
THE KERALA UNIVERSITY
FIRST STATUTES 1972

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PART I

GOVERNMENT OF KERALA
Education (P) Department
NOTIFICATION

No. 69900/P2/70/Edn.

Dated, Trivandrum, 6th March 1972.

In exercise of the powers conferred by Section 78 of the Kerala University Act, 1969 (9 of 1969), the Government of Kerala hereby make the following Statutes.

By order of the Governor,
PADMA RAMAGHANDRAN,
Education Secretary.

KERALA UNIVERSITY FIRST STATUTES, 1972

CHAPTER 1
PRELIMINARY

1. *Short title and commencement.*—(a) These Statutes may be called the Kerala University First Statutes, 1972.

(b) They shall come into force at once.

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

(a) “Academic year” means a period of 10 months commencing from the first day of June.

(b) “The Act” means the Kerala University Act, 1969 (9 of 1969.)

(c) “Chapter” means a chapter of these Statutes.

(d) “Clear days” means the number of days to be counted excluding the first and the last days.

(e) “The College of Oriental Languages” means a college in which provision is made for courses of study in Oriental Languages only and for the preparation of students for degrees, titles or diplomas of the University in such languages.

(f) “First Grade College” means a College which instructs students for Examination qualifying for degrees.

(g) “Junior College” means a college imparting instruction in pre-degree courses.

(h) “Laws of the University” means the provisions contained in the Kerala University Act, 1969 (9 of 1969) and the Statutes, the Ordinances, the Regulations, Rules and Bye-laws made under the Act.

(i) “Local authority” means a Panchayat or a Municipality or a Municipal Corporation.

(j) “Motion” means anything moved either by resolution or by amendment.

(k) “Professional College” means a college in which instruction is given in any of the following subjects, namely (i) Engineering and Technology, (ii) Medicine, (iii) Ayurveda, (iv) Law, and (v) Education.

- (l) "Resolution" means original assertive statement.
- (m) "Section" means the section of the Kerala University Act, 1969.
- (n) "Special meeting" means a special meeting of the Senate convened under Sub-section (3) of Section 18.
- (o) "Subject of study" means a subject for which a separate Board of Studies is set up.

(2) The words and expressions used and not defined in these Statutes, but defined in the Kerala University Act, 1969 or in the Interpretation and General Clauses Act, 1125 shall have the meaning respectively assigned to them in those Acts.

3. *Interpretation.*—If any doubt arises as to the interpretation of any of the provisions of these Statutes, the matter shall be referred to the Chancellor whose decision thereon shall be final.

4. *Repeal.*—(a) The Statutes issued under the Kerala University Act, 1957 in so far as matters for which provision has been made in these Statutes are hereby repealed.

(b) The Ordinances issued under the Kerala University Act, 1957, in so far as the provisions relating to matters provided for in these Statutes shall stand repealed.

(c) Any order made or action taken under the Statutes repealed by clause (a) or under the Ordinances repealed by clause (b) shall be deemed to have been made or taken under the corresponding provisions of these Statutes.

CHAPTER II VICE-CHANCELLOR

1. *General supervision.*—(a) The general supervision and control over the academic functions of the University shall vest in the Vice-Chancellor.

(b) He shall be responsible for the maintenance of discipline in the University and shall, subject to the laws of the University, regulate the admission of students to the University.

(c) He shall initiate action in connection with the management, administration and development of the University.

(d) He shall see that the decisions of the authorities of the University are properly carried out.

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

3. *Arrangement for Inspection of Institution.*—The Vice-Chancellor may at any time nominate any person or persons to inspect and report on the teaching, equipment and general condition of any institution or college maintained or recognised by or affiliated to the University or any hostel.

4. *Transfers of employees and posts.*—The Vice-Chancellor shall have power to transfer any employee or post from one institution maintained by the University to another such institution.

5. *Delegation of powers.*—The Vice-Chancellor may delegate any of his administrative powers and functions unless they have to be done by the Vice-Chancellor himself under the laws of the University, provided that any such delegation shall be reported to the Syndicate at its next meeting.

6. *University Representation.*—The Vice-Chancellor shall be the representative of the University on the Inter-University Board of India and Ceylon and other similar bodies or associations in India or abroad. If the Vice-Chancellor is unable to attend the meetings of these bodies he may depute a person to represent the University at such meetings.

7. *Deputation.*—The Vice-Chancellor may be deputed by the Syndicate on University business to any part of India or abroad, provided that such deputation abroad shall have the approval of the Chancellor.

8. *Committee for panel.*—(1) The election of one member each by the Senate and the Syndicate to the special committee for the appointment of the Vice-Chancellor referred to in sub-section (1) of section 10 shall be held at meetings of the Senate and the Syndicate, according to the provisions in the Chapter on Elections.

(2) The Chancellor may nominate any of the three members of the Committee as the Convener.

(3) The Committee shall make the recommendation within three months.

9. *Travelling Allowance.*—The Vice-Chancellor when travelling on University business shall be entitled to travelling and daily allowances at the rates laid down in the University T.A. Rules.

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

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

11. *Leave without pay.*—The Vice-Chancellor shall also be entitled, in case of illness or on account of private affairs to leave without pay, for a period not exceeding four months during the tenure of office:

Provided that leave taken without pay may be subsequently commuted into leave on full pay to the extent to which it may be subsequently earned after return to duty.

12. *Arrangement during leave or deputation.*—When the Vice-Chancellor is on leave or deputation the powers and duties of the Vice-Chancellor shall be performed by the Pro-Vice-Chancellor. In case the office of the Pro-Vice-Chancellor is also vacant or the Pro-Vice-Chancellor is absent on leave or on deputation the Chancellor shall, make such arrangements as may be necessary for exercising the powers and performing the duties of the Vice-Chancellor during his absence on leave, or when he is on deputation.

13. *Casual vacancy.*—In the case of a casual vacancy in the office of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall, until the appointment of a new Vice-Chancellor perform the duties of the Vice-Chancellor. In case there is no Pro-Vice-Chancellor the Chancellor shall make such suitable arrangements for the performance of the duties of the Vice-Chancellor till the appointment of a new Vice-Chancellor.

14. *Resignation.*—The Vice-Chancellor may resign his office after giving one month's notice in writing of his intention to do so.

15. *Grant of leave.*—The Chancellor shall be competent to grant leave and to accept the resignation of the Vice-Chancellor.

CHAPTER III

PRO-VICE-CHANCELLOR

1. *Remuneration.*—The Pro-Vice-Chancellor shall receive such consolidated remuneration as may be fixed by the Chancellor.

2. *Travelling Allowance.*—The Pro-Vice-Chancellor when travelling on University business shall be entitled to travelling and daily allowances at the rates laid down in the University T.A. Rules.

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

4. *Leave without allowance.*—The Pro-Vice-Chancellor shall also be entitled, in case of illness or on account of private affairs, to leave without pay, for a period not exceeding four months during the tenure of office.

5. *Resignation.*—The Pro-Vice-Chancellor may resign his office after giving one month's notice in writing of his intention to do so. It shall be competent for the Chancellor to accept the resignation of the Pro-Vice-Chancellor.

CHAPTER IV
REGISTRAR

1. *Appointment.*—The Registrar shall be appointed, in the first instance, on probation for a period of one year, and, on the satisfactory completion of probation, shall be confirmed.

2. *Agreement.*—The Registrar shall execute the contract specified in section 67 of the Act, in Form A, within one month from the date of his assuming charge of office as Registrar.

3. *Superannuation.*—The Registrar shall continue in service till he attains the age of 55 years.

4. *Emoluments.*—The Registrar shall receive such emoluments as may be determined by the University which shall not be less than those of a University Professor.

5. *Arrangements during absence.*—The Registrar shall devote his whole time to the duties of his office, and shall not absent himself from his duties without the permission of the Vice-Chancellor if the period of absence is ten days or less, and of the Syndicate if the period is more than ten days. When the period of absence is ten days or less, the Vice-Chancellor, and when it is more than ten days the Syndicate, shall make arrangements for the performance of the duties of the Registrar in such manner and on such terms as the Vice-Chancellor or the Syndicate respectively may determine.

6. *Ex-officio Secretary.*—The Registrar shall act as the Secretary to the Senate, the Syndicate, Academic Council, the Faculties, the Boards of Studies and the Committees appointed by these bodies.

7. *Supervisory Powers.*—The Registrar shall be the Head of the University Office, and shall have power—

(i) to fix and define the functions and duties of the Officers of the University Office from time to time, and

(ii) to take appropriate action for the efficient working of the University Office, subject to the approval of the Vice-Chancellor.

8. *Duties.*—(1) It shall be the duty of the Registrar—

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

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

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

(d) to prepare and maintain a record of the proceedings of the meetings of the Senate, the Syndicate, the Academic Council, the Facultes, the Boards of Studies and any Committees appointed by these bodies;

(e) to make arrangements, under the directions of the Vice-Chancellor, for the conduct of elections of the University;

(f) to maintain a Register of Graduates, a Register of Matriculates, a Register of Donors, a Register of Endowments, a Register of Registered Graduates and such other Registers as are or may be prescribed by the laws of the University from time to time;

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

(h) to sign contracts and other agreements on behalf of the University, under the directions of the Syndicate; and

(i) to perform such other functions as may from time to time be prescribed by the Syndicate.

(2) The Registrar shall in the execution of his office be subject to the immediate direction and control of the Vice-Chancellor, and shall carry out his orders and generally render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

9. *Access to University Records.*—The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of a Faculty or the Senate shall have access to the proceedings of the Faculty or the Senate respectively, and to any records other than confidential and privileged documents connected with such proceedings. The members of the Syndicate shall have access to all the documents of the University Office except those connected with the question papers, provided that the Vice-Chancellor may for sufficient reason withhold any document from any member of Syndicate.

10. *Conditions of service.*—The Registrar shall be governed as regards Leave Provident Fund, Pension, Retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of non-teaching employees of the University.

11. *Resignation.*—The Registrar shall not be entitled to resign his appointment unless he gives in writing three months' notice of his intention to resign. It shall be competent for the Syndicate to accept the resignation of the Registrar.

12. *Termination.*—It shall be competent for Syndicate to terminate the appointment of the Registrar, if it is established that he has committed any grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated unless the Registrar has been given an opportunity to be heard.

13. *Temporary vacancy.*—In the event of a temporary vacancy in the office of the Registrar, the Syndicate shall make such arrangements as it may deem necessary to carry on the duties of the Registrar.

14. *Ineligibility for membership of authorities of the University.*—The Registrar shall be ineligible for election or appointment as member of any authority of the University; provided that he shall be an ex-officio member of the Finance Committee.

CHAPTER V

DEPUTY REGISTRAR, ASSISTANT REGISTRAR, ETC.

1. *Appointment of Deputy Registrar.*—It shall be competent for the Syndicate to appoint Deputy Registrars.

2. *Duties.*—(1) The Deputy Registrars shall devote their whole time to the duties of their offices and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be required by the Registrar in the performance of his official duties.

(2) The Deputy Registrars shall in the execution of their duties be subject to the control of the Registrar.

3. *Appointment of Assistant Registrar.*—It shall be competent for the Syndicate to appoint Assistant Registrars.

4. *Duties.*—(1) The Assistant Registrars shall devote their whole time to the duties of their offices and shall perform such work as may from time to time be laid down by the Syndicate and generally render such assistance as may be required by the Registrar in the performance of his official duties.

(2) The Assistant Registrars shall in the execution of their duties be subject to the control of the Registrar.

5. *Conditions of Service.*—The Deputy Registrars and Assistant Registrars shall be governed as regards Leave, Provident Fund, Pension, Retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of non-teaching employees of the University.

6. *Other Staff.*—The University establishment shall have such other officers and staff as the Syndicate may decide from time to time.

CHAPTER VI

CONTROLLER OF EXAMINATIONS

1. *Appointment.*—The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate in the first instance on probation for a period of one year, and, on the satisfactory completion of the period of probation shall be confirmed.

2. *Agreement.*—The Controller of Examinations shall execute the contract specified in Section 67 of the Kerala University Act, 1969 in Form A within one month from the date of his assuming charge of office as Controller of Examinations.

3. *Superannuation.*—The Controller of Examinations shall continue in service till he attains the age of 55 years.

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

5. *Powers and duties.*—The Controller of Examinations shall have the following powers and duties, namely:—

(a) He shall be responsible for the arrangements for the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to examiners and question paper setters and all matters connected therewith;

(b) He shall be responsible for the custody of all papers, documents, certificates and confidential files in connection with the conduct of all University Examinations;

(c) He shall keep the minutes of the Boards of Examiners and all Committees appointed by the said Boards;

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

(e) He shall perform such other duties as may be prescribed by the Ordinances or conferred upon him by the Senate or the Syndicate or the Academic Council from time to time.

6. *Appointment of Examiners.*—The Examiners and question paper setters shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor from the panel approved by the Syndicate.

7. *Direction and Control.*—The Controller of Examinations shall in the execution of his office, be subject to the immediate direction and control of the Vice-Chancellor, and shall carry out his orders and generally render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

8. *Conditions of Service.*—The Controller of Examinations shall be governed as regards Leave, Provident Fund, Pension, Retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the non-teaching employees of the University.

9. *Resignation.*—The Controller of Examinations shall not be entitled to resign his appointment unless he gives in writing three months' notice of his intention to resign. It shall be competent for the Syndicate to accept the resignation of the Controller of Examinations.

10. *Termination.*—It shall be competent for the Syndicate to terminate the appointment of the Controller of Examinations if it is established that he has committed any grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated unless the Controller of Examinations has been given an opportunity to be heard.

CHAPTER VII TEACHERS OF THE UNIVERSITY

1. *Definition.*—“Teachers of the University” shall mean Professors, Readers, Lecturers, Research Officers, Tutors, Demonstrators/Instructors, and such other persons imparting instruction or controlling or supervising research in a College, Institution or Department of Study and Research maintained by the University, and shall include teachers appointed on a part-time basis and such other teachers of affiliated Colleges as may be appointed to the service of the University from time to time by the Syndicate.

2. *Institution of posts.*—The Senate shall ordinarily institute Professorships, Readerships, Lecturerships and other teaching and research posts required by the University on the motion of the Syndicate and on the proposals of the Academic Council therefor, endorsed by the Syndicate.

3. *Abolition or suspension of posts.*—On the motion of the Syndicate and after report from the Academic Council thereon, the Senate may suspend or abolish any Professorship, Readership, Lecturership or other teaching posts provided, however, in the case of a post which is not permanently vacant at that time no such suspension or abolition shall take effect till after six months’ notice has been given to the permanent incumbent.

4. *Appointment of Teachers.*—Teachers of the University shall be appointed by the Syndicate after advertisement inviting applications. It shall, however, be competent for the Syndicate to appoint in exceptional cases Professors and Readers without advertisement if it is satisfied that persons already in the service are suitable for the posts, or to offer University Professorships to persons of outstanding merit in their respective subjects.

5. *Selection Committee.*—(1) When posts are to be filled after inviting applications by advertisement, the applications received shall be referred to a selection committee consisting of the following persons, namely:

- (i) The Vice-Chancellor, who shall be ex-officio Chairman of the Committee.
- (ii) (a) For the post of Professors:

The Head of the Department in the rank of Professor, if any, in the subject concerned, if the selection is made to an additional post of Professor, or the Dean of the Faculty concerned if the selection is made to the post or Professor who is also the Head of the Department.

(b) For the posts of Reader, Lecturer, etc.

The Head of the Department in the subject concerned, provided the post for which selection is made is not of a higher rank than the rank held by the Head of the Department.

(iii) One member of the Syndicate nominated by the Vice-Chancellor.

(iv) Two experts in the subject in which the appointment is to be made, in the case of the post of Professor and one expert in the case of other teaching posts, nominated by the Syndicate.

(2) No member of the Committee who is an applicant for the post or is related to or interested in any of the applicants for the post shall take part in the deliberations of the Committee, so far as that post is concerned.

(3) The recommendations of the Committee of selection shall be placed before the Syndicate, which shall make appointments:

Provided that where the Syndicate proposes to make the appointment otherwise than in accordance with the order of merit arranged by the Committee, the Syndicate shall record its reasons and submit its proposals for the sanction of the Chancellor.

6. *Special and short term appointments.*—Nothing in these Statutes shall prevent in special cases short-term appointments with separate conditions of service and salary or temporary appointments to vacancies.

7. *Qualification.*—No teacher shall be appointed unless he possesses the minimum qualifications prescribed by the Regulations relating to qualifications of teachers.

8. *Agreement.*—Every teacher shall execute the written contract in Form A.

9. *Emoluments, etc.*—The conditions of service and scales of pay and other emoluments, if any, of the teachers shall be as hereinafter prescribed.

10. *Discipline.*—All teachers of the University shall be subject to the disciplinary control of the Syndicate.

11. *Conditions of Service.*—Subject to the provisions of the Kerala University Act, 1969 and the provisions of these Statutes, the Kerala Service Rules, and the Kerala Civil Service (Classification, Control, and Appeal) Rules as amended from time to time shall mutatis mutandis apply to the teachers of the University and the expression "Government" in these Rules shall be construed as reference to "University":

Provided that the age of retirement of a teacher of the University shall be 60.

12. *Provident Fund.*—There shall be instituted a University Pension Fund, a Provident Fund, and a Pension-cum-Provident Fund for the benefit of the teachers of the University and it shall be obligatory on the part of every teacher to opt for one of the three schemes.

13. *Private trade or employment.*—Every teacher of the University shall devote his whole time to the service of the University, and shall not engage himself directly or indirectly in any trade or business or occupation or in any private tutorial or similar institution provided, however that this prohibition shall not apply to work undertaken in connection with examinations of other Universities or Public Service Commissions, or Radio Programmes or any academic work undertaken with the previous permission of the Vice-Chancellor.

14. *Duties.*—(i) It shall be the duty of a University Professor, as the Syndicate may direct, to deliver lectures, conduct classes, engage in research, and do any other academic work related to his subject.

(ii) It shall be the duty of a University Professor to direct and supervise the work of research students in branches of knowledge related to his subject working under him.

(iii) A University Professor shall, if so required, advise the Syndicate, the Academic Council and the Faculties with regard to any course of study or examination or any other matter relating to his subject.

15. *Head of a Department.*—In a Department in which there is a University Professor, he shall be the head of the Department and the Readers and Lecturers and other members of the teaching staff shall work under the direction of the Professor and if there are more than one Professor, under the Senior Professor and assist him in the performance of his duties. In Departments in which there is no Professor, the Reader or the Senior Reader, if there are more Readers than one, shall be the Head of the Department, and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties. In Departments in which there is no Professor or Reader, the Lecturer or the Senior Lecturer, if there are more Lecturers than one, shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

16. *Vacation.*—Teachers of the University shall be entitled to a summer vacation of one month (between the 15th of April and the 15th of June) and all gazetted holidays in addition to those fixed by the Syndicate. It shall however be competent for the Vice-Chancellor to require any of the teachers whose services may be required during the vacation to stay at their stations of duty and do such work as may be assigned to them during the whole or part of the vacation without any claim for compensatory leave, unless the period of leave permitted to be availed of by them is less than one month.

17. *Attendance.*—Teachers of the University shall be required to be present at their stations of duty throughout the working hours on all working days, and they shall be required to register their vacation addresses with the University.

18. *Permission to leave station.*—Teachers of the University shall not leave their stations of duty on holidays or during vacation or leave without intimating previously to the Head of the Department their intention to do so

and giving him their leave or vacation addresses. The Heads of Departments shall intimate previously to the Registrar their intention to leave their stations of duty giving their leave or vacation addresses, and the Registrar shall notify the arrangements made for the discharge of their duties during their absence.

19. *Part-time teachers.*—(1) It shall be competent for the Syndicate to appoint for special reasons part-time teachers who shall ordinarily be chosen from amongst the members of the teaching staff of affiliated colleges and shall perform such duties as may be assigned to them.

(2) Part-time teachers shall be appointed for such periods and paid such salaries as may be fixed in each case, regard being had to the grade of the teacher and the amount of time he is to devote to the work of the University.

(3) Part-time teachers shall be entitled, in addition to the gazetted holidays and other holidays as may be fixed by the Syndicate, to a summer vacation of one month (between the 15th of April and the 15th of June) as in the case of full-time teachers and under the same conditions.

20. *Teachers without salary.*—It shall be open for the Syndicate to appoint competent persons as Visiting Professors without salary to take part in University work in their respective subjects.

21. *Emoluments.*—The scales of pay of the teachers of the University shall be prescribed in the Ordinances.

22. *Starting pay.*—The Syndicate may fix the starting pay of a Teacher on appointment at any stage in the grade.

23. *Enhanced Emoluments.*—The teachers of the University shall also be eligible to receive such higher emoluments as may be available through the assistance of the University Grants Commission in such manner as may be provided for in the Ordinances.

24. *Probation and Confirmation.*—(1) The teachers of the University shall be appointed in the first instance on probation for a period of one year within a period of two years, provided that the Syndicate for special reasons to be recorded in writing may extend the period of probation for a period not exceeding one year.

(2) The teachers shall be eligible for confirmation on satisfactory completion of probation.

25. *Leave.*—(1) The authority competent to sanction casual leave for the teachers of a department shall be the Head of the Department. The Head of the Department may avail himself of the casual leave; provided that all casual leave proposed to be taken should be reported to the Registrar before the leave is availed of. If the casual leave involves or is expected to involve absence from headquarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave headquarters on casual leave before assuring himself that his report has reached the Registrar.

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

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

26. *Disciplinary Action.*—The provisions relating to disciplinary procedure contained in Part IV of the Chapter on the “Terms and Conditions of Service of the Kerala University Employees other than University Teachers” shall *mutatis mutandis* apply in the case of disciplinary action against the teachers of the University also. Provided that the disciplinary authority for imposing minor penalties on teachers of the University shall be the Vice-Chancellor and for imposing major penalties, the Syndicate.

