances, the Executive Council may nominate the same person for two consecutive terms.

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S.37 Statutes relating to the constitution of the Executive Council.

(Under Section 18(2) of the Act)

S.37.1 The Executive Council shall have a membership of 12 and its constitution shall be as under:-

- | | |
|--|------------|
| Vice-Chancellor | - Chairman |
| Two Deans of Faculties | - Members |
| One Principal of an affiliated college. | - Member |
| One Professor (other than Deans) of the University teaching departments. | - Member |
| Five eminent educationists/Scholars/Specialists/administrators. | - Members |
| Two nominees of the State Government. | - Members |

The Registrar shall be the ex-officio Secretary of the Executive Council. The term of the Executive Council shall be of 4 years.

S.37.2 Nomination of Deans.

The Vice-Chancellor shall nominate two Deans of Faculties on the E.C. by rotation. The term of these nominees shall be of two years at the end of which they shall stand retired and in their place be nominated two other Deans by the Vice-Chancellor. Ordinarily, no Dean shall be represented on E.C. for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate the same Dean for 2 consecutive terms.

S.37.3 Nomination of a Principal

The Vice-Chancellor shall nominate one Principal of an affiliated college on the E.C. for a term of two years by rotation. Ordinarily, no principal shall hold the office for two consecutive terms though in exceptional circumstances, the Vice-Chancellor may nominate the same Principal for two consecutive terms.

S.37.4 Nominations of one Professor (other than Deans) of the University Teaching departments.

The Vice-Chancellor shall nominate one University Professor on the EC by rotation for a term of two years. Ordinarily, no Professor shall be on the EC for two consecutive terms. However, in exceptional circumstances, the Vice-Chancellor may nominate the same Professor for two consecutive terms.

S.37.5 Nomination of Educationists/scholars/specialists/Administrators.

The Visitor shall nominate on the Executive Council three persons of the category of eminent educationists/scholars/specialists/experienced administrators. The state Government shall nominate two persons of the same category on the E.C.

S.37.6 Nominees Off the State Government.

Secretaries to the Govt. of Goa, Daman & Diu in-charge of the departments of Finance and University Education shall be the ex-officio nominees of the Govt. of Goa Daman & Diu on the Executive Council.

S.38 Statutes relating to the constitution of the Academic Council.

(Under Section 19(2) of the Act)

S.38.1 The Academic Council shall have a membership of 35 and its constitution shall be as under:-

Vice-Chancellor	- Chairman
All the Deans of Faculties of University (Nine)	- Members
Five University Professors.	- Members
Five Principals of the affiliated colleges.	- Members
Five teachers of the University teaching dept.	- Members
Five teachers of the affiliated colleges.	- Members
The Director of the N.I.O.	- Member
Three Eminent Educationists/ scholars.	- Members
Librarian.	- Member

The Registrar shall be the ex-officio Secretary of the AC. The term of the AC will be of four years.

S.38.2 Nomination of Deans

All the Deans of Faculties shall be the ex-officio members of the Academic Council.

S.38.3 Nomination of Professors.

Five University Professors other than Deans shall be nominated by the Executive Council on the Academic Council for a term of two years by rotation. Ordinarily, no Professor shall be nominated on the Academic Council for two consecutive terms. However, in exceptional circumstances, the Executive Council may nominate the same Professor for two consecutive terms.

S.38.4 Nomination of Principals

Five Principals of the affiliated colleges (other than Deans of Faculties) shall be nominated on the Academic Council by the Executive Council by rotation for a term of two years. For this purpose, the affiliated colleges shall be grouped in four zones as under:-

<u>Z O N E</u>	<u>A R E A</u>
I	Tiswadi Taluka
II	Salcete & Mormugao talukas
III	Ponda, Sanguem, Quepem talukas
IV	Bardez, Pernem, Bicholim and Sattari talukas.

The zone-wise nomination of the Principals shall be as under:-

<u>Z o n e</u>	<u>No. of Principals to be nominated</u>
I	2
II	1
III	1
IV	1

The term of the nominated Principals from each zone shall be of two years. No Principals shall ordinarily be nominated on the Academic Council for two consecutive terms. However, in exceptional circumstances the Vice-Chancellor may nominate a Principal for two consecutive terms.

S.38.5 Representation of Teachers (other than Deans and Professors) of the University teaching departments.

The Executive Council shall nominate five teachers (other than Deans/Professors of the University teaching depts.) on the Academic Council for a term of two years by rotation of whom two will be Readers and three, Lecturers. Ordinarily, no teacher shall be represented on the AC for two consecutive terms. In exceptional circumstances, however, the EC may nominate the same teacher for two consecutive terms.

S.38.6 Representation of Teachers of affiliated colleges.

Five teachers of the affiliated colleges will be represented on the AC by election. For this purpose, the five electoral zones will be the same as those prescribed for nomination of the Principals. The zone-wise representation of

the teachers of AC will be as under:-

<u>Z o n e</u>	<u>No. of teachers to be nominated</u>
I	2
II	1
III	1
IV	1

Teachers in the affiliated colleges of each zone shall form the electoral college.

The term of each elected teacher will be of 2 years. No teacher will be represented on the AC for 2 consecutive terms; though in exceptional circumstances the EC may authorise any particular teacher to contest election for two consecutive terms.

S.38.7 Nomination of Educationists/scholars

The visitor shall nominate three eminent educationists/scholars on the Academic Council.

S.38.8 National Institute of Oceanography.

The Director of the National Institute of Oceanography will be a member of the Academic Council.

S.38.9 Library

The head of the University Library will be the ex-officio member of the Academic Council.

S.39 Statutes relating to the constitution of the
Finance Committee

(Under Section 20 of the Act)

S.39.1 The Finance Committee of the University will comprise of seven members and its constitution shall be as under:

Vice-Chancellor	- Chairman
Registrar	- Member
Secretary to Government of Goa, Daman & Diu in-charge of University (Ex-officio)	- Member
Secretary to Government of Goa, Daman & Diu in-charge of Finance (ex-officio)	- Member
One member of the Executive Council.	- Member
Dean of the Faculty of Commerce & Business Administration	- Member
Nominee of the Visitor	- Member

S.39.2 The Finance Officer shall be the Ex-officio Secretary of this Committee. The term of the Finance Committee will be four years. The Executive Council shall nominate one of its members on the Finance Committee. The Dean of the Faculty of Commerce & Business Administration will be the Ex-officio member of the Finance Committee. The Visitor shall nominate a person not connected with the University on the Finance Committee.

S.40 Statutes relating to the constitution of the
Planning Board.

(Under Section 21(2) of the Act)

S.40.1 The Planning Board shall comprise of five members and its constitution shall be as under:-

Vice-Chancellor	- Chairman
Vice-Chancellor of any University	- Member
One Dean of Faculty	- Member
One eminent educationist.	- Member
One representative of the University Grants Commission	- Member
One member of the EC.	
One member of the AC.	- Member

The Registrar shall be the Member-Secretary of the Planning Board and its term will be of Four years.

S.40.2 The Executive Council shall nominate the Vice-Chancellor of any University on the Planning Board. It shall also nominate a Dean of Faculty on the Board. One eminent educationist shall be nominated on the Planning Board by the Visitor. The U.G.C. shall nominate one representative on the Planning Board. The Vice-Chancellor shall nominate one member each of the Executive Council and the Academic Council on the Planning Board.

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S.41 Statutes relating to the constitution of University Faculties (Under Section 20 of the Act).

The University shall have the following Faculties of Teaching and Research.

- i) Faculty of Arts, Humanities and Social Sciences
- ii) Faculty of Pure Sciences
- iii) Faculty of Applied Sciences
- iv) Faculty of Commerce & Business Administration
- v) Faculty of Education
- vi) Faculty of Law
- vii) Faculty of Medicine
- viii) Faculty of Engineering & Architecture
- ix) Faculty of Fine and Performing Art.

The subjects under each Faculty for teaching and research will be as under:

- i) Faculty of Arts, Humanities and Social Sciences
English, Hindi, Marathi, Sanskrit, Latin Studies (French, Portuguese), Konkani, Economics, Sociology, Political Science, History, Philosophy, Psychology, Logic, Mathematics, Minority Studies, Library Science, Journalism.
- ii) Faculty of Pure Sciences.
Physics, Chemistry, Mathematics, Statistics, Microbiology, Bio-Chemistry, Geology, Botany, zoology, Home Science.
- iii) Faculty of Applied Sciences
Marine Science, Environmental Sciences, Computer Science, Electronics, Earth Science, Acturial Science.
- iv) Faculty of Commerce & Business Administration
Commerce, Marketing, Business Management/Administration, Business Economics, Financial Accounting & Auditing, Accounting & Financial Management, Cost Accounting, Company Secretarial Practice, Banking & Finance, Industry, Trade & Transport, Co-operation, Business Communication, Commercial Geography, Mathematical & Statistical Techniques, Business Law, Hotel Management, Tourism.
- v) Faculty of Education
Philosophy & Sociological Foundation of Education, Psychological Foundation of Education, Guidance Counselling and Evaluation, School organisation and special field problems of Rural Education, Diagnostic

and Remedial Instruction; Vocational Education; Moral and Religious Education, Educational Techniques.

vi) Faculty of Law

Constitutional Law, Taxation Law, General Law, Personal Laws, and Mercantile Law.

vii) Faculty of Medicine

(a) Medicine

Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Forensic Medicine, Microbiology (Medical) Medicine, Tuberculosis & Chest Diseases, Preventive & Social Medicine, Dermatology and **Venerology**, Radiology Paediatrics, Psychiatry, Cardiology, Neurology, Endocrinology, Gastroenterology, General Surgery, Orthopaedic Surgery, Ophthalmology, Anaesthesiology, Ear, Nose and Throat, Neurosurgery, Plastic Surgery, Cardio-Thoracic Surgery, Paediatric Surgery, Urology, Gynaecology and Obstetrics.

(b) Dentistry

General Human Anatomy, General Human Physiology & Biochemistry, Oral Anatomy, Physiology, Histology & Embryology, General Pathology, Microbiology and Parasitology, General and Dental Pharmacology, Dental Materials, General Medicine, General Surgery, Oral Pathology & Microbiology, Orthodontics, Pedodontics, Oral Medicine & Radiology, Community Dentistry, Periodontics, Prosthodontics & Crown and Bridge, Conservative Dentistry, Oral Surgery & Anaesthesiology.

(c) Pharmacy & Pharmaceuticals.

viii) Faculty of Engineering & Architecture

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Telecommunications, Foundation Engineering, Industrial Engineering, Architecture.

ix) Faculty of Performing & Fine Arts.

Drawing and painting, Modelling and Sculpture; Applied Art.

S.42 Statutes relating to Rules of Business of the Senate
(Under Section 22(b) of the Act)

S.42.1 Meeting of the Senate: There shall be two kinds of meetings of the Senate, i.e. Annual Meeting and the Special Meeting.

Annual Meeting

Annual Meeting of the Senate shall be held, as far as possible in the month of March on a date to be fixed by the V.C. or in his absence, by the Registrar.

Special Meeting

A Special Meeting of the Senate may be convened by the V.C. as and when a need for the same is felt.

S.42.2 Quorum:

(1) The quorum for any meeting of the Senate shall be twelve members including the Chairman. 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 and the record shall be signed by the Chairman.

(2) When a meeting of the Senate is dissolved for want of quorum, the Vice-Chancellor shall have power to reconvene a meeting of the Senate within 15 days of such dissolution to transact business already mentioned in the agenda. In such an event, no quorum for holding the meeting would be necessary.

S.42.3 Business at Adjourned Meetings:

The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place, with or without notice.

S.42.4 Notice of Ordinary Meeting:

(1) The Registrar shall give not less than 30 clear days notice of the date of an Ordinary meeting.

(2) Not later than fifteen days before the date of an Ordinary meeting the Registrar shall send by post to every member a preliminary agenda paper specifying the place, the day and the hour of the meeting and the business to be brought before the meeting.

(3) Non-Receipt of notice, agenda and other papers connected with any meeting of the Senate by an member shall not invalidate the proceedings of the meeting.

S.42.5 Notice of Resolution:

Any member who wishes to move a resolution at any 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.

S.42.6 Admissibility of Resolution:

The Vice-Chancellor shall admit the resolution provided it is relating to a matter within the cognizance and powers of the University and is properly worked. The decision of the VC in this respect shall be final.

S.42.7 Special Meeting:

Special Meeting of the Senate:

(1) A special meeting of the Senate may be convened by the Vice-Chancellor, whenever he thinks fit.

(2) A special meeting shall also be convened by the Vice-Chancellor upon a requisition in writing signed by not less than ten members of the Senate and sent to the Registrar. Such meeting shall be convened within thirty days from the date of receipt of such requisition.

(3) A special meeting can be ordered to be called by the Chancellor or the Visitor also whenever or for whatsoever purpose he deems fit.

(4) All conditions indicated earlier in regard to the ordinary meetings shall also hold good for the special meetings.

S.42.8 Order of Business:

Business at any ordinary or special meeting shall be transacted in the order of the items placed on the agenda of the meeting. Items on the additional or supplementary agenda, circulated after the posting of the preliminary agenda, or circulated at the time of the meeting, shall be taken up for consideration only after consideration of the items on the preliminary agenda is over. In emergent circumstances the Chairman may permit change in the order of Business.

S.42.9 Complimentary Motions:

At any meeting of the Senate, motions of a complimentary character, may without previous notice be moved from the Chair or by any member with the previous permission of the Chair.

S.42.10 Motions and Resolutions without notice:

At any meeting of the Senate, the following motions and resolutions may be moved with the permission of the Chair but without previous notice.

- (1) A motion for a change in the order of business as stated in the agenda paper.
- (2) A motion directing the Executive Council or the Academic Council or any other Authority of the University or Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate.
- (3) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time.
- (4) A motion remitting any matter before the Senate at the time to the Executive Council or to the Academic Council or to any other University Authority for its views or recommendations and report.
- (5) Motion for the adjournment of the meeting or discussion or any question to a specified time.
- (6) A motion for the Senate going into a Committee to consider any matter before the Senate at the time.
- (7) A motion that the meeting be dissolved.
- (8) A motion that the meeting does not pass on to the next business on the agenda paper.

S.42.11 How to move motions:

Every motion at a meeting shall be affirmative in form and it must be moved and seconded at the meeting, otherwise it shall drop, provided, however, that motions placed by the Vice-Chancellor before the Senate on behalf of any of the

University Authorities need not be seconded. When a motion has been made and seconded it shall be stated from the Chair unless the motion be ruled out by the Chairman.

S.42.12 Procedure for re-considering a previous decision.

A motion directing the Executive Council, the Academic Council, or any other University Authority, 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 discussion. The motion may also indicate generally the direction that the Authority or Committee shall report to the Senate by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported at such meeting.

S.42.13 Motion for appointment of a Committee.

A motion for the appointment of a Committee to consider and report upon any question before the Senate at the time may be made at any time, but not so as to interrupt a discussion. The motion shall state the purpose for which the Committee is to be constituted and the house may appoint the Committee. The motion may include an instruction and may also specify the date for the submission of the report, and such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

The house may include in the Committee persons who are not members of the Senate or who being members are not present at the meeting.

S.42.14 Motion for Adjournment:

A motion for the adjournment of the meeting of discussion to a specified time may be made at any time, but not so as to interrupt discussion.

An amendment to any motion for adjournment of the meeting or discussion shall be for substituting a different day or hour for the one originally proposed.

If the motion for the adjournment of the discussion be carried the discussion shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any on the agenda.

S.42.15 Motion for resolving into a Committee:

A motion that the Senate resolve itself into a Committee may be made at any time, but not so as to interrupt a discussion. The motion shall specify the item or items of business to be considered in the Committee.

S.42.16 Motion for Dissolution:

A motion for the dissolution of a meeting may be made at any time but not so as to interrupt discussion.

If the Chairman shall be of the opinion that the motion for dissolution 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 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.

S.42.17 Closure Motion:

A motion for closure of a discussion may be moved at any time after a question has been stated from the Chair.

Unless it shall appear to the Chairman that such a 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 discussion.

S.42.18 When speeches allowed:

A member can speak only when there is a question before the meeting or when he moves or seconds a motion.

A member may speak before moving any motion which he intends to move and shall conclude his speech by formally moving the motion.

S.42.19 How often speeches permitted:

A member may not speak more than once on the same question, unless the member is a mover of a motion.

A member who has moved or seconded an amendment of a motion may not, after such amendment or motion has been disposed of, move or second any other amendment or motion or speak to the main question. He may however speak or move or second an amendment to any such new motion when moved and seconded by other members if amendment or discussion is permissible.

A member may with the special permission of the Chair make a statement on any matter arising from the discussion on any question.

S.42.20 Conditions for right of reply for Mover.

When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole discussion. No member shall speak the question after the mover has made his reply.

S.42.21 Duration of speeches:

No speech shall ordinarily exceed five minutes in duration provided that the mover of a resolution or of an amendment, when moving the same, may speak for ten minutes provided further that the Chairman at his discretion allow a longer period to any speaker.

Provided further that the Chairman may, at his discretion, limit the duration of speeches on any subjects at any stage to a shorter period than that above specified.

S.42.22 Order of Speeches.

The member who first rises to speak at the conclusion of speech has the right to be heard. In case of more than one member simultaneously the Chairman shall decide, the order of the speeches to follow.

S.42.23 Personal Explanation.

A member who explains that his speech has been misunderstood or that his conduct or character has been impugned in the discussion may be allowed to make a personal explanation. Such explanation may be offered whilst another speaking, only if the member who is speaking gives way by resuming his seat.

S.42.24 Point of Order.

Any member may call the Chairman's attention

to a point of order even whilst another member is speaking, 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 in a question or taking 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 the poll is completed.

S.42.25 Power of Chairman on point of Order:

If the Chairman arises, the member speaking or offering to speak must sit down at once.

The Chairman shall be the sole judge on any point of order and may call any member to order, and shall have all powers necessary to enforce his decision on all points of order.

S.42.26 Motion to be put to Vote:

When a discussion on a motion is concluded or if there is no discussion, the Chairman shall put the question to vote.

S.42.27 Decision of question:

All questions considered at a meeting of the Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the law as of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have the casting vote.

S.42.28 Manner of taking Votes:

On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman. If, as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll it shall be taken. In that case, the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

S.42.29 Powers of Chairman to maintain order.

The Chairman may direct any member whose conduct is,

in his opinion, grossly 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.

S.42.30 Powers of the Chairman to suspend Sitting:

The Chairman may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

S.42.31 Minutes:

The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar shall send by a post a copy of the Minutes of that meeting so signed by the Chairman to each member of the Senate. A copy of the minutes shall be submitted to the Visitor and Chancellor also.

S.42.32 Objections to Minutes:

If no exception is taken by any member who was present at the meeting to the correctness of the minutes within one month of the sending of the minutes, they shall be deemed to be correct.

S.42.33 Procedure to decide the objection:

If exception be taken within the time afore-said by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes the minutes shall be brought forward by the Registrar at the next meeting of the Senate for confirmation of correctness of such point by the house.

S.42.34 Opposition:

Any member intending to oppose a motion passed at a meeting of the Senate to which the assent of the Visitor is required shall within fourteen clear days from the date of the said meeting lodge his objection in writing with the Registrar during office hours. The Registrar shall forward as soon as may be, a copy of the objection to the mover of the motion. The mover of the motion may within fourteen clear days from the receipt of objection by him from the Registrar, prepare and send to the Registrar a memorandum in support of the decision of

of the Senate for the consideration of the Vice-Chancellor. The ~~Vice-Chancellor shall, thereafter submit the objection and the~~ memorandum, if any, together with a copy of the motion for the ~~consideration and orders of the Visitor and in all such cases the~~ resolution shall not be submitted to the Visitor for decision except with the objection and the memorandum and any other papers which the Vice-Chancellor, may, in this connection, desire to be considered by the Visitor.

S.42.35 Senate in Committee Procedure of:

The proceedings of the Senate in Committee shall be governed by the same rules 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 on a motion any number of times.

S.42.36 Resolution of Senate in Committee to be confirmed by Senate.

The resolutions 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 or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in open meeting.

S.42.37 Attendance Register at Meetings

Members of the Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

S.42.38 Lapse of motion, etc.

Motions and all members' Resolutions together with their amendments, if any, on the agenda paper of a Senate meeting which have not been moved or voted upon for want of time or for any other reasons at the meeting to which the agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda paper of the next or any subsequent meeting save on receipt of a fresh notice.

Provided that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

S. 43. Statutes relating to the rules of Business of the Executive Council

(Under Section 22 (b) of the Act)

S.43.1 Meetings of the Executive Council

The Executive Council shall ordinarily meet once every month. But depending upon the need, the frequency of its meetings can be reduced or increased by the Executive Council itself. The Vice-Chancellor may in case of urgency convene an extraordinary meeting of the Executive Council whenever he thinks it necessary.

S.43.2 Agenda of Meetings :

An agenda of business to be transacted at a meeting shall be sent to the members atleast five clear days before the meeting.

S.43.3. Notice of propositions by Members:

Notice by members of subjects to be included in the agenda shall be sent so as to reach the Registrar not later than ten clear days before the meeting.

S.43.4. Propositions by Members:

Subjects sent by members will ordinarily be included in the agenda. It shall, however, be open to the Vice-Chancellor to disallow any subject being so included, if he considers that it does not properly fall within the purview of the Executive Council or that it contravenes the provisions of the Act, the statutes, or the ordinances, or that it is not expedient to discuss such subject either in public interest or in the interest of the University.

S.43.5. Propositions without notice

Any propositions of which notice has not been given may be moved by any member, if permission is granted by the Chair.

S.43.6. Notice of Amendments

Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within two days after the receipt of the agenda.

S.43.7 Supplementary Agenda

A supplementary list of such amendments and other urgent subjects arising after the issue of the first agenda shall be supplied to each member before the meeting.

S.43.8 Voting

Every question shall be decided by a majority of the vote of the members present. In the case of equality of votes the Chairman shall have a casting vote in addition to his vote as a member

S.43.9 Motions for Adjournment or Closure

A motion for adjournment of the discussion or Closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion amendment with the consent of the majority of the members present at the meeting.

S.43.10 Point of Order

Any member may, at any time in the course of a discussion, rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided it. The Chairman shall be the sole judge of any point of order raised in the meeting.

S.43.11 Notes of Dissent by Members

Any member who dissents from a decision of the Executive Council and expresses a desire to give a note of dissent may do so before the close of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal reference of any kind shall invariably be avoided. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

S.43.12 The Minutes of the proceedings of Meetings

(i) The minutes of the proceedings of each meeting of the Executive Council shall be drawn up and circulated to members within fifteen days after the meeting. The salient points indicating the trend of the discussions that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar within seven days of the receipt of the proceedings. Such resolutions as have thus been objected to shall be placed before the next meeting for confirmation.

(ii) After confirmation, copies of the proceedings shall be sent to all the members of the Executive Council and to the Visitor.

(iii) The minutes of the meetings of the Executive Council shall be treated as confidential.

S.43.13 Resolutions by Circulation

A resolution taken by circulation shall be recorded in the minutes book of the Executive Council.

S.43.14 Special Meetings

On a requisition signed by any five members of the Executive Council to convene a special meeting thereof, the Registrar shall convene a special meeting where only such subjects as the signatories to the requisition have set forth in the requisition shall be brought forward and disposed.

S.43.15 Reconsideration of Subjects once disposed of

Subjects once disposed of may be brought up again with reason which appear adequate to the Vice-Chancellor.

S.44 STATUTE RELATING TO THE RULES OF BUSINESS OF
THE ACADEMIC COUNCIL
(under Section 22(b) of the Act).

S.44.1 Meeting of the Academic Council:

The meetings of the Academic Council shall be of three kinds, namely:

- (i) Ordinary
- (ii) Extraordinary and
- (iii) Special.

S.44.2. Chairman of the Meeting:

The Vice-Chancellor shall preside over all meetings of the Academic Council, but if the Vice-Chancellor is not present, a member nominated by him shall preside.

S.44.3. 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.

S.44.4. Ordinary Meeting:

Ordinary meetings of the Academic Council shall be held twice a year, or more frequently depending upon the business to be transacted.

S.44.5. Notice of Ordinary Meeting:

The Registrar shall give not less than 10 clear days notice of the date of an Ordinary meeting.

No member shall send more than four resolutions for consideration at any meeting.

S.44.6. Date of forwarding resolutions:

Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not later than ten days before the date of the meeting. Such resolution shall begin with the words "The Academic Council resolves that".

S.44.7. Resolution to be placed on the agenda paper:

The Registrar, shall cause each resolution of which notice has been given to be placed on the Agenda paper at the meeting at which it is to be moved. No resolution shall be admissible which does not comply with the following conditions.

- (a) It shall relate to a matter within the cognisance and powers of the University and the Academic Council.
- (b) It shall be clearly and precisely expressed and shall raise substantially one definite issue.
- (c) It shall not contain arguments, inferences, ironical expression or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity.

- (d) It shall not refer to any matter which is under adjudication by a court of law,
- (e) It shall not raise substantially the same question as that raised in a motion moved and decided in the Academic Council during the twelve months preceeding the date of the meeting at which is to be moved, unless the prior consent of the Vice-Chancellor has been obtained.
- (f) If identical admissible resolutions are received from more than one member, the Vice-Chancellor may include only one resolution of a member at his discretion and not include the other identical resolutions of other members. The fact of non-inclusion may be informed to the members who had sent them.

S.44.8 Despatch of Agenda paper:

Not less than seven days before the date of any ordinary meeting, The Registrar shall send by post or otherwise to every member a preliminary agenda paper specifying the date, the place and the hour of the meeting and business to be brought before the meeting; provided that the Executive Council or the Vice-Chancellor may bring any business which in its or his opinion is urgent by placing a supplementary agenda.

S.44.9 Notice of Amendments:

Any member wishing to move an amendment to a resolution on the preliminary agenda paper of a meeting shall forward a copy of the same to the Registrar so as to reach him not later than four clear days before the day of the meeting at which the resolution is to be moved and the amendments shall be included in the final agenda paper subjects to the following conditions:

- (1) No amendment shall be admitted which does not comply with the Statute (a) to (f) and also as listed under:
- (2) Amendment to a resolution shall be:
 - (i) by omitting a word or words,
 - (ii) by leaving out a word or words in order to insert some other words or words, and
 - (iii) by adding or inserting a word or words.
- (3) Relevance of Amendments:
 - (i) No amendment shall be proposed which would reduce a resolution to its negative or opposite form.
 - (ii) Every amendment must relevant to the resolution to which it reflects and must be framed so as to form therewith an intelligible and consistent sentence.

(iii) An amendment must not be virtually an independent proposition.

S.44.10. Despatch of Final Paper:

The Registrar shall on receipt of amendments to resolutions prepare a final agenda paper together with subjects, if any, and cause it to be circulated amongst the members at least two days before the meeting.