CHAPTER VIII

THE SENATE

1. *Powers.*—In addition to the powers conferred on the Senate by the provisions of the Act, the Senate shall have the following powers, namely:—

(i) to confer degrees and other academic distinctions on persons—

(a) who unless exempted therefrom in the manner prescribed, shall have pursued a prescribed course of study in a college or institution maintained by or affiliated to the University and shall have passed the prescribed examination or examinations, or

(b) who shall have carried on research under prescribed conditions;

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

(iii) to confer honorary degrees or other distinctions on approved persons in accordance with the conditions prescribed by the Statutes;

(iv) to provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary;

(v) to establish, maintain, equip and manage higher educational institutions and institutions of scientific research.

(vi) to establish, equip and maintain a University Library;

(vii) to institute and maintain wherever necessary all or any of the bodies, association or societies specified in sub-clauses (a) to (j) of clause (xv) of sub-section (iii) of section 5 of the Kerala University Act, 1969;

(viii) to establish, equip and maintain a University Press;

(ix) to make such provisions as will enable the affiliated colleges to undertake specialisation of studies and to organise common laboratories, libraries and other equipment for research work.

(x) to prescribe and modify the conditions of affiliation of colleges or other institutions to the University, and to suspend or withdraw the affiliation of any college or institution, on sufficient grounds, in accordance with the provisions in the Statutes;

(xi) to prescribe conditions under which grants-in-aid may be given to any person or body;

(xii) to enter into any agreement with the State Government or the Government of India or any statutory body established by law for the purpose of developing University education in India or with a private management or with private persons for assuming the management of any institution or for taking over its properties and liabilities or for receiving any grants for developing institutions and for any other purpose not repugnant to the provisions of the Act or the Statutes and the Ordinances;

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

(xiv) to frame rules for regulating the procedure and conduct of business at meetings of the Senate.

2. *Removal from the Register.*—The Senate may, on the recommendation of the Syndicate, remove the name of any person from the Register of Registered Graduates or remove any persons from membership of any authority of the University, if he has been convicted by a court of law of what in the opinion of the Senate is an offence involving moral delinquency.

3. *Meetings.*—The annual meeting, at which the Annual Report, the Annual Accounts and Audit Report, and the Financial Estimates shall be presented, shall be held in the fourth quarter of the financial year. The Senate may also meet at such other times as it may determine.

4. *Special Meeting.*—The Vice-Chancellor may, whenever he thinks fit, convene a special meeting. The Vice-Chancellor shall, on a requisition in writing signed by not less than one fourth of the total number of members of the Senate, convene a special meeting of the Senate. A requisition for a special meeting must be forwarded to the Registrar with a copy of the resolution or resolutions to be moved at the meetings, together with the name of the proposer of each such resolution and the meeting shall be convened within 45 days of the receipt of the requisition.

5. *Notice of Meeting.*—The Registrar shall under the direction of the Vice-Chancellor give not less than six week's notice of the date of an ordinary meeting; provided however that it shall be competent to the Vice-Chancellor to postpone a meeting of the Senate of which due notice has already been given without fresh notice under this Statute. The Registrar shall also send to each member, copies of the Annual Report, Annual Accounts and Audit Report and Financial Estimates, ten days before the date fixed for the Annual meeting.

6. *Notice of Special Meeting.*—(a) Two weeks' notice shall ordinarily be given for a special meeting convened by the Vice-Chancellor at his discretion

under Statute 4; but in case of emergency the Vice-Chancellor may convene a special meeting at shorter notice.

(b) When a special meeting is convened by the Vice-Chancellor on a requisition under Statute 4, two weeks' notice shall be given to members. Along with the notice, Registrar shall send to each member a copy of the resolution or resolutions to be moved at the meeting with the name of the mover of each resolution.

7. *Notice of Resolutions.*—(a) Any member who wishes to move a resolution at an ordinary meeting of the Senate shall forward to the Registrar a copy of the resolution so as to reach him not less than four weeks before the date of the meeting. In the case of resolutions relating to amendments of an existing law of the University, the form in which the law as amended would stand shall also be stated.

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

(c) No member shall move more than three resolutions.

8. *Admissibility of Resolutions.*—(a) The Registrar shall place all such resolutions before the Vice-Chancellor, and it shall be competent to the Vice-Chancellor to disallow any resolution which in his opinion does not fall within the purview of the Senate or otherwise contravenes the provisions of the Act and the Statutes or does not comply with the following conditions:—

(i) It shall relate to a matter within the powers of the University and the Senate;

(ii) It shall be clearly and precisely worded;

(iii) It shall not refer substantially to more than one definite issue;

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

(v) It shall not refer to any matter which is under adjudication by a Court of Law; and

(vi) It shall not raise substantially the same issue as that raised in a resolution moved and decided in the Senate during the twelve months preceding the date of the meeting at which it is to be moved.

(b) The Registrar shall include in the Agenda paper all resolutions of which due notice has been given and which have not been withdrawn or disallowed, the order of priority being decided by the Vice-Chancellor by lot.

(c) When any resolution has been disallowed and not included in the agenda paper on any ground, mentioned in clause (a), the Registrar shall intimate five days before the day of the meeting, the fact to the member concerned stating the grounds for disallowing the resolution.

9. *Issue of Preliminary Agenda.*—Not less than three weeks before the date fixed for an ordinary meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and the business to be brought before the meeting; but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting:

Provided that the Syndicate or the Vice-Chancellor may bring forward before any meeting of the Senate other than a special meeting any business considered urgent by them without placing it on the agenda paper.

10. *Notice of Amendments.*—Any member who wishes to move an amendment to any item included in the agenda paper shall forward a copy of the proposed amendment so as to reach the Registrar not less than ten days before the day of the meeting.

11. *Resolutions on Ordinances, Regulations etc.*—Notwithstanding the notice for resolutions prescribed in Clause (a) of Statute 7, any member who wishes to move a resolution on any report or statement by the Syndicate included in the agenda paper or on Ordinances, Regulations, Bye-laws, rules and orders placed before the Senate and included in the agenda paper may do so by giving notice of the resolution which shall reach the Registrar not less than one week before the day of the meeting, and these resolutions shall be made available to the members at the time of the meeting:

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

12. *Admissibility of Amendments.*—The provisions governing the admissibility of resolutions prescribed under Statute 8 shall apply to amendments moved under Statute 10 and resolutions moved under Statute 11 as well.

13. *Issue of Final Agenda.*—The Registrar shall issue to every member of the Senate, not less than five clear days before the date of the meeting, a copy of the final agenda paper showing all the resolutions and amendments of which due notice has been given and which have not been disallowed.

14. *Business at Special Meetings.*—At a special meeting of the Senate convened by the Vice-Chancellor at his discretion, no business other than that brought forward by the Syndicate or the Vice-Chancellor shall be transacted.

15. *Agenda for special meeting convened on requisition.*—(a) In the case of a special meeting of the Senate convened on requisition, the Registrar shall issue with the notice of the meeting an agenda paper showing the business to be brought before the meeting.

(b) Any member who wishes to move an amendment to any item on the agenda shall forward a copy of the proposed amendment so as to reach the Registrar not less than one week before the date of the meeting, provided that in the case of a special meeting of which less than fifteen days' notice has been given the Vice-Chancellor may accept amendments on shorter notice.

(c) The Registrar shall issue to every member, not less than five clear days before the day of the meeting, a copy of the revised agenda paper containing the resolutions and amendments of which notice has been given and which have not been disallowed. However, when the Vice-Chancellor considers it necessary, he may allow the revised agenda paper to be issued at a shorter interval not less than twenty-four hours before the commencement of the meeting.

(d) The Syndicate or the Vice-Chancellor may bring before an urgent meeting any business considered urgent by them without placing the same on the agenda paper.

16. *Hours of Meeting.*—(a) Unless the Senate otherwise resolve, the Senate shall meet at 8 a.m. on each day appointed for the meeting, and the Chairman shall adjourn the meeting at 1 p.m.:

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

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

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

(b) The Chairman shall, if the Senate so decide adjourn the meeting at any time during the progress of the meeting.

17. *Chairman of Meeting.*—The Vice-Chancellor shall preside at meetings of the Senate. In the absence of the Vice-Chancellor the Pro-Vice-Chancellor, if any, shall preside over the meeting. If either the Vice-Chancellor or Pro-Vice-Chancellor is absent one member from a panel of three persons nominated by the Vice-Chancellor before the date of the meeting shall be the Chairman of the meeting in the order of priority.

18. *Quorum.*—(a) 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.

(b) If at any time during the progress of a meeting any member shall call the attention of the Chairman to the number of members present, the Chairman shall within a reasonable time count the number of members present, and if a quorum be not present, he shall declare the meeting dissolved, and shall leave the chair. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present, and the record shall be signed by the Chairman.

19. *Dissolution of Special Meetings.*—In the case of a special meeting convened on requisition under sub-section (3) of section 18, the meeting shall stand dissolved if there has been no quorum within thirty minutes of the time for the commencement of the meeting. The fact of such dissolution shall be recorded

by the Registrar after getting the signature of the members present and the record shall be signed by the Chairman.

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

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

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

22. *Question and Answers.*—At any ordinary meeting of the Senate any member may ask a maximum of three questions for the purpose of obtaining information from the Syndicate on any matter concerning the University.

23. *Admissibility of questions.*—No question shall be admitted unless it complies with the following conditions:—

- (i) It shall relate to a single matter;
- (ii) It shall be so framed as to be merely a request for information;
- (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity;
- (iv) It shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal questions;
- (v) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement; and
- (vi) It shall not bring in any name or statement not strictly necessary to make the question intelligible.

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

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

26. *Disallowance of Questions.*—(a) The Vice-Chancellor shall disallow any question or any part of a question, which in his opinion,—

- (1) contravenes the provisions of the laws of the University;

or

(ii) cannot be answered consistently with the interests of the University;

or

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

(b) The Vice-Chancellor may also disallow at his discretion—

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

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

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

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

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

(d) When any question or part thereof is disallowed by the Vice-Chancellor, the Registrar shall intimate the fact to the member concerned five days before the day of the meeting; stating the grounds for disallowing the question.

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

28. *Order of Business.*—(a) The business to be transacted at a meeting of the Senate shall be placed on the agenda paper in the following order—

(i) Elections, if any, to be conducted;

(ii) The answering of questions, if any;

(iii) Business brought forward by the Syndicate and the Vice-Chancellor; and

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

29. *Motions for change in the order of business.*—At any meeting of the Senate, it shall be open to any member to move for a change in the order of business as stated in the agenda paper. The motion shall be made immediately after the answering of questions, if any, and before the commencement of other business. It cannot be moved at any other time. If the motion for change in the order of business is agreed to by the Senate, the business shall be transacted in the changed order.

30. *Answering of Questions.*—At a meeting of the Senate, the Chairman shall call out the name of each questioner, in the order in which the names are printed in the agenda paper, specifying the serial number of his question, and make a sufficient pause to give him or any other member a reasonable opportunity for rising in his place and putting a supplementary question.

31. *Supplementary Questions.*—Any member may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given. Supplementary questions shall be put immediately after the principal question to which they relate and before the next question is called.

32. *Disallowance of Supplementary Questions.*—The Chairman shall disallow any supplementary question if, in his opinion, it infringes the Statutes relating to question. The decision of the Chairman shall be final, and no discussion shall be permitted thereon.

33. *Persons to answer Supplementaries.*—Supplementary questions shall be answered by members of the Syndicate nominated by the Syndicate for the purpose.

34. *Supplementaries Demanding Notice.*—The Chairman may decline to allow a supplementary question being put without notice, and the member nominated to answer any supplementary question may decline to answer it without notice, in which case the supplementary question may be put by the questioner only in the form of a fresh question at a subsequent meeting of the Senate.

35. *Discussion on Question and Answers.*—No discussion shall be permitted in respect of any question or any answer given to a question.

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

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

38. *Adjournment motions.*—At any ordinary meeting of the Senate a member may give notice for adjournment of the business of the house, to discuss specific matters of urgent academic importance. Not more than one such motion shall be allowed by the Chair on a day. The notice for the motion should be given at least one hour before the commencement of the business and at least 20 members should support the motion for adjournment. The Chairman shall thereupon fix a specific time for discussion of the matter which shall not exceed half an hour.

39. *Motions without Notice.*—At any meeting of the Senate, the following resolutions may be moved without previous notice with the permission of the chair:

- (i) A complimentary or condolence resolution;
- (ii) A resolution relating to business not included in the agenda, but brought forward by the Syndicate or the Vice-Chancellor as urgent at a meeting other than a special meeting;

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

(iv) A motion directing the Syndicate, Academic Council and Faculty, a Board of Studies or any Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate;

(v) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time;

(vi) A motion remitting any matter before the Senate at the time to the Syndicate or Academic Council, a Faculty or a Board of Studies for its consideration and report;

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

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

(ix) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;

(x) A motion that the meeting be dissolved;

(xi) A motion that the meeting pass on to the next business on the agenda paper; and

(xii) A motion that the question be now put.

40. Amendment to Resolution.—At any meeting of the Senate, any member may move an amendment to any resolution brought forward by the Syndicate or the Vice-Chancellor as an item of urgent business, or to a resolution moved by a member under Statute 11 or to a resolution included in the agenda of an urgent meeting convened by the Vice-Chancellor on less than fifteen clear days notice.

41. Amendments without Notice.—At any meeting of the Senate, the following amendments may be moved without previous notice.

(i) Amendments to motions placed before the meeting without previous notice under clauses (i) to (vii) of Statute 39;

(ii) Amendments to any resolution or amendment on the agenda paper which in the opinion of the chairman have been rendered necessary by and, are consequential upon any motion passed by the Senate at the same meeting;

(iii) Amendments of a purely verbal or formal kind which in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer; and

(iv) Amendments to motions brought forward by the Syndicate or the Vice-Chancellor at urgent meetings on less than ten clear days notice or at ordinary meetings on less than twenty-one clear days, notice, and to resolutions moved by members under Statute 11.

42. *Restriction on Amendments.*—Save as provided in Statutes 38 to 41 no resolution or amendment which is not placed on the agenda paper shall be moved at the meeting.

43. *Form of Motion.*—Every motion to be moved at a meeting shall be affirmative in form and shall begin with the word “That”.

44. *Chair to permit other members to move Motion.*—Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it may be moved by any other member, with the permission of the Chair.

45. *Motions to be Seconded.*—(a) Every motion at a meeting must be seconded; otherwise it shall drop.

(b) Any member may second a resolution by saying, ‘I second the motion’ and may reserve his speech by adding, ‘I reserve my speech’.

(c) When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion be ruled out of order by the Chairman.

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

47. *Forms of Amendments.*—An amendment to a resolution shall be—

(i) by leaving out certain words;

(ii) by inserting or adding certain words;

(iii) by leaving out certain words and inserting or adding certain words.

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

48. *Scope of Amendments.*—(i) An amendment must be relevant to and within the scope of the subject matter of the motion to which it relates;

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

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

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

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

49. *Splitting up of resolutions.*—When any resolution involving several points has been discussed, it shall be in the discretion of the Chairman to divide the resolution, and put each or any part separately to the vote as he may think fit.

50. *Withdrawal of motions.*—(i) No resolution or amendment shall be withdrawn from the decision of the meeting without its consent. To withdraw the motion, the member who moved it must signify his desires at the meeting, and the Chairman shall, after an interval during which no dissent is expressed, declare the motion withdrawn.

(ii) No discussion shall be permitted on a motion for leave to withdraw.

(iii) When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed of.

51. *Bar on similar motions.*—When a resolution or an amendment has been withdrawn with the consent of the Senate, no motion raising substantially the same question shall be moved during the same session.

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

53. *Ruling out of order a motion.*—The Chairman may rule a resolution or an amendment out of order at any time before the question is put to the vote.

54. *Priority of motions.*—Motions referred to in Clause (i) to (xii) of Statute 39 shall take precedence of any business that may be before the meeting at the time and must be disposed of before such business.

55. *Restriction on negatived motions.*—When a motion referred to in clauses (vii), (viii), (x) and (xii) of Statute 39 has been brought forward and has been negatived, no motion of the same kind shall be again brought forward during the debate on the same question until after the lapse of what the Chairman may deem a reasonable time, nor shall, if a debate is permissible on such motion, any debate or discussion be allowed on such second or subsequent motion.

56. *Motion on Ordinance.*—A motion on an Ordinance placed before the Senate under sub-section (1) of section 33 may be for its cancellation or modification. A motion for the cancellation shall be in the form "That the Ordinance (mentioning it) be cancelled" and a motion for modification shall be in the form "That the Ordinance (mentioning it) be modified" (followed by words presenting the Ordinance as proposed to be modified). To a motion for the cancellation of an Ordinance an amendment may be moved for its modification. To a motion for the modification of an Ordinance, an amendment may be moved for its cancellation.

57. *Motion on Regulation.*—A motion on a Regulation placed before the Senate under sub-section (1) of section 35 shall be for its cancellation or its modification. A motion for cancellation shall be in the form "That the Regulation (mention it) be cancelled" and a motion for modification shall

be in the form "That the Regulation (mention it) be modified". To a motion for the cancellation of a Regulation an amendment may be moved for its modification. To a motion for the modification of the Regulation an amendment may be moved for its cancellation.

58. *Motion for reconsideration of a previous decision.*—A motion directing the Syndicate or any University Authority or Body or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion shall specify the matter proposed to be referred, and may also indicate generally the direction in which the mover desires review or reconsideration. The motion may also include a direction that the Authority or Body or Committee shall report to the Senate within a specified date, provided, however, that if no date is specified for the submission of the report such report shall be made at the next ordinary meeting of the Senate, and if, it is not possible to do so the fact shall be reported to the Senate at such meeting.

59. *Motion for appointment of a Committee.*—A motion for the appointment of a Committee to consider and report on any question before the Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and Convener. The motion may include an instruction, and may also specify the date for the submission of the report. An amendment to a motion for the appointment of a Committee may be for enlarging or restricting the terms of reference of the Committee or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date or a different date to the one already fixed in the original motion for the submission of the report. If no date is mentioned either in the original motion or in the motion as amended for the submission of the report, such report shall be made at the next ordinary meeting of the Senate, and if it is not possible to do so the fact shall be reported to the Senate at such meeting. If the mover of the resolution or of any amendment thereto proposes to include in the Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

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

61. *Motion for Adjournment.*—(i) A motion for the adjournment of the meeting or debate may be made at any time, but not so as to interrupt a speech. The motion shall be in the form "That this meeting do now adjourn" or "That the debate on this question be now adjourned", mentioning the day and hour proposed if the motion is for adjournment to a specified time.

(ii) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day and or hour for the one originally proposed, or for specifying a date and/or hour, if not specified in the one originally proposed, or for adjournment to the next meeting if the original resolution is for adjournment to a specified date.

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

(iv) If the motion for adjournment of the debate is carried, the member who moved it may claim precedence or take part in the debate at a later stage when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed must confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negatived the mover cannot speak again on the main question.

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

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

64. *Motion to pass to the next business on the Agenda.*—(a) A motion to pass on to the next business on the agenda paper, shall be in the form "That the meeting do now pass on to the next business on the agenda paper", and may be moved at any time after the main question has been stated from the Chair but not so as to interrupt a speech.

(b) The member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words, "I second the motion".

(c) If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith

and decided without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

65. *Closure Motion*.—(a) A motion for closure shall be in the form "That the question be now put", and may be moved at any time after a question has been stated from the Chair, but not so as to interrupt a speech. A member who moved the closure shall confine himself to the words, "I move that the question be now put", The member who seconds the motion shall confine himself to the words, "I second the motion".

(b) Unless it shall appear to the Chairman that such motion is an abuse of the rules of the meeting, or an infringement of the rights of the minority, or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided without amendment or debate.

(c) When the motion "That the question be now put" has been carried, the question on the original motion the debate on which has thus been terminated shall be put and decided without amendment or further debate.

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

66. *Speeches when allowed*.—(1) A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except,—

- (i) When putting a question or answering a question put;
- (ii) When speaking to a point of order;
- (iii) When offering a personal explanation; or
- (iv) When, with the special permission of the Chair, making a statement.

(2) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

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

68. *Speeches how often permitted*.—Save as otherwise provided, a member may not speak more than once to the same question. A member who has spoken to the main question may not move or second an amendment to it or a motion under Statute 39 during the debate on the same question, but may, speak to any such new question when moved and seconded by other members

if debate is permissible. A member who has moved or seconded an amendment or a motion under clauses (iv) to (x.i) of Statute 39 may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under the said clauses or speak to the main question but he may speak or move or second an amendment to any such new question when moved and seconded by other members, if amendment or debate is permissible:

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

Provided further that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence or take part at a later period in the debate when it is resumed under Statute 61.

69. *Personal explanation when allowed.*—A member who complains that his speech or any expression used by him during the speech has been misunderstood, or that his character or conduct has been impugned in the debate, may be allowed to make a personal explanation, but he shall confine himself strictly to such explanation. A member may offer such personal explanation whilst another member is speaking, only if the member who is speaking gives way by resuming his seat.

70. *Statement when allowed.*—A member may with the special permission of the Chair make a statement on any matter arising from the debate on any question.

71. *Right of reply for mover.*—A member who has moved a resolution may speak again by way of reply when the Chairman has ascertained that no other member entitled to speak desires to speak:

Provided that a mover of a resolution under Clause (iv) to (viii) of Statute 39 or of an amendment shall have no right of reply.

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

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

74. *Speeches by Chairman.*—The Chairman shall have the right of moving or seconding or speaking to a resolution or amendment as any other member, but he shall vacate the chair while so engaged and the chair shall during such time be taken by a member nominated by him.

75. *Statement by the Chairman.*—The Chairman may, at his discretion or at the request of any member, explain to the meeting the scope of any resolution or amendment, or make any statement on any matter arising from or connected with the proceedings of the meeting.

76. *Point of Order.*—Any member may, even while another is speaking, call the Chairman's attention to a point of order, but he shall confine himself to a statement of the point of order and shall not take a speech on such point of order. No point of order can be raised while the Chairman is taking the votes on a question or taking a poll, except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or poll is completed.

77. *Motions to be put to vote.*—When the debate on a motion is concluded or if there be no debate, the Chairman shall put the question to the vote by saying, "The question is", followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by a unanimous vote. If there be an amendment he shall say, "It has been moved", followed by the words of the resolution; then he shall say, "Since it has been moved by way of amendment", followed by the words of the amendment, and then, if the amendment be one of the kind specified in clause (i) of Statute 47 he shall put the question by saying "Shall the word or words proposed to be left out be left out?". If the amendment be of the kind specified in clause (ii) of the said Statute, he shall put the question by saying, "Shall these words be added or inserted there?". If the amendment be of the kind specified in clause (iii) of the said Statute, he shall put the question by saying, "shall the following word or words be left out in order to add or insert the following word or words".

78. *Voting.*—All questions considered at meetings of the Senate shall be decided by the majority of the votes of the members present at the meeting unless a particular majority is prescribed in the laws of the University. The Chairman shall not be entitled to vote on any question. If the votes are equally divided, the Chairman shall have a casting vote. When the Chairman puts a question to the vote, he shall request first those in favour of the motion and then those against the motion to raise their hands, and shall declare whether the question is adopted or rejected.

79. *Manner of taking votes.*—Except as otherwise provided:

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

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

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

80. *Powers of Chairman.*—A member must speak to the question under consideration. The Chairman may direct a member who persists in

irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

81. *Procedure when the Chairman is on his legs.*—If the Chairman rises, the member speaking or offering to speak must sit down at once.

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

83. *Maintenance of order.*—The Chairman may direct any member whose conduct is in his opinion disorderly to withdraw immediately from the meeting, and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting.

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

85. *Reconsideration of previous decisions.*—No matter which has been decided by the Senate shall be reconsidered within a period of twelve months, except at a special meeting of the Senate convened for the purpose on a requisition made by the members under sub-section (3) of section 18. No motion for revision of the decision taken by the Senate shall be carried, unless two-thirds of the members present at such meeting, vote in favour thereof.

86. *Procedure in matter not provided for.*—In any case not provided for by these Statutes, the Chairman shall be entitled to give his own ruling as to the procedure, which shall be final.

87. *Admission of Visitors and Press.*—Representatives of the Press and visitors may be admitted to the meetings of the Senate with the permission of the Vice-Chancellor.

88. *Proceedings.*—The Registrar shall prepare the proceedings of each meeting of the Senate and it shall be signed by the Chairman of the meeting. The Registrar shall within one month after a meeting send a copy of the proceedings so prepared and signed to each member of the Senate and to the State Government as prescribed in Section 70.

89. *Exceptions to correctness.*—If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the sending of the proceedings they shall be deemed to be correct.

90. *Correction of Minutes.*—If exception be taken within the time specified in Statute 89 by means of a letter addressed to the Registrar, definitely specifying the points which require correction in the proceedings, the proceedings shall be brought forward by the Syndicate at the next meeting of the Senate for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

91. *Protests.*—Any member who intends to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required shall give notice in writing of his intention to the Registrar within 48 hours from the time of closing of the business of the meeting, and shall within fourteen days from the date of the meeting lodge his protest in writing with the Registrar. The Registrar shall forward a copy of the protest to the mover of the motion. The mover of the motion may within fourteen days from the date of receipt of the intimation by him of the protest to the Registrar, prepare and send to the Syndicate a memorandum in support of the decision of the Senate. The Syndicate shall submit the protest and memorandum, if any, together with the remarks of the Syndicate thereon and a copy of the motion, for the consideration and orders of the Chancellor. If the protest relates to a motion moved by the Syndicate, the Registrar shall place the protest before the next meeting of the Syndicate held after receipt of such protest by him, and the Syndicate shall prepare the memorandum in support of the decision of the Senate.

92. *Procedure.*—The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate, except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak to a motion more than once.

93. *Confirmation of resolution.*—The motions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the same meeting or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in open meeting.

94. *Election.*—Elections to the Senate shall be in accordance with the provision in the Chapter on elections.

95. *Ex-Officio members by rotation.*—(i) Ex-Officio membership of two Principals of Professional College by rotation in the Senate shall be as hereinafter prescribed.

(a) In the first Senate representation shall be given to a Principal of one of the Ayurveda Colleges and a Principal of one of the Engineering Colleges.

(b) In the second Senate one of the Principals of Law Colleges and one of the Principals of Medical Colleges shall be given representation in the Senate.

(c) In the third Senate a Principal of one of the Training Colleges and a Principal of one of the Ayurveda Colleges shall be given representation in the Senate.

(d) The above rotation to the second and third Senates shall be continued in a cyclic order in the Senates to be constituted in future.

(ii) The Principal with the longest service as Principal shall be chosen from the concerned branch which is given representation in the Senate constituted under the Act, subject however to the condition that a Principal who

has had one term in the Senate as Ex-Officio member shall not be made a member again until all the Principals in the particular branch have had become members of the Senate in their turn by rotation.

(iii) The Registrar shall prepare a gradation list of the Principals of Professional Colleges on the basis of seniority for each of the five branches. The list shall be forwarded by the Registrar to the Government sufficiently before the election to the Senate is fixed. Any dispute regarding the seniority for purpose of this list shall be decided by the Vice-Chancellor and his decision shall be final.

CHAPTER IX THE SYNDICATE

1. *Meeting.*—(a) The Syndicate shall meet ordinarily once in two months and as and when required for the conduct of business of the University, on dates and hours to be fixed by the Vice-Chancellor.

(b) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting and if he is also absent the members present shall elect one of the members of the Syndicate to preside at the meeting.

2. *Quorum.*—Eight members shall constitute a quorum for the meeting of the Syndicate, and no business shall be transacted at a meeting at which there is no quorum.

3. *Powers and duties.*—The Syndicate shall, in addition to the powers and duties conferred and imposed on it by the Act and subject to the provisions thereof, have and exercise the following powers and functions:—

(i) to manage and control Departments of Study and Research in the University, University Laboratories, Institute of Research and other Institutions established by the University;

(ii) to manage and control colleges instituted by the University;

(iii) to manage Students' Advisory Bureau, Employment Bureau, Translation and Publication Bureau, University Extension Boards, University Athletic Clubs, the National Cadet Corps, the National Service Corps, Students Cultural and Debating Societies, University Students' Union, Co-operative Societies and other institutions instituted by the University for promoting the welfare of students;

(iv) to manage hostels instituted by the University;

(v) to recognise hostels not maintained by the University and to withdraw recognition therefrom;

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

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

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

(ix) to cause proper accounts to be maintained relating to the Funds of the University;

(x) to invest with the approval of the Senate any moneys belonging to the University in such stocks, share, funds or securities as it may from time to time deem fit or in the purchase of immovable property;

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

(xii) to provide or purchase lands, buildings, premises, furniture laboratory apparatus, equipments and such other requirements for carrying on the work of the University;

(xiii) to fix and determine from time to time, except as otherwise regulated by the laws of the University, the number of officers and other employees of the University for the offices and institutions under the University, and their duties and emolument;

(xiv) to consider the proposals made by the Academic Council and to make recommendations to the Senate for the institution of Professorships, Readerships, Lecturerships and other teaching or research posts required for the University;

(xv) to control and manage the Pension Fund, the Provident Fund, and the Pension-cum-Provident Fund for the benefit of teachers and other employees of the University and of teachers and other employees in Private Colleges;

(xvi) to nominate the representative of the University on the Governing Body or Managing Council of affiliated colleges and to approve the constitution of these bodies.

(xvii) to approve the constitution and management of the recognised institutions and hostels.

(xviii) to recognise teachers as qualified to give instructions or to supervise or control research, and to withdraw such recognition, subject to the regulations framed by the Academic Council.

(xix) to grant exemption to teachers from the prescribed qualifications in accordance with the regulations framed by the Academic Council.

(xx) to appoint members of the Boards of Studies, subject to the laws of the University;

(xxi) to appoint Moderation Boards of the Syndicate for the S.S.L.C. or other similar qualifying examinations for admission to the University, conducted by the State Education Department;

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

(xxiii) to exempt, by a special order and on such conditions as the Syndicate may think fit, a candidate for a University examination from undergoing instruction in a college;

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

(xxv) to supervise and control the residence and discipline of the students in the University and make arrangements for promoting their health and well-being;

(xxvi) subject to the provisions in the laws of the University, to take cognisance of any misconduct by any student in a college or institution or in a hostel or by any student who seeks admission to a University Course of study or by any candidate for any University examination, brought to the notice of the Syndicate by the head of the institution or by a member of any Authority of the University or by the Registrar of the University or by a Chairman of a Board of Examiners or by a Chief Superintendent at any centre of examination, or by the Controller of Examinations and to punish such misconduct by exclusion from any University examination or from any University course in a college or in the University or from any Convocation for the purpose of conferring degrees, either permanently or for a specified period, or by the cancellation of the University examination for which he appeared or by the deprivation of any University scholarship held by him or by cancellation of any University prize or medal awarded to him or by such other penalty as it deems fit: provided that any such punishment shall be awarded only after conducting an enquiry according to the rules.

(xxvii) to refer any matter to a Faculty, a Board of Studies, a Board of Examiners, or the Academic Council or any Committee or person, and to call for a report or opinion thereon;

(xxviii) to remit for further consideration any proposal or recommendation made to it by the Senate or a Faculty or a Board of Studies or any other authority of the University;

(xxix) subject to the provisions in the laws of the University to dispense with a compliance with the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for submission of applications for attendance certificates, the recognition of examinations, grant of exemption from the production of attendance certificates, submission of thesis for Research Degrees, applications for affiliation of colleges in subjects or course in which no college is already affiliated, or applications for starting new colleges, provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Senate at its next meeting;

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

(xxxi) to regulate and determine all matters concerning the administration of the University in accordance with the laws of the University;

(xxxii) to make recommendations to the Senate, or in special cases to the Chancellor, regarding the conferment of honorary degrees; and

(xxxiii) to constitute the Board for the adjudication of students' grievances.

4. *Investigation into the affairs of Private Colleges.*—The Syndicate shall, subject to the provisions of the Act and Statutes, have power to arrange and direct for the investigation into the affairs of a private college, if it is satisfied that there is a *prima facie* case for such investigation,

(i) if a complaint in writing is received from any of the teachers or students or the Managing Council or Governing Body of the private college upon any affair relating to that college, or

(ii) if it is so required by the Senate.

5. *Instruction for maintaining efficiency of Private Colleges.*—The Syndicate shall have the power, subject to the provisions of the Act and the Statutes to issue, as and when it deems necessary or when required by the Senate, instructions requiring the private colleges to maintain definite standards as specified in such instructions.

6. *Conditions of employment of members of the teaching and non-teaching staff in Private Colleges.*—The Syndicate shall frame rules prescribing conditions of employment of members of the teaching and non-teaching staff of private colleges affiliated to the University and such rules shall in particular, provide for instructions to such colleges regarding (i) salaries of the teaching and non-teaching staff (ii) disciplinary actions against the staff, (iii) Code of conduct of the staff, and (iv) conditions of affiliation.

7. *Action for violation.*—In case of any violation of any instruction, direction or order in relation to the maintenance of efficiency, proper conditions of employment of members of the staff and payment of adequate salaries to such staff of private colleges, the Syndicate shall be competent to take such suitable action as it deems fit including modification of the conditions of affiliation.

The action so contemplated shall include (1) withdrawal of the recognition of the appointment of the Principal or Manager and (2) withdrawal of affiliation of the college:

Provided that such action shall be taken only after making an enquiry into the matter by a Commission appointed by the Syndicate for the purpose.

8. *Annual Accounts, Audit Reports and Financial Estimates.*—The Syndicate shall consider the Annual Accounts and Financial Estimates of the University prepared by the Finance Committee and submit them to the Senate for

approval. The annual account as approved by the Senate shall be submitted to Government for audit. The Syndicate shall publish the accounts when audited together with the audit report in the Government Gazette, and shall submit copies of the Accounts and Audit Report to the Senate and the State Government.

9. *Proceedings.*—The proceedings of the Syndicate shall be printed quarterly and printed copies forwarded to the members of the Senate, the Academic Council and the Finance Committee.

10. *Procedure.*—The Chairman at any meeting may at his discretion adopt the procedure for discussion of matters at meeting of the Syndicate in so far as he thinks fit.

11. *Election.* The election to the Syndicate shall be in accordance with the provisions in the Chapter on Election.

CHAPTER X

THE ACADEMIC COUNCIL

1. *Meetings.*—The Academic Council, shall meet ordinarily once in six months and as and when required by the Vice-Chancellor.

2. *Quorum.*—Twenty members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.

3. *Special Meetings.*—The Vice-Chancellor may, whenever he thinks fit convene a special meeting of the Academic Council.

4. *Chairman.*—The Vice-Chancellor shall if present preside over all meetings of the Academic Council. In his absence the Pro-Vice-Chancellor, if any, shall preside over the meetings. In the absence of both the Vice-Chancellor and the Pro-Vice-Chancellor a member shall be chosen by the members present to preside over the meeting.

5. *Validity of Proceedings.*—Non-receipt of notice, agenda and other papers connected with any meeting of Academic Council by any member shall not invalidate the proceedings of the meeting.

6. *Notice of Meeting.*—The Registrar shall, under the direction of the Vice-Chancellor, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.

7. *Date for forwarding resolution.*— Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of

the resolution to the Registrar so as to reach him not less than twenty clear days before the date of the meeting. A member who has forwarded a resolution, may, by giving written notice, which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the preliminary agenda paper, withdraw the resolution.

8. *Resolution to be placed on the agenda paper.*—The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given and which has not since been withdrawn, to be placed on the agenda paper at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at Senate meeting.

9. *Despatch of agenda paper.*—Not less 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 date, the place and hour of the meeting and business to be brought before the meeting, provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.

10. *Notice of Amendment.*—Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not less than 9 clear days before the day of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda papers subject in general to the Statutes governing the admissibility of amendments and resolutions at the Senate meeting.

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

12. *Proceedings.*—The proceedings if each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar shall send by post ordinarily within six weeks after a meeting a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Senate, the Syndicate, the Finance Committee, the Faculties and the Board of Studies. A copy of the minutes shall be submitted to the Chancellor

13. *Objection to proceedings.*—If no exemption is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the sending of the proceedings, they

shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine he may correct the proceedings.

15. *Standing Committee of the Academic Council.*—The Vice-Chancellor shall appoint a Standing Committee which shall consist of the Vice-Chancellor as Chairman and 15 other members of whom five shall be Deans of Faculties. The quorum for meeting of the Standing Committee shall be eight.

16. *Special Invitees.*—It may be 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 discussion of the Committee but shall not be entitled to vote upon any question.

17. *Powers of the Committee.*—The Committee may exercise such powers and perform such duties which the Academic Council may by resolution delegate or assign to it. It may also advise the Vice-Chancellor on such matters as are referred to it by him.

18. *Chairman of the Committee.*—The Vice-Chancellor, if present, may preside at meetings of the Committee, and in his absence the Pro-Vice-Chancellor or a person nominated by the Vice-Chancellor shall be the Chairman.

19. *Opinion by circulation.*—The Vice-Chancellor may at his discretion obtain the opinion of the Standing Committee or seek the approval of the Academic Council by circulation.

20. *Election.*—The election of members to the Academic Council shall be in accordance with the provisions in the Chapter on Election.

21. *Membership of the Heads of University Departments by rotation.*—The seniority of the heads of University Departments of study and research who are not Deans of Faculties, for purpose of membership in the Academic Council by rotation, shall be determined by the Vice-Chancellor on the basis of the length of service as head of the department of study and research in the University.

CHAPTER XI

THE FINANCE COMMITTEE

1. *Constitution.*—The Finance Committee shall consist of the following members, namely:—

- (i) The Vice-Chancellor, (Chairman);
- (ii) The Pro-Vice-Chancellor, if any;
- (iii) The Finance Secretary to Government (Ex-officio)

(iv) Two persons elected by the Senate from among themselves in accordance with the provisions for election in the Chapter on Elections;

(v) Two members elected by the Syndicate from among themselves in accordance with the procedure for election in the Chapter on Elections;

(vi) One member of the Academic Council elected by the Academic Council;

(vii) Education Secretary to Government (*Er-officio*);

(viii) The Registrar (*Ex-officio*).

2. *Quorum*.—Five members of the Finance Committee shall constitute the quorum for a meeting.

3. *Term of Office*.—All the members of the Finance Committee other than *ex-officio* members shall hold office for a term of four years.

4. *President*.—The Vice-Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Vice-Chancellor the Pro-Vice-Chancellor shall preside at the meeting thereof. In the absence of both the Vice-Chancellor and Pro-Vice-Chancellor the members present shall elect one member from among themselves to preside at the meeting.

5. *Meetings*.—The Finance Committee shall meet at least once in every quarter to examine accounts and scrutinise the proposals for expenditure.

6. *Annual Accounts and Financial Estimates*.—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 Syndicate.

7. *Limits of expenditure*.—(a) The Finance Committee shall advise on limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resource of the University.

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

8. *Consultation of Finance Committee*.—The following proposals shall be implemented only in consultation with the Finance Committee, namely:—

(a) grant of additional monetary benefit not provided for in the service rules, to an employee;

(b) proposals for making or amending financial and accounting Rules;

(c) proposals for the creation or abolition of any post the maximum pay is Rs 700 and above per mensem.

9. *Powers and Functions*.—The Finance Committee shall—

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

(b) scrutinise every item of new expenditure not provided in the Budget Estimates of the University;

(c) advise the Syndicate in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University;

(d) examine and report on the accounts of the Endowments and Trust funds;

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

(f) make recommendations, whenever it deems necessary, to the Syndicate on all matters relating to the finances of the University;

(g) scrutinise and report on the utilisation of the grants and loans given by the University or through the University to affiliated colleges or recognised institutions;

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

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

10. *Delegation of Powers*. Subject to such general directions and control as may be fixed by the Finance Committee any power exercisable by the Committee may be delegated to the Chairman.

11. *Finance Officer*.—(1) The Finance Officer shall be appointed by the Syndicate.

(2) It shall be competent for the Syndicate to request the Government of Kerala or the Government of India to loan the services of an officer having experience of matters relating to accounts or financial administration. If a Government servant is appointed as Finance Officer, he shall be treated as on deputation

and shall be entitled to the scale of pay he was receiving in Government service with deputation allowance as per rules.

12. *Duties of the Finance Officer.*—(1) The Finance Officer bring to the notice of the Finance Committee, all items of expenditure which have not been duly authorised and also any financial irregularities;

(2) He shall see that each item of expenditure is covered by the sanction of the competent authority and shall bring to the notice of the Finance Committee all instances in which the various officers and authorities exceed the financial limitations or the powers delegated to them;

(3) He shall have power in connection with the preparation of the annual financial estimates to require the Heads of Departments or Officers to furnish necessary materials and information and to examine and advise on all schemes of new expenditure;

(4) He shall make all arrangements for the transaction of business of the meetings of the Finance Committee.

CHAPTER XII

FACULTIES

1. *Faculties.*—The following shall be the Faculties in the University:—

- (i) The Faculty of Arts
- (ii) The Faculty of Social Science
- (iii) The Faculty of Oriental Studies
- (iv) The Faculty of Fine Arts
- (v) The Faculty of Science
- (vi) The Faculty of Commerce
- (vii) The Faculty of Law
- (viii) The Faculty of Education
- (ix) The Faculty of Engineering and Technology
- (x) The Faculty of Medicine
- (xi) The Faculty of Ayurveda
- (xii) The Faculty of Agriculture
- (xiii) The Faculty of Veterinary Science
- (xiv) Such other Faculties as may be instituted by the Senate from time to time.

2. *Departments.*—Each Faculty shall comprise such Departments of Study as may be proscribed by the Ordinances.

3. *Constitution.*—(1) Each Faculty shall consist of not more than such number of members as is specified in the table below:

THE TABLE

| <i>Name of Faculty</i> | <i>Number of members</i> |
|--------------------------|--------------------------|
| Arts | 40 |
| Social Sciences | 40 |
| Oriental Studies | 40 |
| Fine Arts | 8 |
| Science | 60 |
| Commerce | 20 |
| Law | 20 |
| Education | 16 |
| Engineering & Technology | 20 |
| Medicine | 24 |
| Ayurveda | 12 |
| Agriculture | 16 |
| Veterinary Science | 8 |

(2) (a) One fourth of the total number of members of each Faculty shall be teachers assigned to the Faculty by the Academic Council from among the members of the Senate after considering the proposal made by the Vice-Chancellor.

(b) One fourth of the total number of members of each Faculty shall be members of the Senate who are not teachers assigned by the Senate to the Faculty after considering the proposal made by the Vice-Chancellor.

(c) The remaining number of members of each Faculty shall be experts to be nominated by the Academic Council on the proposal of the Vice-Chancellor, provided that the Chairman of the Boards of Studies comprised in each Faculty shall be assigned to respective Faculties.

(3) A person may be a member of more than one Faculty, but shall have only one vote in elections from the combined Faculties or at joint meetings of Faculties.

4. *Dean.*—The Dean shall be the Chairman of each Faculty.

5. *Election of Dean.*—(1) The Dean shall be elected by the members of the Faculty from among the Chairman of the Boards of Studies comprised in the Faculty.

(2) No person shall be eligible for election to the Office of the Dean, if he has already served two terms as Dean".

6. *Reconstitution.*—Each Faculty shall be reconstituted every four years. Every member of the Faculty shall hold office until the next reconstitution of the Faculty.

7. *Temporary absence of Deans.*—During the temporary absence of the Dean, the Vice-Chancellor may nominate a member of the Faculty to act as Dean of the Faculty.