S.44.11. Extraordinary meeting of the Academic Council:

The Vice-Chancellor may, whenever he thinks fit, convene an Extraordinary meeting of the Academic Council for the transactions of any urgent business. The Registrar shall give ordinarily not less than seven days notice ^{of} such meeting and forward with the notice of each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice. Any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the

Registrar in writing so as to reach him not less than four clear days before the date of the meeting. The Registrar shall, on receipt of amendments prepare a final agenda paper showing all the resolutions together with other subjects if any and the amendments admitted and shall send a copy of it ^{to} each member at least two days before the date of the meeting. No business other than that brought forward by the Executive Council and the Vice-Chancellor shall be transacted at an Extraordinary meeting of the Academic Council. It shall be open to the Executive Council and the Vice-Chancellor to bring before the Extraordinary meeting any urgent business by placing it on a supplementary agenda paper. For items in the supplementary agenda, it shall ^{be} open to members to move amendments without giving prior notice.

S.44.12. Special meeting of the Academic Council:

A special meeting of the Academic Council shall be convened by the less than one-third members of the Academic Council and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution.

No business other than consideration of such resolution shall be transacted at a special meeting; provided that the Executive Council or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

S.44.13 Order of business

The procedure for the issue of notice and agenda and all other requisition for the conduct of the special meeting shall, so far as it is applicable, be the same that prescribed for and applicable to Extraordinary meetings of the Academic Council.

S.44.14 Business of Meeting:

At every meeting of the Academic Council the following shall be the order of business:-

- (1) Confirmation of the minutes of the previous meeting.
- (2) Report of any fresh Ordinances and Regulations under sections 24 and 25 of the Act passed since the previous meeting of the Academic Council.
- (3) Elections, if any,
- (4) Any motion for a change in the order of business as stated in the agenda paper.
- (5) Business brought forward by the Vice-Chancellor or the Executive Council.
- (6) Business brought forward by the members of the Academic Council.
- (7) Business brought forward by the Faculties and Boards of studies.

S.44.15 Minutes:

The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar, shall send by post ordinarily within a month after a meeting, a copy of the minutes of the Academic Council. Copy of the minutes shall be submitted to the Visitor also.

Objections to Minutes

If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 15 days of the sending of the minutes, they shall be deemed to be correct.

Procedure to decide objections:

If exception is taken within the time aforesaid by means of a letter addressed to the Registrar, specifying the points which require correction in the minutes such minutes shall be brought forward by the Registrar at the next meeting of the Academic Council.

S.44.16 Lapse of motions etc.

Motion and all members resolutions with their amendments, if any, or the agenda paper of an Academic Council meeting which have not been moved or voted upon for want of time or for any other reason at the meeting to which the agenda paper relates shall be deemed to lapse at the close of the meeting. Such motions or resolutions shall not be placed on the agenda paper of the next or any subsequent meeting save on receipt of a fresh notice.

Provided that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

S.44.17 Standing Committee of the Academic Council

The Academic Council may appoint a Standing Committee which may comprise of Vice-Chancellor as Chairman, three Deans of Faculties, one University Professor, One Principal of an affiliated College and one teacher of an affiliated College. The Registrar may be its ex-officio Secretary.

S.44.18 It is competent for the Vice-Chancellor to invite for any meeting of the Standing Committee persons having special knowledge and experience of any subject and the persons so invited shall be competent to take part in the discussion of the Standing Committee but shall not be entitled to vote upon any question.

S.44.19 The Standing Committee shall exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it.

S.44.20 The Standing Committee shall in particular advise the Academic Council on the following matters:-

- (1) the grant of exemptions in accordance with the Regulations, if any
- (2) the qualifications for the admission to the University Courses in accordance with the Regulations, if any
- (3) recognition of examinations of other Universities, Institutions and Boards as equivalent to the examination of the University; and
- (4) Such other matters as may be referred to it by the Academic Council.

S.44.21 The Vice-Chancellor, may, at his discretion obtain the opinion of the Standing Committee by circulation.

S. 45 Statutes relating to the rules of business of the Finance Committee

(Under Section 22 (b) of the Act)

S.45.1 The Finance Committee shall ordinarily meet twice in a year. However, it may meet more often if necessary.

S.45.2 The quorum for the meeting of the Finance Committee will be presence of four members.

S.45.3 A statement of business to be transacted at a meeting of the Finance Committee, shall be sent to the members at least seven days before the meeting.

S.45.4 The decision of the Finance Committee will be taken by a majority of vote of the members present. However, a member shall have the right to record a minute of dissent if he does not agree with the decision of the Finance Committee. The note of dissent shall always be brief and shall confine to the main point of issue. The dissenting note may be given before the close of the meeting or if the Chairman so permits on the next working day. The dissenting note given by the member or members shall be circulated with the proceedings of the meeting.

S.45.5 The annual accounts and the finance estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration. The proceedings of the Finance Committee in this respect shall be put up before the Executive Council for approval.

S.45.6 The Finance Committee shall recommend limits for the total recurring and non-recurring expenditure for the year, based on the income and resource of the University.

S.45.7 The Finance Committee shall advise the Executive Council on the financial matters referred to it.

S.45.8 The minutes of each meeting of the Finance Committee shall be drawn and circulated to all members within ten days of the date of the meeting.

S.46 STATUTES RELATING TO THE APPOINTMENT OF UNIVERSITY OFFICERS
(Under Sections 11(1) 13(1) and 14 of the Act)

S.46.1 Appointment of Vice-Chancellor

The first Vice-Chancellor of the University is appointed by the Visitor in exercise of the powers vested in him under Section 38(a) of the Act.

The next Vice-Chancellor shall be appointed by the Visitor on the recommendations of a Selection Committee appointed by him for this purpose. This Selection Committee shall comprise of three members, two of whom shall be persons not connected with the University or any College of Institution maintained, affiliated to or recognized by the University. One of these two members shall be nominated by the Visitor while the second one shall be nominated by the State-Government. The third member of the Committee shall be nominated by the Executive Council of the University. The Visitor shall appoint one of the three Members to be the Chairman of the Committee. The Committee shall select not less than three persons for the post of Vice-Chancellor and shall submit its report to the Visitor within such period as the Visitor may prescribe. The Visitor may appoint one of the persons so recommended by the Selection Committee to be the Vice-Chancellor. If the Visitor does not approve any of the persons recommended by the Selection Committee, he may call for a fresh recommendation by the same Committee.

The Vice-Chancellor shall subject to the terms and conditions of his contract of service hold office for a term of 5 years from the date on which he enters upon his office, provided that he does not cross the age of 65 years. as prescribed.

S.46.2 Appointment of Registrar:

The Registrar shall be appointed by the Visitor on the recommendation of a Selection Committee which shall comprise of three members including the Vice-Chancellor who shall be its Chairman. The Other two members of the Selection Committee shall be nominated by the Executive Council from amongst its own members but who are not employees of the University or the affiliated colleges/institutions, or the State government. The Registrar should have the following qualifications and experience:

- a) He/she should hold at least a high second Master's Degree, but should preferably also have a Ph.D. degree

- b) He/she should have at least 15 years of administrative experience in a responsible position in State Government or an educational institution or a Semi-Government organisation or a private organisation of repute.

The Registrar shall hold office till he attains the age of 60 years. The Visitor may relax the conditions regarding experience and qualifications in deserving cases, on the recommendation of the Vice-Chancellor.

The first Registrar appointed by the Visitor in exercise of powers vested in him under Section 38 (b) of the Act shall be eligible for continued appointment under the provisions of this Statute provided he has the requisite qualifications and experience and has not attained the age of 60 years.

S.46.3

Finance Officer

The Finance Officer shall be appointed by the Visitor on the recommendation of a Selection Committee which shall comprise of three members including the Vice-Chancellor who shall be its Chairman. The other two members of the Selection Committee shall be nominated by the Executive Council from amongst its own members but who are not employees of the University or the affiliated colleges/institutions, or the State Government. The Finance Officer should have the following qualifications and experience:

- a) He/she should hold at least a high second class Degree in Commerce. Preference may, however, be given to a person holding the membership of the Institute of Chartered Accountants or the Institute of Costs & Works Accountants.
- b) He/she should have an experience of at least 10 years of works relating to budgeting, accounting or other financial matters in responsible position in a Govt. department or educational Institution or a private organisation of repute.

The Finance Officer shall hold office till he attains the age of 60 years. The Visitor may relax the conditions regarding experience and qualifications in deserving cases, on the recommendation of the Vice-Chancellor.

S. 47

STATUTES RELATING TO THE FORMATION OF THE STUDENTS
COUNCIL OF THE GOA UNIVERSITY

S.47.1 For purpose of this Statute, 'class' means a body of students in a college or recognised institution, undergoing a course of instruction leading to University Examination in a Faculty.

(2) Each class shall elect one representative on the Electoral College. Such a representative shall hereinafter be called as 'Class Representative'.

(3) Elections for forming the Electoral College shall be held by ballot on the basis of the principle of simple majority vote.

(4) The Director of Students Welfare shall fix and announce a date for holding election of Class Representatives which shall, in any case be not later than 45 days from the commencement of the academic year. The Principal of a College/ Head of a Recognized Institution shall make the necessary arrangements for holding the election on such notified date.

(5) The Electoral Roll of a College/Recognized Institution shall consist of all the Class Representatives of that College/Institution. These class representatives, within fifteen days after election of the class representatives held on the date notified and if it is a holiday, on the next working day after the 15th day, shall elect one from among themselves to be a member of the Students Council to represent the College/Institution (hereinafter called the 'University Representatives') in a meeting to be convened by the Principal/head of the Institution.

S.47.2 For the purpose of election of one student from each teaching Faculty of the University, a separate electoral college consisting of one representative of each class in the University Departments covered by the Faculty in question shall be constituted.

The Vice-Chancellor, in consultation with the Director of Students' Welfare, shall appoint any of Heads of the Departments within the respective faculties and at the respective places, as the case may be, to conduct elections of the Class Representatives within the faculty.

These Class Representatives for separate faculties immediately on the 7th day after the date of election of the Class Representatives, and if it is a holiday, on the next working day after the 7th day shall elect one from among themselves to be a member of the Students' Council, in a meeting to be convened by the Director of Students' Welfare. The result of the election shall be notified within three (3) days from date of election.

- S.47.3(1) The election to Students' Council shall be held by ballot and in accordance with the system of proportional representation by means of a single transferable vote.
- (2) If a student, by virtue of his being a student of more than one College/institution/Department, is elected as a member of the Students' Council from more than one College/Institution/Department, he shall at his option, to be exercised within 24 hours of the declaration of the results of the last election, retain his membership on the Students' Council from only one College/Institution/Department and relinquish his membership from the other or others. In such a case, the person who is next in order in the College/Institution/Department, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected on the Students' Council.
- (3) In case, a student is contesting the election from more than one college on the Students' Council, he shall inform the Principal, Head of the College/Institution/Department concerned and in case of election of only such students, at the time of counting, a note shall be kept of the first three candidates in order of preference.
- (4) No student shall be eligible to be a member on the Students' Council if he has completed 25 years of age on the date of the election. In case an elected student completes the age of 25 years during his term of office, he shall cease to be a member on the Council on the day he attains the age of 25 years. He shall also cease to be such member if he fails to appear or pass at the next University Examination for which he was enrolled when he became a member, if such vacancy occurs during the session, it shall not be filled up.

- (5) The name of the University Representative duly elected shall be communicated by the Principal/Head of the Institution to the Director of Students' Welfare immediately after the election so as to reach the office of the Director of Students' Welfare not later than 10 days from the date of elections.
- (6) A notification regarding the election of the Chairman, the Secretary of the Students' Welfare Council and the Students' Executive Union shall be issued by the Director of Students' Welfare within seven days from the final date of receiving names of the University Representative.
- (7) The Notification regarding the date of election of the office bearers of the Students' Council and the Students' Executive Union shall be issued irrespective of the fact that the date of election falls in Diwali vacation or any other vacation.

S.47.4

- (a) The Vice-Chancellor shall appoint one student from each Faculty on the Students' Council, who has secured the highest percentage of marks in the aggregate of all the subjects prescribed at the preceeding degree examination/s in the faculty concerned from amongst those engaged in full-time post-graduate studies in a University Department and/or affiliated, conducted, constituent or autonomous college or a recognised institution and who are not above 25 years of age. Provided that such a candidate must have passed the examination within the minimum period prescribed for the degree course from the date of passing the qualifying examination for admission to the course leading to the said degree.
- (b) The Vice-Chancellor will nominate two lady students.

S.47.5

In the first meeting of the Students' Council to be convened by the Director of Students' Welfare, the students shall elect from amongst themselves the Chairman, the Secretary and Five members of the Students' Executive Union of whom at least one would be a lady student.

S.47.6 Rules and procedure and conduct of business to be followed at the meetings of the Students' Council and the Students' Executive Union.

- (a) Meeting of the Students' Council and the Students' Executive Union shall be held on the University premises, unless the Director of Students' Welfare otherwise directs.
- (b) One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of an equality of Votes, the chairman of the meeting shall have a second or casting vote.
- (c) The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his absence by the Chairman of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself and the Chairman of the Council.
- (d) Before the commencement of a meeting of the students' Council, the Chairman of the meeting shall take notice of the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council.
- (e) Such proposals or matters only as lie within the functions of the students' Council and such other proposals or matters as are referred to them by any other authority or officer of the University shall be entertained and discussed at the meeting of the Council .
- (f) The meeting of the Students' Executive Union shall be held at least twice a year and at other times when convened by the Chairman of the Union. However, if felt necessary, a meeting of the Union may be convened by the Director of Students' Welfare.
- (g) One third of members of the Students' Executive Union shall form a quorum for a meeting of the Union. All questions shall be decided by a majority of votes of the members present at the meeting of the Union by show of hands. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

- (h) The meeting of the Students' Executive Union shall be presided over by the Chairman of the Union and, in his absence, by a member of the Union nominated by the Director of Students' Welfare.
- (i) The Director of Students' Welfare shall ^{issue} notices of the meeting of the Students' Council and the Students' Executive Union.
- (j) The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students' Executive Union.
- (k) The minutes of the meeting of the Students' Council and the Students' Executive Union, shall ordinarily, be placed for the confirmation of the Council or the Union, as the case may be, at their immediate next meeting.
- (l) Soon after the meeting of the Students' Council or the Students' Executive Union is over, the Secretary shall forward the draft minutes for the approval of the Chairman of the meeting through the Director of Students' Welfare. The approved minutes shall be sent to the members of the Council or the Union as the case may be, for their information and record.
- (m) The following shall be the Students' Societies/Associations/Organisations functioning under the ae-gis of the Students' Council:
1. Dance & Music Society
 2. Debating & Elocution Society
 3. Dramatics Society, and
 4. Film & Photography.

The composition and functions of the Students' Societies shall be as prescribed by the Ordinances.

S.48

STATUTES REGARDING FUNCTIONS OF THE DIRECTOR
OF STUDENT'S WELFARE & CULTURE

S.48.1 Subject to supervision and control of the Vice-Chancellor the Director of Students' Welfare & Culture shall exercise the following powers and perform the following duties :

- (a) to notify the Principals of affiliated Colleges, Heads of Recognised Institutions and Heads of University Departments about the holding of election of class representatives for the purpose of election of one student from each of the Colleges, Head of Recognised Institutions and Departments of University on the Students' Council.
- (b) to conduct election of the Students' Council and the Students' Executive Union;
- (c) to convene meetings of the class representatives of the University Departments under relevant Faculty and conduct elections for the purpose of electing their representatives on the Students Council;
- (d) to maintain accounts and hold and manage the funds and property of Students' Council and the Students' Executive Union in his capacity as a Treasurer of the Students' Council and the Students' Executive Union;
- (e) to ensure that the accounts of the Students' Council and the Students' Executive Union are duly audited and the Auditors' Report along with a Statement of Accounts submitted to the Executive Council on or before the 30th June of the following year;
- (f) to accord sanction and regulate the expenditure with the provision made in the Budget for the Students' Council and the Students' Executive Union.
- (g) to act as a liaison between the Government of India, State Government, the University, other Universities and National and Cultural organisations on one hand and the Students' Council, Students' Executive Union, University Department, affiliated Colleges and Recognised Institutions

for purposes of planning and executing different schemes, programmes and activities relating to Students' Welfare and Cultural affairs as approved by the Students' Council and the Students' Executive Union ;

- h) to act as Co-ordinator for the National Service and other similar activities of the University; and
- i) to perform such other duties as may be assigned to him by the Executive Council/Vice-Chancellor.

STATUTES REGARDING AFFILIATION AND RECOGNITION
OF COLLEGES/INSTITUTIONS

Affiliation of Colleges :

S.49.1 (1) The need for opening any new colleges shall be determined by the Executive Council in accordance with such plan for educational development as may be prepared by the University for the location of institutions of higher education in a manner ensuring an equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved and under-developed areas in the University area.

(2) No application for opening of a new college, which is not in conformity with such plan, shall be considered.

(3) No application which is not supported by No Objection Certificate from the Government shall be considered.

(4) A College applying for affiliation to the University shall apply to the Registrar, within the time-limit fixed by the Ordinances made in that behalf, and shall satisfy the Executive & Academic Council.

(a) that it 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 ;

(b) that for the college for which affiliation is sought, a separate local managing committee shall be constituted by the management, which shall consist of not less than seven and not more than fifteen members, of whom the Principal shall be one and (who shall also be the Secretary of such Committee) and two shall be other teachers in the college elected by such teachers from amongst themselves. The members so elected shall hold office for a term of three years from the date of their election. The local managing committee shall keep true and proper accounts of the income and expenditure of the college, and shall have such other duties and functions as may be assigned to it by the Management.

The Local Managing Committee shall perform such duties and discharge such functions subject to the control and supervision of the Management,

- (c) that a college, if managed and maintained by the State Government, shall, notwithstanding clause (b) above, have an advisory Committee in place of a local managing committee consisting of not more than fifteen members, including the Principal and two other teachers of the college and two teachers of the University nominated by the Executive Council.
- (d) that the strength, qualifications and emoluments of the teaching staff, and their terms and conditions of service will be such as decided by the University from time to time.
- (e) that the buildings in which ^{the} college is to be located are suitable, and that provision will be made for the residence in the college or in lodgings approved by the college, of students not residing with their parents or guardians, and for the supervision and welfare of students;
- (f) that, due provision has been or will be made within a reasonable time for a library;
- (g) that where affiliation is sought in any branch of experimental science, arrangements have been or will be made within a reasonable time, in conformity with the Statutes, Ordinances and Regulations, for imparting instruction in that branch of Science with a properly equipped laboratory or museum;
- (h) that due provision will be made within a reasonable time for the residence of the Principal and some members of the teaching staff in or near the college or the place for the residence of students;
- (i) that the financial resources of the college are such as to make provision for its continued maintenance and efficient workings ;
- (j) that the rates of fees charged to the students are in accordance with the rates prescribed by the University from time to time ;
- (k) that the college gives an undertaking that; in the event of affiliation being granted, it shall not change or transfer the management of the college without previous permission of the Executive Council and shall report all changes in the teaching staff and all other changes that may result in any of the aforesaid requirements not being fulfilled or continuing to be fulfilled ;

- (1) that the college gives an undertaking that the emoluments including allowances that are required to be paid to teachers and other employees of the college are, and shall be in accordance with the grades and allowances sanctioned under the Statutes from time to time, and that the rules prescribing the qualifications, security of tenure, disciplinary matters and other terms and conditions of service of the teachers and other employees of the college shall be in accordance with the Statutes made by the University from time to time;
- (m) that the college gives an undertaking that it shall deposit such funds (including provident funds and permanent funds, if any) with the University and college Development Finance Corporation as and when established or in an irrevocable trust or with a scheduled bank in a fixed deposit account as the University may from time to time direct; and
- (n) that the college gives an undertaking that it shall comply all the provision of the Act and the Statutes, Ordinances, Regulations and Rules made there under.
- (5) The Executive Council shall appoint a standing Affiliation Inquiry Committee for making inquiries in regard to matters stated in sub-section (4) above or any other matter relevant to ensure proper and continued working of the colleges seeking affiliation.
 - (a) The Chairman of the AIC may in consultation with the Vice-Chancellor coopt such experts or specialists on the AIC as may be necessary to conduct inquiry in technical matters connected with the starting of a new college or introduction of new subjects in an existing college. Such cooption will be for a specific purpose only.
- (6) The registrar shall submit the application along with the report of the AIC to the Executive Council which shall, after such further inquiry, if any, as it may think necessary, record its resolution in regard to the granting or rejection of the application, in part or in whole.
- (7) Where the application, of any part thereof, is granted, the Executive Council shall specify the course of instruction in respect of which the college is to be affiliated, the maximum number of

Students to be admitted to each such course and the period for which the affiliation is granted, and where the application, or any part thereof, is rejected, the grounds for such rejection shall be stated. The Registrar shall cause the decision of the Executive Council to be communicated to the Management of the College within a period of 10 days of the meeting of the Executive Council.

(8) An application under sub-section (4) may be withdrawn at any time before an order is made under sub-section (7).

S.49.2

Extension and Continuation of affiliation.

Where a college desires to add to the courses of instructions in respect of which it is affiliated or to continue the affiliation, the procedure prescribed in the last preceding section, shall so far as may be, followed.

S.49.3

Permanent affiliation

No college shall be granted permanent affiliation unless it has a standing of six years, has fulfilled all the conditions of affiliation of and attained the academic and administrative standards prescribed by the University from time to time.

S.49.4

Recognition of Institutions

(1) The Executive Council shall have the power to recognise as a recognised institution any institution of research or specialised studies other than a college.

(2) An institution which conducts research or specialised studies shall apply to the Registrar for recognition and shall give full information in the application regarding the following matters:-

- (a) the constitution and personnel of the managing body;
- (b) the subjects and courses of study for which recognition is sought;
- (c) the accommodation, equipment and numbers for whom provision has been or is proposed to be made ;
- (d) the strength of the staff, their qualifications and emoluments and the research work, if any, done by them, and
- (e) the fees levied, or proposed to be levied, and the provision made for capital expenditure on buildings and equipment and for the continued maintenance and efficient working of the institution.

(3) The University's Affiliation Inquiry Committee shall make the necessary inquiry in the matter and submit its report to the Executive Council. After considering the report of the AIC and making such further inquiry as it may think necessary,

the Executive Council shall grant or reject the application, in part or in whole. Where the application, or any part thereof, is granted, the Executive Council shall specify the subjects and the courses of instruction for which the institution is recognised. Where the application or any part thereof, is rejected, the grounds for such rejection shall be stated in the report.

(4) No institution shall be granted permanent recognition unless it has a standing of six years, and has attained and maintained the academic and administrative standards prescribed by the University from time to time.

S.49.5 Inspection of Colleges and Institutions and reports.

(1) Every affiliated college and recognised institution shall furnish such reports, returns and other information as the Executive Council may require for enabling it to judge the efficiency of the College or institution.

(2) The Executive Council shall cause every College or Institution to be inspected at least once in every two years by the AIC or any other committee of competent person authorised by it in that behalf.

(3) The Executive Council may call upon any College or Institution so inspected to take, within a specified period, such action as it thinks necessary regarding any of the matters stated in sub-section(4).

S.49.6 Existing affiliated colleges to constitute local managing committee or advisory committees.

Every college which was an affiliated college before the commencement of the Act, and which is deemed to be affiliated to the University under the Act, shall also constitute, within a period of six months from such commencement, a local managing committee for the college as required by clause (b) or (c) as the case may be, of sub-section (4).

Withdrawal of affiliation

(1) The rights conferred on a College by affiliation may be withdrawn in part or in whole, or modified, if the College has failed to carry out any of the provisions of sub-section (4) or to observe any of the conditions of its affiliation, or is conducted in a manner prejudicial to the interests of the University or its standard.

(2) A motion for withdrawal or modification of such rights shall be initiated in the Executive Council, and the member who intends to move such motion shall give notice of it and state in writing the grounds on which it is made.

(3) Before considering such motion, the Executive Council shall send a copy of the notice and of the statement to the management and copies thereof to the Principal of the College, together with intimation that any representation, if submitted by it in writing within a period specified in the intimation, shall be considered by the Executive Council,

Provided that, the period so specified may, if necessary, be extended by the Executive Council.

(4) On receipt of such representation or expiry of the period referred to in sub-section (3), the Executive Council shall, after considering the notice of motion, the statement and the representation, if any after such inspection by the AIC or by any other committee of competent persons authorised by it in that behalf, and such further inquiry as it thinks necessary, record its opinion thereon.

(5) When any such opinion is recorded by the Executive Council the Registrar shall submit the opinion and all proceedings of the Executive Councils relating thereto, ^{to} the State Government, which shall after such further enquiry as it thinks necessary, make such order as it decides.

(6) Where, by an order made under sub-section (5) the rights conferred by affiliation are withdrawn, in part or in whole or modified, the grounds for such withdrawal or modification shall be stated in the order.

(7) The Executive Council may, at any time arrange a special inspection of any affiliated college on such aspects of its working as it thinks necessary.

(8) The Executive Council, may, on the basis of the report made to it, and after giving reasonable opportunity to the management of being heard, and making such further inquiry as it thinks fit, give directions to the management requiring it to rectify the defect or deficiency found in the working of the college.

(9) If the management, without reasonable cause fails to comply with any directions given under sub-section (8) the Executive Council may, after considering the explanation, if any, given by the management, take such further action as it thinks fit, including:-

- (a) recommending to the State Government the stopping of aid to the college;
- (b) Withdrawing affiliation, in part or in whole, or
- (c) Taking over the management of the college in the public interest for a period not exceeding three years.

(10) The management of an affiliated colleges which, in the opinion of the Executive Council, has failed without reasonable cause, to comply with the directions given under sub-section (8) shall be liable to be taken over by the University, with the concurrence of the State Government.

(11) In the event of the closure of any affiliated college by management, the University may take over its management, with the concurrence of the state government.

S.49.8 Withdrawal or suspension of recognition:

(1) The rights conferred on an institution by recognition may be withdrawn or suspended for any period if the Institution has failed to observe any of the conditions of its recognition; or if it is conducted in a manner prejudicial to the interests of University or its standards.

(2) A motion for such withdrawal or suspension shall be initiated in the Executive Council and the member who intends to move such motion shall give notice of it and state in writing the grounds on which it is made.

(3) Before considering such notice, the Executive Council shall send a copy of the notice and of the statement to the head of the Institution together with intimation that any representation submitted by it in writing ^{within} a period specified in the intimation, shall be considered by the Executive Council :

Provided, the period as specified may if necessary, be extended by the Executive Council.

(4) On receipt of such representation or expiry of the period, referred to in sub-section (3), the Executive Council shall, after considering the notice of motion, the statement and the representation, if any, and after such inspection by the AIC or any other committee of competent persons authorised by it in that behalf and such further inquiry as it thinks necessary, decide whether the recognition should be suspended or withdrawn.

S.50 STATUTES RELATING TO THE PROVIDENT FUND-CUM-GRATUITY SCHEME

SECTION - I

CONTRIBUTORY PROVIDENT FUND

S.50.1. Application

The provision of the Contributory Provident Fund will be applicable to those employees who are eligible to and opt for Contributory Provident Fund-cum-Gratuity Scheme.