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

9. *Powers of the Faculty.*—A Faculty shall have power:—

- (i) to consider and report on any matter referred to it by the Senate, the Syndicate, the Academic Council or the Vice-Chancellor;
- (ii) to make recommendations to the Academic Council in all matters relating to the organisation of University teaching, courses of study, examination and research in the subjects of study comprised in the Faculty and to propose additions or amendments to the Ordinances or Regulations as the case may be, relating to these matters for the consideration of the Syndicate or the Academic Council as the case may be;
- (iii) to recommend to the Syndicate the names of persons suitable for appointment as Examiners in the subjects comprised in the Faculty;
- (iv) to call for proposals from the Boards of Studies in the subjects comprised in the Faculty regarding syllabi and text-books for the courses of study;
- (v) to consider any report or recommendation of any Boards of Studies comprised in the Faculty;
- (vi) to remit any matter to the Boards of Studies comprised in the Faculty for consideration and report;
- (vii) to appoint Committees of the Faculty to consider and report on matters referred to them;
- (viii) to recommend to the Vice-Chancellor the holding of joint meetings of two or more Faculties to consider any matter of common interest to them; and

(ix) to recommend the syllabi and text-books, in consultation with the Boards of Studies, for the courses of study in the subjects comprised in the Faculty.

10. *Meetings.*—(a) Every Faculty shall meet at least once in every academic year.

(b) Every meeting of a Faculty shall be convened by the Registrar.

(c) The Vice-Chancellor may at any time cause a meeting of a Faculty to be convened.

11. *Joint meetings of Faculties.*—(1) The Vice-Chancellor may direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty.

(2) Joint meetings of two or more faculties shall be convened by the Registrar and shall be presided over by the Vice-Chancellor or in his absence by one of the Deans of the Faculties nominated by the Vice-Chancellor for the purpose.

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

13. *Quorum.*—(a) The quorum for a meeting of a Faculty shall be one-third of the number of members of the Faculty.

(b) The quorum for a joint meeting of two or more Faculties shall be one-third of the total number of members in the said Faculties, no one member however, being counted more than once.

14. *Conduct of business.*—The conduct of business at meetings of Faculties shall be regulated in accordance with the Statutes governing meetings of the Senate, in so far as they are applicable.

15. *Annual meeting.*—Every Faculty shall consider at its annual meeting the recommendations made by the Boards of Studies comprised in the Faculty regarding text-books and syllabi and recommend the text-books and syllabi for the courses and examinations relating to the subjects assigned to that Faculty.

16. *Reference to Board of Studies.*—The Dean may, at his direction, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty, before placing it before a meeting of the Faculty.

17. *Minutes of meetings.*—(1) Within three weeks after a meeting of a Faculty, the minutes of the meeting shall be prepared and forwarded by the Registrar to the members of the Faculty:

Provided that the draft of the minutes shall first be approved by the Dean or the Chairman of the meeting.

(2) Any member of the Faculty who was present at the meeting may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof. If the Chairman is convinced that the objection raised is genuine he may correct the minutes or otherwise it shall be laid before the Faculty at its next meeting to take a decision.

CHAPTER XIII

BOARDS OF STUDIES

1. *Constitution.*—(1) The Boards of Studies shall be constituted by the Syndicate.

(2) The members of the Boards of Studies shall be appointed by the Syndicate.

2. *Boards for each Department.*—(a) There shall be Board of Studies attached to each Department of Study in the University.

(b) There may be separate Board of Studies in such branches of knowledge as the Syndicate may decide, to deal with matters relating to Post-graduate Studies.

(c) The constitution and functions of the Boards of Studies shall be as hereinafter prescribed.

3. *Members.*—Each Board shall consist of—

(a) the University Professor or where there is no Professor, the Head of the University Department or Section of study or research in the subject for which the Board is constituted; and

(b) not less than five and not more than eleven other members;

Provided that in the case of a subject in which there are two Boards—

(i) the number of members in each Board shall not be less than five or more than eleven including ex-officio members;

(ii) the University Professor or the Head of the University Department or Section, as the case may be, shall be a member ex-officio of the Board for post-graduate studies; and

(iii) the Chairman of the one Board shall be a member ex-officio of the other Board in the subject.

4. *Reconstitution.*—Boards of studies shall be reconstituted by the Syndicate once in four years.

5. *Term of Office of Members.*—Members of the Boards of Studies other than ex-officio members shall be appointed by the Syndicate and shall hold office for a period of four years or for such shorter period as may be fixed at the time of appointment.

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

7. *Chairman.*—One of the members of each Board shall be nominated by the Vice-Chancellor as its Chairman.

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

9. *Powers.*—Each Board shall have power—

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

(ii) to recommend persons suitable for appointment as Question Paper Setters, Examiners in the subjects with which it deals;

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

(iv) to consult specialists who are not members of the Board.

10. *Meetings.*—(a) Boards of Studies shall ordinarily meet once a year, but the Vice-Chancellor may direct additional meetings to be held when necessary.

(b) Meetings of a Board of Studies shall be convened by the Registrar in consultation with the Chairman at such times as may be necessary, or on the written request of not less than one-third of the number of members serving on the Board at the time.

(c) Where, in the temporary absence of the Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Registrar shall convene the meeting.

(d) A joint meeting of two or more Boards may be held, when the Syndicate or the Academic Council or the Vice-Chancellor so directs, for the disposal of any question affecting those Boards. Such joint meetings shall be convened by the Registrar.

11. *Chairman to preside.*—(a) The Chairman of a Board shall preside at meetings of the Board. In the absence of the Chairman the members present shall elect a Chairman for the meeting.

(b) When a joint meeting of two or more Boards is held, the members present shall elect a Chairman for the meeting.

12. *Quorum.*—The quorum for a meeting of any Board shall be simple majority of the strength of the Board, fractions, if any, being omitted. The quorum for a joint meeting of two or more Boards shall be one-half of the total number of members in those Boards, fractions, if any, being omitted and no one member, however, being counted more than once.

13. *Procedure.*—Except as hereinbefore provided, the ordinary law of meetings shall be applicable to the meetings of the Board of studies.

14. *Minutes.*—(i) Every resolution of the Board as it is passed should be recorded at the meeting and read out by the Chairman at the meeting itself.

(ii) The Chairman of the meeting shall send to the Registrar a copy of the minutes as approved at the meeting within ten days after the date of the meeting.

15. *Opinion by circulation.*—It shall be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Boards of Studies by circulation. Such opinion together with the action taken thereon shall be communicated to all the members.

CHAPTER XIV

UNIVERSITY DEPARTMENTS

1. A University Department of Study and Research is one established by Statute and under the direct control of the University.

2. The following shall be the Departments of Study and Research in the University:—

1. Department of Chemistry
2. Department of Aquatic Biology and Fisheries
3. Department of Statistics
4. Department of Psychology
5. Department of Politics
6. Department of Education
7. Department of Islamic Studies
8. Department of Tamil
9. Department of Library Science

10. Department of Economics
11. Department of Plant Genetics and Plant Breeding
12. Department of Geology
13. Department of Journalism
14. Department of German
15. Department of Sanskrit
16. Department of Malayalam
17. Department of Linguistics
18. Department of Applied Physics
19. Department of Sociology
20. Department of Hindi
21. Department of Law
22. Department of Forest Research
23. Department of Entomology
24. Department of History
25. Department of Business Administration
26. Department of English
27. Department of Botany
28. Department of Zoology.
29. Department of Mathematics
30. Department of Physics
31. Department of Modern European Languages -- Russian
32. Department of Basic Medical Sciences
33. Department of Commerce
34. Department of Bio-Chemistry
35. Department of Oriental Research and Manuscripts Library
36. Such other departments as may be instituted by the Senate from time to time.

3. Each Department of Study and Research shall be under a Head of the Department who shall be a teacher of the University.

CHAPTER XV

PROCEDURE FOR MAKING ORDINANCES AND REGULATIONS

1. *Authority to initiate Ordinances.*—Ordinances may be made, amended or repealed by the Syndicate on its own initiative or on a reference from the Senate or the Academic Council or a Faculty or other University Authority.

2. *Approval of Ordinances.*—Every Ordinance or amendment to or repeal of an Ordinance made by the Syndicate shall be submitted, as soon as may be, to the Chancellor and to the Senate during its next meeting and shall be considered by the Senate. The Senate

shall have power by a resolution passed at such meeting to cancel or modify any such Ordinance.

3. *Suspension of Ordinance.*—The Chancellor may suspend the operation of any Ordinance until the Senate has had opportunity of considering the same under Statute 2.

4. *Authority to initiate Regulations.*—The Academic Council may make, amend or repeal Regulations either on its own motion or on the recommendation of the Senate, the Syndicate, the Faculties or other authorities of the University.

5. *Consultation of Faculties.*—The Academic Council shall ordinarily consult the Faculty or Faculties concerned before making, amending or repealing any Regulation relating to—

(a) Course of study; (b) admissions to the various courses of study; and to examinations; (c) qualification of teachers; (d) appointment and prescription of duties of the Boards of Studies and Boards of Examiners; (e) institution of departments of teaching or research.

6. *Approval of Regulations.*—Every Regulation made or amendment or repeal thereof shall be submitted as soon as may be, to the Chancellor and to the Senate during its next meeting and shall be subject to such modification, as may be made by the Senate by a resolution passed at such meeting. If any Regulation or an amendment or repeal thereof is not so laid before the Senate, the Regulation or amendment shall lapse or the Regulation repealed shall revive as the case may be, after the next meeting of the Senate.

7. *Suspension of Regulation.*—The Chancellor may suspend the operation of any Regulation until the Senate has had opportunity to consider the same under Statute 6.

CHAPTER XVI

FINANCE

7. *Objects to which the University fund may be applied.*—The University fund shall be applicable to the following objects, and in the following order,—

- (a) to the repayment of debts incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, Rules and Bye-laws made thereunder;
- (b) to the upkeep of Colleges, Departments, Hostels and other buildings and grounds maintained by the University:

- (c) to the payment of the salaries and allowances of the Officers and servants of the University, members of the teaching staff and the establishment employed in the colleges and Departments of the University for and in furtherance of the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder and to the payment of any Provident Fund contribution pension and insurance to any such officers and servants and members of the teaching staff or the members of such establishments;
- (d) to the payment of the travelling and other allowances to the members of the Senate, the Syndicate, the Academic Council and any other authorities of the University or the members of the Committees or Boards by any of the authorities of the University in pursuance of any provision of the Act the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder;
- (e) to the payment of the cost of audit of the University accounts fixed by Government;
- (f) to the expense of any audit or proceedings to which the University is a party;
- (g) to the payment of any expense incurred by the University in carrying out the provisions of this Act and the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder;
- (h) to the payment of the Provident Fund Contribution to private college teachers or of any grant-in-aid to the private colleges affiliated to the University, or to any recognised institution; and
- (i) to the payment of any other expenses not specified in any of the preceding clauses, but provided for in the budget of the University.

2. *Restriction of expenditure not included in the Budget.*—(1) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by reappropriation or by drawing on the closing balance;

(2) the closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

3. *Powers of the Syndicate.*—It shall be competent for the Syndicate—

(a) to accord sanction for all works (original and repairs) provided in the budget and to accept tenders thereof;

(b) to dispose of all unserviceable articles;

(c) to dispose of all unserviceable buildings, the book value of which does not exceed Rs. 10,000;

(d) to write off unserviceable articles, apparatus, books, furniture etc., whose book value does not exceed Rs. 5,000;

(e) to sanction write off of irrecoverable revenue up to Rs. 1,000 in each case;

(f) to sanction all reappropriation of funds from one head to another head provided that it does not involve any recurring liability i.e., a liability which extends beyond the financial year in question;

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

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

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

(j) to fix the permanent advance of officers and Heads of institutions under the University;

(k) to frame the Rules relating to preservation and destruction of records in all offices and institutions under the control of the University;

(l) to sanction advances to the employees of the University;

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

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

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

4. *Powers of the Vice-Chancellor.*—It shall be competent for the Vice-Chancellor—

(a) to sanction reappropriation of funds upto Rs. 1,000 from one head to another provided that it does not involve any recurring liability;

(b) to sanction transfer approval of funds from one minor head to another within the major head;

(c) to accord sanction for work (original and repairs) upto Rs. 5,000 and to accept tenders for works upto Rs. 10,000;

(d) to sanction the journeys on duty of all employees of the University, whether inside or outside the State;

(e) to sanction excursion charges of the students of the University, subject to budget provision;

(f) to permit employees of the University to accept all forms of work offered by any University or institution without prejudice to their normal duties and receive the remuneration therefor if any;

(g) to sanction extraordinary expenditure not provided for in the budget to the extent of 1,000 rupees, provided funds can be had by diversion;

(h) to dispose of unserviceable articles and building whose books value does not exceed Rs. 1,000 in each case;

(i) to sanction write off of unserviceable articles and books whose book value does not exceed Rs. 500 in each case;

(j) to sanction the sale by auction of all standing and fallen trees on the ground under the control of the University and to order the removal of such standing trees;

(k) to condone breaks in the continuity of fee concessions and scholarships;

(l) to sanction advances and loans to employees of the University subject to budget provision;

(m) to sanction allowance to the employees for extra work done not exceeding Rs. 500 at a time subject to the availability of funds;

(n) to sanction investigation of all arrear claims;

(o) to sanction expenditure upto Rs. 500 at a time on items of unforeseen character for which no provision has been made in the budget subject however to the condition that all such expenditure shall be reported to the Syndicate at its next meeting.

5. *Powers of the Registrar.*—(a) The Registrar shall be authorised to receive all payments made to the University and to issue receipts therefor;

(b) the Registrar shall be competent—

(i) to draw the establishment, travelling allowance, contingencies and all other bills relating to the University Office;

(ii) to countersign detailed contingent bills;

(iii) to countersign all T. A. bills of employees of the University and members of the Senate, Syndicate, the Academic Council, Faculties and other authorities and bodies of the University, and the members of the Committees of those bodies and other committees appointed by the University:

Provided that it shall be competent for the Controller of Examinations to countersign the T.A. and remuneration bills of examiners and other bills relating to examinations.

(iv) to countersign stipend and scholarship bills and work bills and any other bills requiring countersignature by the University Officer;

(v) to countersign the withdrawal forms of the Savings Bank Accounts of the Private College Teachers Provident Fund; and

(vi) to suggest any new account or audit form or register considered necessary or to suggest alteration to any existing form or register suitably for the proper working of the University Office and the subordinate offices for the approval of the Finance Committee.

6. *Receipts and Disbursements.*—The Registrar shall be the custodian of the Kerala University Fund. All payments received by him shall be credited under proper heads of account. The Registrar shall make all authorised payments out of the University Fund. The Accounts of the University shall be kept by the Registrar under the directions of the Syndicate.

7. *Payments.*—No payment shall be made by the Registrar under main head of expenditure unless there is a sufficient balance of the allotment sanctioned under that head.

8. *Unspent balance.*—Unspent balance of budget allotment at the close of the financial year shall automatically lapse to the University fund.

9. *Expenditure in excess of budget allotments.*—Notwithstanding anything contained in the foregoing Statutes the Senate may incur expenditure outside the budgetary provision or in excess of the budget allotment for the year as finally allotted, to meet the urgent items of expenditure. The Senate shall also have power to reappropriate from one head to another to meet such expenditure.

10. *T. A. bills of the Vice-Chancellor and Pro-Vice-Chancellor.*—The T. A. bills and other bills of the Vice-Chancellor and the Pro-Vice-Chancellor, if any, shall require no countersignature.

11. *Financial Estimates.*—The Syndicate shall be on the 1st January, every year, examine the financial estimates for the ensuing financial year which has been prepared by the Finance Committee and place them before the Senate at its annual meeting. The Senate shall consider the financial estimate at its annual meeting and shall approve it either without alteration or with such alterations as it think fit.

12. *Annual Accounts.*—The annual accounts of the University scrutinised by the Finance Committee shall be considered by the Syndicate before the 1st January of every year and place before the Senate at its annual meeting. The Senate shall consider the

annual accounts at its annual meeting and may pass resolutions with reference thereto and communicate the same to the Syndicate, which shall take action in accordance therewith.

13. *Annual Report.*—The annual report shall deal with the Calendar year ending with 31st December and shall be prepared by the Syndicate before the 31st January of each year and placed before the Senate for its review at its annual meeting.

14. *Maintenance of Accounts.*—The Registrar shall be responsible for the proper maintenance of the Accounts of the University, and shall make arrangements under the directions of the Syndicate, for the audit and payment of bills, presented at the University Office.

15. *Financial and Account Rules.*—The Syndicate shall make the necessary Rules and standing orders for the proper maintenance of the accounts of the University.

16. *Review of accounts and working of Endowments.*—The Syndicate shall conduct an annual review of the accounts and working of the Endowments, and shall take whatever action is deemed necessary as a result of such review.

17. *Assets Register.*—The Registrar shall maintain an Assets Register, in which shall be entered the values and plans of all buildings and other immovable assets owned by the University.

18. *Accounts regarding construction.*—The Registrar shall get from the University Engineer or any other authority entrusted with constructions a monthly classified account regarding constructions in a form suited to the requirements of the University.

19. *Custody of securities etc.*—The Registrar shall be responsible for the custody of all Government Securities, Fixed Deposit Receipts, National Savings Certificates and other Securities which are owned by or lodged with the University.

CHAPTER XVII

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

1. *Degrees of the University.*—The University may confer the following Degrees:—

| | |
|--------------------------------------|---------------|
| 1. Bachelor of Arts | B.A. |
| 2. Bachelor of Science | B.Sc. |
| 3. Bachelor of Arts (Honours) | B.A. (Hons.) |
| 4. Bachelor of Science (Honours) | B.Sc. (Hons.) |
| 5. Bachelor of Science (Engineering) | B.Sc. (Eng.) |

| | |
|---|------------------|
| 6. Bachelor of Architecture | B.Arch. |
| 7. Bachelor of Science (Agriculture) | B.Sc. (Agri.) |
| 8. Bachelor of Veterinary Science | B.V.Sc. |
| 9. Bachelor of Education | B.Ed. |
| 10. Bachelor of Laws | LL.B. |
| 11. Bachelor of Medicine and Surgery | M.B.B.S. |
| 12. Bachelor of Commerce | B.Com. |
| 13. Bachelor of Pharmacy | B.Pharm. |
| 14. Bachelor of Ayurvedic Medicine | B.A.M. |
| 15. Bachelor of Dental Surgery | B.D.S. |
| 16. Bachelor of Science (Nursing) | B.Sc. (Nursing) |
| 17. Bachelor of Science (Technology) | B.Sc. (Tech.) |
| 18. Bachelor of Library Science | B.Lib.Sc. |
| 19. Master of Arts | M.A. |
| 20. Master of Letters | M.Litt. |
| 21. Master of Science | M.Sc. |
| 22. Master of Science (Engineering) | M.Sc. (Eng.) |
| 23. Master of Science (Agriculture) | M.Sc. (Agr.) |
| 24. Master of Science (Veterinary Science) | M.Sc. (Vet. Sc.) |
| 25. Master of Education | M.Ed. |
| 26. Master of Laws | LL.M. |
| 27. Master of Commerce | M.Com. |
| 28. Master of Social Work | M.S.W. |
| 29. Doctor of Medicine | M.D. |
| 30. Master of Surgery | M.S. |
| 31. Master of Dental Surgery | M.D.S. |
| 32. Doctor of Medicine (Ayurveda) | M.D. (Ay.) |
| 33. Doctor of Philosophy | Ph.D. |
| 34. Doctor of Letters | D.Litt. |
| 35. Doctor of Science | D.Sc. |
| 36. Doctor of Laws | LL.D. |
| 37. Such other Degrees as the Senate may, from time to time, institute. | |

2. *Diplomas and Certificates.*—The University may grant diplomas and certificates in the following subjects of study:—

1. English.
2. Teaching of English.

3. French.
4. German.
5. Teaching of German.
6. Russian.
7. Library Science.
8. Journalism.
9. Geography.
10. Social Service.
11. Linguistics.
12. Translation.
13. Translation and Secretariat Drafting in Hindi.
14. Fine Arts.
15. Forestry.
16. Mechanical Data Processing
17. Business Management.
18. Industrial Management.
19. Secretarial Courses and Office Management.
20. Shorthand and Typewriting.
21. Mechanical Engineering.
22. Electrical Engineering.
23. Civil Engineering.
24. Architecture.
25. Chemical Engineering.
26. Automobile Engineering.
27. Textile Technology.
28. Food Technology.
29. Fisheries Technology.
30. Nursing.
31. Obstetrics and Gynaecology.
32. Clinical Pathology.
33. Public Health.
34. Child Health.
35. Radiology.
36. Ophthalmology.
37. Orthopaedics.
38. Oto Rhino Laryngology.

39. Anaesthesia.
40. Ayurveda.
41. Agriculture.
42. Such other subjects of study as the Senate may decide from time to time.

3. *Titles in Oriental Studies.*—The University may confer the following Titles in Oriental Studies:—

1. Mahopadhyaya (Sanskrit)
2. Sahityavisarada (Malayalam)
3. Vidvan (Malayalam)
4. Vidvan (Sanskrit)
5. Vidvan (Tamil)
6. Vidvan (Hindi)
7. Vidvan (Kannada)
8. Afzal-ul-Ulama (Arabic)
9. Adib-i-Fazil (Urdu)
10. Malpan (Syriac)
11. Such other Titles as the Senate may decide from time to time.

4. *Eligibility.*—No candidate shall be eligible to qualify for a degree, diploma, certificate or title in this University unless he has undergone the prescribed course of study or research as an enrolled student of a college or other institution of this University or is eligible to appear for the examination as laid down in the Regulations.

5. *Award of degrees, diplomas etc.*—Degrees shall be conferred either in person or in absentia at a Convocation. Diplomas, Certificates and Titles shall be conferred in absentia at a meeting of the Senate.

6. *Degrees etc., conferred by Travancore University.*—All Degrees, Diploma and Titles conferred and all recognitions granted by the University of Travancore or the University of Kerala under the Travancore University Act, 1113 or the Kerala University Act, 1957, shall be deemed to have been lawfully conferred or granted by the University of Kerala.