- a) Every whole time officer, teacher or other servant of the University appointed in a substantive capacity shall, as a condition of his service, become a subscriber to the University Contributory Provident Fund.
- b) The Executive Council shall have the powers to admit any member of the staff working on a Research Scheme undertaken by the University to the benefit of the University Contributory Provident Fund, provided that the said scheme, is in operation for one year or more and provides for Provident Fund benefits to the staff working thereunder.
- c) Persons appointed in whole time service for a period of not less than one year or persons appointed as a whole time service in a temporary capacity and who have completed one year of service shall be entitled to subscription to the Provident Fund.
- d) Part-time servants shall not be so entitled.
- e) Persons who are in receipt of any pension from Government or any local fund administered by Govt. or any other institution if reemployed in the University, may be entitled to subscribe to the Provident Fund provided that where the term of re-employment is initially for a year or less but is later extends so as to exceed one year.

S.50.2. Transfer of balances from other Provident Fund

If an employee admitted to the benefit of the fund was ~~previously a subscriber~~ to any contributory/non-contributory provident fund of the Central Government/State Government or body corporate, owned or controlled by Government or University/Institutions of University status or an autonomous organisation registered under the Societies Registration Act, 1860, the amount of his accumulation in such contributory or non-contributory provident fund shall be transferred to his credit in the fund.

The University shall pay interest on such of the amount transferred only from the month following the month in which it is received.

S.50.3. Nomination

The subscriber shall at the time of joining the fund, send to Finance Officer, a nomination in such of the forms set forth in the schedule to these statutes as is appropriate in the circumstances conferring on one or more persons 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, before it has 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 a member of his family.

Provided further that the nomination made by the subscriber in respect of any other fund to which he was subscribing before joining the Provident Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the fund, be deemed to be a nomination under this Statute until he makes a nomination in accordance with this Statute.

A subscriber may at any time cancel a nomination by sending a notice in writing to the Finance Officer and make a fresh nomination in accordance with this Statute.

S.50.4. Rate of Subscription

(a) The amount of subscription to the Fund shall be at one uniform rate of $8\frac{1}{3}$ percent of his emoluments rounded upto a next higher rupee in case of 50 paise and above.

For the purpose of this clause the 'emoluments' means & includes

(1) Pay (2) Special Pay (3) Personal Pay (4) Leave Salary (5) Dearness Pay (6) Interim Relief and/or any other remuneration treated as pay.

(b) An employee may at his discretion subscribe at a higher rate to his Provident Fund but there shall be no contribution from the University for the element of subscription higher than $8\frac{1}{3}$ percent.

S.50.5. Conditions of Subscriptions

i) Every subscriber shall subscribe monthly the fund when on duty in the service of the University except during the period when he is under suspension.

ii) A subscriber may, at his option, not subscribe

30 days duration. He shall intimate his option to the Finance Officer, and option once intimated shall be final. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

iii) A subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one lump sum, or in instalments any sum not exceeding the maximum rate prescribed in these rules.

iv) The subscription shall commence from the month following the month in which a subscriber has completed one year of service except in case of persons who are appointed substantively, the subscription shall commence from the month following the month in which they joined the service.

S.50.6 Contribution from the University

University Contribution to the fund shall be equal to the subscriber's subscription and shall be made every month. The amount of contribution payable shall be rounded to the nearest one rupees (50p. or more be counted as the next higher rupee).

S.50.7 Interest

The University shall pay to the credit of the account of each subscriber interest at such rate as may be determined by the Executive Council for each year, on the balances standing to the credit of each subscriber.

Interest shall be credited for a maximum period of 6 months from the month following the month of quitting service of a subscriber.

If in the calculation there has been any excess or shortfall in the amount credited to the subscribers account the necessary corrections be made including the deduction or addition of the interest thereof.

S.50.8 Advance from the Fund

(1) The Finance Officer of the University may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount six month's pay or half the amount of his own subscriptions and interest thereon standing to the credit of the subscriber in the fund, whichever is less, for one more of the following purposes:-

- a) to pay expenses in connection with the illness, confinement or a disability, including where necessary, the travelling expenses of the subscriber and member of his family or any person actually depended on him.
- b) to meet cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependant on him in the following cases, namely :

- (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage; and
- (ii) 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;
- (iii) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies.
- (iv) to meet the cost of plot or construction of a house or flat for his residence or to make any payment towards the allotment of plot or flat by a State Housing Board or a House Building Co-operative Society.

(2) The Registrar may for special reasons to be recorded in writing, sanction the payment to any subscriber of an advance in excess of the limit laid down in sub-clause (1) or until repayment of the instalment of any previous advance.

Provided that an advance shall in no case exceed the amount of subscriber's own subscription and interest thereon standing to the credit of the subscriber in the fund.

NOTE:- For the purpose of this rule, pay includes pay and dearness pay wherever admissible.

(3) When an advance is sanctioned under sub-clause (2) 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 instalments for recovery shall be fixed with reference to the consolidated amount.

S.50.9 Recovery of advances:

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 and more than twenty four. In special cases where the amount of advance exceeds three months pay of the subscriber under sub-clause (2), the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six.

S.50.10 Withdrawal from the Fund:

(1) Subject to the conditions specified herein, withdrawals may be sanctioned by the Registrar at any time after the completion of twenty years of service.

(including broken period of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier, from the amount standing to his credit in the fund for one or more of the following purposes, namely,

a) meeting the cost of higher education, including where necessary, the travelling expenses of any child of the subscriber actually dependent on him in the following cases:-

(i) for education outside India for academic, technical, professional or vocational courses beyond the High School stage; and

(ii) 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;

b) meeting the expenditure in connection with the marriage of sons or daughters of the subscriber and of any other female relation dependent upon him;

c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him.

d) building or acquiring house for his residence including the cost of site or for repaying any outstanding amount of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than twelve months from that date, or reconstructing or for making additions and alterations to a house already owned or acquired by a subscriber ;

e) purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than 12 months of that date ;

f) constructing a house on site purchased ;

g) renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty.

(2) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Clause 10(1) from the amount standing to his credit in the Fund shall not ordinarily exceed one-third of the amount standing to his credit in the Fund at the date of withdrawal.

interest thereon standing to the credit of a subscriber in the fund or fifteen month's pay of the subscriber, whichever is less. The Vice-Chancellor may, however, sanction the withdrawal of an amount in excess of these limits upto three-fourths of the subscription and interest thereon standing to the credit of a subscriber in the Fund, having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount to his credit in the fund.

(3) A subscriber, who has been permitted to withdraw money from the Fund under Clause 8(1) shall satisfy the Vice-Chancellor within a reasonable period as may be specified by him that the money has been utilised for the purpose for which it was 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 sum and in default of such payment it shall be ordered by the Vice-Chancellor to be recovered from his emoluments either in a lump sum or in such number of monthly instalments as may be determined by him.

(4) A subscriber who has been permitted under sub-clause (d), (e), or (f) of Clause 10(1) above 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 3 years without the previous permission of the Vice-Chancellor. He shall submit a declaration not later than 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, produce before the Finance Officer on or before the date specified by that officer in that behalf, the original sale deed and other documents on which his title to 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 Vice-Chancellor the sum withdrawn by him shall forthwith be repaid in one lump sum and in default of such repayment it shall be ordered by the Vice-Chancellor to be recovered from his emoluments either in a lump sum or in such number of monthly instalments as may be determined by the Vice-Chancellor.

(5) A subscriber who has already drawn or may draw in future an advance under clause 8 for any of the purposes specified in sub-clause (a), (b) & (c) of clause 10(1) may

sanctioning authority, the balance outstanding into a final withdrawal on his satisfying the conditions laid down in sub-clauses (1), (2) & (3) above.

S.50.11 Final withdrawal from the fund :

When a subscriber quits the service of the University, the amount standing to his credit in the fund shall become payable to him.

Provided that a subscriber who has been dismissed from the service of the University and is subsequently reinstated shall, if required to do so, repay any amount paid to him from the fund in pursuance of this clause with interest thereon at the rate provided in clause 4. The amount so repaid shall be credited to his account in the fund.

S.50.12 Retirement of a Subscriber :

When a subscriber (a) has proceeded on leave preparatory to retirement or if he is entitled to vacation, or 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 that may be prescribed by the Executive Council in this behalf to be unfit for further service, the amount standing to his credit in the fund shall, upon an application made by him in that behalf to the Finance Officer, become payable to the subscriber.

Provided that the subscriber if he returns to duty shall, if required to do so, 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 clause with interest thereon at the rate provided in clause 4 of the statute by instalments or otherwise by recovery from his emoluments or otherwise as the Vice-Chancellor may direct.

S.50.13 On death of a Subscriber

Subject to any deduction under Rule 14, 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, the payment shall be made as provided hereunder :

(i) When the subscriber leaves a family -

(a) If a nomination made by the subscriber in accordance with the provisions of Clause 3 in favour of a member or members of his family subsist 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.

NOTE: Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section(2) of Section 3 of the Provident Fund Act, 1925. (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Rule 3 in favour of any person or persons 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.

Note- 1: When a nominee is dependent on the subscriber as defined in clause (c) of Section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section(2) of section 3 of that Act.

Note- 3: When the subscriber leaves no family, and no nomination made by him in accordance with the provisions of Rule 3 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and sub-clause(ii) of clause (c) of sub-section(1) of Section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

S.50.14 Deductions :

Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contributions by the University with interest thereon credited before the amount standing to the credit of a subscriber in the fund is paid out of the fund the Vice-Chancellor/Executive Council in the case of employees appointed by it, may direct deduction there from and payment to the University of -

- a) a) all amounts representing such contribution and interest, if the subscriber is dismissed from

service due to misconduct, insolvency or inefficiency.

Provided that where Executive Council is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order exempt from such deduction an amount not exceeding two-third of the amount of such contribution and interest which would have been payable to the subscriber, if he had retired on medical grounds.

Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;

- (b) all amounts representing such contribution and interest, if the subscriber within five years of the commencement of his service as such, resigns from the service or ceases to be an employee of the University otherwise than by reason of death, superannuation or a declaration by a competent medical authority that he is unfit for further service, or the abolition of the post or the reduction of establishment.
- (c) any amount, due under a liability incurred by the subscriber to the University.

S.50.15 Payments :

- (1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof, after any deductions, becomes payable, it shall be the duty of the Finance Officer to make payment on receipt of a written application. In case, however, where no deductions has been directed under clause 14, the Finance Officer shall satisfy himself, before making the payment, that no such deductions is to be made.
- (2) When the amount standing to the credit of a subscriber has become payable under Clause 12 & 13, the Finance Officer shall effect prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon as after may be.

S.50.16 Assignment :

The University would not be bound nor would recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before the amount becomes payable.

S.50.17 Investment of Fund :

All sums paid into the Fund shall be credited in the books of the University to an account named 'Contributory Provident Fund Account of the Goa University'. A deposit account shall be opened in the State Bank of India to be operated in such manner as the Executive Council may direct. The balance of the fund after reserving suitable amounts for current needs shall be invested in the Govt. Securities, 5 Year Time Deposits or be placed in fixed deposit in the State Bank of India as the Executive Council may decide.

S.50.18 Annual Statement of Accounts :

A statement of account shall be furnished to each subscriber once a year.

S.50.19 Ordinances & Directions :

The Executive Council may from time to time, (a) make ordinances or issue such general or special directions as are consistent with the above statutes as to (i) the conduct of the business of the Fund, (ii) any matter relating to the Fund, or its management, or the investment of sums at the credit of the fund, or the privileges of the depositors not herein expressly provided for, or (b) vary or cancel any rules made or directions given by them.

S.50.20 Commencement of the Statutes :

These statutes shall come into force with retrospective effect from 1st July, 1985 and shall be applicable from the date of appointments to the officers appointed substantively to any posts of the University or on fixed term contract prior to this date.

SECTION - II

G R A T U I T Y

S.50.21 Permanent employees and the employees appointed on fixed term contract :

Every permanent employee who has completed a continuous service for a minimum period of 5 years in the University shall be granted gratuity in accordance with the scale of gratuity indicated in Clause 22. The gratuity shall be payable on his retirement or relinquishment of service of the University. In the event of his demise this gratuity shall be payable to the nominees of the deceased in the manner prescribed in rule 51 of the Central Civil Service (Pension) Rule 1972. No gratuity shall be paid on his dismissal or removal from it or mis-conduct, insolvency or inefficiency not due to age.

S.50.22 (i) The amount of gratuity shall be one-fourth of the emoluments of an employee for each completed six monthly period of qualifying service, subject to a maximum of $16\frac{1}{2}$ times the emoluments.

(ii) If an employee dies while in service, after completing 5 years continuous service, the amount of gratuity shall be equal to 12 times of his emoluments or the amount determined under sub-clause (i) whichever is higher and it shall be paid to the person or persons nominated by him.

S.50.23 If an employee who has completed five years of service dies within a period of 5 years from the date of his retirement from service of the University and the sum actually received by him at the time of death on account of University's share of contribution to the Contributory Provident Fund together with gratuity under the above clause, is less than the amount equal to 12 times the emoluments, a residual gratuity equal to the deficiency shall be granted to the person or persons nominated by him.

S.50.24 (i) If an employee dies in the first year of service, the gratuity equal to two times his emoluments at the time of his death shall be paid to his family.

(ii) If an employee dies after completion of one year of service but before completing 5 years of service, the amount of gratuity shall be equal to six times of his emoluments.

S.50.25 Temporary employees:

(1) Terminal gratuity : A temporary employee who retires on superannuation or discharged from service on account of retrenchment or if he is declared invalid for future service, shall be eligible for gratuity at the rate of one-half of a months pay for each completed years of his service, provided that he has completed not less than 5 years of continuous service at the time of retirement, discharge invalidment.

(2) Death gratuity : In the event of death of a temporary employee, while in service, his family shall be eligible for a death gratuity on the scale and subject to the condition specified below :

- (a) On death after completion of 1 year but before completion of 2 years of service - A gratuity equal to one month's pay.
- (b) On death after completion of 2 years of service but before completion of 5 years of service - A gratuity equal to two month's pay.
- (c) On death after completion of 5 years of service or more - A gratuity equal to three month's pay or the amount of terminal gratuity mentioned in Clause 25(1) whichever is more.

Emoluments for the purpose of determining of the gratuity includes (i) Pay (ii) Special Pay (iii) Deputation (Duty) allowance (iv) Personal Pay (v) Non-practising allowance (vi) Dearness allowance and additional dearness allowance treated as pay and Interim Relief.

The emoluments for the purpose of gratuity admissible under these statutes shall be subject to maximum of Rs. 4000/- per mensem, and the amount of gratuity payable shall in no case exceed Rs. 50,000/-.

SCHEDULE

Forms of Nomination
(As per S.50.3)

I. When the subscriber has a family and wishes to nominate one or more than one member thereof.

I hereby nominate the person/persons mentioned below, who is/are a member/members of my Family as defined in Clause-3 of the Statutes relating to the rules of CPF 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 address of Nominee/ Nominees	Relation-Age ship with subscriber	Amount of share accumulation to be paid to each (to be filled only in case of more than one nominee)	Contingencies of the happening of which the nomination shall become invalid.	Name & address and relationship of the person/persons if any, to whom the right of the nominees shall pass in the event of his predeceasing the subscriber.	
1	2	3	4	5	6

Date:

Witnesses to signature

1. _____.

Signature of Subscriber

2. _____.

II. When the subscriber has no family and wishes to nominate one or more than one person.

I, having no family as defined in clause 3 of the Statute relating to the CPF hereby nominate the person/persons 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 has not been paid.

Name and address of Nominee/ Nominees.	Relation- ship with Subscriber.	Age	Amount of share of accumula- tion to be paid to each (to be filled only in case of more than one nominee)	Contingencies on the happen- ing of which the nomination shall become invalid.	Name, Address and relatio- nship of the person/ persons if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscri- ber.
--	---------------------------------	-----	---	--	--

1	2	3	4	5	6
---	---	---	---	---	---

Date :

Witnesses to Signature

Signature of Subscriber

1. _____

2. _____

For the purpose of these Statutes, Family means :-

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

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

NOTE : Child means a legitimate child and includes an adopted child, where adoption is recognised by the personal law governing the subscriber.

S.51. STATUTES RELATING TO GOA UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE AND REIMBURSEMENT RULES, 1985.

- S.51.1 The Statutes may be called the "Goa University Employees' Medical Attendance & Reimbursement Rules, 1985", and will be applicable to all the employees of the University. They shall come into force from 1st November, 1985.
- S.51.2 These rules are based on the basic provisions of the Central Services Medical Attendance Rules, 1944, as amended from time to time, and as are at present applicable to the Central Government employees stationed in Goa, Daman & Diu. The definitions of various relevant terms as given in the said Central Rules will be applicable to these rules also.
- S.51.3 An employee of the University and his family shall be entitled to free of charge medical attendance from an Authorised Medical Attendant (AMA). The amount paid by the employee to AMA by way of fees or charges for examination or consultation or advice on account of such medical attendance shall, on production of a valid voucher or bill or cash memo, or a certificate in writing by the AMA, be reimbursed to the employees of the University.
- S.51.4 Provided that such free medical attendance from an AMA will be available for a period of 10 days at a time. If the illness prolongs beyond 10 days, the employee must seek medical attendance from the nearest Government hospital, dispensary, health centre etc. Provided further that for the period of the said 10 days, not more than 3 years examinations/consultations by the AMA be permitted for reimbursement.
- S.51.5 If the Registrar is not satisfied with the genuineness of the claim for reimbursement of examination or consultation or advice fees or charges, he may reject it by recording in writing the reasons for rejection. Appeal against the decision of the Registrar will lie with the Vice-Chancellor.
- S.51.6 For the purpose of these rules the University will appoint a number of Authorised Medical Attendants in the different parts of Goa where its employees are stationed. To begin with, the University proposes to adopt the same list of Authorised Medical Attendants as is prescribed by the Central Government Welfare Co-ordination Committee, Goa for the Central employees stationed in this Territory.

S.51.7 An employee of the University may consult any of the AMA's of the city/town/village of his residence. If, however, he/she propose to consult any AMA of a place other than that of his residence, he may do so by informing the Registrar in advance about his intention of doing so.

S.51.8 The University agrees to pay to the Authorised Medical Attendant fees or charges for examination, consultation or advice at a rate(s) as are prescribed from time to time in the case of the Central Govt. employees stationed in Goa.

S.51.9 The University also agrees to reimburse to its employees the charges of medicines purchased by them from the specified pharmacies medical stores in different parts of this territory and which are prescribed by the AMA after proper examination of the employee or any members of his family.

For this purpose the University adopts the list of accepted pharmacies or medical stores as is prescribed by the Central Government Employees Welfare Coordination Committee for its employees in this territory and a copy of which is enclosed vide Annexure "B". The reimbursement will however be subject to the following conditions:

- a) The medicines are prescribed in writing by the Authorised Medical Attendant ;
- b) There is a proper voucher or cash memo or bill for the purchase of the medicines from the specified Medical Stores ;
- c) The reimbursement claim is preferred within a period of 3 months from the date of the prescription by the AMA.

S.51.10 The University will reimburse charges only in respect of medicines which figure in the list of admissible medicines. For this purpose the University adopts the same list of admissible medicines as is applicable in the case of Central Government Employees in Goa, and revised from time to time.

S.51.11 In respect of the following special diseases the University's employee or his family may receive treatment at the nearest recognised Hospital providing such treatment, subject to the condition that such treatment is recommended in writing by the AMA.

- | | |
|---------------------|-------------------|
| (1) Cancer | (2) Diabetics |
| (3) Mental Diseases | (4) Poliomyelitis |
| (5) Tuberculosis | (6) Leprosy. |

S.51.12 A female employee or a male employee's wife is entitled to receive medical attendance for confinement, prenatal and post-natal treatment. As far as possible, the confinement and pre-natal/post-natal treatment should be in the nearest Govt. Hospital where such treatment is available. In exceptional cases such treatment can be taken in a private Hospital or Nursing Home with prior approval of the Registrar.

S.51.13 Reimbursement of operation charges is also permissible in respect of operations conducted by the AMA in his own Hospital or Nursing Home. Other major operations should ordinarily be conducted in the nearest Government Hospital where facilities for the same are available. Charges in respect of medicines and other treatment before or after the operation can also be reimbursed provided such expenditure is recommended in writing by the Doctor performing the operation and provided further that the bills or cash memos or vouchers are counter-signed by the said Doctor.

S.51.14 Hospitals run by private trusts on no-profit no-loss basis can be considered for reimbursement of charges in regard to operations and medicines in connection with the operations and for other major diseases which call for hospitalisation.

S.51.15 Charges in connection with treatment in specialised private hospitals other than those of the AMA's or the Government can also be admitted for reimbursement in exceptional cases provided such treatment in a specialised private hospital is actually recommended in writing by the AMA.

S.51.16 In respect of matters which are not specifically mentioned in these rules, the provisions of the Medical Attendance Rules as applicable to the Central Government Employees in Goa, and amended from time to time, will be applicable.

THE GOA UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE
AND REIMBURSEMENT RULES, 1985.

ANNEXURE - 'A' (As per S.51.6)

List of Authorised Medical Attendants

P A N A J I

1. Dr. Manohar V. Suria Rao Desai,
Medico Circurgiao - Farmacist, Reg. No. (1) 27270 (Bom) 1971
Dr. Atmaram Borkar Road, Near Municipality,
Panaji - Goa. (ii) (Goa) 1958.
2. Dr. Sharad Ganpat Vaidya, MBBS(Bom), M.S.
Vaidya Hospital,
Panaji - Goa Reg. No. 17081 (MAH) 1960
3. Dr. Esvonta V.S. Curchorcar Reg. No. 11080 (Bom) 1946
Medico Circurgiao,
E-178, Rua Prof. Naique,
Fontainhas, Panaji - Goa.
4. Dr. P.S.S. Krishnamurthy, Reg. No. 11092 1952
MBBS, DLD, MS, FICS(USA), ENT Specialist,
Trimala, 528 Alto Betim, P.O. Betim,
Bardez- Goa.
5. Dr. G.M. Bhatkule, MBBS(Bom) Reg. No. 32644
5-Sunflower, St. Inez,
Panaji - Goa.
6. Dr. Gopalkrishna K. Salelkar Reg. No. 16954 (MMC-1960)
MBBS(Bom), MRCP(LONDON) MRCP (EDEN),
Cardiology (BLOOD),
Mirmar, Panaji - Goa.
7. Dr. R.V. Rajadhyksha, MS(OPH) Bons (Bom)
Eye Clinic Surgical Nursing Home,
Dr. Domingos de Souza Road,
Panaji - Goa.
8. Dr. Caxinata T.S.R. Sardessai, MBBS
Medico Circurgiao, Eye Specialist, Reg. No. 36479
Boca de Vaca, Near Mangalal Sadan,
Panaji - Goa.
9. Dr. Luis de Menezes, MC, MBBS, FFC(WG),
Consultant Surgery Gynacologist Reg. No. 470, NCI.
Rua de Qurem, Panaji - Goa.
10. Dr.(Mrs) Maria de Costa Reg. No. 33351
MBBS(Bom), Pysician & Surgeon,
B-15, La Campal Housing Colony,
Miramar, Panaji - Goa.
11. Dr. Lucas Agnelo L.M.A. Monteiro Reg. No. 47822
Medico Circurgiao, Above Fridge Crafa,
Cunha Gonsalves Road, Mala,
Panaji- Goa.
12. Dr. Shyam Bhandary, MBBS(Bom) MD,
Physician & Cardiologist, C/o. Bhandari Hospital,
Fontainhas, Panaji - Goa.

13. Dr. Pramod Talaulikar, MBBS(Bom) M.S.,
Specialist in Urology,
C/o. Talaulikar Hospital, Panaji - Goa.
14. Dr. Vijay Talaulikar, MBBS(Bom), MD, DGO, DFF,
Obstetrician & Gynecologist,
C/o. Talaulikar Hospital, Panaji - Goa.
15. Dr. Raghavendra Narayan Dhond,
Medico Cirurgiao, Escola Medico,
Ribandar - Goa. Reg. No. 293-1951
16. Dr. Gopal Kurchodkar, Reg. No. 531/409-1958
Medico Cirurgiao, Panaji - Goa.
17. Dr. Ulhas Kaisare,
MBBS(Bom), DOHS(CPS), MS(Bom) Reg. No. 28207
Ophthalmology, Valos Building,
Panaji - Goa.
18. Dr. Sitakant K. Kamat Ghanekar Reg. No. 27734
MBBS MS, House No. 628,
Behind Gomantak Bhavan, St. Inez, Panaji.
19. Dr. (Mrs) Maya S.K. Ghanekar, Reg. No. 34360-1975
MBBS DGO DFP Obstetrics & Gynecology,
H. No. 628, Behind Gomantak Bhavan,
St. Inez, Panaji.
20. Dr. S.C.P. Navelkar, MBBS MD (Path) Bact,
Pathology & Bacteriology, Reg. No. 24824-1969
Opp. Junta House, Panaji - Goa.
21. Dr. Vivek M. Sardessai, MBBS DORL, Reg. No. 35554-1976
MS(ENT), Bhandare Hospital,
Panaji - Goa.
22. Dr. A.A. Bhandodkar, Reg. No. 41762-1969 MMC
MD(Med) FCPS(BOM),
Sandeep Apartment, Near Htl. Smarat,
St. Inez, Panaji - Goa.
23. Dr. Anil Sardessai, MD DGO(BOM),
Sardessai Nursing Home, Uma Niwas,
Dada Vaidya Road, Happy Home Apartments,
St. Inez, Panaji - Goa.
24. Dr. Vijay V. Thali, MBBS(BOM)
Thali Polyclinic,
St. Inez, Panaji - Goa.
25. Dr. Ramkrishna H.S. Curchordkar Reg. No. 526/406 Goa 1957.
Medico Cirurgiao, Panaji-Goa.
26. Dr. R.B. Kenkre, M.D.,
Consultant Neurologist,
Bhandare Clinic, Rua de Qurem,
Panaji - Goa.
27. Dr. (Mrs.) Asha V. Thali, MBBS Reg. No. 35904
Thali Polyclinic,
St. Inez, & St. Cruz, Panaji - Goa.
28. Dr. Dipchand Bhaskar Bhandare, Reg. No. 35920/1976 MMC
MBBS(BOM), D.Orth(CPS), MS Orth (BOM),
Vaidya Hospital, Panaji,
Bhandari Hospital, Panaji,
CMM Polyclinic, Panaji,
Chowgule Hospital, Vasco.

Q U E P E M

1. Dr. Milagres A. Fernandes, Reg. No. 31542 (1974)
MBBS(BOM) Lecilina Building,
Quepem - Goa.

M A P U S A

1. Dr. Benedito J. de Souza, Reg. No. 10530(BOM)
Medico Cirurgiao, Near Alankar Theatre, 1945
Mapusa, Bardez - Goa.
2. Dr. Vindica G. Ter,
Medico Cirurgiao,
Post Graduation in Obstretic & Gynecology,
Duler, Mapusa - Goa.
3. Dr. C.S. Borkar,
Mapusa - Goa.
4. Dr. Ramkrishna V. Moraskar, MBBS, Reg. No. 15328 (1955)
Dharmanand Hospital, Corlim,
Mapusa, Bardez - Goa.
5. Dr. Sr. Marcella D'Souza, MBBS (NGP)
Remanso, Mapusa - Goa.

C A N D O L I M

1. Dr. Jose S.F. Monteiro, B.Sc., MBBS, Reg. No. 37493 (1977)
Candolim, Bardez - Goa.

B I C H O L I M

1. Dr. Paulo R.A. Caeiro, MBBS(BOM) Reg. No. 27651
General Physician & Surgeon,
Near Hira Talkies, Sonapeth,
Bicholim - Goa.

M A R G A O

1. Dr. Narciv K. Naik, MD, FCPS, DGO Reg. No. 15246(MAH) 1955
Margao - Goa.
2. Dr. Gopal Pandurang Vaidya, GFAM(BOM)
Rua Martinho de Menezes, Reg. No. 13311(MAH) 1963
Behind Loyola High School, Margao - Goa.
3. Dr. (Mrs.) Nalini G. Vaidya, Reg. No. 1-3611(MAH)1963
BAM & S (POONA),
Rua Mertinha de Menezes,
Near Loyals High School, Margao- Goa.
4. Dr. (Mrs.) Shalini D. Kerkar, MBBS(BOM) DGO
Kerkar Nursing Home, Margao - Goa. Reg. No. 17075 (MAH)1957
5. Dr. Ramesh A. Borkar, MD, TED Hospital (TB)
Margao - Goa.
6. Dr. (Mrs.) Saroj J. Raikar, MBBS(BOM) Reg. No. 28652
7. Dr. Jagadishchandra S. Raikar, MBBS(BOM)
Aquem, Margao - Goa. Reg. No. 24495.

8. Dr.(Mrs.) Prabhudessai K. MBBS(BOM) Reg. No. 19999(1984)
Prabhudessai Hospital, Aquem, Margao - Goa.
9. Dr. Prabhudessai K.A., MBBS DOMS Reg. No. 18267
Netravali, Aquem, Margao - Goa.
10. Dr. Anand V. Raikar, MBBS(BOM), Reg. No. 29806 (1973)
H.No. 41, Bernardo D'Costa Road,
Margao - Goa.
11. Dr.(Mrs.) Amala Kamat, MD,
Dermatologist, Margao - Goa.
12. Dr. V.N. Kharangate, MBBS,
Skin Specialist, Margao - Goa.
13. Dr. Suhas N. Nadkarni, MBBS Reg. No. 36548 MMC
Malbhat, Saudade Road,
14. Dr. Govind Mahadeo S. Kudchadkar,
Medico Cirurgiao, Reg. No. 10711 (1945)
Kudchadkar Nursing Home Building,
1st Floor, Navelim - Goa.
15. Dr. Kamalesh Shantanand Nadkarni, MBBS(BOM)
Rawanfod, Margao - Goa.
16. Dr. N.S. Desai,
Faworda, Margao - Goa.
17. Dr. K.K. Hedge,
Margao - Goa.

V A S C O D A G A M A

1. Dr.(Mrs.) Juvina Pulqueria M. Henriques e Sa
Medico Cirurgiao, St. Andreu Hospital Reg. No.21028(MAH)1966
Vasco-da-Gama.
2. Dr.(Mrs) Sudha Waman Parab, MBBS Reg.No. 20502(MAH)1966
A-3/4, Housing Board Quarters,
Baina, Vasco-da-Gama.
3. Dr. Vaman K. Parab, MBBS Reg.No. 21822(MAH)1966
A-3/4, Housing Board Quarters,
Baina, Vasco-da-Gama.
4. Dr. Umakant Salelkar, Reg. No.23209(MAH)1966
Medico Cirurgiao, "Ashirwad",
Mangor Hill, Vasco-da-Gama.
5. Dr. Pradeep S. Borkar, MBBS(BOM) DCH Reg.No. 26978(MAH)1969
Monteiro Building,
Vasco-da-Gama.
6. Dr. Mohan N. Kamat, MBBS(POONA) Reg.No. 18375(MAH)1963
Dr. Kamat Nursing Home,
Near Municipal Garden,
Vasco-da-Gama.
7. Dr. Vinay N. Surlaker, MBBS(BOM)
Baina, Vasco-da-Gama.

8. Dr. Ravindra Parulekar, MBBS Reg.No. 36283
Patil House, Patrong Baina,
Vasco-da-Gama.
9. Dr. Surendranath B. Arondekar, MBBS(BOM)
Chowgule Staff Bungalows, Reg.No. 19032 MMC
Near Old Power House, Baina,
Vasco-da-Gama.
10. Dr. R.V. Kudchadkar, MBBS(BOM) Reg. No.28680 (1972)
Physician & Surgeon, Opp. Loco Shed,
Baina, Vasco-da-Gama.
11. Dr. Dilip P. Prabhu, MBBS(BOM) Reg.No. 31207 (1974)
Near Municipal Garden, Baina Hospital,
Vasco-da-Gama.
12. Dr. D.Y. Talaulikar, MBBS DGO (BOM)
Khalap Mansion, Vasco-da-Gama.
13. Dr. R.V. Deo, G.C.E.E.(Bangalore)
Vasco-da-Gama.
14. Dr. Sricant D. Vernekar, MBBS(BOM) Reg.No. 526/73 DRS
GVIA Building, Behind Court,
Vasco-da-Gama.
15. Dr. Atmaram P. Borkar, MBBS(BOM) Reg.No. 32302
Physician & Surgeon, Casa Bela,
Baina, Vasco-da-Gama.
16. Dr. Dilip Shrinivas Kamat, MBBS(BOM) Reg.No.21959 (1978)
Flat No. 1, Joshi Building, F.L. Gomes Road,
Vasco-da-Gama.
17. Dr. N.M. Sinha, B.A., LIB, CHP Reg. No. 1300 (1958)
7, Chowgule Colony, Mangor Hills,
Vasco-da-Gama.
18. Dr. Anand Govind Shetye, MBBS(BOM)Reg. No. 32411 (1975)
Pereira's House, Opp. Chowgule Quarter's,
Mangor Hills, Vasco-da-Gama.
19. Dr.(Mrs) Sunita S. Kamat, M.S. Reg.No. 6224 (1971)
Mahatma Niwas, Baina, Vasco-da-Gama.
20. Dr. Pedro A. Fernandes Bravo da Costa Reg.
MBBS(BOM) M.C. (GOA) Mundvel Vadem,
Vasco-da-Gama. Reg.No.DHS/155/Panaji1967
21. Dr. Wilfred Menezes Mesquita, MD(BOM) DGO, DFP (CPS)
Consulting Obsterician & Gyneocologist, Julieta Bldg.
Vasco-da-Gama. Reg. No. 36418
22. Dr.(Mrs) Maria Fatima Vaz e Menezes Mesquita,
MS(BOM) DOMS (CPS),
Eye Specialist & Opthalimic Surgeon
Julieta Building, Vasco-da-Gama. Reg. No. 33283
23. Dr. S.N. Desai, MD, FICA,
Block-K A Pandit D. Kosambe Building,
Vasco-da-Gama.
24. Dr. Ajit R. Khandeparkar, MBBS JCH CPS(BOM)
Child Specialist, Cosy Apartments,
Baina, Vasco-da-Gama. Reg. No.44138 (79-80)

M A R M A G O A

Annexure-A

1. Dr. Mohan N. Bandodkar, MBBS (BOM) Reg.No. 43431 MMC
House No. 30, Headland Sada,
Marmagao- Goa.

P O N D A

1. Dr. Anil N. Naik ~~Ganekar~~, MBBS (BOM) Reg.No. 27348 (1970) MMC
Physician & Surgeon,
Vidya Vihar Housing Co-op. Society, Ponda.
2. Dr. Keshav Madhav Bakhale, MBBS Reg. No. 29736 MMC
Curti, Ponda
3. Dr. Avadhut N.S. Nanorkar, MBBS (BOM) Reg. No. 28090 (1972)
Khadpaband, Ponda.
4. Dr. Rajendra C. Dev, MBBS DCH, Reg.No. 36704 (1976)
Pediatics, Kerkar Building,
Ponda.
5. Dr. A.A. Bandodkar, MD (Medicine) FCPS (BOM)
Ponda. Reg.No. 41762 MMC 1979

M A R D O L

1. Dr. Udaykumar B.S. Kerkar, MBBS (BOM) Reg.No. 27690 MMC
Mardol.

S A N T A C R U Z

1. Dr. A.F. Clovis Pinto, MBBS MS (BOM) FRCS (EDEN)
St. Agostingo Ward St. Cruz, Ilhas. Reg.No. 19551
2. Dr. Ramcrishna H.S. Curchorkar, Reg. No. 526/405 (Goa)
Medico Cirurgiao, St. Cruz, Ilhas.
3. Dr. Rangunath V.P. Nachinolkar Reg. No. 19593 MMC
Medico Cirurgiao, Pharmaceutica,
Santa Cruz, Goa. (Ilhas)
4. Dr. (Mrs) Asha V. Thali, MBBS DOMS BOMB MHN,
Thali Nursing Home, St. Cruz, Ilhas.

M E R C E S

1. Dr. Anthony Cardoso, MBBS (BOM) Reg.No. 36705
Near Syndicate Bank, Mercedes - Goa.

R I B A N D A R

1. Dr. Sanolo Ramchandra Quenim, Reg. No. 12552 MMC 85
Medico Cirurgiao (Goa) LM & S (Goa) 1950
Ribandar

C O R L I M - I L H A S

1. Dr. D.J.P. Dhulapkar, DHO (Delhi) Reg.No. 60 (1969)
Dhulap, Gorlim Ilhas.

N E U R A

1. Dr. Anand D. Halarnakar, MBBS(BOM) Reg.No. 44732 MMC

P E N H A D E F R A N C A

1. Dr. Arun Anant Volvoikar, MBBS(BOM) Reg.No. 384556(1977)
House No. 397, Virlosa,
Penha de Franca, Britona, Bardez - Goa.

S I O L I M

1. Dr. Avadhut P. Thali, MBBS(BOM) Reg. No. 29612 (1973)
Tarchi Bhatt, Siolim, Bardez - Goa.

S A N G U E M

1. Dr. Shankar D. Nadkarni, MBBS(BOM) Reg.No. 24102 MMC
Dando, Sañgüem.

P O R V O R I M

1. Dr. P.S. Krishnamurthy, MBBS, DLO, MS, FICS(USA)
ENT Specialist,
Trimola, 528, Alto Porvorim,
R.O. Betim - Bardez. Reg.No. 11092 (1952)
2. Dr. Anant Shrinivas Keni Reg.No. 30522 (1973)
MD (Ped), DCH(CP&S) FICS(USA), Pediatrics,
Keni House, Alto Provorim, Bardez.
3. Dr. Ravi Anirudha Varma, MS, Ph.d. Reg.No. 9787 (1947)
General Surgeon & Orthopodics,
51, Defence Colony, Alto Porvorim, Bardez.
4. Dr. Ravindra G. Chodankar, MBBS DGO DFP MD (BOM) CPS
Obstetrics & Gyneocology, Reg.No. 29876 (1971)
Chodankar Nursing Home,
Alto Porvorim, Bardez.
5. Dr. N.P. Mulgaonkar, MBBS(BOM).
Physician & Surgeon,
Opp. Motel La Joy, Porvorim, Bardez.
6. Dr. V.V. Desai, MBBS(BOM)
Physician & Surgeon,
Near Customs & Central Excise Quarters,
Alto Porvorim, Bardez.

A S S O N O R A

1. Dr. Umesh R. Dhume, Reg.No. 23938
MBBS DCH (BOM) Children Specialist
Shivam Assonora, Bardez.
2. Dr. Ramesh Mulgaonkar, MBBS(BOM) Reg. No. 21094 (1966)
Mangurish, Assonora, Bardez.

S A N Q U E L I M

1. Dr. Gurudas N.S. Nadkarni, MBBS
Physician & Surgeon, Sanquelim.

P E R N E M

1. Dr. Devidas S.S. Shirodkar, MBBS (BOM) Reg.No. 33568 MMC
Near Central Bank, Pernem.

C A L A N G U T E

1. Dr. Sandesh N. Dharwadkar, MBBS (BOM) Reg.No. 42162 (1980)
Physician & Surgeon, Calangute, Bardez.

C U R C H O R E M

1. Dr. Sonu V. Kamat, MBBS DGO (BOM) Reg. No. 6065 MMC
Consultant Obstetrician & Gynaecologist,
Curchorem - Goa.

C U R T O R I M

1. Dr. Ernest J.W. Rodricks, MBBS (BOM) Reg. No. 44664
Anvettem, Curtorim, Salcote- Goa.

C U N C O L I M

1. Dr. Anil V. Pai Raikar, MBBS Reg. No. 8679
Nardi Kotto, Cuncolim, Salcote-Goa.

C A N A C O N A

1. Dr. Sadanand D. Prabhu, MBBS (BOM) Reg. No. 30293
Physician & Surgeon,
Pensulem, Canacona.

THE GOA UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE
AND REIMBURSEMENT RULES, 1985

Annexure - "B"
(As per S.51.9)

APPROVED LIST OF PHARMACIES IN GOA

P A N A J I

1. Centro Commercial De Drogas, Panaji.
2. Babani Pharmacy, Panaji.
3. Pharmacy Julio De Menezes, Panaji.
4. Pharmacy Popular, St. Estevam.
5. Pharmacy Celine, St. Estevam.
6. Pharmacy Minguel de Menezes, Panaji.
7. Pharmacy Hindu, Panaji.
8. Pharmacy Popular, Santa Cruz.
9. Pharmacy Oriental, Panaji.
10. Pharmacy Anant, Panaji.
11. Pharmacy Oliveira, Fernandes, Panaji.
12. Pharmacy Azavedo, Panaji.
13. Pharmacy Menezes & Cia, Panaji.
14. Pharmacy Salceto, Panaji.
15. Pharmacy Camilo de Menezes, Panaji.
16. Pharmacy Cosme M. Menezes, Panaji.
17. Pharmacy Ribandar, Ribandar.
18. Pharmacy Candeia, Panaji.
19. Pharmacy Piller, Pilar.
20. Pharmacy Roadrigues, Goa Velha.
21. Pharmacy International, Panaji.
22. Goa Sahakar Bhandar, Panaji.
23. Chandu Medical Stores, Panaji.
24. Elite Chemist & Druggist, St. Inez.
25. Drogaria Central, Panaji.
26. A.G. Correia, Panaji.
27. R. Moniz Drugs Stores, Panaji.
28. Natics Picardo, Panaji.
29. Inocencio Fernandes, Panaji.
30. Aluma Druggist Chemist, Panaji.
31. Union Drogaria, Panaji.
32. Farmacia F. Menezes, Panaji.
33. Universal Pharmacy, Panaji.
34. Naik Chemists & Druggists, Panaji.

35. Moyo Medico Druggist & Chemist
36. Poi Traders,
37. Royal Medical Stores, Panaji.

P O N D A

1. Pharmacy Fraternal
2. Pharmacy Vijaya
3. Shree Pharmacy
4. Pharmacy Gokula
5. Baptista Pereira, Usgao,
6. Velingkar Bros. Mardol.

C U R C H O R E M

1. Pharmacy Karmali
2. Pharmacy Popular
3. Pharmacy Cuchorkar
4. Manguexam S. Sansgiri
5. Pharmacy Shree Damodar

M A R G A O

1. Pharmacy AMU
2. Pharmacy Colvalcar
3. Pharmacy Sanitas
4. Pharmacy Salcete
5. Pharmacy Menezes & Cic.
6. Pharmacy Cosme Matias Menezes
7. Pharmacy Comes
8. Pharmacy Pereira, Majorda.
9. Pharmacy Confianca, Assolna.
10. Pharmacy Regional, Raia.
11. Pharmacy Quenim, Cuncolim.
12. Pharmacy Popular, Cuncolim.
13. Pharmacy Gemini
14. Leo Deep Pharmacy
15. Pharmacy Holio
16. Hindu Pharmacy
17. Rita Druggist Chemist, Varca.
18. Khavante Medical Stores, Chinchinim
19. Raikar Distributors, Margao.
20. Drogeria Raikar, Margao.
21. Keni Medical Stores, Curtorim.
22. Khaunte Drug Stores, Curtorim.

23. Dattaram Bhandodkar, Chinchini.
24. Drogaria Prakash, Margao.
25. Drogaria Raiturkar, Margao.
26. Ganexa S. Talaulikar, Margao.
27. M/s. Cosme M. Menezes, Margao.
28. Central Medical Stores, Carmo.
29. Indira Sons, Margao.
30. Cosme Medical Stores, Margao.

V A S C O D A G A M A

1. Farmacia Nacional, Vasco.
2. Farmacia Hindu, Vasco
3. Farmacia Vassanta.
4. Farmacia Universal.
5. Farmacia Swastica.
6. Farmacia Menezes & Cia.
7. Sanjivany Pharmacy
8. Farmacia Cosme M. Menezes.
9. Arun Kumar Pharmacy.
10. Farmacia Salcete.

S H I R O D A

1. Farmacia Gocula

S A N G U E M

1. Farmacia Durga

Q U E P E M

1. Bhisso Pharmacy

B I C H O L I M

1. Farmacia National

P E R N E M

1. Farmacia Bambolkar
2. Durga Datta Medical Stores

M A P U S A

1. Pharmacy International, Reis Magoa.
2. Union Pharmacy.
3. Pharmacy Joao de Menezes, Siolim.

4. Pharmacy Socorro, Porvorim.
5. Pharmacy Naik, Siolim.
6. Pharmacy Joao de Menezes, Mapusa.
7. Pharmacy Oriental, Calangate.
8. Pharmacy Ferrao, Mapusa.
9. Pharmacy Candeia, Pomburpa.
10. Pharmacy Moderna, Candolim.
11. Pharmacy Souza Fernandes, Tivim.
12. Pharmacy Cosme M. Menezes.
13. Pharmacy Luso Arinaç, Alsona
14. Ramchandra Pharmacy, Alsona.
15. Mapusa Pharmacy.
16. Pharmacy Menezes & Cia.
17. Pharmacy Colvalkar
18. Pharmacy Melo.
19. Pharmacy Jose Menezes.
20. Pharmacy Precisao.
21. Pharmacy Jose S. Fernandes.
22. Farmacia Vithu, Mapusa.

S A N Q U E L I M

1. Farmacia Sanquelim

M A R C E L A

1. Ashwin Pharmacy

C A N S A U L I M

1. Farmacia S. Filomena.

S.52. STATUTES RELATING TO THE ACCEPTANCE OF ENDOWMENTS FOR INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS, PRIZES, AND OTHER AWARDS AND ALSO INSTITUTION OF RESEARCH CHAIRS.

S.52.1 General

Subject to the conditions prescribed hereunder and as may be amended from time to time, the University may accept endowment funds for the purposes of instituting the following awards :

- i) Scholarships
- ii) Prizes
- iii) Medals
- iv) Fellowships
- v) Research Studentships
- vi) Memorial Lecture Series
- vii) Publication of books
- viii) Research Chairs
- ix) Visiting Professors and Scientists abroad
- x) Any other award for the encouragement of higher education.

S.52.2 Conditions for acceptance of endowments :

(1) All offers of bequests, donations and endowments, the management of which is to be vested in the University shall be accepted on the condition that the donor clearly specifies to the satisfaction of the Executive Council of the University, the terms and conditions of the award, the purpose for which and the manner in which the annual income on or realisation from the endowment fund is to be utilised.

(2) No endowment shall be accepted by the University the benefits of which are sought to be restricted to any caste, creed or community; provided that this condition shall not apply in the case of an award meant for students belonging to the scheduled castes or the scheduled tribes.

(3) The investments, management and dispensation of an endowment fund shall be at the discretion of the University provided that the dispensation so decided does not conflict with the conditions laid down by the donors giving endowment.

(4) Once an endowment has been finally accepted by the University it shall be the responsibility of the University to administer the endowment fund according to the terms and conditions attached to it, and the donor shall cease to have any interest in its administration

S..52. Utilisation of endowment funds :

All endowment funds except those for publication of a specific book or grant of visiting professorship, Scientists will ordinarily be invested in Government Securities/Scheduled Banks and the annual income accruing there from shall be utilised in the following manner :

(1) 5% of the annual income will be credited to the General Fund of the University to make up for the expenditure on administering the endowment;

2) 20% of the annual income will be added to the corpus of the endowment fund so as to ensure a gradual rise in the endowment fund and thereby make up, to the extent possible, for the depletion in the real worth of the annual award due to the fall in the value of money over the years;

(3) The remaining 75% of the annual income or realisation from the endowment fund will be used as per the terms and conditions attached to the endowment by donor.

So far as the endowments for publication of any specific book or grant of a visiting professorship and for visits of scientists from abroad is concerned, the endowment funds will be kept in a scheduled bank, and will be used for the said specific purpose after deducting a sum not exceeding 5% of the expected annual income (by way of bank interest) on the said fund, to make up the expenditure on administering the endowment.

S.552.4 Minimum value of endowment :

(1) The minimum value of endowment for award of scholarships, prizes and medals, will be Rs. 15,000.

(2) The minimum value of endowment for publication of a book will be Rs. 30,000.

(3) The minimum award of endowment for instituting an annual memorial lecture series will be Rs. 50,000.

(4) The minimum value of endowment for the award of fellowship and research studentship will be Rs. 1.00 lakh.

(5) The minimum value of endowment for instituting a research chair in any one subject will be Rs. 10.00 lakh.

(6) The minimum value of endowment for grant of a visiting professorship or visiting scientists from abroad will be Rs. 0,000.

S.52.5 Eligibility for grant of award :

(1) No student will be eligible for award of a prize, medal or scholarship unless he presents himself for the examination to which the award relates not more for two years after the expiry of the minimum period prescribed by the regulations governing that examination. The computation of the period of two years for this purpose shall begin from the date of passing of the preceeding lower examination which qualifies the candidate to enter on the courses for the said higher examination.

(2) No student will be eligible for award of any prize, medal, fellowships, scholarships or studentship under these rules unless he has passed the degree examination of this University and has enrolled himself for the post-graduation course of study in the relevant subject of this University, or has passed the post-graduation degree examination of this University as the case may be. Provided however, that if a donor so prescribes an award of a fellowship or research studentship may be granted also to the students who have passed the post-graduation degree of any other University but is registered with this University for a research programme leading to a Ph.D. or any other higher degree.

(3) No candidate shall be eligible for award of any prize, medal, scholarship, fellowship or research studentship under these rules unless he has secured a minimum of 55% of the aggregate marks at the examination to which such an award relates. If in any year this condition is not fulfilled the amount of the award will be added to the corpus of the endowment fund.

(4) No student who is appearing more than once for the examination to which any award relates will be eligible for grant of the said award.

(5) In the case of a tie, the amount of the award shall be equally divided between the persons who are bracketted in the tie.

S.52.6 Gold Medal :

(1) If the price of a gold medal is so increased in any particular year that 75% of the income from the endowment fund is not sufficient to purchase the Gold Medal, it shall be open to the University authorities to offer a 14-carat gold medal in that year, provided however, that the available income is sufficient to cover the cost of even a 14-carat gold medal. If the available award money is insufficient even to purchase a 14-carat gold medal, it will be

silver medal, unless the donor has agreed to award a cash prize instead of a gold medal.

S.52.7 Memorial Lecture Series :

The income from this endowments will be used not only for meeting the administrative expenditure of arranging the lectures but also for publishing the lectures if the same are of high calibre.

S.52.8 Fellowship and Research Studentship

Ordinarily the Fellowship or the Research Assistanship will be granted for a period of two years in equal monthly instalments. (For examples, if 75% of the annual return on an endowment of Rs. 1.00 lakh comes to say, Rs. 7,520, the value of the money Fellowship or Studentship will be Rs. $\frac{7500}{24}$ or Rs. 312.50)

S.52.9 Research Chair :

The term Research Chair used in these Rules implies appointment of a Professor who has a high academic and scholastic in that particular subject. The left over part of the annual income from the endowment fund after meeting the expenditure on salary of the professor will be used for acquiring the books, stationery, furniture, equipment etc; necessary for conducting research in that subject and/or for appointment of Research Fellows or Research Assistants to assist the professor in his research work.

S.52.10 Visiting Professorships :

The funds endowed for this purpose will be used for inviting eminent professors or scientists working abroad either Indians settled abroad or foreigners, to visit this University for a period not exceeding three months. The travel expenses of the said professor and his maintenance expenditure in Goa for a period upto three months will be covered from the endowment fund.

S.52.11 Appeal :

Any appeal relating to the administering of an endowment will lie with the Vice-Chancellor or his nominee, but his decision in the appeal will need to be approved by the Executive Council by a majority vote. The Executive Council will have powers to revise or modify the decision of the Vice-Chancellor or his nominee in this respect.

S.53. STATUTES RELATING TO THE SCHEME OF EXTRA-MURAL STUDIES AND EXTENSION SERVICES.

(under section 5, sub-section (5) of the Act)

This scheme envisages the setting up of a directorate for extra-mural studies and extension services under this University.

S.53. Defination :

Extra-mural studies imply studies outside the formal courses leading to degrees and diplomas and include extension service also.

S.53.2 Aims and objectives :

The aims and objectives of the extra-mural studies and extension services may be laid down as follows:-

- (a) To impart instructions to those who could not undergo formal education, but whose desire to be educated has remained intact.
- (b) To interact at all levels of education-primary, secondary and higher-secondary; non-formal education of adults, particularly women, farmers, workers and others whose understanding, skills, status, etc. need to be uplifted;
- (c) To participate in rural development activities and to undertake action oriented researches to solve the local problems ;
- (d) To make the common man aware of the impact of science and technology on daily life and to promote a scientific outlook and proper utilization of the products of science and technology;
- (e) To produce reading material and make it available to the people at low prices;
- (f) To collaborate with local voluntary organisations, industries, research institution, etc. to promote the objectives of the extra-mural studies and extension services;
- (g) To make people aware of their past and present, history and culture;
- (h) To make people aware of their civil and social responsibilities and obligations, as well as their rights.

S.53.3 Ways and means to carry out the aims and objectives

- (a) Popular lectures on various subjects by the University academics as well as the members of a panel of experts to be prepared;
- (b) Summer schools, adult education classes, youth leadership training camps, refresher courses etc.
- (c) Special vacation courses for students, women, factory workers, professional groups, etc;
- (d) Publication of popular books on topics of general interest and knowledge at low prices;
- (e) Common programme in collaboration with the panchayats, Municipalities, Schools and other local institutions;
- (f) Programmes in co-operation with the National Social Services and other national organisations;
- (g) Employment of audio-visual aids, including projectors, T.V. sets documentary films, demonstrations, etc. in executing the above programmes.

S.53.4 Panel of speakers and experts :

A panel of speakers and experts to participate in the various programmes of the extra-mural studies and extension services will be prepared by the Director. The panel should include the University academics. In addition, it should include teachers of the local colleges and eminent writers, journalists, social workers, researchers, artists doctors, engineers, women leaders etc.

S.53.5 Language of the lectures and discussions :

The language of the lectures and the subsequent discussions may be English, Konkani or Marathi. The hosting organisations may be requested to include its preference. If the speaker can speak only in English, a gist of his speech may be provided in Konkani or Marathi if the hosts so desire. The good offices of the University academics and post-graduate students who know Konkani and/or Marathi may be utilised for the purpose of translation of the speeches.

S.53.6 Organisation and Administration :

Two institutions are needed to organise and carry out extra-mural studies and extension services, namely a Directorate and a Board.