7. *Students of the Kerala University constituted under the Kerala University Act, 1957.*—Any research student of the University of Kerala or any student of a college maintained by or affiliated to the University of Kerala constituted under the Kerala University Act, 1957 shall be permitted to complete his course and take his degree under the University constituted under the Act.

CHAPTER XVIII
FACULTY OF ARTS

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

| | |
|---------------------------------|--------------|
| i. Bachelor of Arts | B.A. |
| ii. Bachelor of Library Science | B.Lib.Sc. |
| iii. Bachelor of Arts (Honours) | B.A. (Hons.) |
| iv. Master of Arts | M.A. |
| v. Master of Letters | M.Litt. |
| vi. Doctor of Philosophy | Ph.D. |
| vii. Doctor of Letters | D.Litt. |

2. *Degree of Bachelor of Arts (Two year Course).*—Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Bachelor of Arts Degree Examination conducted by this University.

3. *Degree of Bachelor of Arts (Three year Course).*—Candidates for the degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and to have passed the prescribed examination.

4. *Degree of Bachelor of Library Science.*—Candidates for the Degree of Bachelor of Library Science (B.Lib.Sc.) shall be required to have taken a degree of this University or an equivalent degree of another University recognised by the University and to have subsequently undergone the prescribed course of study for a period of not less than one academic year in this University and passed the prescribed examination.

5. *Degree of Bachelor of Arts (Honours).*—Candidates for the Degree of Bachelor of Arts (Honours) [B.A. (Hons.)] shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than three academic years

in a college of this University and passed the B.A. (Hons) Degree Examination conducted by this University.

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

Provided that:

- (a) a candidate who has qualified for the B.A. (Hons.) Degree of this University by passing the prescribed examination may without further examination but upon payment of the prescribed fee; proceed to take the M.A. Degree of this University at any Convocation subsequent to his taking the B.A. (Hons.) Degree;
- (b) a candidate for the B.A. (Hons.) Degree Examination of this University who has been recommended by the Examiners for the award of the B.A. Degree shall be permitted to appear for the M.A. Degree Examination in the same subject after undergoing the prescribed course of study for a period of not less than one academic year in a college of this University.

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

(ii) Candidates for the M.Litt. Degree should have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of another University or Institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

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

(iv) The application for registration as a research student and as a candidate for the Degree shall be made to the Registrar

on or before 15th January and 15th July every year in the prescribed form and shall be accompanied by:

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate.

(vi) Within six months before the expiry of the prescribed minimum period after registration, or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten in English.

(vii) The thesis shall comply with the following conditions:—

(a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observations, and this statement shall be certified by the Supervising Teacher.

(b) It must form distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(viii) In addition to the thesis, the candidates may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed above shall be allowed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided however that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

8. *Degree of Doctor of Philosophy.*—(i) Degree of Doctor of Philosophy (Ph. D.) may be awarded:—

(a) to persons holding the Degree of Master of Arts of this University or of another recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts as embodied in a thesis relating to a subject coming within the purview of the Faculty;

(b) to persons holding the Degree of Master of Letters of this University or of another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty. The research shall be undertaken under the guidance of a Supervising Teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

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

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(iv) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State for the purpose of any particular course of research.

(v) Within six months before the expiry of the prescribed minimum period after registration or at any other time, afterwards the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vi) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona-fide research carried out by the candidate.

(vii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(viii) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded

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

(ix) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(x) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

9. *Degree of Doctor of Letters.*—The Degree of Doctor of Letters (D. Litt.) may be awarded on the result of meritorious research work carried out under the conditions prescribed by the University.

10. *Diplomas.*—The University may grant diplomas in the following subjects of study:—

- (i) Journalism
- (ii) Library Science
- (iii) English
- (iv) Teaching of English
- (v) German
- (vi) Teaching of German
- (vii) Russian
- (viii) Geography
- (ix) Such other subjects of study as the Senate may decide from time to time.

11. *Certificates.*—The University may grant certificates in the following subjects of study:—

- (i) German
- (ii) Russian
- (iii) Such other subjects of study as the Senate may decide from time to time.

CHAPTER XIX

FACULTY OF SOCIAL SCIENCES

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

| | |
|-------------------------------|--------------|
| 1. Bachelor of Arts | B. A. |
| 2. Bachelor of Arts (Honours) | B.A. (Hons.) |
| 3. Master of Arts | M. A. |
| 4. Master of Social Work | M. S. W. |
| 5. Master of Letters | M. Litt. |
| 6. Doctor of Philosophy | Ph. D. |
| 7. Doctor of Letters | D. Litt. |

2. *Degree of Bachelor of Arts (Two year Course).*—Candidates for the Degree of Bachelor of Arts (B. A.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Bachelor of Arts Degree Examination conducted by this University.

3. *Degree of Bachelor of Arts (Three year Course).*—Candidates for the degree of Bachelor of Arts (B. A.) shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and to have passed the prescribed examination.

4. *Degree of Bachelor of Arts (Honours).*—Candidates for the Degree of Bachelor of Arts (Honours) [B. A. (Hons.)] shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than three academic years in a college of this University and passed the B. A. (Hons.) Degree Examination conducted by this University.

5. *Degree of Master of Arts.*—Candidates for the Degree of Master of Arts (M. A.) shall be required to have taken the Bachelor of Arts Degree of this University or a Degree of another University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period

of not less than two academic years in a college of this University and passed the Master of Arts Degree Examination conducted by this University:

Provided that:

- (a) a candidate who has qualified for the B. A. (Hons.) Degree of this University by passing the prescribed examination may without further examination but upon payment of the prescribed fee; proceed to take the M. A. Degree of this University at any Convocation subsequent to his taking the B. A. (Hons.) Degree;
- (b) a candidate for the B. A. (Hons.) Degree Examination of this University who has been recommended by the Examiners for the award of the B. A. Degree shall be permitted to appear for the M. A. Degree Examination in the same subject after undergoing the prescribed course of study for a period of not less than one academic year in a college of this University.

6. *Degree of Master of Social Work.*—Candidates for the Degree of Master of Social Works (M. S. W.) shall be required to have taken a degree of this University or an equivalent degree of another University recognised by the University and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a College of this University and to have satisfactorily completed a research project and supervised field work and to have passed the Master of Social Work Degree Examination conducted by the University.

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

(ii) Candidates for the M. Litt. Degree should have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of another University or Institute recognised by the Syndicate for the purpose of preparing students for the Honours or Master's Degree in the branch of study concerned.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate

(vi) Within six months before the expiry of the prescribed minimum period after registration, or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of researches carried out by him. The thesis shall be printed or typewritten in English.

(vii) The thesis shall comply with the following conditions:—

(a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observations, and this statement shall be certified by the Supervising Teacher.

(b) It must form distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(vii) In addition to the thesis, the candidates may submit as additional evidence, any memoir or work published by him, alone, or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed above shall be allowed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided however that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

8. *Degree of Doctor of Philosophy.*—(i) Degree of Doctor of Philosophy (Ph. D.) may be awarded—

(a) to persons holding the Degree of Master of Arts of this University or of another recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty:

(b) to persons holding the Degree of Master of Letters of this University or of another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty. The research shall be undertaken under the guidance of a Supervising Teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

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

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

(iii) The application for registration as a research student and as a candidate for the Ph. D. Degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form, and shall be accompanied by—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant;

(c) a registration fee as prescribed in the Ordinances.

(iv) The application for registration as a research student and as a candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State for the purpose of any particular course of research.

(v) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portion of thesis which he claims as original.

(vi) The thesis shall be accompanied by the declaration signed by the candidate that it has not previously formed the basis for award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(vii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The

candidate shall also be required to undergo an oral test on the subject of the thesis.

(viii) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(ix) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(x) A candidate shall not be allowed to submit his thesis on more than two occasions, provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

10. *Degree of Doctor of Letters.*—The Degree of Doctor of Letters (D. Litt.) may be awarded on the result of meritorious research work carried out under the conditions prescribed by the University.

11. *Diplomas.*—The University may grant a diploma in Social Service

CHAPTER XX

FACULTY OF ORIENTAL STUDIES

1. *Degrees.*—The Degrees in the Faculty of Oriental Studies shall be:—

| | |
|---------------------------------|---------------|
| (i) Bachelor Arts | B. A. |
| (ii) Bachelor of Arts (Honours) | B. A. (Hons.) |
| (iii) Master of Arts | M. A. |
| (iv) Master of Letters | M. Litt. |
| (v) Doctor of Philosophy | Ph. D. |
| (vi) Doctor of Letters | D. Litt. |

2. *Degree of Bachelor of Arts (Two year Course).*—Candidates for the Degree of Bachelor of Arts (B. A.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to

have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Bachelor of Arts Degree Examination conducted by this University.

3. *Degree of Bachelor of Arts (Three-year Course).*—Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the First Degree Examination of this University or an Examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and passed the prescribed examinations.

4. *Degree of Bachelor of Arts (Honours).*—Candidates for the Degree of Bachelor of Arts (Honours) (B.A. Hons.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than three academic years in a college of this University and passed the Bachelor of Arts (Hons.) Degree Examination conducted by this University.

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

Provided that—

(i) a candidate who has qualified for the B.A. (Hons.) Degree of this University by passing the prescribed examination may, without further examination but upon payment of the prescribed fee, proceed to take the M.A. Degree of this University at any Convocation subsequent to his taking the B.A. (Hons.) Degree; and

(ii) a candidate for the B.A. (Hons.) Degree Examination of this University who has been recommended by the Examiners for the award of the B.A. Degree shall be permitted to appear for the M.A. Degree Examination in the same subject after undergoing the prescribed course of study for a period of not less than one academic year in a college of this University.

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

(ii) Candidates for the M. Litt. Degree shall have undertaken their research work under the guidance of a recognised supervising teacher in an

institution of this University or of another University or an Institute recognised by the Syndicate for the purpose of preparing students for the Honours of Master's Degree in the branch of study concerned.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainment of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four printed or typewritten copies of a thesis, accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him.

(vii) The thesis shall comply with the following conditions—

(a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observation and this statement shall be certified by the supervising teacher.

(b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relation of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject.

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

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

(viii) In addition to thesis, the candidate may submit as additional evidence any memoir or work published by him alone or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The Candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved, for the award of the Degree, the candidate may submit, after an interval of not less than six months a new or revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

7. *Degree of Doctor of Philosophy.*—(i) The Degree of Doctor of Philosophy (Ph. D.) may be awarded as prescribed hereunder:

(a) To persons holding the Degree of Master of Arts of this University or of another recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree or Master of Arts, as embodied in a thesis relating to subject coming within the purview of the Faculty.

(b) To persons holding the Degree of Master of Letters of this University or of another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(ii) The research shall be undertaken under the guidance of a Supervising Teacher, in an Institution of this University or of another University or an Institute approved by the Syndicate.

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

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

(iv) The application for registration as a research student and as a candidate for the Ph. D. Degree shall be made to the Registrar on or before

the 15th January and 15th July of the year in the prescribed form, and shall be accompanied by—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(v) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State for the purpose of any particular course of research.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vii) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bonafide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(ix) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(x) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(xi) A candidate shall not be allowed to submit his thesis on more than two occasions provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

8. *Degree of Doctor of Letters.*—The Degree of Doctor of Letters (D. Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

9. *Titles in Oriental Studies.*—The titles in Oriental Studies shall be—

- | | |
|---|-------------|
| (i) Mahopadhyaya | (Sanskrit) |
| (ii) Sahityavisarada | (Malayalam) |
| (iii) Vidvan | (Sanskrit) |
| (iv) Vidvan | (Malayalam) |
| (v) Vidvan | (Tamil) |
| (vi) Vidvan | (Hindi) |
| (vii) Vidvan | (Kannada) |
| (viii) Afzal-ul-ulama | (Arabic) |
| (ix) Adib-i-Fazil | (Urdu) |
| (x) Malpan | (Syriac) |
| (xi) Such other titles as the Senate may institute from time to time. | |

10. *Diplomas and Certificates.*—The University may grant Diplomas and Certificates in the following subjects of study:

- (i) Linguistics
- (ii) Translation
- (iii) Translation and Secretariat Drafting in Hindi.
- (iv) Such other subjects of study as the Senate may decide from time to time.

CHAPTER XXI

FACULTY OF FINE ARTS

1. *Degrees.*—The degrees in the Faculty of Fine Arts shall be—

- | | |
|---------------------------|----------|
| (i) Bachelor of Arts | B.A. |
| (ii) Master of Arts | M.A. |
| (iii) Master of Letters | M. Litt. |
| (iv) Doctor of Philosophy | Ph. D. |
| (v) Doctor of Letters | D. Litt. |

2. *Degree of Bachelor of Arts.*—(Two-year course)—Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the

Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Bachelor of Arts Degree Examination conducted by this University.

3. *Degree of Bachelor of Arts.*—(*Three-year course*).—Candidates for the Degree of Bachelor of Arts (B.A.) shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and passed the prescribed examinations.

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

5. *Degree of Master of Letters.*—(i) The Degree of Master of Letters (M. Litt.) may be awarded to—

(a) Bachelors of Arts of this University or of any other University recognised by the University as equivalent thereto, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree.

(b) Masters of Arts of this University or of any other University recognised by the University as equivalent thereto on the results of examinations prescribed therefor and research work extending over a period of not less than two years after passing the examination qualifying them for the Master's Degree.

(ii) Candidates for the M. Litt. Degree shall have undertaken their research work under the guidance of a recognised supervising teacher in an institution of this University or of another University or an Institute recognised by the Syndicate for the purpose of preparing students for Master's Degree in the branch of study concerned.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

- (b) the written consent of a recognised teacher of the University or recognised Institute agreeing to supervise the work of the applicant; and
- (c) a registration fee as prescribed in the Ordinances.

(v) The application shall be considered and disposed of by the Syndicate.

(vi) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis accompanied by a satisfactory abstract thereof, embodying the results of research carried out by him. The thesis shall be printed or typewritten in English.

(vii) The thesis shall comply with the following conditions—

(a) It must consist of the candidate's own account of his research, provided that it may describe work done in conjunction with the teacher who has supervised the work. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and how far the thesis embodies the result of his own research or observation, and this statement shall be certified by the Supervising Teacher.

(b) It must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or new relations of facts or by the exercise of independent critical power. The candidate must indicate in what respects his investigations appear to him to advance the study of his subject; and

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

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

(viii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others.

(ix) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided however that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

6. *Degree of Doctor of Philosophy*.—(i) The Degree of Doctor of Philosophy (Ph. D.) may be awarded as prescribed hereunder—

(a) To persons holding the Degree of Master of Arts of this University or of another recognised University, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Degree of Master of Arts, as embodied in a thesis relating to a subject coming within the purview of the Faculty; and

(b) To persons holding the Degree of Master of Letters of this University or of another recognised University on the results of research work extending over a period of not less than two years after qualifying for the Degree of Master of Letters, as embodied in a thesis relating to a subject coming within the purview of the Faculty.

(ii) The research shall be undertaken under the guidance of a supervising Teacher, in an Institution of this University or of another University or an Institute approved by the Syndicate.

(iii) A candidate shall be required to register himself as a research student and as a candidate for the Degree of Doctor of Philosophy before the commencement of his course of research, provided that a candidate who possesses the Degree of Master of Letters by research may register at any time during the further period of his two years' research work.

(iv) The application for registration as a research student and as a candidate for the Ph.D. Degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form, and shall be accompanied by:—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainment as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(v) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside Kerala State for the purpose of any particular course of research.

(vi) Within six months before expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar together with the prescribed fee, four copies of a thesis, printed or typewritten, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vii) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(ix) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree a resolution to that effect shall be passed by the Syndicate, and the candidate shall be admitted to the Degree under the prescribed conditions.

(x) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(xi) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

7. *Degree of Doctor of Letters.*—The degree of Doctor of Letters (D. Litt.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

8. *Diplomas.*—The University may also grant a diploma in Fine Arts.

CHAPTER XXII
FACULTY OF SCIENCE

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

- | | |
|------------------------------------|---------------|
| (i) Bachelor of Science | B.Sc. |
| (ii) Bachelor of Science (Honours) | B.Sc. (Hons.) |
| (iii) Master of Science | M.Sc. |
| (iv) Doctor of Philosophy | Ph.D. |
| (v) Doctor of Science | D.Sc. |

2. *Degree of Bachelor of Science (Two year Course)*.—Candidates for the Degree of Bachelor of Science (B.Sc.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of this University and passed the Bachelor of Science Degree Examination conducted by this University.

3. *Degree of Bachelor of Science (Three year Course)*.—Candidates for the Degree of Bachelor of Science (B.Sc.) shall be required to have passed the Pre-Degree Examination of this University or an Examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and to have passed the prescribed examinations.

4. *Degree of Bachelor of Science (Honours)*.—Candidates for the Degree of Bachelor of Science (Honours) (B.Sc. Hons.) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than three academic years in a college of this University and passed the B.Sc. (Hons.) Degree Examination conducted by this University.

5. *Degree of Master of Science (By Examination)*.—Candidates for the Degree of Master of Science (M.Sc.) shall be required to have taken the Bachelor of Science Degree of this University or a degree of another University recognised by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a College of this University and passed the Master of Science Degree Examination conducted by this University.

Provided that:—

(i) a candidate who has qualified for the B.Sc. (Hons.) Degree of this University by passing the prescribed examination may, without further examination but upon payment of the prescribed fee, proceed to take the M.Sc.

Degree of this University at any Convocation subsequent to his taking the B.Sc. (Hons.) Degree; and

(ii) a candidate for the B.Sc. (Hons.) Degree Examination of this University who has been recommended by the Examiners for the award of the B.Sc. degree shall be permitted to appear for the M.Sc. Degree Examination in the same subject after undergoing the prescribed course of study for a period of not less than one academic year in a college of this University.

6. *Degree of Master of Science (By Research)*:—(i) The Degree of Master of Science may be awarded to persons holding the Degree of Bachelor of Science of this University or a degree of any other University recognised by the University as equivalent thereto, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelor's Degree, undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of this University or of another University or an Institute approved by the Syndicate on a subject within the purview of the Faculty of Science, who have complied with the conditions hereinafter prescribed with regard to registration and submission of thesis and have passed the prescribed examination.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research.

(b) the written consent of a recognised teacher of the University or a recognised Institute agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(iv) The application shall be considered and disposed of by the Syndicate, and if approved the candidate shall be registered as a candidate for the Degree.

(v) Within one year before the expiry of the prescribed minimum period after registration, the candidate shall take the prescribed examination, which shall consist of a written and a practical examination and a viva voce test. The candidate may, however, offer an additional paper in lieu of the prescribed practical examination. The examination shall test the candidate's ability and general knowledge in the subject of research and shall be in the field of knowledge in the subject of research connected with the thesis.

(vi) The syllabi for the written and the practical examination shall cover all aspects relating to the special subjects chosen for research and shall be prepared by the Supervising Teacher in consultation with the Chairman

of the Board of Studies concerned and in case the Chairman is the Supervising Teacher, another member nominated by the Syndicate. The syllabi shall be approved by the Syndicate in either case. The scheme of examination shall be prescribed under the Regulations.

(vii) Candidates who have been declared successful in the qualifying examination shall submit to the Registrar, together with the prescribed fee, four copies of a thesis printed or typewritten in English, and embodying the results of research work carried out by them. The candidate shall state, in a preface, the source from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has already been submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report from the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(viii) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others.

(ix) The Syndicate shall appoint a Board of two examiners who shall conduct the examination and viva voce test and value the thesis. The candidate may be required to undergo, at the discretion of the examiners an oral test on the subject of the thesis.

(x) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(xi) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(xii) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

(xiii) The Board of Examiners shall classify the successful candidate either as First or Second Class after taking into consideration in each case, the marks obtained by the candidate and the quality of the thesis submitted by him. No candidate shall be awarded a First Class if he has not passed at the first appearance.

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

7. *Degree of Doctor of Philosophy.*—(i) The Degree of Doctor of Philosophy (Ph.D) may be awarded as prescribed hereunder to persons holding the Degree of Master of Science of this University or of another University recognised

by the University as equivalent thereto, on the results of research work as embodied in a thesis relating to subjects coming within the purview of the Faculty of Science.

(a) to Masters of Science by Examination, on the results of research work extending over a period of not less than three years after passing the examination qualifying them for the Master's Degree and undertaken under the guidance of a supervising teacher approved by the Syndicate in an institution of this University or of another University or an Institute approved by the Syndicate, who have complied with the provisions prescribed hereunder with regard to registration and submission of thesis and have passed the qualifying examination for the submission of the thesis prescribed in clause (v) of Statute 6;

(b) to Masters of Science by Research, on the results of further research work carried out in an approved institution extending over a period of not less than two years after the submission of the thesis for which the Masters Degree was awarded.

(ii) A candidate shall be required to register himself as a research student and candidate for the Degree of Doctor of Philosophy before the commencement of the course of research, provided that a candidate who possess the Degree of Master of Science by Research may register at any time during the further period of his two year's research work.

(iii) The application for registration as a research student and candidate for the Ph. D. Degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form, and shall be accompanied by:

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research and details of previous study and research, if any;

(b) particulars regarding the special subject in which he intends to prosecute research;

(c) the name of a teacher of the University or of other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work accompanied by the written consent of the teacher agreeing to supervise his work, provided that in the case of candidates who have already qualified for the M. Sc. Degree by Research of this University they shall be permitted to submit a thesis on the basis of independent research;

(d) a statement giving the name of the Institution or Laboratory where he proposes to carry out his research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research. The institution for purpose of approval shall be departments of the University or Colleges maintained by or affiliated to the University up to the Master's or Honours standard in the branch of study concerned, or special departments of Professional Colleges. In regard to subjects for which research facilities are not available within

the University and in other special cases, it shall be competent for the Syndicate to recognise, on individual merits, Research Institutes or Departments of an all-India character and the teachers and officers employed therein for purposes of enabling persons to pursue research in such Institutes for the Ph. D. Degree of this University; and

(e) a registration fee as prescribed in the Ordinances.