(a) The Directorate of extra-mural studies and extension services should have a Director with adequate supporting staff. The Director may be a full-time or a part-time worker depending on the need and financial resources available for the purpose. The emoluments/ honorarium of the Director or the staff may be decided by separate ordinances. The necessary equipment, furniture, transport may be provided to the Directorate as and when required and depending upon the financial resources available for the purpose.

(b) THE BOARD OF EXTRA-MURAL STUDIES AND EXTENSION SERVICES :

Its composition, powers and functions, term of office, etc. shall be as follows :

(i) Composition

The Vice-Chancellor, Ex-office chairman	- 1
The Registrar, Ex-office Vice Chairman	- 1
The Director, Ex-office member-secretary	- 1
Two eminent men, one from the rural north and the other from the rural south, nominated by the Vice-Chancellor	- 2
One nominee of the Executive Council	- 1

Total: 6.

(ii) Powers and functions:-

The Board shall have powers to:

- ... determine the nature and scope of the extra-mural studies and extension services to be implemented by the Directorate from time to time;
- ... determine the ways and means of carrying out the aims and objects of the extra-mural studies and extension services from time to time;
- ... approve the panel of experts and speakers to participate in the various programmes of the extra-mural studies and extension services;

- ... extend recognition to the local organisations who wish to conduct centres of extra-mural studies in their respective areas;
- ... prescribe conditions of recognition for such organisations.

(iii) Term of office :

A nominated member of the Board shall hold office for a term of three years, and he/she shall cease to be a member of the Board if he/she ceases to be member of the University authority by which he/she is nominated.

(iv) Meetings :

The Board shall meet at least once in six months and more often whenever necessary.

S.53.7 Organising the programmes of the Directorate.

- (a) Help of the voluntary organisations in rural and slum areas, including schools, social service organisations, women's bodies etc. may be sought in organising the programmes of the Directorate of Extra-Mural Studies and Extension services.
- (b) New organisations may be promoted and recognised in various corners of Goa to assist in organising of the various programmes of the Directorate. The Board shall lay down the procedure to establish such new organisations.

S.53.8 Reports on work done

The Directorate shall submit the following reports on its working for the consideration and approval of the Executive Council :-

- (i) A term ending report convening the following details :
 - (a) month-wise details of activities carried out by the Directorate;
 - (b) publications, if any, brought out;
 - (c) expenditure incurred on various items like salaries of staff, honoraria paid to lecturers/guests/others; T.A./D.L. spent on staff, lecturers/guests/others; transport costs; assistance to local organisations provided, if any, and details of such assistance. Report for the first-term shall cover the period June-October

and should be submitted to the E.C. in December, while report for the second term should cover the period November-April and should be submitted in June every year.

- (ii) A consolidated Annual Report for every academic year should be submitted to the E.C. in September each year. The E.C. may consider and decide whether the annual report deserves to be published or not.

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S.54

STATUTES REGARDING CONVOCATIONS

(Under section 5(2) of the Act)

- S.54.1 A convocation for the purpose of conferring degrees or diplomas shall be held once a year, preferably in the month of January or February, or at such other time as the Vice-Chancellor may decide in consultation with the Executive Council. The Chancellor, or in his absence the Vice-Chancellor, shall preside over the Convocation.
- S.54.2 The Registrar shall issue at least 30 days before the date of Convocation, a notification to be published in the Official Gazette of the Government of Goa, Daman & Diu, in the University office and in at least two leading newspapers of Goa indicating the date of Convocation.
- S.54.3 After the publication of results of the various examinations conducted by the University, the Controller of Examinations shall prepare faculty-wise lists of candidates eligible to receive their Degree/Diplomas under the respective faculties at the next annual Convocation.
- S.54.4 There shall be a meeting of the Executive Council before the Convocation at which the report of the Controller of Examinations containing the Lists of candidates recommended for admission to the several Degrees/Diplomas, duly approved and countersigned by the Registrar and Vice-Chancellor, shall be presented for the approval of the Executive Council.
- S.54.5 At the aforesaid meeting of the Executive Council, the Dean of every Faculty or in his/her absence the senior most member of each Faculty shall also be invited who shall then move that the persons so recommended for the award of the Degrees/Diplomas relating to his Faculty be admitted to the relevant Degrees/Diplomas in which they have been admitted.
- S.54.6 Candidates indicated in the lists mentioned above (s.54.3) shall be eligible to receive their Degrees/Diplomas either in person or in absentia. Admission to the Convocation shall be limited to the candidates whose names are included in the said lists, provided, however, that if any year the Executive Council is of the opinion that the number of persons eligible for conferment of the Degree/Diplomas as per the lists prepared by the Controller of Examinations is too large, the Executive Council may

decide to limit the admission to the Convocation to the candidates eligible for post-graduate Degrees, Doctorates Honorary Doctorates and winners of Prizes and Medals in the First Degree examinations only,

S.54.7 At the first annual convocation to be held after coming into force of these Statutes, Degree/Diplomas will be conferred on all persons who have graduated from this University in the previous years but who have not taken their Degree/Diplomas so far.

S.54.8 Distribution of Degrees/Diplomas to the eligible persons as listed by the Controller of Examinations shall be made either at the Convocation or in absentia any time after the Convocation.

Provided however that no candidate will be admitted to the Convocation who does not submit his application in the prescribed form to the Controller of Examinations along with the prescribed fee so as to reach him not later than 20 days before the date fixed for the Convocation.

Provided further that such candidates shall not be allowed to apply for and receive the same Degrees/Diplomas in person at any subsequent Convocation.

S.54.9 At the appointed hour of the Convocation, the Visitor, the Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examinations and the members of the Executive Council shall march in procession to the place where the Convocation is to be held, the order of procession being as under:-

E.C. members (in pairs)
Deans or senior members of Faculties (in pairs)
Registrar/Controller of Examinations (in pairs)
Chancellor/Vice-Chancellor (in pairs)
Visitor/Chief Guest (in pairs)

S.54.10 Candidates admitted to the Convocation and others invited to witness the proceedings of the Convocation shall remain standing at their respective places in the Convocation hall till the members forming the incoming procession take their seats and again when the last pair of members of the outgoing procession leaves the hall of Convocation.

S.54.11 After the members forming the procession have taken their places, the Vice-Chancellor will request the Chancellor to declare the Convocation open in the following words.

"Mr. Chancellor, I have the honour to request you to declare the Convocation open"

The Chancellor will then declare the Convocation open says:

" This Convocation of the Goa University has been called to confer Degrees/Diplomas upon the candidates who in the examination held for the purpose, have been successful and certified to be worthy of receiving the Degrees/Diplomas. Let the candidates be presented"

S.54.12 First the Dean of the Faculty concerned or the senior member of the Faculty who may be nominated for the purpose by the Vice-Chancellor, shall present to the Chancellor each student whose thesis has been accepted by the University as fit for awarding Ph.D. or D.Sc. degree under that faculty. The Dean/seniormost member shall call the name of the Ph.D. or D.Sc. student as the case may be, and the candidate will walk upto the dais and receive his degree in person at the hands of the Chancellor. After all the candidates for the Ph.D./D.Sc. degrees are presented by the Dean/Seniormost member of the Faculties concerned, students receiving Gold Medals or other prizes will also be presented in person in the same manner and receive their medals or prizes at the hands of the Chancellor.

The Ph.D. or D.Sc. students or Gold Medals/prize winners who could not remain present at the convocation may be conferred degrees or awarded the medals or prize in absentia.

After the Ph.D./D.Sc. students and Gold Medalists and prize winning students are presented in the manner stated above, the Deans of Faculties or senior members of each Faculty, who may be nominated for the purpose by the Vice-Chancellor shall present the other candidates to the Chancellor as under for the award of Degrees/Diplomas:

"Sir,

I present the candidates whose names are set out in the list for the Degrees/Diplomas....
..... under the Faculty of

They have been examined and found qualified for the respective Degrees/Diplomas to which I pray they may be admitted.

All the candidates who belong to the several Degrees/Diplomas under the Faculty will rise from their seats and bow to the Visitor and the Chancellor and then resume their seats.

S.54.14 At the conclusion of presentation of candidates from each faculty, the Chancellor shall say to the candidates;

"By virtue of the authority vested in me as Chancellor of Goa University, I admit all the candidates presented to the Degrees of in this University; and in taken thereof they have been presented with the Degrees/Diplomas".

S.54.15 The presentation of candidates and conforment of Degrees/Diplomas other than Ph.D./D.Sc. degrees will be in the following order:

Faculty of Arts, Humanities and Social Sciences.
(Languages, Humanities and Social Sciences,
Library Sciences)

1. Master of Arts (M.A.)
2. Master of Library Science (M.Lib)
3. Master of Philosophy (M.Phil)
4. Bachelor of Arts (B.A.)
5. Bachelor of Library Science (B.Lib)

Faculty of Pure Sciences
(Physical Sciences, Bio-Sciences)

1. Master of Science (M.Sc.)
2. Master of Science in Home Science M.Sc.
(Home Science)
3. Master of Philosophy (M.Phil)
4. Bachelor of Science (B.Sc.)
5. Bachelor of Science in Home Science B.Sc.
(Home Science)

Faculty of Applied Sciences
(Earth Sciences, Marine Sciences, Environment
Sciences, Computer Science & Technology)

1. Master of Science (M.Sc.)
2. Master of Computer Applications (M.C.A.)
3. Master of Technology (M.Tech)

5. Diploma in Environmental Science
6. Diploma in Computer Science.

Faculty of Commerce and Business Administration

(Commerce, Business Admn, Hotel Management, Tourism)

1. Master of Commerce (M.Com)
2. Master of Business Administration (M.B.A.)
3. Bachelor of Commerce (B.Com)
4. Diploma in Hotel Management.
5. Diploma in Tourism.

Faculty of Education

1. Master of Education (M.Ed.)
2. Bachelor of Education (B.Ed.)
3. Diploma in Higher Education (D.H.E.)

Faculty of Law

1. Master of Laws (LL.M.)
2. Bachelor of Laws (LL.B.)

Faculty of Medicine

1. Doctor of Medicine (M.D.)
2. Master of Surgery (M.S.)
3. Master of Pharmacy (M.Pharm)
4. Master of Dental Surgery (M.D.S.)
5. Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)
6. Bachelor of Pharmacy (B.Pharm)
7. Bachelor of Dental Surgery (B.D.S.)
8. Diploma in Public Health (Dip.H.)
9. Diploma in Ophthalmology (D.O.)
10. Diploma in Anaesthesiology (D.A.)
11. Diploma in Medical Radio Diagnosis (D.M.R.D.)
12. Diploma in Paediatrics (D.Ped.)
13. Diploma in Psychological Medicine (D.P.M.)
14. Diploma in Venereology and Dermatology (D.V. & D.)
15. Diploma in Forensic Medicine (D.F.M.)
16. Diploma in Gynaecology & Obstetrics (D.G.O.)
17. Diploma in Laryngology & Otology (D.L. & O)

Faculty of Engineering and Architecture

1. Master of Engineering (M.E.)
2. Master of Architecture (M.Arch)
3. Bachelor of Engineering (B.E.)
4. Bachelor of Architecture (B.Arch)

Faculty of Performing and Fine Arts

1. Master of Fine Arts (M.F.A.)
2. Bachelor of Fine Arts (Painting) B.F.A. (Painting)

3. Bachelor of Fine Arts (Applied Arts), B.F.A.
(Applied Art)

S.54.16 An address suitable to the occasion will then be delivered by the Chief Guest invited by the Visitor.

S.54.17 The Chancellor shall then dissolve the Convocation. The procession shall then leave the place in the reverse order, that is the Visitor/Chief Guest leaving first followed by others in the reverse order.

S.54.19 Special Convocation

Special Convocation for conferring honorary degrees or other distinctions may be held on such date and time as the Executive Council may, with the Visitor's approval, determine.

S.54.20 Honorary Degrees or other distinctions :

The Executive Council may resolve to confer any of the following Honorary Degrees upon a person on the ground that he/she is by virtue of his/her contribution to learning or knowledge or distinguished service to the cause of education or country, a fit and proper person to receive such degrees:

Doctor of Laws - LL.D.

Doctor of Literature - D.Litt.

Doctor of Science - D.Sc.

S.54.21 Honorary Degrees shall be conferred only at a Convocation, annual or special, and may be taken in person or in absentia.

S.54.22 The presentation of persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor by suitable citation.

S.54.23 The Diploma or Certificate for an Honorary Degree shall be signed by the Chancellor and the Vice-Chancellor.

S.54.24 The procedure outlined in the Statutes relating to the Annual Convocation shall apply mutatis mutandis in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the Honorary Degree may be allowed to make a brief address after receiving the degree.

S.54.25 The Vice-Chancellor may make suitable changes with the prior approval of the Visitor in regard to the procedure to be followed at Convocation when circumstances necessitate.

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GOA UNIVERSITY

Statutes Governing Terms and Conditions of Service of Teachers appointed in the Non-Government Constituent Colleges and Affiliated Colleges in the Faculties of Arts (including Education), Science, Commerce and Law

Short Title, Scope and Commencement

S.55 These Statutes may be called "statutes governing terms and conditions of service of teachers appointed in the non-Government constituent colleges and affiliated colleges of the "Goa University". The terms and conditions of service of teachers and part-time teachers appointed in a time-scale of pay. The statutes shall come into force with effect from the date of assent thereto of the Visitor and shall apply to teachers in the constituent colleges and affiliated colleges in the Faculties of Arts (including Education), Science, Commerce and Law except teachers in the colleges or institutions managed and maintained by the Central Government/State Government/University.

Deed of Contract of Service

S.55 A Teachers already in service and those appointed hereafter i.e. on and after the date of assent to these Statutes shall execute a Deed of Contract of Service on a stamped paper in the form as shown in Appendix 'A'

Definitions :

S.56 In the Statutes unless there is anything repugnant in the subject or context -

- (i) "Act" means the Goa University Act 1984.
- (ii) "Visitor" means the Visitor of the University
- (iii) "Chancellor" means the Chancellor of the University
- (iv) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (v) "Registrar" means the Registrar of the University
- (vi) "Senate" means the Senate specified as an authority of the University
- (vii) "Executive Council" means the Executive Council specified as an authority of the University.
- (viii) "University" means the Goa University.
- (ix) "Affiliated college" means a college affiliated to the University whether situated in the University area or outside it, and includes a college deemed to be an affiliated college.
- (x) "Appointing Authority" means the authority competent to make appointments to the different posts specified hereunder.
- (xi) "Competent Authority" means the authority competent to exercise the different powers and functions in the Act and Statutes specified hereunder.
- (xii) "Constituent College" means a college situated in the University area and made constituent under the Act and includes a college deemed to be a constituent college.

(xiii) "Continuous Appointment" means an appointment held by a teacher without any break.

Explanation:

Leave of any kind granted to a teacher while holding an appointment does not constitute a break under the definition.

(xiv) "Contract" means a contract entered into in writing between the Chairman of the Governing Body or the person to whom the power is delegated by the Governing Body and a teacher of the constituent college/affiliated college.

(xv) "Contract Post" means a post which a teacher may not hold for more than a limited period without re-appointment.

(xvi) "Duty" includes service on probation as well as temporary service.

(xvii) "Governing Body" means a body which actually conducts the affairs of a college and which has been so recognised by the University for the purpose of these statutes as Employer.

(xviii) "Holiday" means a Sunday or any other day declared as a holiday by the Competent Authority.

(xix) "Honorarium" means payment made to a teacher as remuneration for special work or work of an occasional character.

(xx) "Lien" means the title of a teacher to hold a post in which he is confirmed either immediately or on the termination of a period or periods of absence.

(xxi) "Officiating/Acting Appointment" means an appointment made on a temporary basis in a post which is vacant on account of the absence of another person.

(xxii) "Personal Pay" means additional pay granted (a) to save a teacher from loss of his pay in respect of a post in which he is confirmed due to irrevision of pay or to any reduction of such pay otherwise than as a disciplinary measure : (b) in exceptional circumstances or other personal considerations.

(xxiii) "Probation" means an appointment made on specified conditions for a stipulated period to a post for determining one's fitness for eventual confirmation in the post.

(xxiv) (A) "Teacher" shall in addition to full-time Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method or Director of Physical Education, if any, in any conducted, constituent or affiliated college or recognised institution in the University include -

(a) Part-time Professor, Associate Professor, Reader, Lecturer, Demonstrator, Tutor, Master of Method or Director of Physical Education, if any conducted constituent or affiliated college or recognised institution in the University, provided he imparts instruction for at least 4 hours per week.

(b) the following persons, whether serving full-time, part-time or in an honorary capacity in any conducted, constituent or affiliated college or recognised institution in the University, provided that a person serving in a part-time capacity imparts instruction for at least 4 hours per week.

(c) All persons who are designated to be the teachers of the University under Section 2 (18) of the Act and the Statute/s made thereunder.

The term 'Teacher' shall also include Acting and Officiating Teachers.

(B) No person who is not designated as a teacher under Clause(A) of this Statute shall be a teacher for the purposes of the Act.

(xxv) "Temporary Appointment" means an appointment made on a purely temporary basis either in a permanent post or a tenure post or against a temporary position/vacancy.

(xxvi) "Time scale of Pay" means the scale in which the pay rises, subject to the terms and conditions prescribed in these Statutes, by periodical increments from a minimum to a maximum.

Power to implement Statutes :

S.57 The Vice-Chancellor may, from time to time, issue such administrative instructions, clarifications or directions as may be necessary to ensure effective enforcement of the provisions of these statutes in the constituent colleges and affiliated colleges .

Scales of pay :

S.58 The scales of pay of different categories of full-time teachers in the constituent colleges and affiliated colleges in the Faculties of Arts (including Education), Science, Commerce and Law shall be as follows :-

*Principal	Rs. 1500-60-1800-100-2000-125/2-2500
*Principal	Rs. 1200-50-1300-60-1900
Lecturer	Rs. 700-40-1100-50-1300-Assessment-50-1600.

Notes :

- (i) The scale of pay mentioned above are the revised scales of pay recommended by the University Grants Commission and approved by the Government of Goa for implementation with retrospective effect from January 1, 1973.
- (ii) The revised pay-scales are inclusive of dearness allowance admissible on January 1, 1973. The teachers will, therefore, be eligible for dearness allowance equal to the increases in dearness allowance sanctioned and made effective by the Government of Maharashtra for its employees from time to time after January 1, 1973, upto 30th June, 1985, and thereafter as applicable to the employees of the Govt. of Goa, Daman and Diu. The House rent allowance will continue to be admissible as hitherto at the rates applicable to Government of Maharashtra employees, upto 30-6-1985 and to Goa Govt. employees thereafter. So far as the compensatory local allowance is concerned, as the revised pay-scales effective from January 1, 1973, are inclusive of the dearness allowance admissible on January 1, 1973, the compensatory-local allowance will be admissible to these teachers as per the rates applicable to the employees of Govt. of Goa, Daman and Diu. These scales shall be applicable to principals of non-Govt. colleges affiliated to this University. The Principals of colleges having (i) enrolment of over 1,000 and (ii) possessing such other qualifications and experience which the University may prescribe shall get the higher scale. While principals of colleges having enrolment below 1,000 shall get the lower scale.

Qualifications :

S.59 The qualifications and classification of teachers and Principals of colleges shall be as prescribed by Ordinances to that effect.

Manner and Mode of Selection and Appointment of Principals in colleges. :

S.60 (1) The Principal of a college shall be appointed through selection and his post shall be considered a non-vacation post. A letter of appointment shall be issued in the form as shown in Appendix 'B'.

(2) There shall be a Selection Committee for making recommendations to the Governing Body for appointment of Principal in a college. The Selection Committee shall consist of the following persons :-

- (a) The Chairman, Governing Body of the College (who shall be the Chairman of the Selection Committee)
- (b) One member of the Governing Body ;
- (c) Two nominees of the Vice-Chancellor ;
- * (d) One nominee of the Director of Education (Higher Education)/Director of Sports/Director of Social Welfare, Govt. of Goa, Daman & Diu as the case may be.

Provided, however, that colleges established and administered by minority managements covered by the provisions of Article 30(1) of the Constitution of India may form their own Selection Committees and the above provision (2) will not apply in their case.

(3) (a) Appointment to the post of Principal shall be made on merit and on the basis of advertisement published in a newspaper of all India circulation in the name and address of the college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. Appointment shall not be made on communal or caste considerations. The particulars of minimum qualifications and additional qualifications, if any, required, and scale of pay and allowances shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are already employed shall be required to submit their application through proper channel. Applicants shall also be required to account for breaks, if any, in their academic career.

(b) The date of the meeting of every Selection Committee shall be so fixed to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.

(c) The quorum to constitute a meeting of the Selection Committee shall be three members, one of whom shall be a nominee of the Vice-Chancellor.

(d) The Selection Committee shall interview and adjudge merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, if exceeding one, whom it recommends for appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable. The recommendation of the Committee shall be subject to the approval of the Vice-Chancellor, and in the event of the Vice-Chancellor not approving the recommendation, he shall record the reasons in writing and communicate the same to the Principal.

(e) The Governing Body shall appoint a person to the post of Principal from amongst the persons in the order recommended by the Selection Committee and approved by the Vice-Chancellor.

(4) (a) A Principal shall be appointed, in the first instance, on probation for a period not exceeding 24 months from the date on which he joins duties after the expiry of which he shall be confirmed and shall be informed accordingly in writing. The Governing Body of the college may, in exceptional cases and for reasons to be recorded, reduce the period of probation and shall have the right to assess the suitability of the Principal for confirmation even before the expiry of the period of 24 months from the date of joining but not earlier than 9 months from that date on the basis of the assessment report justifying special consideration.

(b) The assessment report of the Principal of a college shall be maintained by the Chairman of the Governing Body in a form prescribed for the purpose by the University as shown in Appendix 'D-1' and will be placed before the Governing Body at least two months before the date of expiry of the period of probation with a definite recommendation. If the Principal is not recommended for confirmation, his case along with the assessment report and the recommendation of the Chairman shall be placed before the Governing Body for consideration and decision.

(c) If during the period of probation, the work of the Principal is not found to be satisfactory, his services are liable to be terminated by the Governing Body by giving him one month's notice or in lieu thereof one month's Pay, D.A. and C.L.A. without assigning any reason. However, if the work of the Principal who is appointed from amongst the teachers of the College is not found to be satisfactory, he is liable to be reverted by the Governing Body to his original post of teacher.

(d) If during the period of probation the Principal wishes to relinquish his post of his own accord for personal or other reasons he shall give one month's notice thereof to the Governing Body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an amount equivalent to the Pay, D.A. and C.L.A. for the period till the end of the term, whichever is more.

(e) A Principal who is appointed from amongst the teachers of the College shall have an option to seek reversion as a teacher in the department to which he belonged originally within a period of two years from the date of his joining duties as Principal. If he resumes his duties as a teacher, the pay shall be fixed in such a way as will enable him to draw the same pay which he would have ordinarily drawn had he

normally continued in the post of a teacher prior to his appointment as Principal. The Governing Body shall also give him the benefit of the prevalent pay-scale applicable to the post on his resumption if he fulfils the conditions of prescribed qualifications and length of service.

(f) If the Principal, whose services are confirmed, wishes to relinquish his post of his own accord for personal or other reasons, he shall be relieved by the Governing Body on his giving three months' notice thereof to the Governing Body; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an amount equivalent to the Pay, D.A. and C.L.A. for the period of notice or pay, D.A. and C.L.A. for the period till the end of the term, whichever is more.

(g) A Principal who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismissed from service or his services are liable to be terminated on any of the grounds mentioned in Statute S.87.D and according to the procedure prescribed in that behalf.

Responsibilities of the Principal of the College :

S.61 Subject to the supervision, general control and direction of the Governing Body, the Principal of the College as an administrative and academic Head of the College shall be responsible for -

- (a) Academic growth of the College ;
- (b) Participation in the teaching work, research and training programmes of the College ;
- (c) Planning and assisting in planning and implementation of academic programmes, such as orientation courses, seminars, in service and other training programmes organised by the University and/or University Department/College for the academic competence of the Faculty members ;
- (d) Admission of students and maintenance of discipline of the College ;
- (e) Receipts, expenditure and maintenance of accounts of the College and for causing other bodies, associations, societies, committees etc., to maintain, finalise and present their accounts;
- (f) Management of the College Libraries, Gymkhanas and Hostels ;
- (g) Correspondence relating to the administration of the College ;
- (h) Administration and supervision of curricular, extra-curricular or extra-mural activities of the College and maintenance of records.
- (i) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other directions or order issued there under from time to time by the University and the orders issued by the Central and the State Governments ;
- (j) Supervision and conduct of College and University examinations including internal assessment and such other work pertaining to the examinations as assigned.
- (k) Assessing reports of teachers and maintenance of service books of teacher and other employees of the College in the forms prescribed by the University ;

(1) Any other work relating to the College and the University as may be assigned to him by the University from time to time.

S.62 Duties of the Principal of the College :

(i) To place before the Local Managing Committee (a) the budgetary statement for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval .

(ii) As the Principal is the Secretary of the Local Managing Committee he shall convene regularly meetings of the Local Managing Committee, which shall not ... be less than two meetings in a year. However, additional meetings may be called as and when necessary at the request of any two members.

Vice-Principal :

S.63 (1) If the enrolment of students in a college is more than 500, there shall be one Vice-Principal. If the enrolment of students in a college is more than 1500, such college shall have two Vice-Principals.

(2) A committee consisting of the following persons shall select a teacher of the college and designate him as Vice-Principal :-

(i) The Chairman of the Governing Body (who shall be the Chairman of the Committee)

(ii) One member of the Governing Body to be nominated by the Chairman.

(iii) The Principal of the College.

(3) The term of office of the Vice-Principal shall be three years and he shall be eligible for holding the office for one more term.

(4) The Vice-Principal shall perform such duties as may be assigned to him by the Principal from time to time.

(5) The Vice-Principal shall be paid a duty allowance of Rs. 200/- per month .

Manner and Mode of Selection and Appointment of Teachers in Colleges :

S.64 (i) Selection Committee :

There shall be a Selection Committee for making recommendations to the Governing Body for appointment of teachers in a college.

Every Selection Committee shall consist of the following persons ;-

(a) The Chairman, Governing Body of the College or his nominee (who shall be the Chairman of the Selection Committee) ;

(b) One nominee of the Vice-Chancellor ;

(c) One expert to be nominated by the University

*(d) One nominee of the Director of Education (Higher Education)/Director of Sports/Director of Social Welfare, Govt. of Goa, Daman & Diu as the case may be;

(e) The Principal of the College; and

- (f) The Head of the Department of the College in the subject concerned and where there is no Head of the Department the senior-most teacher in the subject.

Provided, however, that colleges established and administered by minority managements covered by the provisions of the Article 30(1) of the Constitution of India may form their own selection committees and the above provision will not apply in their case.

(ii) Procedure :

(a) All appointments to posts of teachers shall be made on merit and on the basis of an advertisement published in a newspaper of all India circulation in the name and address of the College and not by a Post Box Number. The qualifications prescribed for the posts shall essentially be related to the academic attainment in the subject concerned and shall not be linked with language or other regional considerations. Appointments shall not be made on communal or caste considerations. The particulars of minimum qualifications and additional qualifications, if any, required and the scale of pay and allowances shall be included in the advertisement and reasonable time, which shall not be less than 15 days from the date of publication of advertisement, shall be allowed within which the applicants may submit their application. Applicants who are already employed shall be required to submit their applications through proper channel. Applicants shall also be required to account for breaks, if any, in their academic career.

(b) The date of the meeting of every selection Committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.

(c) The quorum to constitute a meeting of the Selection Committee shall be four members, one of whom shall be the expert nominated by the University.

(d) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, if exceeding one, whom it recommends for appointment to the posts advertised. If no person is selected a report to that effect shall be made. The Committee shall have the right to recommend only one name if others are not found suitable. The recommendation of the Committee shall be subject to the approval of the Vice-Chancellor and in the event of the Vice-Chancellor not approving the recommendation he shall record the reason in writing and communicate the same to the Principal.

(e) The Governing Body shall appoint, from amongst the persons in the order recommended by the Selection Committee and approved by the Vice-Chancellor, the teachers required to fill in the posts advertised. A letter of appointment shall be issued in the form as shown in Appendix 'B'.

(iii) Filling of Temporary vacancies :

(a) When a vacancy is to be filled in temporarily, but not exceeding one term (i.e. six months), the Principal of the college in consultation with the Chairman of the Governing Body, shall fill in the temporary vacancy and a report of the same shall be made to the University. If the temporary vacancy exceeds the period of a term (i.e. six months) the same shall be filled in on the recommendation of a Local Selection Committee constituted as follows and a report of the same shall be made to the University :-

- (i) The Chairman of the Governing Body or his nominee (who shall be the Chairman of the Selection Committee)
- (ii) The Principal of the College ;
- (iii) The Head of the Department of the College in the subject concerned and where there is no Head of the Department the senior most teacher in the subject.

Provided however, that colleges established and administered by minority managements covered by the provisions of Article 30 (i) of the Constitution of India may form their own local selection committees and the above provision (a) will not apply in their case.

(b) When a temporary vacancy arises as a result of a confirmed teacher having been elected or nominated as a member of Parliament or State Legislature, it shall be filled in on a contract basis on the recommendation of the Local Selection Committee as laid down in (a) above. Such a teacher shall be appointed for the period for which a confirmed teacher continues to be a member of Parliament or State Legislature and he shall be entitled to vacation and all other kinds of leave, except half-pay leave on commuted basis and extra-ordinary leave.

Probation and Confirmation :

S.65 (1) A teacher shall, subject to the procedure prescribed for selection and appointment, be appointed in the first instance on probation for a period not exceeding 24 months from the date on which he joins duties after the expiry of which he shall be confirmed and informed accordingly in writing ; or his service shall be terminated provided that at least one month's notice is served on him prior to the expiry of the period of probation or one month's Pay , D.A. and C.L.A. in lieu thereof, is paid to him.

It shall not be necessary to assign any reason for terminating the service of a teacher on probation if it is held that he has not completed his probation satisfactorily.

The Governing Body of the College may, in exceptional cases and for reasons to be recorded, reduce the period of probation and shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of joining but not earlier than 9 months from the date on the basis of the assessment report justifying special consideration.

(2) The Principal of the College shall maintain assessment report of a teacher on probation ; in the form prescribed for the purpose by the University, as shown in Appendix 'D-1' for every six months and complete it at the end of each term of the academic year. The Principal shall send to the Chairman of the Governing Body, at least (two months) before the date of expiry of the period of probation, his assessment report with a definite recommendation. If a teacher is not to be confirmed at the end of the probationary period a confidential report justifying the recommendations should be attached and such cases be referred to the Chairman of the Governing Body for further action. The Governing Body shall be the deciding authority in such cases.

(3) If the Governing Body terminates the services of a teacher on probation on the ground of reduction in work-load or abolition of the post and if he is re-appointed on probation

in the same college or a college under the same management subsequently within a year, the period spent by a teacher on probation during the previous appointment(s) shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break in service and confirmation, subject to satisfactory assessment report of his work in the college(s) in which he has served.

(4) A teacher whose service is terminated during the period of probation on the ground of unsatisfactory assessment report shall not be reappointed by the Governing Body.

Service Book :

S.66 A service book shall be maintained by the Principal in respect of each teacher of the college in the prescribed form as shown in Appendix 'C'.

Increment :

S.67 (1) An increment shall be drawn as a matter of routine, unless, it is withheld by the Governing Body for a valid reason established on conduct of an inquiry as per the relevant rules and regulations.

(2) Service as laid down in the following clauses and in such other manner as the Governing Body may determine from time to time shall count for increments in the time-scale of pay :-

(a) All duty in a post on a time-scale of pay shall be counted for increment in that time-scale of pay provided that service rendered in a post carrying lower time-scale of pay shall not count for increment in the time-scale of pay of a higher post -

(b) Leave, other than leave without pay, shall count for increment in the time-scale of pay of the post in which the teacher has been confirmed.

(c) Should a teacher while holding one post be appointed to officiate in a higher post, his officiating or temporary service in the higher post shall if he is re-appointed to the lower post, count for increments in the time-scale of pay applicable to such post.

(d) Service rendered in a post on a time-scale of pay during the period of probation shall count as service towards increment.

(e) Service rendered in a temporary post shall count for increment provided that the post is on a prescribed time-scale of pay.

(f) Where a teacher who is allowed to keep a lien reverts to his original post, the period of lien shall count for increments.

Seniority of Teachers :

S.68 Seniority of teachers in the college shall be determined as under :

- (1) A full-time teacher is senior to a part-time teacher.
- (2) (a) Seniority of teachers in the college in a cadre and in a subject in which their appointments are made shall be determined on the basis of the date of joining the college.
(b) Seniority of teachers in the college shall be determined on the basis of the date of joining and length of continuous service in the same college or in the colleges run by the same Governing Body. Provided, however, that if a teacher accepts appointment in some other University College keeping his lien on the original post, the period of service put in by him in his new post shall be counted for purpose of seniority as the period of his continuous service in the college in which he has retained lien.
- (3) The Life Members or Life Workers, if any, shall be treated on par with other teachers while determining the seniority.
- (4) The Principal of the college shall be considered senior to all other teachers only for the period during which he holds the said post.
- (5) As between a confirmed teacher and a teacher on probation, a confirmed teacher shall be considered senior. As between a teacher on probation and a temporary teacher, a teacher on probation shall be considered senior irrespective of the length of service..
- (6) (a) A teacher appointed on probation in a permanent vacancy shall be treated as senior to one appointed on a temporary basis.
(b) Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and lengths of service.
- (7) In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior.

Assessment of Teacher's Work :

S.69 At the beginning of each term every teacher shall prepare his academic programme and submit it to the Principal through the Head of his Department, if any, at the end of the academic year the teacher shall prepare a report of the work done by him and submit it to the Principal through the Head of his Department, if any.

The assessment reports of the teachers shall be maintained by the Principal of the College in the forms as shown in Appendices 'D-1', 'D-2', and 'D-3' for the following purposes:-

- A. (1) For submission of six-monthly reports during the period of probation.
- (2) For confirmation in service of the teacher.
- B. (3) For assessment at the time of crossing the stage of Rs. 1300/- in the pay-scale of a Lecturer.
- C. (4) For consideration at the time of interview for a higher post.
- (5) For triennial assessment of the work of the teacher.
- (6) For other specific purposes.

The adverse remarks as well as remarks of appreciation shall be brought to the notice of the teacher concerned by the Principal and in the case of the Principal by the Chairman of the Governing Body for their guidance.

No Lecturer shall be permitted to cross the stage of Rs. 1300/- in the revised pay-scale except on the recommendation of the assessment committee which shall consist of the following persons :-

- (1) The Principal of the college (convenor),
- (2-3) Two nominees of the Vice-Chancellor for the college for a calendar year.

The assessment committee shall make its recommendation in terms of the guidelines framed by the Executive Council from time to time.

Vacation :

S.70 The calendar for an academic year including vacation shall be fixed by the University from time to time.

A teacher, other than Principal, is entitled to 90 days vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his duties as a teacher as may be assigned to him by the Principal provided that every teacher shall enjoy over the year a total of 60 days vacation .

(Note:- A teacher shall be considered to have availed himself of a vacation or a portion of a vacation unless he has received instructions in writing from the Principal of the College to remain on duty during that vacation or a portion thereof before the commencement of that vacation).

Vacation Salary :

S.71 A teacher shall be entitled to vacation as may be specified from time to time. A teacher who ceases to be a member of the staff in the college at the end of the first term or at the end of the second term or at the end of the academic year, as the case may be, shall be paid his pay and allowances in the following manner :-

- (i) If he has served for the whole of the first term or for the major part* of the first term, he shall be paid his pay and allowances upto the last day of the first vacation following the end of the first term ;
- (ii) If he has served for the whole of the second term or for the major part* of the second term, he shall be paid his pay and allowances for the period upto 30 days after the end of the second term ;
- (iii) If he has served for the whole of the academic year or for the major part* of the whole academic year, he shall be paid his pay and allowances upto the last day of the second vacation following the end of the second term ;

Provided that any such teacher shall be entitled to the pay and allowances for the vacation only for a part or whole of the vacation period, as the case may be, if he is not gainfully employed elsewhere.

- (iv) If a teacher is not present either on the first working day or on the last working day of a term without a valid reason, the college shall be entitled to deduct his pay and allowances for 15 days.
- (v) If a teacher is not present on the last working day of a term as well as on the first working day of the term following without a valid reason, the college shall be entitled to deduct his pay and allowances for 30 days ;
- (vi) If a teacher is not present on the first working day and/or the last working day of a term for a valid reason, the college shall not make any deduction from his pay and allowances.

Leave :

S.72 No leave can be claimed as a matter of right. (Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority).

The following shall be the kinds of leave :-

- (1) Casual leave.
- (2) Earned leave
- (3) Half-pay leave
- (4) Study leave
- (5) Deputation leave
- (6) Extra-ordinary leave
- (7) Maternity leave
- (8) Leave preparatory to retirement
- (9) Special disability leave
- (10) T.B./Cancer leave
- (11) Special leave
- (12) Sabbatical leave

(1) Casual Leave :

(1) All teachers, including the Principal, shall be entitled to 15 days 'casual leave in a year the word "year" referring to the academic year.

(2) Not more than 7 days 'casual leave and holidays enjoyed in continuation at one time can be granted to a teacher or a Principal save only in exceptional circumstances when it may be extended upto 10 days.

(3) Casual leave shall be evenly distributed during the year as far as possible. Casual leave cannot be prefixed or suffixed to vacations or any kind except special leave.

(4) In the case of the Principal, Casual leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.

(5) A teacher appointed on temporary basis shall be entitled to casual leave of 15 days in a year as stated above and shall not be eligible for any other kind of leave.

(6) Casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holidays declared by the sanctioning authority and/or Sundays, provided that the period of total absence does not exceed 7 days at one time save only in exceptional circumstances when it may be extended up to 10 days (vide(2) above).

(7) Holidays or Sundays falling during the period of casual leave shall be excluded in the amount of casual leave.

(8) Ordinarily all applications for casual leave shall be sent before the date from which the casual leave is required.

(9) A record of all casual leave of all teachers shall be maintained. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

(2) Earned Leave :

(a) The Principal being the administrative Head of the College shall be treated as a non-vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He shall, however, be entitled to earned leave at the rate of one-eleventh of the period spent on duty subject to a maximum accumulation of 180 days.

(b) If a teacher is required to do any work during vacations for which he does not receive any additional remuneration during the period of vacations, he shall be entitled to earn leave equal to one-third of the number of days on which he works during the vacations subject to a maximum of 30 days.

Provided, however, that such leave cannot be accumulated for more than 180 days.

(3) Half-Pay Leave :

- (i) Half-Pay leave admissible to a teacher in respect of each completed year of service shall be 20 days. It may be granted on private or medical grounds.
- (ii) An application for half-pay leave on medical grounds shall have to be supported by a Medical Certificate from a Registered Medical Practitioner.
- (iii) A teacher shall be allowed leave on medical grounds at the rate of 10 days for each completed year of service on commuted basis or 20 days on half-pay basis.
- (iv) Half-pay leave can be accumulated to the credit of a teacher and allowed to be commuted without any limit.

(4) Study Leave :

A teacher shall be eligible for study leave according to the following rules. The Governing Body shall be the sanctioning authority for such leave.

1. General

- 1. (i) A teacher in a college may be granted study leave at the discretion of the Governing Body of the College to enable him to undertake higher studies or specialised training either in India or abroad in the subject having a direct and close connection with his sphere of duties which will increase his usefulness to the College.
- (ii) A teacher shall ordinarily not be eligible for more than 24 months of study leave.
- (iii) A teacher must apply for study leave sufficiently well in advance (at least six months) before he intends to avail himself of such leave and shall specify the course or courses of study or research contemplated or any examination he may propose to undergo alongwith a detailed programme.
- (iv) Leave due and admissible may be combined with study leave if and as may be permitted by the Governing Body provided that the total period of absence after combination does not exceed 28 months.
- (v) Where a teacher takes advantage of assistance from other sources such as travel grants, teaching assistantship, fellowships, visiting professorships etc. the teacher shall be eligible for study leave as follows:-
 - (a) Leave earned by a teacher on full pay.
 - (b) Extra-Ordinary leave for the rest of the period. However, additional benefits such as lump-sum grant, if any, may be determined by the Governing Body having regard to the circumstances of each case.
- (vi) Study leave shall not ordinarily be granted to more than one teacher in a college at a time during the term
- (vii) The total period of study leave during the entire service of a teacher in the college shall not ordinarily exceed 48 months.

2. Eligibility

2. Study leave with full-pay may be granted to a teacher who is confirmed in his post and who has put in continuous service of not less than 3 years on the date when such leave is granted.

3. Agreement for Study Leave

3. (i) A teacher who is granted study leave shall enter into an agreement with the Governing Body to serve the college for a period of at least 3 years if the study leave does not exceed 24 months, and for a period of at least 5 years if the study leave exceeds 24 months.
- (ii) If a teacher fails to rejoin and/or fails to continue to serve as agreed on the completion of study leave, he shall be liable to refund the entire amount received by him by way of emoluments during the study leave.
- (iii) Similarly, if a teacher on study leave fails to fulfil the purpose for which he was granted study leave or leaves service of the college, he will in addition to refunding the amount received by him by way of emoluments during his study leave, pay to the Governing Body a sum of Rs. 4,000/- if the study leave is for a period not exceeding 24 months and Rs. 6,000/- if the study leave is for a period exceeding 24 months but not exceeding 48 months.
- (iv) The Governing Body shall be empowered to prescribe further conditions under the agreement to be entered into by a teacher, as it may deem fit, if the study leave is for a period exceeding 48 months.

4. Other Terms and Conditions

4. In the case of approved course of instruction, approved course of research and educational tour, a teacher may be granted study leave on such terms and conditions as the Governing Body may decide in individual cases.

5. Deputation Leave :

A teacher may, at the discretion of the Governing Body, be deputed to any of the institutions including Universities/ Colleges on the following terms and conditions:-

(1) The Governing Body may, at its discretion, consider the requests from other institutions for a loan of service of a teacher of the college, provided that he is confirmed in his post.

(2) No teacher shall be deputed to other institutions against his will.

(3) The deputation of such teacher may be in the first instance for a period of one year. After having reviewed the case at the end of this period the Governing Body may extend the period, if necessary, but not exceeding one year.

(4) In the case of a teacher whose services are loaned on deputation, the institution concerned shall be required to send to the colleges on or before the 5th of each month the provident fund contributed equivalent to the amount that the teacher would have drawn ordinarily, had he continued in the college in the post in which he is confirmed alongwith the equal share of the teacher's subscription. Such amount shall be credited to the teacher's account in the Provident Fund of the college. If the teacher is eligible for gratuity, the institutions contribution towards gratuity shall be sent to the college on or before the 5th of each month for crediting the same to the teacher's account in the Gratuity Fund of the college.

(5) The institution concerned shall also pay to the college the leave salary for the leave earned by the teacher during the period of deputation.

(6) The teacher concerned on deputation shall be eligible to increments during the period of deputation which shall be accumulated and shall be entitled to draw the same on rejoining.

(7) The seniority of the teacher on deputation shall not be affected on his return to the parent college.

(8) The teacher on deputation shall not apply for any post during the period of deputation without prior permission of the institution concerned and the parent college.

6. Extra-ordinary leave :

(a) A teacher who is elected or nominated as a member of Parliament or State Legislature shall be on leave during the period of his membership of such body and his lien on his original post shall be retained. The period of his membership shall be treated as extra-ordinary leave and shall not be counted towards increments. This period shall be considered as active service for purposes of the normal benefits except the benefits of Provident Fund and Gratuity.

(b) (1) Extra-ordinary leave may be granted to a confirmed teacher in special circumstances, viz.

(a) When no other leave is by rule admissible;

(b) When other leave is admissible but a teacher applies in writing for the grant of extra-ordinary leave.

(2) Extra-ordinary leave is not debited against the leave account.

(3) Extra-ordinary leave may be granted in combination of any other kind of leave that is admissible.

(4) Except in the case of extra-ordinary leave granted to a confirmed teacher as study leave or in the case periods of suspension converted into leave under Statute the duration of extra-ordinary leave to a teacher shall not ordinarily exceed three months on any one occasion.

7. Maternity leave :

(1) A female teacher who has been confirmed shall be eligible for maternity leave on full pay for 90 days from the date of its commencement. Such leave shall not be debited to leave account.

(2) Maternity leave shall be granted, subject to the production of a medical certificate, to a female teacher who does not have three or more living children on the date of application. Cases of miscarriage or abortion shall be excluded from the application of this provision.

(3) A female teacher who has not been confirmed, shall also, subject to the provisions of this clause, be eligible for maternity leave as under: -

(a) A female teacher who has completed two years of continuous service shall get maternity leave on full-pay.

(b) A female teacher who has completed one year of continuous service shall get maternity leave on half-pay.

(4) In the case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, Maternity leave not exceeding six weeks shall be admissible on the production of a medical certificate.

8. Leave Preparatory to Retirement :

(1) A teacher shall be eligible for earned leave preparatory to retirement, provided that it is due and admissible to him and that he has applied for it well in advance (at least one month before the date on which he intends to proceed on leave). Subject to availability of earned leave to the credit of a teacher, the maximum amount of leave which can be granted to a teacher shall be restricted to 180 days. A teacher on earned leave preparatory to retirement desiring to take up another employment shall be given the option of retiring forthwith but in such a case all leave due to him shall lapse.

(2) The earned leave applied for by a teacher shall not be refused except when it is necessary to do so in the interest of the college.

(3) When a teacher applies for earned leave preparatory to retirement sufficiently in advance (at least one month before the date on which he intends to proceed on leave) but when the Governing Body considers that it will not be in the interest of the college to allow him to proceed on leave, it may refuse the leave applied for. In such a case the teacher concerned shall be entitled to get the leave salary for the refused leave on his retirement.

9. Special Disability Leave :

Special disability leave shall, on the recommendation of a Registered Medical Practitioner from among the panel of Registered Medical Practitioners appointed by the Governing Body of the college be granted as follows:-

(a) on full-pay for a period not exceeding 3 months at a time or one year during the entire service;

(b) on half-pay for a period not exceeding 6 months at a time or two years during the entire service.

A teacher, who has been granted such special disability leave on a medical certificate, shall not return to duty unless he produces a certificate of physical fitness to resume duty from a Registered Medical Practitioner appointed by the Governing Body.

10. T.B./Cancer Leave :

A teacher, after the expiry of earned leave and half-pay leave admissible to him, shall be granted T.B./Cancer leave on full-pay provided that he produces a medical certificate from the Head of a medical institution specialised for such disease to the effect that he was suffering from the said disease during the leave period. The total period of T.B./Cancer leave shall not exceed one year at a time.

11. Special Leave :

A teacher shall be sanctioned leave of absence from duty which shall be treated as special leave for academic purposes for not more than fifteen days in an academic year for extra-mural work and for attending meetings, seminars convened by this University and the like convened by Government and the recognised teachers' organisations at the University, State and National levels. If a teacher is required to leave his place of duty for the work pertaining to examinations held by the Goa, Daman & Diu Board of Secondary and Higher Secondary Education, he shall be sanctioned leave of absence from duty which shall be treated as special leave. A teacher shall not be refused special leave for attending meetings convened by this University. For attending meetings, seminars, etc. convened by other bodies, special leave may be sanctioned at the discretion of the sanctioning authority provided that the total number of days of special leave in an academic year does not exceed fifteen days as stated above.

12. Sabbatical Leave :

(1) The Principal of a college who has completed three years of continuous service shall be eligible for sabbatical leave for a period not exceeding six months within the country or abroad for increasing professional/administrative competence thereby increasing usefulness to the college, and not for obtaining a degree or any other academic qualifications. Such leave can be availed of only twice during the entire period of service. The sabbatical leave shall not be granted to a Principal who has less than three years service in the college before the age of retirement.

(2) During the period of sabbatical leave, the Principal shall be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to proceeding on sabbatical leave. In addition, he may receive subsistence allowance from an institution abroad if he is spending a period of sabbatical leave in a foreign University/Laboratory. The college shall not, however, fill up his post.

(3) During the period of sabbatical leave, the Principal shall be allowed to draw his normal increment on the due date and the period of leave shall also count as regular service for the purposes of retirement benefits provided that he rejoins the college on the expiry of leave.

(4) The Principal on sabbatical leave shall not take up, during the period of such leave, any regular appointment in any other organisation in India or abroad.

(Notes :- (1) The programmes to be followed during sabbatical leave shall be submitted for approval of the Governing Body alongwith the application for grant of leave.

(2) On return from leave the Principal shall report to the Governing Body within three months the nature of study, research or writing work undertaken during the period of leave.

Combination of Leave :

S.73 Any kind of leave under these Statutes can be granted in combination with or in continuation of any other kind of leave or vacation, except casual leave, upto a limit to be decided by the Governing Body. However, casual leave can be granted in combination with or in continuation of duty leave.

Surrender of Earned Leave for Encashment

S. 74 (1) A teacher who is eligible for earned leave and who avails of leave for a period of not less than 30 days shall be allowed to surrender the balance of the earned leave to his credit on the date of commencement of leave, at his option, subject to a maximum of 30 days. He shall be granted leave salary equivalent to the amount of pay, dearness allowance and compensatory local allowance admissible for the first thirty days of leave enjoyed.

(2) The benefit of surrender of earned leave for encashment shall be granted even if the leave applied for is refused on the grounds of the exigencies of work; it being understood that such refused leave can be availed of at later date, but the same shall not be available for surrender for the purpose of encashment in future.

(3) Such benefit surrender of earned leave for encashment shall be allowed in a block of one year commencing from 1st April every year.

Leave Sanctioning Authority :

S.75 The Sanctioning authority for different kinds of leave to teachers shall be as under :-

Kind of leave	Sanctioning Authority
1. All kinds of leave to Principal.	Governing Body
2. Study leave, Deputation leave, Leave without pay, Extra-ordinary leave without pay; T.B./Cancer leave to teachers.	Governing Body
3. All kinds of leave to teachers other than those specified above.	Principal.

Leave Salary :

S.76 (1) A teacher on earned leave is entitled to leave salary equal to the monthly pay and allowances to which he is entitled immediately before the commencement of leave.

(2) A teacher on half-pay leave is entitled to leave salary equal to half of the monthly pay drawn by him before the commencement of leave plus D.A., C.L.A. and H.R.A. admissible on the half-pay drawn by him.

(3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under clause (1) above.

(4) A confirmed female teacher on maternity leave is entitled to leave salary as per clause (1) above. A probationary /temporary female teacher on maternity leave shall also be entitled to leave salary as per clause (1) above, if she has completed two years of continuous service. A probationary /temporary female teacher on maternity leave who has completed one year of continuous service shall be entitled to leave salary as per clause (2) above

Age of Retirement :

S.77 (1) The age of retirement of teachers, including Principals, shall be 60 years and thereafter no further extension shall be granted.

However, a teacher including Principal, attaining the age of retirement i.e. 60 years, any day between the first day of the first term and the last day of the second term may be reemployed by the Governing Body, at its discretion, till the last day of the second term on the last salary drawn by him without the benefits of provident fund, gratuity, increment, leave except casual leave, summer vacation salary and Teachers, other than Principals, so re-employed, shall not be eligible either for the purpose of seniority or for holding any administrative charge including the Headship of the Department concerned.

(2) Every teacher, including Principal, not so re-employed shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years ;

(Note: A teacher, including Principal, whose date of birth is the 1st of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years).

Provided, however, that the aforesaid clause shall not be applicable in the case of teachers including Principals who have already been permitted by the Executive Council to continue in service till they complete the age of 65 years.

Application for a post examinership :

S.78 If a teacher wishes to apply for a post or examinership he shall forward his application through the Principal. If a Principal wishes to apply for a post or examinership, he shall forward his application through the Governing Body. The forwarding authority shall not withhold such applications.

Acceptance of a post :

S.79 If a teacher wishes to accept an invitation for a post, he may accept the invitation for the post only after he has obtained prior permission of the Principal who shall not ordinarily refuse such permission. In the case of a Principal, prior permission shall have to be obtained from the Governing Body which shall not ordinarily refuse such permission .

Acceptance of an examinership :

S.80 If a teacher wishes to accept an invitation for an examinership in a Body or a University other than this University, he may accept the invitation for the examinership only after he has obtained prior permission of the Principal. In the case of a Principal prior permission shall have to be obtained from the Governing Body.

Release from Service :

S.81 (a) No teacher shall leave the service of the college without giving to the Governing Body three months' notice, if he is confirmed, or one month's notice if he is on probation; provided always that the date of expiry of such notice shall not fall within either academic term. The period of the required notice shall run from the date of receipt of the notice. In default, the Governing Body may claim from him an amount equivalent to three months' or one month's total salary i.e. pay, dearness allowance and compensatory local allowance, as the

case may be, or pay dearness allowance and compensatory local allowance for the period till the end of the term, whichever is more.

(b) The Governing Body, at the request of the teacher, may waive the above notice period in part/in full.

Handing over charge :

S.82 A teacher before leaving service shall hand over charge of post to a duly authorised person and shall return to the University/College/Library/Department all books, furniture etc. issued to him and shall pay up in full all charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the college in which he is employed shall recover the amount due from such teacher on account of the above items from his salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in Appendix 'E' is issued by the Head of the Department/Principal concerned.

Discharge Certificate :

S.83 The Principal shall issue a discharge certificate, on application, to a teacher who leaves service after due notice or to a teacher whose services are terminated, in the prescribed form as shown in Appendix 'F'. In the case of the Principal such certificate shall be issued by the Chairman of the Governing Body. The Principal/Chairman of the Governing Body shall issue the discharge certificate within a period of fifteen days of application by the teacher/Principal or the date of clearance of any dues which the teacher/Principal has to pay to the management, whichever is later.

Retirement benefits :

S. 84 The teachers shall be eligible for pension, gratuity fund and provident as per statutes relevant for the teachers under the employ of the Goa University.