(iv) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate provided, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the Institution if outside the State for the purposes of any particular course of research.

(v) Candidates for the Ph. D. Degree who have not previously qualified for the Degree of Master of Science by Research of this University shall be required to take, within six months before the submission of the thesis the qualifying examination for the submission of the thesis and only those who are declared successful in the qualifying examination shall be permitted to submit the thesis. The qualifying examination shall be on the same lines as prescribed for the M.Sc. Degree by Research, according to those subjects in which the candidates have registered. The standard required in the case of candidates for the Ph. D. Degree shall be higher than that for the M.Sc. Degree. No candidate shall be permitted to take the qualifying examination more than twice.

(vi) After the expiry of the period of the post-graduate study and research or at any other time afterwards, the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of the research carried out by him. Every candidate other than those who have already qualified for the M.Sc. Degree of this University by Research shall also submit with his thesis a certificate from the teacher under whom he worked that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under him and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title of any other University or Society, together with a statement from the teacher indicating the extent to which the thesis represents independent work on the part of the candidate. The candidate shall clearly set forth, in a preface, the sources from which he has derived information or guidance for his work the extent to which he has availed himself of the work of others, and the portions which he claims as original. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in the preface the portion or portions upon which has been based the award of the previous Degree. In the case of those who have already qualified for the Degree of Master of Science by Research of this University, the thesis shall be accompanied by a declaration signed by the candidate that it has been composed independently by himself and a certificate that has not previously formed the basis for the award of any Degree,

Diploma, Associateship, Fellowship, or other similar title or distinction. A candidate may also forward as supplementary papers to his thesis printed copies of any contribution or contributions to the knowledge of his subject or of any cognate branch of science he may have published in journals or periodicals, alone or jointly with others, together with the names of such journals or periodicals.

(vii) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate, and the candidate may be required to undergo, at the discretion of the Examiners an oral test on the subject of the thesis. The report of the Examiners shall be considered by the candidate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate, and the decision of the Syndicate shall be published and the candidate admitted to the Degree under the prescribed conditions.

(viii) If the thesis is not approved for the award of the Degree the candidate may submit, after an interval of not less than six months, a new or revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(ix) A candidate shall not be permitted to submit his thesis for the Degree on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

8. *Degree of Doctor of Science.*—1. (a) A candidate for the Degree of Doctor of Science (D.Sc.) shall have taken the Degree of Doctor of Philosophy of this University or of another University considered by the University as its equivalent and shall have carried out post-doctoral research work for not less than five years.

(b) Notwithstanding the provisions under clause (a) above the Syndicate, on the recommendations of the Board of Studies concerned, may waive these requirements in exceptional cases.

2. A candidate shall not be required to register for the degree.

3. When the candidate proposes to submit an application for the award of the D.Sc. Degree, it should be accompanied by the prescribed fee and three copies of his published work.

4. (a) It shall consist of published papers, published monograph or memoir and shall relate to the contribution the candidate has made to the advancement of scientific knowledge.

(b) The application shall be accompanied by a declaration signed by the candidate that the work has been done by him independently, and

certificate submitted that it has not been previously submitted for D.Sc. Degree elsewhere.

(c) The candidate shall in a brief resume indicate in what respect his investigations appear to him to tend to the advancement of scientific knowledge.

5. The work shall be reported to a Board of three external examiners. The degree shall be granted only if the Board is unanimous in making a recommendation for the award of the Degree.

6. A candidate shall not be permitted to apply for the degree more than twice.

9. *Diplomas and Certificates.*—The University may grant diplomas and certificates in the following subjects of study:—

- (i) Forestry
- (ii) Mechanical Data Processing.

CHAPTER XXIII

FACULTY OF COMMERCE

1. *Degrees.*—The Degrees in the Faculty of Commerce shall be:—

- | | |
|----------------------------|--------|
| (i) Bachelor of Commerce | B.Com. |
| (ii) Master of Commerce | M.Com. |
| (iii) Doctor of Philosophy | Ph.D. |

2. *Degree of Bachelor of Commerce.*—(*Two-year Course*) Candidates for the Degree of Bachelor of Commerce (B.Com) shall be required to have passed the Intermediate Examination of this University or an examination accepted by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a College of this University and passed the Bachelor of Commerce Degree Examination conducted by this University.

3. *Degree of Bachelor of Commerce.* (*Three-year Course*).—Candidate for the Degree of Bachelor of Commerce (B.Com.) shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study in a college of this University for a period of not less than three academic years and passed the prescribed examinations.

4. *Degree of Master of Commerce.*—Candidates for the Degree of Master of Commerce (M. Com.) shall be required to have taken the Bachelor of Commerce Degree of this University or a degree in Commerce of another

University recognised by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in a college of the University and passed the prescribed examinations.

5. *Degree of Doctor of Philosophy.*—(i) The Degree of Doctor of Philosophy (Ph.D.) may be awarded as prescribed hereunder on the results of research work extending over a period of not less than three years as embodied in a thesis relating to subjects coming within the purview of the Faculty of Commerce.

A. The following categories of persons will be eligible for registration for the Ph. D. degree in Commerce.

(1) A Master of Commerce of this University or any other University recognised by this University; and

(2) A person who holds a Masters, degree in Business Administration or Management Studies from any Indian or Foreign University recognised by this University as equivalent to M.Com.

B. The following categories of persons will be eligible [for registration for the Ph.D. Degree in Management Studies:—

(1) A Master of Business Administration or Management Studies from any Indian or foreign University recognised by this University;

(2) A Master of Commerce of this University or any other University recognised by this University;

(3) A Master of Arts, Science, Engineering or Technology of this University or of any other University recognised by this University; and

(4) A Bachelor's Degree holder in any subject of this University or of any other University recognised by this University as equivalent thereto who has obtained an additional qualification of a Diploma in Industrial or Business Management recognised by the All India Council for Technical Education or one whose name has been entered as a member in the Register maintained either by the Institute of Chartered Accountants of India or by Institute of Cost and Works Accounts of India or both or one who is a member of similar institutions abroad recognised as equivalent thereto.

(ii) The research shall be undertaken under the guidance of the supervising Teacher in an institution of this University or of another University or an institute approved by the Syndicate.

(iii) The application for registration as a research student and as a candidate for the Ph. D. Degree shall be made to the Registrar on or before 15th January or 15th July of the year in the prescribed form, and shall be accompanied by:—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or of another supervisor recognised for the purpose by the Syndicate agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(iv) The application for registration for the degree shall be considered and disposed of by the Syndicate, provided however, that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution, of outside Kerala State, for the particular course of research proposed to be undertaken.

(v) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original.

(vi) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of a degree, diploma, associateship, fellowship or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is record of bona-fide research carried out by the candidate.

(vii) In addition to the thesis, the candidate may submit as additional evidence, any memoir or work published by him alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(viii) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(ix) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed above shall be followed in respect of this thesis also.

(x) A candidate shall not be allowed to submit his thesis on more than two occasions provided, however, that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

6. *Diplomas.*—The University may grant Diplomas in the following subjects of study:—

- (i) Business Management
- (ii) Industrial Management
- (iii) Secretarial Courses and office Management.
- (iv) Shorthand and Typewriting.

CHAPTER XXIV

FACULTY OF LAW

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

- | | |
|----------------------------|------------|
| (i) Bachelor of Laws | B.L./LL.B. |
| (ii) Master of Laws | LL.M. |
| (iii) Doctor of Philosophy | Ph.D. |
| (iv) Doctor of Laws | LL.D. |

2. *Degree of Bachelor of Laws (Two year Course) (Transitory).*—No candidate shall be eligible for the Degree of Bachelor of Laws (B.L.) unless he has taken the Degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce in this University or a Degree in another University accepted by the University as equivalent thereto, and has undergone for a period of two years the prescribed courses of study in a College maintained by or affiliated to this University and passed the prescribed examinations:

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

Provided that candidates who have qualified for the B.L. Degree of this University but have not taken the B. L. Degree shall be admitted to the LL.B. Degree.

4. *Degree of Master of Laws.*—No candidate shall be eligible for the Degree of Master of Laws (LL.M.) unless he has taken the Degree of Bachelor of Laws in this University or a degree in Law in any other University accepted by the University as equivalent thereto and undergone for a period of not less than two years the prescribed course of study and passed the prescribed examinations:

Provided that the candidates who have qualified for the M.L. Degree of this University, but have not taken the M.L. Degree shall be admitted to LL.M. Degree.

5. *Degree of Doctor of Philosophy.*—(i) Candidates for the Degree of Doctor of Philosophy (Ph. D.) in Law must be either a Master of Laws of this University or a Master of Laws of any other University recognised by this University as equivalent thereto.

(ii) The candidate shall apply for admission to the University stating his qualifications and the subject he proposes to investigate.

(iii) The candidate must be duly registered as a research scholar of the University. The registration fee shall be prescribed in the Ordinances.

(iv) Every candidate shall pursue as a student of the University a course of research for a period of not less than two academic years.

(v) Any recognised teacher of Law of this University may register for the Ph. D. Degree in the manner prescribed and work as a part time student, the minimum period of that part time work being not less than three academic years.

(vi) Candidates for the Ph. D. Degree shall ordinarily be required to submit their thesis within one year after completion of the minimum period of research. In special case, however, the Vice-Chancellor may, on the recommendation of the supervising Teacher, extend the above said period.

(vii) After the research work is completed the candidate shall submit four copies of his thesis printed or typewritten in English with a brief summary in an Indian language which shall comply with the following conditions to merit the award of the degree:—

(a) It must be a piece of Research work characterised either by the discovery of new facts or by a fresh approach towards interpretation of facts and theories, and shall state the material published or unpublished used by the candidate.

(b) It should evince the candidate's capacity for critical examination and judgment.

(c) It shall also be satisfactory so far as its literary presentation is concerned.

(viii) The candidate may also submit, as subsidiary matter, any printed contribution or contributions on legal subjects which he may have published independently or conjointly, stating fully in the latter case his own share therein.

(ix) The candidate may incorporate in his thesis the contents of any work which he may have published on the subject, but he shall not submit as his thesis any work for which a degree has been conferred on him in this or any other University.

(x) The thesis shall be valued by a Board of three Examiners to be appointed by the Syndicate for the purpose. After the examiner have read the thesis, if in their opinion an oral examination is not necessary, they may recommend that the thesis be accepted and the degree be awarded. If in the opinion of the examiners an oral examination of the candidate is necessary, the candidate shall be required to undergo an oral examination.

(xi) (a) The report shall be specific and shall state the grounds on which the recommendation is based. In case two examiners recommend the award of the Ph. D. Degree and the third examiner differs the reports of the examiners with the recommendations and the thesis shall be referred to a fourth examiner without mentioning the names of the examiners who may make a recommendation in the manner specified above, such recommendation shall be final.

(b) The fourth examiner shall also consider the recommendations of the three examiners and shall submit his own observations on those recommendations.

(xii) (a) The report of the examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the degree under the prescribed conditions.

(b) If the thesis is not approved for the award of the degree the candidate may submit, after an interval of not less than six months, a new or a revised thesis together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(c) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

(xiii) The candidate shall on publication of the thesis state on the title page "that was a thesis approved for the Ph. D. Degree in Law of the University of Kerala".

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

CHAPTER XXV

FACULTY OF EDUCATION.

1. *Degrees.*—The Degrees in the Faculty of Education shall be—

| | |
|-----------------------|-------|
| Bachelor of Education | B.Ed. |
| Master of Education | M.Ed. |
| Doctor of Philosophy | Ph.D. |

2. *Degree of Bachelor of Education.*—(1) Candidates for the Degree of Bachelor of Education (B.Ed.) shall be required to have undergone the prescribed course of study in a College of this University for a period of one academic

year after qualifying for a degree in this University or a degree in some other University accepted by the University as equivalent thereto and passed the prescribed examinations.

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

(3) Candidates who have qualified for the L.T. or B.T. Degree of this University and have not taken the L.T. or B.T. Degree shall be admitted to the B.Ed. Degree.

3. *Degree of Master of Education.*—(1) No candidate shall be admitted to the examination for the Degree of Master of Education (M.Ed.) unless he has passed not less than two years previously the examination for the Degree of Bachelor of Education or Bachelor of Teaching or Licentiate in Teaching in this University or a degree examination in some other University accepted by the University as equivalent thereto, and forwards before the date of the commencement of the examination satisfactory evidence of having taken the degree, and has undergone the prescribed course of study in a college of this University for a period of twelve months.

(2) The M.Ed. Degree Examination shall consist of two parts, Part I being the written examination and Part II, the thesis. A candidate shall not be allowed to submit his thesis until he has secured a pass in the written examination.

4. *Degree of Doctor of Philosophy.*—(i) The Degree of Doctor of Philosophy (Ph.D.) in the Faculty of Education may be awarded, as prescribed hereunder, to persons holding the degree of Master of Education of this University or of another recognised University, on the results of research work extending over a period of not less than two years after qualifying for the Master's Degree, as embodied in a thesis relating to subjects coming within the purview of the Faculty. The research shall be undertaken under the guidance of a Supervising Teacher in an institution of this University or of another University or an Institute approved by the Syndicate.

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

(iii) The application for registration as a research student and as a candidate for the Ph.D. Degree shall be made to the Registrar on or before the 15th January and 15th July of the year in the prescribed form, and shall be accompanied by:

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as will show his fitness to pursue the proposed course of research;

(b) the written consent of a teacher of the University or other supervisor recognised for the purpose by the Syndicate, agreeing to supervise the work of the applicant; and

(c) a registration fee as prescribed in the Ordinances.

(iv) The application for registration as research student and candidate for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution (if outside Kerala) for the purpose of any particular course of research.

(v) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards the candidate shall submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others and the portions of the thesis which he claims as original.

(vi) The thesis shall be accompanied by a declaration signed by the candidate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship, or other similar title or recognition. The candidate shall also submit a report by the Supervising Teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(vii) In addition to the thesis, the candidate may submit, as additional evidence, any memoir or work published by him, alone or jointly with others. The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate. The candidate may be required to undergo, at the direction of the Examiners, an oral and/or practical test on the subject of the thesis.

(viii) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate and the candidate shall be admitted to the Degree under the prescribed conditions.

(ix) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(x) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

CHAPTER XXVI

FACULTY OF ENGINEERING AND TECHNOLOGY

1. *Degrees.*—The Degrees in the Faculty of Engineering shall be—

| | |
|--|---------------|
| (i) Bachelor of Science (Engineering) | B.Sc. (Eng.) |
| (ii) Bachelor of Architecture | B. Arch. |
| (iii) Bachelor of Science (Technology) | B.Sc. (Tech.) |
| (iv) Master of Science (Engineering) | M.Sc. (Eng.) |
| (v) Doctor of Philosophy | Ph.D. |
| (vi) Doctor of Science | D.Sc. |

2. *Degree of Bachelor of Science (Engineering).*—(1) Candidate for the Degree of Bachelor of Science (Engineering) [B.Sc. (Eng.)] shall be required to have:—

(i) undergone the prescribed course of study in an Engineering College of this University for a period of not less than:

(a) four academic years after passing the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto; or

(b) five academic years³ after passing the University Previous Examination of this University or an examination accepted by the University as equivalent thereto; or

(c) four academic years after passing the Bachelor of Science Degree Examination of this University or an examination accepted by the University as equivalent thereto; and (ii) to have passed the prescribed examinations.

(2) Candidates for the Degree of Bachelor of Science (Engineering) [B.Sc. (Eng.)] under the special emergency provisions shall be required to have passed the Bachelor of Science Degree Examination of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study in an institution or College maintained by or affiliated to this University for a period of not less than three academic years and to have passed the prescribed examinations.

3. *Degree of Bachelor of Architecture.*—Candidates for the Degree of Bachelor of Architecture (B. Arch.) shall be required to have

(i) undergone the prescribed course of study in an Engineering College of this University for a period of not less than:

(a) four academic years after passing the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto; or

(b) five academic years after passing the University Previous Examination of this University or an examination accepted by the University as equivalent thereto; or

(c) four academic years after passing the Bachelor of Science Degree Examination of this University or an examination accepted by the University as equivalent thereto; and

(ii) to have passed the prescribed examinations.

4. *Degree of Bachelor of Science (Technology).*—Candidates for the Degree of Bachelor of Science (Technology) [B.Sc. (Tech.)] shall be required to have undergone the prescribed course of study in a college of this University for a period of not less than four academic years after passing the Intermediate Examination or the Pre-professional Examination in Technology of this University or an examination accepted by the University as equivalent thereto and to have passed the Bachelor of Science (Technology) Degree Examination conducted by this University.

5. *Degree of Master of Science (Engineering) (By Examination).*—(1) Candidates for the Degree of Master of Science (Engineering) [M.Sc. (Eng.)] under the old scheme shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree of any other University recognised by the University and to have undergone the prescribed course of study in a College of Engineering of this University for a period of not less than one academic year after qualifying themselves for the Bachelor's degree in Engineering and to have passed the prescribed examination and have undergone practical training for a period of not less than six months in places approved by the Syndicate for the purpose.

(2) Candidates for the Degree of Master of Science (Engineering) [M.Sc. (Eng.)] under the scheme effective from the academic year 1963-64 shall be required to have taken the Degree of Bachelor of Science (Engineering) of this University or an equivalent degree of any other University recognised by the University and to have undergone the prescribed course of study in a college of Engineering maintained by or affiliated to this University for a period of not less than two academic years after qualifying themselves for the Bachelor's Degree in Engineering and to have passed the M.Sc. (Engineering) Previous and M.Sc. (Engineering) Final Examinations.

6. *Degree of Master of Science (Engineering) (By Research).*—(i) The Degree of Master of Science (Engineering) [M.Sc.(Eng.)] may be awarded to graduates in Engineering of this University or of a recognised University as prescribed hereunder on the results of research work as embodied in the thesis relating to subjects within the purview of the Faculty:—

To graduates in Engineering, on the result of research work extending over a period of not less than three years after passing the examination qualifying them for the Bachelors' Degree in Engineering undertaken under the guidance of a Supervising Teacher in an institution of this University or of another University or an Institute recognised by the Syndicate.

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

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

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of the attainments of the applicant as will show his fitness to pursue the proposed course of research;

(b) the written consent of a recognised teacher of the University of a recognised institute agreeing to supervise the work of the applicant; and

(c) a registration fee of Rs. 25.

(iv) the application shall be considered and disposed of by the Syndicate.

(v) Within six months before the expiry of the prescribed minimum period after registration or at any other time afterwards, the candidate may submit to the Registrar, together with the prescribed fee, four copies of a thesis, printed or typewritten in English, embodying the results of research carried out by him. The candidate shall state, in a preface, the sources from which he has derived information or guidance for his work, the extent to which he has availed himself of the work of others, and the portions of the thesis which he claims as original. He shall be required to declare that the thesis is not substantially the same as has been already submitted by him for a Degree, Diploma or Title of any other University or Society, and to submit a report by the supervising teacher certifying that the thesis is a record of bona fide research carried out by the candidate.

(vi) The thesis shall be valued by a Board of three examiners appointed for the purpose by the Syndicate. The candidate shall also be required to undergo an oral test on the subject of the thesis.

(vii) The report of the Examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the Degree, a resolution to that effect shall be passed by the Syndicate and the decision of the Syndicate shall be published and the candidate shall be admitted to the Degree under the prescribed conditions.

(viii) If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, a new or a revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(ix) A candidate shall not be allowed to submit his thesis on more than two occasions, provided that it shall be competent for the Syndicate, if the Board of Examiners so recommended, to permit the candidate to submit his thesis on a third occasion.

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

7. *Degree of Doctor of Philosophy.*—(i) A candidate for registration for the Degree of Ph.D., in the Faculty of Engineering must have qualified for the Degree of Master of Science in Engineering of this University, or of any other University recognised by this University for the purpose.

(ii) A candidate for the Ph.D. Degree must, before registration, produce a certificate from a recognised supervising teacher or teachers of the University, stating that the candidate is in their opinion a fit person to undertake a course of research in the specified subject with a view to the Ph.D. Degree and that they are willing to undertake the responsibility of supervising the work of the candidate. The above certificate shall be forwarded to the Registrar of the University through the Principal of the College of Institution where the work is proposed to be carried out.

(iii) A candidate, whose application has been approved, must register within three months from the date on which he was notified that his application for registration was approved. The fee for registration shall be Rs. 30.

(iv) If a student does not begin his course of study in the University within one calendar year from the date of the approval of his application for registration, the approval of his application shall lapse, and he must apply again to the University for registration if he still desires to proceed to the Ph.D. Degree.

(v) Every candidate for the Ph.D. Degree in the Faculty of Engineering must pursue a course of not less than two and not more than four calendar years of training in research and research methods. The student shall during his course of study pay such fee as may be prescribed by the University to the college or institution in which he is working, unless he is specially exempted by competent authority from making the payment.

(vi) Not later than one calendar year before the date when he proposes to enter for the examination, the student must submit the title of his thesis for approval by the University. After the title of the thesis has been approved, it may not be changed except with the permission of the University.

(vii) One completing his course of study every candidate must submit a thesis which embodies the result of his research and observation and which must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical power.

(viii) The Degree shall not be conferred upon a candidate unless a Board of three examiners appointed for the purpose by the Syndicate certify that the thesis is worthy of publication as a "Thesis approved for the Degree of Doctor of Philosophy (Engineering) in the University of Kerala".

(ix) An abstract of the thesis comprising not more than 300 words shall be included in each copy of the thesis submitted to the University.

(x) A candidate shall not be permitted to submit as his thesis a thesis for which a Degree has been conferred on him in this or in any other University; but a candidate shall not be precluded from incorporating work which he has already submitted for a Degree in this or in any other University in a thesis covering a wider field, provided that he shall indicate in his form of entry and also in his thesis any work which has been so incorporated.

(xi) Every candidate must apply to the Registrar for a form of entry, which must be returned duly completed and accompanied by four copies of his thesis, printed or typewritten, in English with a brief summary in an India language together with prescribed fee and a certificate of having completed the course of study prescribed in his case.

(xii) The candidate may submit as subsidiary matter in support of his candidature any printed contribution or contributions to the advancement of his subject which he may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he will be required to state fully his own share in any conjoint work.

(xiii) After the examiners have read the thesis they may, if they think fit, and without further test, recommend that the candidate be rejected.

(xiv) If the thesis is adequate the examiners shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, on the subject of the thesis and, if they see fit, on subjects, relevant thereto.

(xv) If the thesis is adequate but the candidate fails to satisfy the examiners at the oral, practical or written examination held in connection therewith, the examiners may recommend to the University that the candidate be permitted to represent the same thesis and submit to a further oral, practical or written examination within a period not exceeding one year specified by them, and the fee on re-entry, if the University adopt the recommendation of the examiners, shall be half the fee originally paid.

(xvi) If the thesis, though inadequate, shall seem of sufficient merit to justify such action the examiners may recommend to the University that the candidate be permitted to represent his thesis in a revised form within eighteen months from the decision of the University with regard thereto and the fee on re-entry, if the University adopt such recommendation shall be half the fee originally paid. Examiners shall not, make such recommendation, without submitting the candidate to an oral examination.

(xvii) Each report of the examiners shall state (a) the subject of the thesis submitted by the candidate, (b) a list of his other

original contributions (if any) to the advancement of his subject; (c) a concise statement of the grounds upon which he is recommended by the examiners for the Degree.

(xvii) Copies of all successful thesis whether published or not, will be deposited for reference in the University Library.

(xix) Work approved for the Degree of Ph. D. and subsequently published must contain a reference, either on the title page or in the preface, to the fact that the work has been approved by the University for the award of the Degree.

(xx) A student who fails to pass the Ph. D. Degree examination will be required on re-entry for the examination to comply with the provisions in force at the time of his re-entry.

(xxi) Teachers who are working in the University institutions and who are Heads of Departments may be permitted to submit a thesis for the Ph. D. Degree without working under a supervising teacher, provided they possess the qualifications prescribed in clause (i) and register themselves for the Degree.

8. Degree of Doctor of Science.—The Degree of Doctor of Science (D. Sc.) may be awarded on the results of meritorious research work carried out under the conditions prescribed by the University.

9. Diplomas and Certificates.—The University may grant Diplomas and Certificates in the following subjects of study:

- (i) Mechanical Engineering
- (ii) Electrical Engineering
- (iii) Civil Engineering
- (iv) Architecture
- (v) Textile Technology
- (vi) Automobile Engineering
- (vii) Chemical Engineering
- (viii) Food Technology
- (ix) Fisheries Technology

Explanation:—Candidates admitted to the Diploma course in Textile Manufacture and Textile Chemistry before the academic year 1955-56 shall be awarded the Diplomas in Textile Manufacture and Textile Chemistry respectively.

CHAPTER XXVII

FACULTY OF MEDICINE

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

| | |
|----------------------------------|------------------|
| Bachelor of Medicine and Surgery | M. B. & B. S. |
| Bachelor of Pharmacy | B. Pharm |
| Bachelor of Science (Nursing) | B. Sc. (Nursing) |
| Bachelor of Dental Surgery | B. D. S. |
| Master of Science | M. Sc. |
| Master of Surgery | M. S. |
| Doctor of Medicine | M. D. |
| Master of Dental Surgery | M. D. S. |

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

(a) to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto;

(b) to have subsequently pursued the prescribed course of study in a Medical College affiliated to or recognised by this University for a period of not less than four and a half academic years, of which not less than three years should be spent in the study of clinical subjects after having passed the First M. B. & B. S. Examination;

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

(d) to have worked thereafter as a house-surgeon for a period of not less than one year in a hospital recognised by the Syndicate or to have put in not less than one year's approved service in the Indian Army Medical Service.

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

Provided however that a candidate who holds the Diploma of L.M.P. or D. M. S. or any other qualification accepted by the University and the Medical Council of India as equivalent thereto and has passed the Inter-mediate Examination in the Medical Group of any recognised Indian University or any other examination recognised by the University as equivalent thereto and has subsequently undergone the prescribed course of study in a Medical College of this University for a period of two academic years and passed the second and Final

M. B. & B. S. Examinations shall be admitted to the M. B. & B. S. Degree.

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

4. Degree of Bachelor of Dental Surgery.—Candidates for the Degree of Bachelor of Dental Surgery (B. D. S.) shall be required:—

(a) to have passed the Pre-Degree Examination of this University or an examination recognised by the University as equivalent thereto;

(b) to have subsequently pursued the prescribed course of study in a Medical or Dental College, affiliated to or recognised by this University for a period of four academic years of which not less than three years shall be spent in study in a Medical or Dental College affiliated to this University after having passed the First B. D. S. Examination; and

(c) to have passed all the prescribed examinations.

5. Degree of Bachelor of Science (Nursing).—Candidates for the Degree of Bachelor of Science (Nursing) [B. Sc. (Nursing)] shall be required to have passed the Pre-Degree Examination or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years in an institution maintained by or affiliated to this University and passed the prescribed examination:

Provided that registered nurses fully qualified for nursing men, women and children and with subsequent experience in bedside nursing or public health nursing for a period of three years shall alone be eligible for admission to the course.

6. Doctor of Medicine.—Candidates for the Degree of Doctor of Medicine (M. D.) shall be required to have qualified themselves for the M. B. & B. S. Degree of this University or of any other University accepted by this University as equivalent thereto and to have undergone the prescribed course of study as a post-graduate student in General Medicine or speciality for a period of not less than three years and to have passed the prescribed examinations:

Provided however that the period of study may be reduced by one year in the case of those who have one year's senior House Surgeoncy or one year's service as Tutor in the concerned speciality

or one year's Residency in the concerned speciality or three year's Government Service as Medical Officer or five year's professional practice.

7. *Master of Surgery.*—Candidates for the Degree of Master of Surgery (M.S.) shall be required to have qualified themselves for the M. B. & B. S. Degree of this University or of any other University accepted by this University as equivalent thereto and to have undergone the prescribed course of study as a post-graduate student in General Surgery or speciality for a period of not less than three years and to have passed the prescribed examinations:

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

8. *Master of Dental Surgery.*—Candidates for the Degree of Master of Dental Surgery (M. D. S.) shall be required:—

(i) to have taken the Degree of Bachelor of Dental Surgery of this University or of any other University recognised by the University or its equivalent qualification and to have passed the B. D. S. as equivalent examination not less than two years previous to admission to the M. D. S. Course; and

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

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

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

10. *Diplomas*.—The University may grant diplomas in the following subjects of study:—

- (i) Obstetrics and Gynaecology
- (ii) Clinical Pathology
- (iii) Public Health
- (iv) Child Health
- (v) Radiology
- (vi) Ophthalmology
- (vii) Nursing
- (viii) Orthopaedics
- (ix) Oto Rhino Laryngology; and
- (x) Anaesthesia
- (xi) Such other subjects of study as the Senate may decide from time to time.

CHAPTER XXVIII

FACULTY OF AYURVEDA

1. *Degree*.—The Degrees in the Faculty of Ayurveda shall be:—
- | | |
|--------------------------------|-------------|
| Bachelor of Ayurvedic Medicine | B. A. M. |
| Doctor of Medicine (Ayurveda) | M. D. (Ay.) |

2. *Bachelor of Ayurvedic Medicine*.—(i) Candidates for the Degree of Bachelor of Ayurvedic Medicine (B. A. M.) under the old scheme shall be required to have passed the Intermediate Examination or the Pre-Professional Examination in Ayurveda of this University or to possess qualifications accepted by the University as equivalent thereto and to have subsequently passed the prescribed course of study in a College of Ayurvedic Medicine of the University for a period of not less than five years and passed in the prescribed examinations and thereafter undergone one year's internship in a hospital recognised by the Syndicate.

(ii) Candidates for the Degree of the Bachelor of Ayurvedic Medicine (B.A.M.) under the new scheme (introduced from the academic year 1962-63) shall be required to have passed the University Previous Examination or the Pre-Degree Examination of this University or any other examination accepted by the University as equivalent thereto, and to have subsequently pursued the prescribed course of study in a College of Ayurvedic Medicine of this University for a period of not less than five years and passed the prescribed examinations and thereafter undergone six months internship in a hospital recognised by the Syndicate.

3. *Doctor of Medicine (Ayurveda).*—Candidates for the Degree of Doctor of Medicine (Ayurveda) [M. D. (Ay.)] shall be required to have qualified for the B. A. M. Degree of this University or an equivalent degree recognised by this University and to have subsequently undergone the prescribed course of study in an Ayurveda College maintained by or affiliated to this University for a period of not less than three academic years, and to have passed the prescribed examinations.

4. *Diploma.*—The University may also grant a Diploma in Ayurvedic Medicine.

CHAPTER XXIX

FACULTY OF AGRICULTURE

1. *Degrees.*—The Degrees in the Faculty of Agriculture shall be:—
 Bachelor of Science (Agriculture) B. Sc. (Agri.)
 Master of Science (Agriculture) M. Sc. (Agri.)
 Doctor of Philosophy

2. *Degree of Bachelor of Science (Agriculture).*—Candidates for the Degree of Bachelor of Science (Agriculture) [B.Sc. (Agri.)] shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto, and to have subsequently pursued the prescribed course of study in a college of agriculture of this University for a period of not less than three academic years and passed the prescribed examinations.

3. *Master of Science (Agriculture).*—Candidates for the Degree of Master of Science (Agriculture) [M.Sc. (Agri)] shall be required to have passed the B.Sc. (Agri.) degree examination or the B.Sc. degree examination in a related pure science subject of this University or an examination accepted by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study in a College of Agriculture maintained by or affiliated to this University for a period of not less than two academic years and to have passed the prescribed examinations.

4. *Doctor of Philosophy.*—Candidates for the Degree of Doctor of Philosophy (Ph. D.) shall be required to have passed the Master of Science (Agriculture) degree examination or the M.Sc. degree examination in a related pure science subject of this University or an examination accepted by the University as equivalent thereto and to have subsequently undergone the prescribed course of study for a period of not less than two academic years and passed the prescribed examinations.

CHAPTER XXX

FACULTY OF VETERINARY SCIENCE

1. *Degrees.*—The degrees in the Faculty of Veterinary Science shall be:

| | |
|--|-------------------|
| Bachelor of Veterinary Science | B. V. Sc. |
| Master of Science (Veterinary Science) | M. Sc. (Vet. Sc.) |
| Doctor of Philosophy | Ph. D. |

2. *Degree of Bachelor of Veterinary Science.*—Candidates for the Degree of Bachelor of Veterinary Science (B. V. Sc.) shall be required to have passed the Pre-Degree Examination of this University or an examination accepted by the University as equivalent thereto, and to have subsequently pursued the prescribed course of study in a College of Veterinary Science of this University for a period of not less than four academic years and passed the prescribed examinations.

3. *Master of Science (Veterinary Science).*—Candidates for the Degree of Master of Science (Veterinary Science) [M. Sc. (Vet. Sc.)] shall be required to have passed the Bachelor of Veterinary Science Degree Examination of this University or any other examination accepted by the University as equivalent thereto, and to have subsequently undergone the prescribed course of study for not less than twelve months in a college of Veterinary Science maintained by or affiliated to this University and to have carried out research work in the special subject selected for study under the supervision and guidance of a recognised teacher for not less than eighteen months subsequent to their registration for the degree and to have passed the prescribed examination.

4. *Doctor of Philosophy.*—(i) The Degree of Doctor of Philosophy (Ph. D.) may be awarded as prescribed hereunder to persons holding the Degree of Master of Science (Veterinary Science) of this University or of another University recognised by the University as equivalent thereto, on the results of research as embodied in a thesis relating to subject coming within the purview of the Faculty of Veterinary Science.

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

(iii) The application for registration as a research student and candidate for the Ph. D. degree shall be made to the Registrar on or before the 31st July of the year in the prescribed form, and shall be accompanied by:—

(a) a diploma or certificate showing the academic qualifications of the applicant and such other evidence of attainments as

will show his fitness to pursue the proposed course of research and details of previous study and research, if any;

(b) particulars of the subjects in which he intends to prosecute research;

(c) the name of a teacher of the University or of other supervisor recognised for the purpose by the Syndicate under whose guidance and supervision he proposes to work, accompanied by the written consent of the teacher agreeing to supervise his work, provided that candidates shall also be permitted to do independent research without a supervising teacher;

(d) a written consent from the head of institution where the candidate proposes to do his research work;

(e) a statement showing the name of the institution where he proposes to carry out his research and such particulars regarding the equipment and facilities available as will show that it is adequately equipped for the purpose of the proposed research and

(f) a registration fee as prescribed in the Ordinances.

Explanation.—The institutions for purposes of approval shall be Departments of the University or Colleges maintained by or affiliated to the University upto the Master's degree standard in the branch of study concerned, or special departments of Professional Colleges. In regard to subjects for which research facilities are not available within the University and in other special cases, it shall be competent for the syndicate to recognise on individual merits research institutes or departments of an all India character and the teacher and officers employed therein for purposes of enabling persons to pursue research in such institutes for the Ph. D. Degree of this University.

(iv) The application for registration as research student and candidates for the Degree shall be considered and disposed of by the Syndicate, provided that the opinion of the Board of Studies concerned shall be obtained with regard to the suitability of the institution if outside the State for the purpose of any particular course of research.

(v) The course of research shall extend over a period of not less than two years subsequent to qualifying for the M.Sc. Degree.

(vi) At any time after the expiry of the prescribed period of research the candidate shall submit to the Registrar, together with the prescribed fee, four copies of the thesis, printed or typewritten in English with a brief summary in an Indian language embodying the results of the research carried out by him. The thesis shall be

accompanied by a declaration signed by the candidate that the thesis submitted is a bonafide record of research work done by him during the course of research and that the thesis has not previously formed the basis for the award to the candidate of any degree, diploma, associateship, fellowship or other similar title of any other University or Society together with a statement from the supervising teacher, if any, indicating the extent to which the thesis represents independent work on the part of the candidate. The candidates shall clearly set forth in a preface the sources from which he has availed himself of the work of others, and the portions which he claims as original. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in the preface the portion or portions on which has been based the award of the previous degree. In the case of those who have been permitted to do independent research without a supervising teacher, the thesis shall be accompanied by a declaration signed by the candidate that it has been composed independently by himself and a certificate that it has not previously formed the basis for the award of any degree, diploma, associateship, fellowship, or other similar title or distinction. A candidate may also forward as supplementary papers to his thesis printed copies of any contribution or contributions to the knowledge of his subject or of any cognate branch of science he may have published in journals or periodicals, alone or jointly with others, together with the names of such journals or periodicals.

(vii) The thesis shall be valued by a Board of three Examiners appointed for the purpose by the Syndicate, and the candidate may be required to undergo at the discretion of the Examiners, an oral test on the subject of the thesis.

(viii) The report of the examiners shall be considered by the Syndicate. If the candidate is adjudged worthy to be awarded the degree, a resolution to that effect shall be passed by the Syndicate, and the decision of the Syndicate shall be published and the candidate admitted to the Degree under the prescribed conditions. If the thesis is not approved for the award of the Degree, the candidate may submit, after an interval of not less than six months, the revised thesis, together with the same fee. The procedure prescribed in the preceding clauses shall be followed in respect of this thesis also.

(ix) A candidate shall not be permitted to submit his thesis for the degree on more than two occasions; provided it shall be competent for the Syndicate, if the Board of Examiners so recommend, to permit the candidate to submit his thesis on a third occasion.

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

CHAPTER XXXI

HONORARY DEGREES

1. *Person on whom Honorary Degrees may be conferred.*—On the recommendation of the Syndicate, an honorary degree may be conferred on any person who, by reason of his eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of education, is a fit and proper person to receive such a degree, provided that such recommendation is accepted by not less than two thirds of the members present at a meeting of the Senate and is confirmed by Chancellor:

Provided that it shall be competent to the Chancellor to award honorary degrees in special cases, on the recommendation of the Syndicate alone.

2. *Conferment.*—Honorary degrees shall be conferred only at a Convocation, and may be taken in person or in absentia.

3. *Presentation of Persons.*—The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or, in his absence, by a member of the Senate nominated by the Syndicate.

4. *Authentication.*—The diploma or certificate for an honorary degree shall be signed by the Chancellor.

5. *Degrees to be conferred.*—The following shall be the degrees to be conferred as Honorary Degrees:

Doctor of Science—D. Sc.

Doctor of Letters—D. Litt.

Doctor of Laws—LL.D.

CHAPTER XXXII

INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS,
STUDENTSHIPS ETC.

1. *Awards.*—Awards by the University in aid of Post-Graduate research shall be of three kinds:—

- (1) University Research Fellowships;
- (2) Endowed Research Scholarships or Fellowships; and
- (3) Special Grants and Prizes.

2. *University Research Fellowships.*—(a) The University Research Fellowships shall be of three categories:—

- (i) Senior Research Fellowships;
- (ii) Special Research Fellowships for teachers; and
- (iii) Junior Research Fellowships.

(b) The number of Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(c) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be laid down in the Ordinances.

3. *Selection Committee.*—The Fellowships shall be awarded by the Syndicate on the recommendation of the Selection Committee constituted by the Vice-Chancellor for the purpose. The Selection Committee shall consist of:—

- (i) The Dean of Faculty concerned;
- (ii) The Head of the Department in the subject concerned or in the absence of the Head of the Department the Chairman of the Board of Studies concerned; and
- (iii) The members of the Standing Committee of the Syndicate dealing with Research Fellowships.

4. *Deputation and grant-in-aid.*—The Fellowships shall be tenable only in an institution maintained by the University or in recognised institutions, but in exceptional cases, fellows may be deputed by the Syndicate to work in other institutions in India and/or abroad. The Syndicate may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.

5. *Suspension or cancellation.*—The Syndicate may suspend or cancel a Fellowship at any time on account of misconduct or unsatisfactory progress and may require the holders to refund the whole or part of the stipend drawn. The decision of the Syndicate shall be final.

6. *No award if no deserving candidate.*—The Syndicate may decline to award a Fellowship in any year, if, in its opinion, there are no deserving candidates.

7. *Vacancies.*—Casual or other vacancies during the course of the academic year among Fellows may not be filled up by a fresh award. But a vacant Senior Fellowship may, however be awarded to a Junior Fellow, who is otherwise eligible.

8. *Endowed Research Scholarships and Fellowships.*—The award of endowed Scholarships and Fellowships shall be made according

to the terms of each endowment and these Statutes for the award of University Research Fellowship which are not repugnant to the terms of the endowment.

9. *Special Grants and Prizes in aid of Research*.—Grants-in-aid to cover expenses in connection with research or for the publication of research work may be given at the discretion of the Syndicate to persons who are not full-time research Scholars or Fellows.

10. *Consultation of Dean*.—The award of such grants-in-aid shall be made in consultation with the Dean of the Faculty concerned.

11. *Condition of Bond*.—The Syndicate may require the recipient of the grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Syndicate.

12. *Obligation of recipients*.—It shall be obligatory for the recipient to acknowledge the aid when publishing the work, in respect of which the aid was given to furnish, free of cost, four copies of the publication to the University.

13. *Prizes for original work*.—It shall be competent for the Syndicate to award prizes for approved original work in any branch of study, subject to such rules and conditions as the Syndicate may prescribe from time to time.

14. *Expenditure*.—The Syndicate shall have power to defray out of University Funds such expenditure incurred in connection with research as, in its judgment, is reasonable.

15. *Facilities for research*.—The Syndicate shall also make arrangements, where necessary for affording facilities for the prosecution of research.

16. *Non-stipendiary workers*.—The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers.

CHAPTER XXXIII

WITHDRAWALS OF DEGREES, DIPLOMAS, ETC.

Procedure.—If evidence is laid before the Syndicate to show that any person on whom a degree, title or other distinction has been conferred or to whom a diploma, licence or certificate has been granted by the Senate, has been convicted of what in their opinion is an offence involving moral delinquency, the Syndicate may propose to the Senate that the degree, diploma, title, licence,

certificate or other distinction should be cancelled, and if the proposals is accepted by not less than two-thirds of the members present at a meeting of the Senate and is confirmed by the Chancellor, the degree, diploma, title, licence, certificate or other distinction shall be cancelled accordingly:

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

CHAPTER XXXIV

REGISTER OF MATRICULATES

1. *Persons to be registered.*—The Syndicate shall maintain a Register of Matriculates, in which the names of the following classes of persons shall be registered:—

(a) Holders of completed Secondary School Leaving Certificates issued by the Director of Public Instructions, Kerala, who have been declared eligible for admission to a course of study in the University.

(b) Candidates who have passed any other Examination, conducted by any University or other authority recognised by the University as equivalent to the S. S. L. C. Examination, and who are admitted to a University course of study;

(c) Holders of any degree, title, diploma or certificate other than those specified in clause (a) or (b), on first admission to a University course of study;

(d) Persons other than those specified in clause (a) or (b) or (c) who with or without exemption from attendance certificates are permitted to appear for the first time for any examination of the University;

(e) Persons other than those specified in clause (a) or (b) or (c) or (d) who are candidates for admission to a Research Degree of the University.

2. *Other categories to be registered.*—All persons who enter upon a course of study or research in the University or appear for an examination of the University for the first time shall be required to have their names registered in the Register of Matriculates maintained by the Syndicate:

Provided that registration as matriculates shall not be necessary in the case of candidates admitted to course of study for which a minimum qualification of a Secondary School leaving Certificate with eligibility for admission to a University course of study has not been prescribed.