Additional Benefits :

S.85 Every teacher shall be entitled to the following additional benefits, namely :

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- | | |
|---|---|
| (1) Children's Education Allowance | As payable by Goa Administration to its employees. |
| (2) Reimbursement of Tuition fees | Free education or reimbursement of tuition fee as payable by Goa Administration to its employees. |
| (3) Travelling Allowance and Daily Allowance and L.T.C. | As admissible to the Goa University Teachers. |
| (4) Bonus | |
| (5) Reimbursement of medical expenses | |

Duties :

S.86 (a) A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time by the University and the Central and State Governments.

(b) A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department/Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

(c) A teacher shall help the Principal to enforce and maintain discipline amongst the students.

(d) A teacher shall perform any other co-curricular and extra-curricular work related to the college as may be assigned to him from time to time by the Principal of the College.

Work - load :

S.87 A. I. The work-load of the teachers in the colleges in the Faculties of Arts (including Education), Science and Commerce shall be as follows :-

The overall work-load of a full-time college teacher shall be 40 clock hours per week. Out of these 40 clock hours, the teacher is expected to put in work of 20 clock hours per week on the college premises. Of the 20 clock hours, the class-room instruction work shall consist of 17 lectures each of 45 minutes duration and 3 tutorials each of 45 minutes' duration per week together equivalent to 15 clock hours per week. In the case of subjects where tutorials are not prescribed, the Principals shall assign extra classes to teachers in such subjects for coaching students who are weak in their subjects and/or for intensive training of students. The remaining 5 clock hours on the premises shall be spent by a full-time teacher on guidance, consultation by students, curricular and extra-curricular activities, administration and professional work etc. The Principals shall work out the staffing pattern of college teachers on the basis of the above norms subject to the following:-

(a) A college teacher entrusted with the work of post-graduate teaching shall be given remission at the rate of one clock hour of post-graduate teaching equal to 2 periods of each of 45 minutes of under-graduate teaching. This means that if the period of post-graduate teaching is of 45 minutes, the corresponding remission accruing to such a teacher shall be 1-1/2 period of under-graduate teaching. If a teacher is attending to post-graduate research/demonstration work, two clock hours of demonstration at post-graduate level shall be considered as equivalent to one clock hour of lecturing at the under-graduate level. Similarly, if a teacher is a recognised guide for Ph.D., remission of 2 periods of 45 minutes' duration shall be given for guiding students. For post-graduate tutorials, if any, remission equal to half the period spent on such tutorials subject to a maximum remission of 2 periods per week shall be admissible. The additional work on account of post-graduate teaching, research and guiding of students for Ph.D. work together shall not in any case be computed in excess of 6 periods of 45 minutes' duration of under-graduate teaching for the purpose of remission.

(b) (i) The Head of Department or a teacher who is a Head of Department but not designated as such shall be entitled to a remission of 2 under-graduate periods while the Vice-Principal so designated may be given remission of 4 under-graduate periods. The remission in work-load shall not be available to a Head of Department or to a teacher where the Head of Department is not so designated if he is the only full-time teacher in that Department/subject.

The remission in work-load shall not be available to the Head of Department or to a teacher, where the Head of Department is not so designated, under the Faculty of Commerce where it is manned by one teacher only. Such teacher manning Department under the Faculty of Commerce shall not be entitled to remission in his work-load as the Head of Department, although that particular subject is taught at the special, principal or major level. In other words, the Head of Department under the Faculty of Commerce -----> shall be entitled to remission of work-load of two periods of under-graduate teaching only if there are more than one teacher in his Department. The remission in work-load for a Vice-Principal who also happens to be a Head of Department shall be subject to a maximum of 6 under-graduate periods of 45 minutes' duration.

(ii) The total remission admissible to a college teacher under (a) and (b) is subject to a maximum of 6 periods of 45 minutes' duration at under-graduate level in a week and that too computed with reference to the total work-load for class room instruction expected of a college teacher viz. 20 periods of 45 minutes' duration per week. No remission of any kind shall be available to part-time teachers-professionals as well as non-professionals-employed by the colleges. Remission in case of a Vice-Principal as stated above will be available to only one Vice-Principal in a college. This means that if there are more than one Vice-Principal in a college, the other Vice-Principal/s shall not be entitled to remission as mentioned above. The Principal of a college shall engage himself in teaching work for a minimum of four clock hours per week.

(c) Where there is a one-man department the teacher concerned shall be considered as a full-time teacher even if he has a work-load of 12 periods per week. However, the Principal shall assign extra-classes to teachers having inadequate work-load to make good the shortfall in teaching work as per these norms for coaching students who are weak in the subject and/or for intensive training of students and/or for instruction in any other suitable manner.

(d) There may be some cases wherein a college teacher may have been entrusted exclusively with post-graduate teaching/research and practicals. In such cases, the maximum work-load shall be 10 clock hours for the purposes of computing this maximum work-load. The work of seminars, demonstrations, etc. shall be calculated at the rate of one clock hours of under-graduate teaching for every two clock hours of post-graduate teaching.

(e) In a multi-teacher department, the work-load shall be distributed on the basis of 17 lectures plus 3 tutorials per week per teacher. If the last teacher has a work-load of less than 12 periods, then alone he shall be regarded as a part-time teacher.

(f) It is expected that, in this arrangement, no marginal work-load shall be left for the last teacher, necessitating payment to him on lecture basis, his work-load being less than 8 periods per week. If, however, this expectation does not come true and the College wants to appoint a part-time teacher on lecture basis at the existing rate to attend to such marginal work, there shall be no objection to such an appointment.

being made by the college. It may, however, be noted that this facility shall not be available to the college if it wants to continue teaching of existing optional or special subjects, if the enrolment for such subjects is less than the norms prescribed.

In exceptional case where the teacher has a sufficient work-load and the college is not in position to appoint a part-time teacher on payment on lecture basis at the existing rate to attend to such marginal work, the existing teacher with full work-load can be given remuneration for this marginal additional work on lecture basis at the existing rate in addition to his normal pay and allowances.

II. The work-load of the teachers in the colleges in the Faculty of Law be as follows :-

(A) Teachers shall have a work-load of not less than 40 clock hours in a week.

(B) Out of these 40 clock hours mentioned in (A) above -

(a) A teacher shall be present on the official premises of the college for about 20 to 24 clock hours in a week (about four oclock hours per day on an average).

(b) Out of the time that a teacher is present on the official premises of the colleges mentioned in (a) above, he shall devote 15 clock hours per week to class-room work, i.e. lectures, tutorials, moot courts, the remaining time being spent on guidance, consultation by students, curricular and extra-curricular activities, administration and professional work, etc. The time spent on tutorials and moot courts shall be considered as equal to the time spent on lecturing work for the purpose of computing the work-load of a teacher.

(c) The amount of class-room work per week-lectures, tutorials and moot courts excluding post-graduate work in the case of those who are recognised as post-graduate teachers - which may be assigned to a full-time teacher shall not exceed -

(i) 11 periods of lectures, tutorials and moot courts in the case of a recognised post-graduate teacher guiding Ph.D. students.

(ii) 13 periods of lectures, tutorials and moot courts in the case of a recognized post-graduate teacher who has been assigned at least one post-graduate lecture per week.

(iii) 15 periods of lectures, tutorials and moot courts in the case of all other teachers.

(Note : A period of lecture or tutorial or moot court shall be of 50 minutes' duration).

(d) The amount of class-room work of Principal shall not exceed 5 clock hours per week.

(e) If a teacher is designated as Vice-Principal, the amount of his class-room work shall not exceed 10 clock hours per week.

Code of Conduct :

S.87 B. The following shall be the norms governing the code of conduct for teachers:-

(b) A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

(b) A teacher shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/
Governing Body of the college.

(c) A teacher shall have freedom of thought and expressions. He shall not misuse the facilities or forum of the college/
University.

(d) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body.

(e) A teacher shall not make use of the resources and/or facilities of the Department/College/University/Governing Body for personal, commercial, political or religious purposes.

(f) A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.

(g) A teacher shall not conduct/participate in private coaching classes directly or indirectly. He shall also not accept private tuitions.

(h) A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/
examination/administration.

(i) A teacher shall not furnish incorrect information regarding his qualifications, experience, age, etc. in respect of his appointment/promotion.

Failure to conform to the above mentioned norms shall be construed as misconduct.

Remuneration for Examinership :

S.87 C. The teachers shall be entitled to remuneration only in respect of examinations conducted by the Universities. For internal assessment/home examinations/unit tests being conducted by the College/University at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

Suspension, Compulsory Retirement, Termination, Removal/
Dismissal from service :

S.87 D. A teacher who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismissed from service or his services are liable to be terminated on one or more of the following grounds :-

- (a) Misconduct,
- (b) Moral turpitude,
- (c) Wilful and persistent negligence of duty,
- (d) Permanent physical or mental unfitness, and
- (e) Incompetence; provided that the ground of incompetence shall not be used after a teacher has served the college for a period of five years or more.

Explanations :

- (a) "Misconduct" shall include the following :-
 - (i) Breach of the terms and conditions of service laid down by the Statute ;
 - (ii) Violation of the Code of Conduct.
- (b) "Moral turpitude" shall include the following :-

Any misbehaviour derogatory to the status and dignity of a teacher.
- (c) "Wilful and persistent negligence of the duty" shall, among other things include the following :-
 - (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribing syllabi ;
 - (ii) Persistent absence from duty without previous permission ;
 - (iii) Failure to discharge any of the duties laid down by the Statutes.
- (d) "Permanent physical or mental unfitness" shall require the following :-

Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Governing Body.
- (e) "Incompetence" shall include the following :-
 - (i) Failure to keep up academic progress and to keep his knowledge up-to-date inspite of repeated instructions in that behalf and provision of facilities ;
 - (ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period for reasons not beyond his control.

Retrenchment on account of abolition of post or reduction in work-load.:

S.87 E. A teaching post in a college shall not be abolished or its work-load reduced, unless a proposal in that behalf is approved by the University. In the event of approval of the proposal for abolition of the post by the University, the services of the teacher concerned holding the post may be terminated by giving him one month's notice or in lieu thereof paying him one month's Pay, D.A. and C.L.A. if the teacher is on probation; and three months' notice or in lieu thereof three months' Pay, D.A., and C.L.A. if the teacher is confirmed in the post. If the teachers has worked continuously for more than five years from the date of his appointment on probation but less than ten years in a college or colleges managed by the same Governing Body he shall also be paid six months' Pay, D.A., and C.L.A. In case he has worked continuously for ten years or more, he shall be paid twelve months' Pay, D.A. and C.L.A.

In case the work-load is reduced to half or less than half the teacher concerned, if he so wishes, shall be continued as a part-time teacher and shall be paid in accordance with the Statutes made in that behalf.

Security of Service.:

S.87 F. A teacher shall not be suspended or compulsorily retired or removed/dismissed from service or his services shall not be terminated under S.87 - D, without holding a full inquiry in the matter by the college as laid down in S. 91

S.88 Penalties :

Notwithstanding anything contained in these statutes, a teacher found guilty under S. 71 & S. 92 shall be liable to receive any of the following penalties :-

1. Warning, Reprimand or Censure.
2. Fine.
3. Withholding of increments or promotion including increment at the assessment stage.
4. Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the University/College by negligence, or breach of order.
5. Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay-scale.
6. Compulsory retirement.
7. Termination of service other than termination of service for reason shown in Clause (vii) of 1 under Explanation.
8. Removal/dismissal from the service of the college.

Explanation :

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

- (i) Withholding of increment of a teacher at the assessment stage in the time-scale of pay on the ground of his unfitness to cross the stage.
- (ii) Non-promotion of a teacher, whether in substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which a teacher is eligible.
- (iii) Reversion of a teacher, appointed on probation on any other pay-scale or post, to his permanent pay-scale or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.
- (iv) Reversion of a teacher officiating in a higher pay-scale or post, to a lower pay-scale or post on the ground that the teacher is considered to be unsuitable for such higher pay-scale or post or any administrative ground unconnected with the conduct.
- (v) Repatriation of a teacher whose services had been borrowed from outside authority at the disposal of such authority.
- (vi) Compulsory retirement of a teacher in accordance with the provisions relating to his superannuation or retirement.
- (vii) Termination of services :-
 - (a) Services of a teacher appointed on probation will be liable to be terminated during or at the end of the period of his probation in accordance with the terms and conditions of his appointment ; or

- (b) Termination of services of a temporary teacher in accordance with the Statutes made in that behalf; or
- (c) Termination of services of a teacher appointed under an agreement in accordance with the terms of such agreement.

II. Withholding of Increments or Promotion :

When an increment/increments of a teacher is/are withheld, the authority imposing the penalty shall specifically mention in its order :-

- (a) the number of increments withheld ;
- (b) the period for which they are withheld ;
- (c) Whether the withholding of increments shall have temporary or permanent effect of postponing the future increments; and
- (d) Whether the period for which increments are withheld shall be exclusive of the leave except causal leave availed of during the period.

Similarly, when it is decided to debar a teacher from his next promotion, the authority imposing the penalty shall specifically mention in its order the period for which the teacher is not to be considered for such promotion.

III. Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher's own pay-scale.

(a) The authority imposing this penalty shall specifically mention in its order the period for which such reduction shall be effective and whether on restoration the order of reduction shall have the effect of postponing future increments.

(b) Notwithstanding anything contained in these Statutes and in other rules of the University/College, if any a teacher who is reverted to a lower pay-scale as a measure of penalty shall not ordinarily be restored to his original pay-scale from which he was reverted unless the period stipulated in the order of penalty is completed exclusive of the period of leave taken during the term of penalty.

(c) Notwithstanding anything contained in these Statutes and in other rules of the University/College, if any, a teacher who is reverted to a lower pay in his own time-scale of pay as a measure of penalty not ordinarily be restored to his original pay from which he was reverted or to the original incremental state in his own time-scale of pay unless the period stipulated in the order of penalty is completed exclusive of the period of leave taken during the term of penalty.

Classification of Penalties into Minor and Major

S.89 For the purpose of the procedure described in S.91 & S.92, the penalties mentioned in S. 88 shall be classified into minor and major penalties as under :-

(I) Minor Penalties

- (i) Warning
- (ii) Reprimand
- (iii) Censure
- (iv) Fine
- (v) Withholding of increments or promotion including increment at the assessment stage.

- (vi) Recovery from pay or such other amount as may be due to him of the whole or part of any pecuniary loss caused to the University/College by negligence of breach or order.

(II) Major Penalties

- (i) Reduction to a post in the lower-pay-scale or to a lower stage of increment in his own pay-scale.
- (ii) Compulsory retirement.
- (iii) Termination of service.
- (iv) Removal/dismissal from the service of the college.

Authority Competent to Impose Penalties :

S.90 The power to impose penalties on teachers shall vest with the Governing Body.

Procedure for Imposing Minor Penalties :

S.91 The minor penalties may be imposed for petty offences or lapses on the part of the teachers such as delay in disposal of teaching assignment, negligence of duty, insubordination, disobedience of orders of superiors and such other offences of petty nature. Before finally imposing any penalty as contemplated in this Statute, the teacher concerned shall be given in writing a fair opportunity to explain why he should not, for good sufficient reasons, be penalised for the offences or lapses on his part. The quantum of penalty shall be finally decided, in the light of his explanation, by the Governing Body.

Procedure for Imposing Major Penalties :

S.92 (A) If a teacher is alleged to be guilty for a lapse or offence of a serious nature and if there is reason to believe that in the event of the lapse or offence being proved against him, he would deserve to be removed or dismissed from service, the competent authority shall first decide whether the person concerned should be placed under suspension.

(B) If a teacher is suspended, a subsistence allowance of an amount equal to half of the pay drawn by him immediately before his suspension and in addition, dearness allowance based on such pay shall be paid to him provided that where the period of suspension exceeds 5 months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 3 months as follows:

(a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first 3 months, if, in the opinion of the said authority, the period of suspension has been prolonged, for reasons to be recorded in writing, not directly attributable to the teacher.

(b) The amount of subsistence allowance may be decreased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first 3 months, if in the opinion of the said authority, the period of suspension has been prolonged, for reasons to be recorded in writing, directly attributable to the teacher.

(c) The rate of dearness allowance shall be based on the increased or on the decreased amount of subsistence allowance admissible under sub-clause (a) or (b) above.

Explanation :

(1) The competent authority may sanction to a teacher under suspension payment of H.R.A. and C.L.A. drawn by him immediately before his suspension subject to such conditions as the authority may prescribe.

(2) (a) Notwithstanding anything contained in clause (B) above, the authority suspending the teacher may withhold the payment of H.R.A. and/or C.L.A. to the teacher under suspension and appropriate the same towards the payment of any amount which may be due to the University/College.

(b) The following provisions apply to the recovery of dues from the subsistence allowance proper :-

(i) Compulsory deductions : The following deductions should be enforced from the subsistence allowance :-

- (a) Income-tax and super-tax (provided the teacher's yearly income calculated with reference to subsistence allowance is taxable).
- (b) House rent and allied charges i.e. electricity, water, furniture, etc.
- (c) Repayment of loans and advances taken from the college at such rates as the competent authority deems it right to fix.

(ii) Optional deductions : The following deductions shall not be made except with the teacher's written consent :-

- (a) Premia due on Life Insurance Policies.
- (b) Amounts due to Co-operative Stores and Co-operative Credit Societies.
- (c) Refund of advances taken from Provident Fund.

(iii) Other deductions : The deductions of the following nature shall not be made from the substance allowance

- (a) Subscription to Provident Fund.
- (b) Amounts due on Court attachments.
- (c) Recovery of loss to University/College for which a teacher is responsible.

(3) No payment under this Statute shall be made to a teacher unless he furnishes a certificate every month to the effect that he has not accepted any gainful employment or is not engaged in trade or business during the period in question.

(4) While under suspension, the resignation of a teacher shall not be accepted.

(5) No leave shall be granted to a teacher while he is under suspension.

(6) The suspension order shall be served in the form as shown in Appendix 'I'.

(7) No teacher shall leave the headquarters without permission of the competent authority, If he is permitted to leave the headquarters, he shall leave his address during that period with the competent authority.

(C) Appointment of an Inquiry Officer :

Where the Chairman of the Government Body decides to hold an inquiry into the alleged conduct of the Principal after holding preliminary investigations, the Governing Body shall appoint an Inquiry Officer. Where the Principal decides to hold an inquiry into the alleged conduct of the teacher after holding preliminary investigations, the Governing Body shall appoint an Inquiry Officer. The appointment order shall be in the form as shown in Appendix 'J'. The Chairman of the Governing Body of College may suspend the Principal or teacher pending inquiry if he is satisfied that there is a prima-facie case for such suspension and shall report the matter to the University. Ordinarily suspension shall not be ordered unless, on the basis of evidence available, there is a prima-facie case for dismissal or termination. In case of such suspension, the teacher shall be entitled to subsistence allowance as laid down in s.92(B). The Inquiry Officer to be so appointed shall, as far as possible, not be the person who has made any preliminary investigations into the alleged conduct of the Principal or teacher.

(D) Memo of Charges and Statement of Defence :

The Inquiry Officer appointed according to clause (C) of this Statute shall prepare a memo of charges in the form as shown in Appendix 'K' and serve it on the teacher concerned. The charges shall be very specific and shall not be vague so as to vitiate the departmental inquiry at any stage. It shall also be accompanied by a statement of allegations on which the charges are based. Copies of the relevant documents, which have been relied upon while framing the charges shall also be supplied to the teacher concerned along with the memo of charges. A period of 14 days from the date of receipt of the memo of charges shall be allowed to the teacher concerned for submitting his written statement of defence.

(E) Notice of Inquiry :

On receipt of the written statement of defence, if any, of the teacher charged, the Inquiry Officer shall fix a suitable place, date and time for the inquiry at which the teacher charged shall be heard in person. The teacher charged shall be informed of the place, date and time fixed for the inquiry and also informed that witness on behalf of the college shall be examined at the inquiry in his presence and that he may if he so desires, cross examine them.

(F) Record of Inquiry:

(i) The inquiry Officer shall examine at the inquiry, witness if any, on behalf of the college in presence of the teacher charged who shall be allowed to cross-examine the witnesses, if he so desires. The teacher charged shall also be allowed to present at the inquiry his own witnesses, if any, in which case, however, the teacher charged should give an advance intimation regarding his intention to present witnesses on his behalf. The Inquiry Officer may, for reasons to be recorded in writing, disallow to call any witnesses. If the teacher charged does not produce a list of witnesses to be examined nor keep them in attendance, the inquiry shall proceed.

(ii) The depositions of the teacher charged and of the witnesses examined at the inquiry shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot to the teacher charged or the witness, as the case may be, and his signature taken on each deposition in token of having read it out to him.

(iii) The Inquiry Officer shall maintain a record of proceedings and sufficient record of evidence and a statement of findings and grounds.

(iv) The service book of the teacher charged including the assessment reports, shall be produced, if called for.

Explanation :

Even if the teacher charged does not specifically or otherwise express a desire to be heard in person or does not appear in person, an inquiry shall be held to record the statement of witnesses, if any, on behalf of the college and to corroborate the evidence on hand.

(G) Final Statement of Defence of the Teacher Charged :

After the inquiry is over, the Inquiry Officer shall ask in writing the teacher charged to state within a specified time-limit whether he has anything further to state in the light of the proceedings at the inquiry and shall keep on record the final statement of defence of the teacher charged, if produced.

(H) Report of the Inquiry Officer :

After the inquiry is over and the teacher charged has given his final statement of defence, if any, the Inquiry Officer shall prepare his inquiry report dealing with all the charges framed against the teacher concerned on the basis of the evidence (both documentary and other) before him. He shall submit his report with findings on each charge alongwith reasoning therefore to the authority concerned within a period of thirty days after the expiry of the specified time-limit fixed for filing the final statement of defence, together with the following accompaniments :-

- (1) Copy of the memo of charges served on the teacher concerned with a copy of the statement of allegations.
- (2) Copies of other documents, if any, relied upon by the Inquiry Officer.
- (3) Statement of defence given by the teacher charged in reply to the memo of charges.
- (4) Proceedings of the inquiry
- (5) Final statement of defence, if any, given to the Inquiry Officer.

(I) Action to be taken on the Report of the Inquiry Officer :

On receipt of the report of the Inquiry Officer, the Governing Body shall immediately decide the action to be taken in the light of the findings of the Inquiry Officer. In case any of the charges against the teacher concerned are held as proved, the Governing Body shall decide the quantum of penalty to be imposed on him and shall give him a notice in the form as shown in Appendix 'L' asking him to show cause, within a period of fourteen days from the date of receipt of the show cause notice, why the proposed penalty should not be imposed on him. The teacher concerned shall also be supplied with a copy of the report of the Inquiry Officer alongwith the show cause notice.

(J) Final Action :

On receipt of a reply to the show cause notice from the teacher concerned, the quantum of penalty shall be decided by the Governing Body and the same shall be communicated to the teacher in the form as shown in Appendix 'M'.

Treatment of the period of Suspension :

S.93 (1) If, after the conclusion of the proceedings against him, a teacher under suspension is reinstated in service, the Governing Body shall decide, as under, the manner in which the period of suspension shall be treated :-

(a) If the teacher is fully exonerated of the charges against him or if it is held that his suspension was not justified he shall be treated as on duty during the period of his suspension and be given full pay and allowances for the period.

(b) In all other cases if the teacher so desires, the period of suspension shall be converted into leave due and admissible to the teacher concerned. However, if the leave due and admissible is less than the period in excess of the leave due and admissible shall be allowed to remain as such and the teacher will be paid for such period pay equal to (i) subsistence allowance or (ii) certain percentage of pay depending upon the merits of the case amounting to not less than the subsistence allowance.

Explanation :

The subsistence allowance already paid to the teacher shall be adjusted against the payment to be made to him under this Statute.

(2) The period of suspension of the teacher shall be mentioned in his service book.

(3) Acting arrangements to be made in place of a teacher under suspension.

It shall be open to the Governing Body to make such acting arrangements as may be necessary for the discharge of the duties assigned to a teacher under suspension. The grant of pay and allowances under (1) above shall not cancel the acting arrangements already made.

^{Action to be taken when a teacher is convicted/acquitted in a Court of Law.}
S.94 (1) (a) If a teacher is convicted for a criminal offence involving moral turpitude in a court of law, he shall be removed or dismissed from the service of the college immediately on the basis of the facts disclosed in the criminal case without following the procedure of inquiry. The necessary order of penalty shall be served on him immediately on receipt of the certified copy of the judgement and order of the court of law, If, however, as a result of an appeal with the higher court, the teacher secures an honorable acquittal, the Governing Body shall revise its decision and revoke the penalty and restore the status quo ante the action taken being reported to the University. The interval between the dates of infliction of the penalty and reinstatement shall be treated as leave due and admissible to him.

(b) If a teacher is convicted for a criminal offence not involving moral turpitude in a court of law, the Governing Body may award any of the penalties prescribed in Statute except the penalty of removal/dismissal from service of the college on the basis of the facts disclosed in the criminal case.

The necessary order of penalty shall be served on him immediately on receipt of the certified copy of the judgement and order of the court of law. If, however, as a result of appeal in the higher court, the teacher secures an honourable acquittal, the Governing Body shall revise its decision and revoke the penalty and restore the status quo ante the action taken being reported to the University. In the case of major penalty of compulsory retirement or termination of service, the interval between the dates of infliction of the penalty and the reinstatement shall be treated as leave due and admissible to him.

(2) In case in which a teacher is tried by a court of law for some criminal offence but is acquitted by the court by giving him the benefit of doubt as a result of some technical flaw, it shall be open to the governing Body to proceed against him departmentally if there is reason to believe that the teacher concerned is responsible for moral turpitude although from the legal point of view evidence may not be sufficient to prove his offence. In such a case, the question of holding a departmental inquiry into his conduct shall be decided immediately after the decision of the court of law is known. The proceedings against him shall be held in accordance with the procedure laid down here-inabove-

Explanation : Conviction within the meaning of this Statute shall mean conviction by a court of law from whose order no appeal is preferred by the party or conviction by a final court of appeal.

Tribunal of Arbitration :

S.95 A teacher who is dismissed or removed or whose services are otherwise terminated, or who is reduced in rank, by the Governing Body and who is aggrieved, shall have a right, of appeal and any appeal against any such order to the Tribunal and the powers and procedures etc. of the Tribunal shall be as under :

S.95 A (1) The Government shall, after consultation with the University, by notification in the Official Gazette, constitute one or more Tribunals to be called College Tribunals, for the adjudication of disputes or differences between the employees and the Management of any affiliated College or Recognised Institution (other than that managed and maintained by Government or the University) connected with, or arising out of, the matter specified in S.95 B and different tribunals may be constituted for different Colleges or Institutions or different classes of their employees.

(2) A Tribunal shall consist of one person only to be appointed by the Government, after consultation with the University.

(3) A person shall not be qualified for appointment as a Presiding Officer of a Tribunal, unless:

(a) he is holding or has held a judicial office not lower in rank than that of District Judge;

(b) he has practised as an Advocate for not less than ten years;

(c) he is holding or has held an office not lower in rank than that of Deputy Secretary to Government, Deputy Commissioner of Labour or joint Director of Education in the State; or

(d) he is or has been a Principal of an affiliated College or Recognised Institution for not less than five years.

(4) The appointment of a person as a Presiding Officer of a Tribunal may be on a full-time or Part-time basis, and may be for such period or periods, but not exceeding five years in the aggregate, as the State Government may, from time to time, in each case decide.

(5) The remuneration and other conditions of service of the Presiding Officer shall be determined by the Government, after consultation with the University.

(6) The University shall make available to a Tribunal such ministerial staff as may be necessary for the discharge of its functions under this Act.

(7) All expenditure on account of the remuneration, pension or provident fund contribution, leave allowance and other allowances and facilities, which may be admissible to the Presiding Officer and the staff placed at his disposal, shall be met from the University Fund.

(8) If any vacancy, other than a temporary vacancy, occurs in the office of the Presiding Officer of a Tribunal, the Government shall, as soon as possible, after consultation with the University appoint another qualified person to fill the vacancy. Any proceedings pending before the former Presiding Officer may be continued and disposed of by his successor from the stage at which they were when the vacancy occurred.

S.95 B. (1) Notwithstanding anything contained in any law or contract for the time being in force, any employee (whether a Teacher or other employee) in any affiliated college or Recognised Institution (other than that managed and maintained by the Government or the University), who is dismissed or removed or whose services are otherwise terminated, or who is reduced in rank by the Management and who is aggrieved shall have a right of appeal and any appeal against any such order to the Tribunal constituted under Statutes S.95 A.

Provided that, no such appeal shall lie to the Tribunal in any case where the matter has already been decided by a Court or Tribunal of competent jurisdiction or is pending before such Court or Tribunal on the date of commencement of this Act.

(2) Such appeal shall be made by the employee to the Tribunal within thirty days from the date of receipt by him, of the order of dismissal, removal, otherwise termination of services, or reduction in rank, as the case may be;

(3) Notwithstanding anything contained in sub-section (2) the Tribunal may engage in an appeal made to it after the expiry of the said period of thirty or sixty days, as the case may be, if it is satisfied that the appellant had sufficient cause for not preferring the appeal within that period.

(4) Every appeal shall be accompanied by a fee of fifty rupees, which shall not be refundable and shall be credited to the University Fund.

S.95 C (1) For the purpose of admission, hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in a Appellate Court under the Code of Civil procedure 1908, and shall also have the power to stay the operation of any order against which an appeal is made, on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this Act.

(2) The presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.

(3) Every appeal shall be decided as expeditiously as possible. In every case, endeavour shall be made by the Tribunal to decide an appeal within three months from the date on which it is received by the Tribunal. If the Tribunal is unable to dispose of any appeal within this period, it shall put on its record the reasons therefor.

S.95 D (1) On receipt of an appeal, where the Tribunal, after giving reasonable opportunity to both parties of being heard, is satisfied that the appeal does not pertain to any of the matters specified in S.95 or is not maintainable by it, or there is no sufficient ground for interfering with the order of the Management, it may dismiss the appeal.

(2) Where the Tribunal, after giving reasonable opportunity to both parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service or reduction in rank was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper, the Tribunal may set aside the order of the Management, partially or wholly, and direct the Management :-

(a) to reinstate the employee on the same post or on a lower post as it may specify;

(b) to restore the employee to the rank which he held before reduction or to any rank as it may specify ;

(c) to give arrears or emoluments to the employee for such period as it may specify ;

(d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service or reduction in rank, as the case may be ;

(e) where it is decided not to reinstate the employee or in any other appropriate case, to give such sum to the employee not exceeding his emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or

(f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.

(3) It shall be lawful for the Tribunal to recommend to Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the Management and be paid to the employee direct.

(4) Any direction issued by the Tribunal under sub-section (2) shall be communicated to both parties in writing and shall be complied by the Management within the period specified in the direction, which shall not be less than two months from the date of its receipt by the Management.

S. 95 E. Notwithstanding anything contained in any law or contract for the time being in force, the decision of the Tribunal on an appeal entertained and disposed of by it shall be final and binding on the employee and the Management; and

no suit, appeal or other legal proceedings shall lie in any court or before any other Tribunal or authority; in respect of the matters decided by the Tribunal.

S.95 F (1) If the Management fails, without any reasonable excuse to comply with any direction issued by the Tribunal under S.95D (2) & 95(E) within the period specified in the direction or within such further period as may be allowed by the Tribunal, the Management shall, on conviction, be punished,-

(a) for the first offence with fine which may extend to one thousand rupees ;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, the fine shall not be less than one hundred rupees, and

(b) for the second and subsequent offences, with fine which may extend to two thousand rupees ;

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgement of the court, the fine shall not be less than five hundred rupees.

(2) (a) Where the Management committing an offence under this section is a Society, every persons who is at the time the offence was committed, was in charge of, and was responsible to the society for the conduct of the affairs of the society; as well as the society, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Provided that, nothing contained in this sub-section shall render any person liable to the punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of the offence.

(b) Notwithstanding anything contained in clause(a) where the offence has been committed by a society and it is proved that the offence has been committed with the consent or connivance of , or is attributable to any neglect on the part of, any president, chairman, secretary, member, principal, or manager or other officer or servant of the society such president, chairman, secretary, member, principal or manager or other officer or servant concerned shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Explanation:- For the purpose of this section "society" means society registered under the Societies Registration Act, 1860 or a public trust registered under the Bombay Public Trusts Act, 1950, or any other body corporate, and includes an association or body of persons, by whatever name called, under whose management one or more colleges or institutions conducted and admitted to the privileges of the University .

S.95 G. Notwithstanding anything contained in any law for the time being in force, a legal practitioner shall not be entitled to appear on behalf of any party in any proceedings before the Tribunal, except with special permission of the Tribunal.

S.96 LIEN : A confirmed teacher shall be entitled to have a lien on the post held by him for a period of one year provided he applies for such a lien at least two months in advance.

Life Members/Founder Members :

S.97 Where there exists in a college a cadre of life members and/or founder members they will be free to serve on terms and conditions voluntarily accepted by them subject to the terms and conditions laid down in these Statutes.

Contractual Appointments ::

S.98 The service conditions and leave rules given below shall apply to teachers when appointed on a contract basis or for a specific period or purpose.

(1) Temporary Appointments :

A temporary appointment of a teacher is ordinarily one which is made against a temporary post or in a leave vacancy or when a permanent appointment is not made in respect of a permanent post. Such appointment shall be for a fixed period or for duration of particular project or work which normally shall not exceed two years, except in special circumstances, such as research project of an academic nature, if permitted by the University. The teachers appointed on a temporary basis may be considered as vacation or non-vacation staff as per the nature of work.

(2) Termination of Service, etc :

(a) The services of a temporary, whose appointment is for less than a year, may be terminated at any time by the Governing Body without giving any notice or without assigning any reason thereof.

(b) If a temporary teacher, who has served for less than a year, wishes to resign from the service he may do so without giving any notice.

(c) If the period of service of a temporary teacher is one year or exceeds one year, he may be relieved by the Governing Body by giving one month's notice or in lieu thereof one month's total salary i.e. Pay, D.A. and C.L.A.

(d) In case a temporary teacher who has put in service of one year or more wishes to leave the service, he shall have to give one month's notice or in lieu thereof shall have to pay one month's total salary i.e. Pay, D.A. and C.L.A.

(3) Increment :

Service rendered in a temporary post on a time-scale of pay shall count for increment, provided that the post carries such time-scale of pay.

(4) Provident Fund :

A temporary teacher shall not be entitled to subscribe to the provident fund of the college.

(5) Application for a post or examinership :

If a temporary teacher wishes to apply for a post or examinership he shall forward his application through the Principal. If a temporary Principal wishes to apply for a post or examinership, he shall forward his application through the Governing Body. The forwarding authority shall not withhold such application.

(6) Acceptance of a post :

If a temporary teacher wishes to accept an invitation for a post, he may accept the invitation for the post only after he has obtained prior permission of the Principal who shall not ordinarily refuse such permission. In the case of a temporary Principal, prior permission shall have to be obtained from the Governing Body, which shall not ordinarily refuse such permission.

(7) Acceptance of an examinership :

If a temporary teacher wishes to accept an invitation for an examinership, in a Body or a University other than this University, he may accept the invitation for the examinership only after he has obtained prior permission of the Principal. In the case of a temporary Principal, prior permission shall have to be obtained from the Governing Body.

(8) Handing over Charge:

A temporary teacher leaving service shall hand over charge of his post to a duly authorised person and shall return to the University/ College/Library/Department, all books, furnitures issued to him and shall pay up in full charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Principal of the college shall recover the amount due from such teacher on account of the above items from his last salary. The last salary shall not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in Appendix 'E' is issued by the Principal of his college.

(9) Discharge Certificate :

The Principal of the college shall give a Discharge Certificate in the prescribed form as shown in Appendix 'F' on application, to a temporary teacher who leaves service after due notice or to a temporary teacher whose services are terminated.

(10) Vacation :

A temporary teacher shall be entitled to vacation as prescribed in Statute S.70.

(11) Other conditions :

(a) Statute S.77 pertaining to age of retirement applicable to confirmed teachers shall be applicable to temporary teachers.

(b) Temporary teachers shall be governed by the code of conduct applicable to confirmed teachers and they shall perform the duties laid down for confirmed teachers.

(c) Temporary teachers shall be allotted supervision and other examination work as allotted to confirmed teachers without any remuneration.

(d) Temporary teachers shall be assigned co-curricular and administrative work related to training programme and other curricular activities, besides actual teaching as assigned to confirmed teachers.

(e) The manner and mode of selection and appointment shall be as laid down for filling in temporary vacancies of teachers in statute.

Leave :

(a) General : No leave can be claimed as a matter of right. Discretion to refuse or revoke in exceptional circumstances lies with the sanctioning authority.

(b) Casual Leave: A teacher appointed on a temporary basis shall be entitled to casual leave as prescribed in Statutes S.72 (1).

(c) Extra-ordinary leave without Pay : Extra-ordinary leave without pay may be granted under special circumstances as prescribed in Statute S.72 (6).

(d) Other kinds of leave : A teacher appointed on a temporary basis for a period exceeding one year shall be entitled to the benefits of the other kinds of leave as laid down in Statute S.72 after he completes one year's continuous and active service.

APPENDIX 'A'

FORM OF DEED OF CONTRACT OF SERVICE TO BE EXECUTED BY A COLLEGE TEACHER

DEED of contract of service made at this day of in the year one thousand nine hundred and BETWEEN Shri/Smt./Kum/..... of the one part and the Governing Body of the College of the other part.

WITNESSETH and it is hereby agreed and declared as follows:-

1. That the said Shri/Smt./Kum has read and understood thoroughly the terms and conditions of appointment laid down by the Statutes made under Section 22 (t) of the Goa University Act 1984 called "statutes governing terms and conditions of service of teachers appointed in non-Government Constituent colleges and affiliated colleges of the Goa University".
2. That the said Shri/Smt./Kum..... do hereby convenants with the said Governing Body as follows:-
 - (i) That the said Shri/Smt./Kum..... do hereby agrees with all the terms and conditions laid down by the above mentioned Statutes.
 - (ii) That the said Shri/Smt./Kum..... shall, at all times during the period of this contract, abide by all the terms and conditions laid down by the above mentioned Statutes.
 - (iii) That the said Shri/Smt./Kum..... shall abide all general rules of service:which are now or may hereafter be in force including amendments to the abovementioned Act and Statutes; and including Ordinances, Regulations, Rules and directions of the said Goa University affecting this contract of service.
 - (iv) That the said Shri/Smt./Kum..... of his/her own free will and accord do hereby accept's appointment to the full-time/part-time post of in the abovementioned college under this Deed.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET Their hands and seals of the day and year first abovementioned

Signature

Signature

Signed by the said Signed and sealed by

.....
on behalf of the Governing
Body of
in the presence of
.....

Name and Address

Signature

Name and Address

Signature

1. 1.
.....
.....

2. 2.
.....
.....

A P P E N D I X 'B'

FORM OF APPOINTMENT LETTER OF A TEACHER

From

To:

Dear Sir/Madam,

With reference to your application dated the Governing Body/Principal is pleased to inform you that you are hereby appointed to the full-time/part-time post of Lecturer in the subject of/Principal in College, on the starting pay of Rs. p.m. in the time-scale of pay of Rs. with effect from

2. your appointment is on probation for a period of two years/purely temporary upto

3. Your service will be governed by the provisions of the Goa University Act, 1984 and the Statutes, Ordinances, Regulations and Rules of the University for the time being in force and the Rules of the Governing Body not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

4. You will be entitled to receive the allowances as per rules.

5. If your acceptance is not received upto your appointment is liable to be cancelled.

6. In case you accept the appointment, you shall have to submit discharge certificate(s) from your present employer(s), if any, and to execute a deed of contract of service in the enclosed form at the time of joining the duties.

7. Please acknowledge.

Yours faithfully,

Encl:

Place:

Date:

.....
Chairman/Secretary
of the Governing Body
Principal of the
..... (College)

A P P E N D I X 'C'

FORM OF SERVICE BOOK

The opening page of the service book should contain the following entries:-

- (1) Name
- (2) Nationality
- (3) Residence
- (4) Father's/Husband's name and residence
- (5) Date of Birth
- (6) Exact height by measurement
- (7) Personal marks for identification
- (8) Educational and professional qualifications
- (9) Signature of the teacher
- (10) Signature of the Principal of the college.

(Note: The entries in this page should be renewed or re-attested at least every five years, and the signatures in lines (9) and (10) should be dated)

The remaining folios of the service book should be divided into fifteen columns, viz -

- (1) Name of appointment
- (2) Whether substantive or officiating and whether permanent or temporary.
- (3) If officiating, state -
 - (i) substantive appointment, or
 - (ii) whether service counts for Provident Fund & Gratuity
- (4) Pay in substantive appointment
- (5) Additional pay for officiating
- (6) Other emoluments falling under the term "Pay".
- (7) Date of appointment
- (8) Signature of the teacher
- (9) Signature of the Principal of the college in attestation of columns (1) to ().
- (10) Date of termination of appointment
- (11) Reason of termination (such as promotion, transfer, dismissal, etc.)
- (12) Signature of the Principal of the college
- (13) Leave

Nature and duration of leave taken	Allocation of periods of leave on average pay upto four months for which leave salary is debitable to another College/University.----- -----
	Period College/University to which debitable

-
- (14) Signature of the Principal of the college.
 - (15) Reference to any recorded panalty or censure, or reward or praise of the teacher.

-----X-----X-----

APPENDIX 'D - 1'

Form of six-monthly report for submission during the period of probation and for confirmation in service of the teacher.

I. Basic Information :-

(i) Name of the teacher (in full)
(Beginning with surname)

(ii) Qualifications of the teacher :-

Degree and Postgraduate degree examination	Special/Principal subject offered.	Allied Additional/Subordinate subjects offered.	Class obtained.	Year of Pass-	University
--	------------------------------------	---	-----------------	---------------	------------

(iii) Subject taught

(iv) Designation

(v) Date of Birth

(vi) Date of joining the present college

(vii) Teaching experience at the college level
years, months.

Names of the Institutions where employed previously	Period of service with dates	Designation	Class taught	Subject taught	Scale of pay
---	------------------------------	-------------	--------------	----------------	--------------

II. Participation in extra-mural activities

(i) Extra-curricular activities - debates, cultural activities, counselling to students, Planning Forum, Union, NSS, NCC, Scouting, etc.

(ii) Service to community - Adult Education, Extension Service etc.

.....
.....

III. Help rendered in college administration by membership of various committees such as Discipline Committee, Admission Committee, Student Welfare Committee, etc.

.....
.....

IV. General Observations :-

(i) Attendance

(a) Regularity

(b) Punctuality

(ii) Student-teacher relationship

(iii) Colleague relationship

(iv) Class control

(v) Reading Habits and other matters

.....

Place :

.....
Signature of the Principal

Date:

.....
(Seal of the College)

APPENDIX 'D - 2'

FORM OF SELF-ASSESSMENT REPORT FOR COLLEGE LECTURER

Date on which the teacher reached or will reach the stage at Rs. 1300/- in the pay scale of Rs.700-1600

I. Basic Information :-

(i) Name of the college in full

(ii) Region in which situated (Urban/Rural)

(iii) Name of the Lecturer (in full) (Begining with surname)

(iv) Qualifications of the Lecturer :-

Table with 6 columns: Degree and Postgraduate degree examination, Special Principal subject offered, Allied Additional/Subordinate subjects offered, Class Obtained, Year of Passing, University

(v) Subjects taught and faculty

(vi) Designation

(vii) Date of birth

(viii) Date of joining the present college

(ix) Teaching experience at the college level years, months.

Table with 6 columns: Names of the Institutions where employed previously, Period of service with dates, Designation, Class taught, Subject taught, Scale of Pay

II. Courses taught and work-load	Number of periods per week			
	Lectures	Tuto- rials	Practi- cals	Subject papers taught
(i) Under-graduate				
(ii) Post-graduate				
(iii) M. Phil.				

III. Teaching Methods applied :-

Name and describe new teaching methods used, if any (besides lecture (method) i.e.

- (i) Distributing lecture synopsis and bibliography
- (ii) Encouraging questions in class
- (iii) Announcing topics for discussion in advance
- (iv) Holding Seminars
- (v) Use of audio-visual aids
(wherever facilities exist)

IV. Contribution to COSIP & COHSSIP Schemes in the college or through ULP (wherever such scheme exists)

.....
.....

V. Any other contribution in :-

- (i) Teaching Methods
- (ii) Evaluation Techniques
- (iii) Course Development etc.

VI. Academic and Professional Growth (During the year) :-

- (i) Research qualifications acquired
- (ii) Research projects undertaken
- (iii) Research papers published indicating titles and names of journals in which published
- (iv) Guidance rendered to Research Scholars
- (v) Participation in Seminars, Workshops, and Conferences

*(vi) Participation in orientation programmes, refresher courses, etc.....

*(vii) Faculty improvement programme

*(viii) Any other type of training

VII. Participation in Extra-mural activities

(i) Extra-mural activities-debates, cultural activities, counselling to students, Planning Forum, Union, NSS, NCC, Scouting, etc.

(ii) Service to community-Adult Education, Extension Service, etc.

.....
.....

* (Wherever such facilities exist)

VIII. Help rendered in college administration by membership of various committees such as Discipline Committee, Admission Committee, Student Welfare Committee, etc.

.....
.....

IX. Any other information about his contribution (not conveyed above) relevant to a proper assessment of activities

.....
.....

X. General Observations :-

(i) Attendance

(a) Regularity

(b) Punctuality

(ii) Student-teacher relationship

(iii) Colleague relationship

(iv) Class control

(v) Reading Habits and other matters

.....

Place :

Date :

.....

Signature of the
Lecturer

Evaluation by the senior-most Lecturer in the Department or Head of the Department or Principal.

Item	Factual Verification			Evaluation			
	Correct	Exag-gerated	Excel-lent	Very good	Good	Average	Poor
*I							
*II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

*Evaluation is not expected in respect of columns Nos. I and II.

Date:
 Signature of the senior-most Lecturer in the Department/Head of the Department/Principal.

Observations of the Principal

Place :
 Signature of the Principal

Date:
 (Seal of the College)

(ix) Teaching experience at the college level
 years , months.

Names of the Institutions where employed previously.	Period of service with dates	Designation	Classes taught	Subjects taught	Scale of Pay

II. Courses taught and work-load	Number of periods per week			
	Lectures	Tutorials	Practicals	Subject & papers taught
(i) Under-graduate				
(ii) Post-graduate				
(iii) M.Phil.				

III. Contribution :-

- (i) Teaching Methods
- (ii) Evaluation Techniques
- (iii) Course Development etc.

IV. Academic and Professional Growth (During the year) :-

- (i) Research qualifications acquired
- (ii) Research projects undertaken
- (iii) Research papers published indicating titles and names
of journals in which published
- (iv) Guidance rendered to Research Scholars
- * (v) Participation in Seminars,
Workshops, and Conferences
- *(vi) Participation in orientation
programmes, refresher courses etc.....
- *(vii) Faculty improvement programme
- *(viii) Any other type of training

Place :

.....
Signature of the Principal

Date:

.....
(Seal of the College)

*Wherever such facilities exists.

A P P E N D I X 'E'

FORM OF CLEARENCE CERTIFICATE

This is to certify that no college dues are outstanding against Shri/Smt./Kum.
(Name of the teacher),
(Designation), in theCollege.

Place:

Date:

Principal of the College

A P P E N D I X 'F'

FORM OF DISCHARGE CERTIFICATE

This is to certify that Shri/Smt./Kum.
..... was in the service of this College as
.....from He/She has left/has been relieved
from the service of the College from
(BN/AN). The pay drawn by him/her on
in the pay scale of Rs. was Rs.
..... p.m. The date of his/her next increment in
the said pay-scale is

Place:

Date:

Principal of the College

A P P E N D I X 'I'

FORM OF SUSPENSION ORDER.

(Registered Post A/D)

To,

As decided by the Governing Body of the College by Resolution No passed at its meeting held on I..... do hereby suspend you Shri/Smt/Kum..... from the services of the College with effect from(BN/AN) on the charges mentioned below:-

(1)

(2)

etc.

2. It is also ordered that a regular Departmental Inquiry be held into your conduct. Orders appointing an Inquiry Officer for the purpose are being issued separately.

3. You should note that it is not permissible for you to accept any gainful employment or to engage in trade or business while you are under suspension. Any breach of this condition shall render you liable to forfeit your claim for subsistence allowance.

4. Pending further orders you shall be paid a subsistence allowance equal to half of your salary i.e. half pay on the date of suspension plus such other allowances as may be admissible.

By Order,

Place:

Date:

Chairman of the Governing Body/Principal of the College.

A P P E N D I X 'J'

FORM OF APPOINTMENT ORDER OF INQUIRY OFFICER.

As it has been decided to hold a Departmental Inquiry into the conduct of Shri/Smt/Kum (Designation)..... on the charge(s) mentioned in the enclosed statement, Shri/Smt/Kum..... is appointed as Inquiry Officer to hold the inquiry in accordance with the procedure prescribed in the Statutes. A form in which the memo of charges is to be served on Shri/Smt/Kum..... Shri/Smt/Kum..... is requested to see that he/she completes the inquiry and submits his/her report expeditiously and in any case on or before

Place:

Date:

To,

Chairman of the Governing Body/Principal of the College.

A P P E N D I X 'K'
FORM OF MEMO OF CHARGES
(Registered Post A/D)

To,

I, (Name and Designation)
appointed as Inquiry Officer by the order issued by
..... under his No.....dated
to hold a Departmental Inquiry into your conduct, to hereby
charge you Shri/Smt/Kum.
as under:-

(1)

(2)

etc.

2. A statement of allegations on which the charges are based is sent herewith. Copies of the relevant documents which have been relied upon while framing the charges are also sent herewith.

3. You are called upon to submit your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within a period of fourteen days from the date of receipt of this memo and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to submit your statement or to furnish the names and addresses of your witnesses within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of your witnesses.

4. You are further called upon to state why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you any one of the penalties specified in the Statutes of the Goa University. Any representation that you may make with regard to the action taken against you would be considered by the competent authority before the final order of penalty is passed.

Place:

Date:

Inquiry Officer.

A P P E N D I X 'L'
FORM OF SHOW CAUSE NOTICE
(Registered Post A/D)

To,

Subject: Disciplinary action.

Dear Sir/Madam,

I am to forward herewith a copy of the report submitted by the Inquiry Officer who conducted the Departmental Inquiry into your conduct and to state that with due consideration of the findings arrived at in this respect, it has been held that Charges No..... mentioned in the memo of charges served upon you have been proved against you. It is, therefore, proposed to dismiss/remove you from the service of the College/retire you compulsorily from the service of the College/reduce you to a lower post or pay-scale or the lower stage of increment in your present time-scale of pay.

2. You are hereby called upon to show cause within a period of fourteen days from the date of receipt of this notice why the proposed penalty should not for good and sufficient reasons, be imposed upon you. On your failure to show cause within the time allowed to you, it will be presumed that you do not wish to show cause.

3. You are requested to acknowledge receipt of this notice.

Yours faithfully,

Place: _____ Chairman of the Govern-
Date: _____ ing Body/Principal of
Encl: As above. the
College

A P P E N D I X 'M'
FORM OF ORDER FOR IMPOSING PENALTY
(Registered Post A/D)

To

As decided by the Governing Body of the College by Resolution No..... passed at its meeting held on the Chairman of the Governing Body hereby directs that Shri/Smt/ Kum..... should be charged with a penalty of...../dismissal/removal from the service of the college with effect from(BN/AN).

Hence you are charged with a penalty of dismissed/removed from the service of the College with effect from(BN/AN).

BY ORDER,

Place: _____
Date: _____ Chairman of the Governing Body/
No: _____ College.154/-

S.99

STATUTE REGARDING APPOINTMENT OF THE CHANCELLOR

As provided for in section 10 of the Goa University Act, 1984, Chancellor shall be appointed by the Visitor.

The Chancellor shall be an Indian of high eminence having earned national/international reputation in the world of life and letters. He may be a specialist in any branch of knowledge, a philosopher, a thinker, a scientist, or a litterateur of high repute. The Chancellor shall be a resident of India and ordinarily of not less than 50 years of age.

The Selection of a proper person for appointment as Chancellor will be done by the Visitor himself. The Chancellor shall be appointed for a period of three years though he will not be considered ineligible for appointment for a second term of three years. In no case a Chancellor shall hold the office for more than six years.

S.100

STATUTE REGARDING THE GRIEVANCE REMOVING MACHINERY

Any student or any employees of the University or affiliated College/Institution, whether academic or administrative or of any other category, shall first approach the Vice-Chancellor of the University for redressal of any grievance that he or she may have against any authority or officer of the University including the Vice-Chancellor himself. It is only when the Vice-Chancellor has not been able to redress the grievance that he or she may approach the one-man standing commission for the removal of grievances of the University staff or students.

The Executive Council shall appoint a one-man commission for entertaining and adjudicating upon ^{and,} /if thought fit, redressing any grievances of the employees and the students of the University who may for any reason feel aggrieved by any order instruction or action of any officer or authority of the University. As far as possible, an experienced and well reputed person from Goa and who is not in the employment of the University or any of the affiliated colleges or institutions or the Govt. of Goa, Daman & Diu, will be appointed as the one-man commission for removal of the grievances. It is highly desirable that a sitting or a judge of District or the High Court or a judge who was qualified to be so appointed as District or High Court judge, is appointed as one-man commission. However, if a person from

the legal profession is not available for any reason, then a retired administrator of the rank of a class 'Z' Govt. Officer may be considered for this position. In the remote chance of neither of these two types of person being available the Executive Council may decide on any other person from any profession or vocation for the said position.

When any case of grievance is referred to the said commission, there shall be a fair chance given to both the parties, viz. the person who feels aggrieved as well as to the University Officer or authority, to put up their cases before the Commission.

The decision of the commission will be final and be binding on both the parties.

The one-man commission may be paid an honorarium on the basis of number of days devoted by him/her for the Commission's work. The rate of daily honorarium may be fixed in consultation with the person concerned selected to be appointed as one-man commission. The Registrar's office will provide for the secretarial and other assistance to the commission. The sittings of the Commission may be held either in the University premises for which specific accommodation will be made available, or at any other place, including his own office or residence, as the Commission may decide.

Sub. National Systems Unit,
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17-B, SriAurobindo Marg, New Delhi-110016
DOC. No.....
Date.....

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