3. *Particulars of the Register.*—The Register of Matriculates shall set forth in respect of each Matriculates the following particulars:

- (i) The name in full.
- (ii) The name of father or guardian.
- (iii) Age.
- (iv) Religion.
- (v) Mother-tongue
- (vi) (a) School, where educated.
(b) Number and date of School Leaving Certificates.
(c) Authority issuing such certificate.
- (vii) (a) Accepted examination.
(b) Date of passing.
(c) Number of certificate.
(d) Authority issuing certificate.
- (viii) Institution entered, with date of admission.
- (ix) University examination for which he has been permitted to appear,
or
(x) Research Degree for which he is a candidate.

4. *Fee.*—Every applicant for registration shall pay to the University such fee as may be prescribed by Ordinance.

5. *Migration and Re-admission.*—Matriculars of this University who have migrated from this University shall have their names removed from the Register of Matriculates of this University as and in case any such person whose name has been removed from the Register rejoins this University he shall register his name as a matriculate of this University again, paying the prescribed fee.

CHAPTER XXXV

REGISTER OF RECOGNISED TEACHERS

1. *Particulars of the Register.*—The Syndicate shall maintain a register of recognised teachers in subject-wise containing the following particulars, namely:—

- (a) the name of the teacher;
- (b) the age and qualifications of the teacher;
- (c) the subject of specialisation
- (d) the date of entry in service and the name of the institution in which he is employed;
- (e) the date of approval of his appointment by the University;

- (f) the grade, cadre and category on which he is borne;
- (g) whether qualified for holding the post as per rules or whether exempted from the possession of the prescribed qualifications;
- (h) the total teaching experience of the teacher (experience in institutions affiliated to this University and experience in institutions which are not affiliated to this University).

2. *Eligibility for registration.*—A teacher shall be entitled to apply for registration as a recognised teacher only after satisfactory completion of his period of probation.

3. *Form of application.*—The application for registration as a recognised teacher shall be made to the Registrar through the Principal or the Head of the Institution concerned in the prescribed form along with the prescribed fee.

4. *Additional entries.*—All recognised teachers should furnish through proper channel details regarding their promotion, reversion, transfer, suspension, dismissal, retirement, additional qualification acquired later, and such other details to the University for proper entry in the register.

5. *Suspension or Removal.*—Whenever the name of the teacher is suspended or removed from the register the order shall be intimated to the teacher.

6. *Appeal.*—Appeal under sub-section (4) of section 66 shall be filed within thirty days of the date of receipt by the teachers of the order of suspension or removal as the case may be.

7. *Death or Retirement.*—On the death or retirement from service of a teacher his name shall be struck off from the register.

CHAPTER XXXVI

REGISTER OF DONORS

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

(i) the names and addresses of all persons who have contributed not less than Rupees Five Thousand or transferred property of the like value to the University Fund;

(ii) the name and address of every association that has undertaken to make to the University an annual contribution of Rs. 1,000 (one thousand) or more, with the period for which such undertaking is given.

AFFILIATION OF COLLEGES

1. *Power to affiliate.*—The Syndicate shall have power to affiliate any college within the territorial jurisdiction of the University preparing students for degrees, titles or diplomas of the University which satisfies the conditions prescribed in the laws of the University.

2. *Withdrawal or suspension of affiliation.*—The Syndicate shall have the power at any time after due enquiry to withdraw or suspend for a definite period the affiliation granted to a college, provided that before taking such action the Syndicate shall inform the management of the College concerned of the findings after the enquiry and shall allow it an opportunity of making such representations as it may deem fit and shall record its opinion on the representation so made. The report of the enquiry, the representation made by the Management, if any, and the decision of the Syndicate thereon shall be placed before the Senate.

3. *Suspension of instruction in courses of subjects.*—(a) It shall be open to a College to suspend for want of students with prior approval of the Syndicate, for a total period not exceeding one academic year, instruction in any subject or course of study in which the College is affiliated. At the end of the period of suspension work may be resumed after intimating the Syndicate.

(b) No course of study shall be abolished in any College without prior approval of the Syndicate.

4. *Presentation of Candidates for Examinations.*—Every College affiliated to the University shall be entitled to prepare and present students, in accordance with the laws of the University, for the examination of the University in the subjects of study for which the College is affiliated to the University.

5. *Privileges of Staff and Students.*—Students and members of the staff of every college affiliated to the University shall be eligible for membership of the University Library, the University Athletic Club and other such institution, subject to the rules governing these institutions.

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

7. *Conditions to be satisfied by affiliated Colleges.*—(a) Every College affiliated to the University shall comply with and duly observe

the provisions in the laws of the University in so far as they are applicable to the College;

(b) All changes in the membership of the Governing Body and all appointments, transfer, promotions, demotions or dismissals of Principal and Teachers of the Colleges with name, qualification and designation shall forthwith be reported to the Syndicate.

(c) No student shall be admitted to any course of instruction in the college in anticipation of affiliation.

8. *College Council.*—(a) Every College, shall have a duly constituted College Council properly representative of the teaching staff, to advise the Principal in the internal affairs of the College. It shall consist of all heads of departments or lecturers in charge of the department and not less than two members of the teaching staff elected by the members of the teaching staff other than heads of departments from among themselves.

(b) The College Council shall meet at least once in three months and the minutes of the meetings shall be recorded.

(c) If the Principal over-rules the decision of the College Council, it shall be reported to the Vice-Chancellor.

9. *Principal's Responsibilities.*—In every College the Principal shall be the head of the College and shall be responsible for the internal management and administration of the College. In the absence of Principal the senior-most Professor or in his absence the senior-most Lecturer of the College shall be in charge of the Principal. No person shall be appointed as Principal who does not possess the qualifications and experience prescribed by the Regulations.

10. *Financial Stability.*—Every College shall satisfy the Syndicate that adequate financial provision is available for its continued and efficient maintenance either in the form of an endowment or by an undertaking given by the person or body maintaining it.

11. *Financial Guarantee.*—Every College shall deposit with the University in the form of approved securities assigned in favour of the Registrar the amount prescribed by the Syndicate towards the financial guarantee of the College. The interest accruing as the money shall be payable by the University to the College concerned.

12. *Conditions to be satisfied by Colleges.*—(a) Every College shall satisfy the Syndicate on the following points:

- (i) the suitability and adequacy of the buildings, libraries, laboratories and other equipments;
- (ii) the character, qualifications and adequacy of the teaching staff, and the conditions of their service;

- (iii) the residence, physical welfare, discipline and supervision of its students; and
- (iv) such other matters as are essential for the maintenance of the tone and standard of University education.

(b) In regard to the matters referred to in clause (a) the Syndicate shall be guided by the reports of Inspection Commissions and by the rules which may be prescribed by it.

13. *Proportion of teachers to students.*—Every college shall maintain a proportion of teachers to students which is not less than the minimum prescribed by the University and which is sufficient for satisfactory tutorial supervision.

14. *Facilities for women students.*—In every college in which both men and women students are admitted, separate reading and tiffin rooms and other necessary conveniences shall be provided for the women students.

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

16. *Facilities for games etc.*—Every College shall provide adequate and suitable facilities for games and physical exercises and shall make adequate arrangements for the physical training of its students and shall have on its staff a trained Physical Director possessing the qualifications prescribed by the Regulations.

17. *N. C. C. or N. S. C. or N. S. O.*—Every college shall provide facilities for the organisation of the N. C. C. or N. S. C. or N. S. O.

18. *Medical Inspection.*—Every college shall have attached to it a Medical Officer of the qualifications prescribed by the Ordinances in order to conduct the medical inspection of students of the college.

19. *Conditions for admission of students.*—Admission of students to every college shall be subject to the conditions prescribed by the University, and the strength of each class or subject shall not exceed the maximum for the class or subject sanctioned by the Syndicate.

20. *Discipline.*—Every college shall satisfy the Syndicate that proper discipline is maintained in the college and hostels.

21. *Tuition and other fees.*—Every private college may charge students such tuition fee and such other annual fees as may be fixed by the Ordinances.

22. *Vacations and Holidays.*—Every colleges shall have vacations and holidays as prescribed by the Ordinances.

23. Attendance at classes in religion.—Every college shall satisfy the Syndicate that no student of the college is compelled to attend any classes or discourses on a particular religion.

24. Inspection of Colleges.—Every college shall be subject to inspection from time to time by one or more persons appointed by the Vice-Chancellor or the Syndicate or by the Board of Inspection constituted under clause (vi) of Section 21 and the report of such inspection shall be forwarded to the Principal of the College concerned and his explanation called for before any action is taken on it. The Syndicate may, after considering the explanation, if any, issue to the College such instructions as it may deem fit, and the College shall, within such period as may be fixed, take such action as the Syndicate may specify.

25. Registers and Records.—Every college shall maintain the following registers and records in the forms that may be prescribed by the Syndicate:—

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

26. *Inspection of Registers.*—The Registers and records shall be subject to inspection by the members of the Board of Inspection or any officer authorised in this behalf by the Vice-Chancellor or the Syndicate.

27. *Additional Affiliation.*—When a College desires to institute additional courses of subjects of instruction, including courses of a higher standard, an application for permission to institute additional courses shall be made to the Syndicate in the prescribed manner, and every college shall obtain the prior approval of the Syndicate before starting the courses.

Additional Provisions for Post-Graduate Course

28. *Conditions for obtaining permission to provide instruction in Post-Graduate Courses of study.*—For the purpose of obtaining permission to provide instruction in Post-Graduate courses of study, an affiliated college shall satisfy the following conditions, namely:—

(a) that there are adequate financial resources for the continued maintenance and efficient working of the Post-Graduate section or sections of the college;

(b) that there is or shall be provided suitable and adequate accommodation for students, staff, library, laboratories, museums, scientific equipment and other technical appliances which may be necessary for the purpose of providing Post-Graduate instruction and research in respect of which permission is applied for;

(c) that adequate provision has been or shall be made for a library properly equipped for the Post-Graduate courses of study sought to be undertaken by the college.

(d) that, where Post-Graduate instructions is sought to be imparted in any branch of experimental science, arrangements have been or shall be made in conformity with the Regulations for imparting such instruction in a properly equipped laboratory or museum;

(e) that necessary arrangements have been or shall be made for the conduct of lectures, tutorials and practical and other means of imparting instruction in the intended Post-Graduate Course of study; and

(f) that such other conditions or directions as the Syndicate may, from time to time, lay down for the maintenance of the standard of Post-Graduate study shall be fulfilled.

Procedure to be adopted in granting affiliation of new college and in new courses

29. *Date of application.*—Applications for affiliation of a college or for affiliation in additional subjects shall be addressed to the Registrar, and shall be forwarded to him not later than the 31st of October preceding the academic year in which the courses are proposed to be started.

30. *Form of application.*—An application for affiliation of a new college shall furnish full and detailed information on the following matters:—

- (a) Constitution and personnel of the Managing Council or Governing Body;
- (b) Subjects and courses in which affiliation is sought;
- (c) Previous applications, if any, for affiliation in the same subjects and their disposal;
- (d) Accommodation, equipment, and the number of students for whom provision has been made or is proposed to be made. The information relating to accommodation shall be accompanied by plans and drawings;
- (e) Qualifications, salaries, work of the teachers, and details of proposed staff pattern together with a time-table of the work;
- (f) Hostels and playgrounds and residences for the Principal and the other members of the staff;
- (g) Fees proposed to be levied and the financial provision made for capital expenditure on buildings and equipments;
- (h) The financial resources of the college for its continued maintenance.
- (i) Clear title deeds of property.

31. *Application for additional affiliation.*—The applications for affiliation in additional subjects shall contain the details specified in clauses (b), (c), (d), (e) and (g) of Statute 30.

32. *Application to be made by whom.*—The applications for affiliation shall be made in the case of Government Colleges by the Head of the Department and in the case of Private Colleges by the educational agency or the corporate management concerned.

33. *Applications when considered.*—All applications for affiliation shall be considered by the Syndicate not later than the month of December.

34. *Financial Guarantee.*—The Syndicate may, before proceeding to detailed consideration of the application for affiliation of a College require the applicant to have raised an endowment which in the opinion the Syndicate is adequate to ensure the financial stability of the college.

35. *Application fee.*—The college shall pay to the University an application fee calculated at the rate of Rs. 150 (one hundred and fifty) for each member of the Board of Inspection appointed by the Syndicate.

36. *Procedure on receipt of application.*—The Syndicate may call for any further information which it may deem necessary before proceeding with an application, or may advise the management that the application is premature or may decline to proceed with the application if it is satisfied that the arrangements made or likely to be made before the beginning of an academic year in which the courses are to be started for the conduct of the courses are not sufficient or suitable, or if the College has failed to observe the conditions laid down in respect of any previous affiliation.

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

38. *Grant of Affiliation.*—After considering the report of the local enquiry, if any, and after making any further enquiries as it may deem necessary the Syndicate shall decide after considering the report of the local enquiry and also after ascertaining the views of the Government, whether the affiliation be granted or refused, either in whole or in part. In case the affiliation is granted, the fact shall be reported to the Senate at its next meeting.

39. *Separate affiliation.*—Affiliation may be granted to a college or to departments of a college which provides courses of instruction in Arts, Social Sciences, Science, Oriental Studies, Fine Arts, Commerce, Engineering & Technology, Medicine, Ayurveda, Law, Education, Agriculture or Veterinary Science or in such other Faculties as the University may prescribe from time to time. The affiliation shall be granted separately for each subject or each group of subjects, and of each separate standard.

40. *Combination of Optional Subjects.*—Where a college is affiliated in a number of optional subjects, the college shall be at liberty to provide instruction in combinations of them approved by the Faculty.

41. *Conditional affiliation.*—The affiliation granted may be provisional. If provisional affiliation is granted for a period, the length of the period and the conditions to be fulfilled by the college before the expiry of the period shall be specified in the order of the Syndicate granting the affiliation. If the conditions are not fulfilled by the end of the period fixed, the affiliation shall cease automatically. If the conditions are fulfilled, the Syndicate shall have the power to confirm the affiliation at the end of the period. The confirmation of the affiliation shall be reported to the Senate.

42. *Withdrawal of Applications.*—Applications for affiliation may be withdrawn at any time before an order has been passed on the application. But the application fee once paid shall not be refunded.

CHAPTER XXXVIII

INTER-COLLEGIATE TEACHING AND UNIVERSITY LECTURES

1. *Inter-Collegiate Teaching.*—The Syndicate may, in consultation with the Principals of concerned Colleges, sanction the making of inter-collegiate arrangement for teaching in post-graduate level in those colleges.

2. *Arrangement for Lectures.*—The Syndicate may arrange courses of lectures to be delivered by the Teachers of the University on subjects which form part

of courses of instruction to be undertaken in any college affiliated in such subject or group of subjects.

3. *Lectures by eminent persons.*—The Syndicate shall have power, to make from time to time arrangements for lectures or courses of lectures by eminent persons on such subjects as the Syndicate may decide.

4. *Attendance.*—Attendance of students at courses of lectures under Statutes 1, 2 and 3 for the purpose of attendance certificates shall be deemed to be attendance put in at similar courses of lectures in the colleges to which they belong.

CHAPTER XXXIX

LEGAL ADVISER

It shall be competent for the Syndicate to appoint a Legal Adviser to the University for such period and on such remuneration and other terms as it may decide, to perform such duties as it may fix from time to time.

CHAPTER XL

RECOGNISED INSTITUTIONS

1. *Institutions to be recognised.*—It shall be competent for the Syndicate to recognise any institution engaged in research or specialised studies as a recognised institution in accordance with the following provisions.

2. *Standard of the Institution.*—An institution seeking recognition of the University shall conform to the standard aims, and objectives of the University and its programmes of teaching and research.

3. *Application.*—(i) An institution seeking recognition shall submit to the Registrar an application in a form approved by the Syndicate for the purpose.

(ii) The application shall contain the following particulars:—

(a) the name of the institution and its location;

(b) the date of its establishment;

(c) a statement of its aims and objectives;

(d) a statement of its financial resources together with the sources of its income

(e) a general inventory of its properties and materials in terms of which its programmes are carried out, such as books, library, equipment, exhibition materials and similar other materials;

(f) the number and qualifications of the members of staff engaged in educational functions of the institutions in respect of which the recognition is sought for;

(g) whether recognition is sought for the institution as a whole or for some part of its activities or programme and if the latter, what part of its activities or its programme.

(h) the constitution, organisation and other particulars of and regarding the Governing Body of the institution; and

(i) such other information as may be pertinent to or helpful in determining whether recognition should be granted or not.

4. *Enquiry and grant of recognition to institution.*—(i) When an application for recognition of any institution, complies with all the requirements specified in Statute 3 and the Syndicate considers it fit so to do, it may, after considering the views of the Academic Council call for such further information as it may deem necessary from the applicant and appoint a Committee for making an enquiry into all matters relevant to the application by visiting the institution and conferring with its officers or other individuals possessing the relevant information concerning the institution.

(ii) If upon receipt of the further information and the enquiry report, if any, referred to above, the Syndicate thinks fit so to do, it may, by order grant, subject to the provisions of these statutes, the application either wholly or in part, on such terms and conditions and for such period as may be specified in the order granting the recognition.

5. *Inspection of recognised institutions.*—On the recommendation of the Academic Council, the Syndicate may from time to time, cause an inspection to be made of a recognised institution by such person or persons as it may authorise in this behalf.

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

Provided that before making such order of withdrawal of recognition the Syndicate shall by notice afford the institution concerned an opportunity of making its representation, if any, within 30 days from the date of receipt of the notice and shall record its opinion on any representation so made.

CHAPTER XLI

RECOGNITION OF HOSTELS

The Syndicate may recognise a Hostel as such on application made in this behalf by the person or persons maintaining or managing such Hostels if the Syndicate is satisfied that the maintenance and management of the hostel is in conformity with the provisions in the Ordinances with regard to the standards of maintenance and management of hostels.

CHAPTER XLII

SELECTION OF STUDENTS FOR COURSES

1. *Admission of students.*—The students shall be admitted to the various courses of study in a College from a selection list prepared for the purpose.

2. *Selection Committee.*—For every subject for which admission is sought for there shall be a Selection Committee in every college with the Principal as the Chairman and the Head of the Department in the subject concerned for degree and post-graduate courses and such other members as the Governing Body or the Managing Council, as the case may be, may decide for the purpose.

3. *Selection List.*—The selection Committee shall prepare the selection list for each subject from the application received.

4. *Merit.*—Subject to any rules of reservation that the University may make for the purpose, the Selection shall be on the basis of merit.

5. *Assessment of merit.*—The merit of a candidate shall be assessed on the basis of the marks obtained by him in the qualifying examination for admission to the particular course subject to such criteria as may be prescribed by the University. In assessing merit the Selection Committee shall be competent to award marks for extra-curricular activities like sports, N.C.C. etc., of the students. These marks shall also be added to the marks obtained for the qualifying examination in drawing up the selection list.

6. *Savings.*—Notwithstanding anything contained in the above Statute the selection of students in Government Colleges shall also be governed by the rules framed by Government from time to time with the concurrence of the University in respect of such admissions.

CHAPTER XLIII

TRIBUNAL

1. *Qualification.*—The Tribunal to be appointed by the Chancellor under sub-section (8) of section 7 shall consist of a judicial Officer who has been or is eligible to be appointed as a District or Sessions Judge.

2. *Assistance to Tribunal.*—When an appeal has been referred to a Tribunal for advice by the Chancellor every officer or authority of the University shall assist the Tribunal for the production of witnesses in securing the necessary documents and in such other ways as the Tribunal may desire.

3. *Place of sitting.*—(a) The Tribunal may sit at such place or places in the State as it may determine with the due regard to the convenience of the parties concerned and expenses involved.

(b) the proceedings of the Tribunal shall be in camera.

4. *Summons.*—As soon as the records relating to any case referred to the Tribunal are received by it, it shall inform the person in the service of the University concerned, the date, time and place of the enquiry and also whether the person concerned may be represented by a legal practitioner of his choice, if he so desires.

5. *Commencement.*—At the appointed time and place or on such other date to which the proceedings may be adjourned, the enquiry shall commence. At the enquiry, the oral and documentary evidence on behalf of the University shall be first adduced and the appellant or his representative including a legal practitioner where one is permitted shall be entitled to cross-examine the witnesses.

6. *Written statement.*—The appellant shall thereafter be allowed to file a written statement of defence, if any, before the Tribunal along with the list of his witnesses whom he wishes to examine. He shall for the purpose of preparing his defence be granted attested copies of official records as he may specify, provided that such copies shall not be granted, if for reasons to be recorded, in the opinion of the Tribunal the records are not relevant for the purpose, or it is against the public interest to grant copies of such records.

7. *Evidence.*—The oral and documentary evidence produced by the appellant shall then be adduced. The University shall be entitled to cross-examine the witnesses of the appellant including the appellant, if he elects to give evidence.

8. *Examination of witnesses.*—The Tribunal may at any stage put in questions to the witnesses adduced by the University or by the appellant and to the appellant and also may examine of its own accord, any witness at its discretion. After each witness is examined, a statement of the witness shall be produced in writing and at the conclusion of his evidence it shall be read over to him and signed by him in the presence of the Tribunal.

9. *Arguments.*—After all the evidence is recorded the appellant shall be entitled to advance the necessary arguments either orally or in writing or both and the University shall have a right of reply.

10. *Findings.*—After all the evidence and arguments have been heard the Tribunal shall record its findings in respect of the appeal. In case the Tribunal upholds that the dismissal is justified, it shall advise the Chancellor that the appeal against the dismissal may be disallowed. Where the Tribunal finds that the order of dismissal is not justified it shall advise the Chancellor that the order of dismissal may be quashed.

CHAPTER XLIV

BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES

1. *Constitution.*—There shall be constituted a Board to entertain, adjudicate and redress any grievance of the students of Colleges who may for any reason be aggrieved otherwise than by an act of the Court.

2. *Members.*—The Board shall consist of:

- (a) the Vice-Chancellor as Chairman;
- (b) the Director of Youth Welfare;
- (c) three members of whom one shall be a Principal of a college nominated by the Vice-Chancellor from among the members of the Senate;
- (d) the Chairman of the University Students' Union, if any;
- (e) two Speakers of the College Unions nominated by the Vice-Chancellor;
- (f) two members of whom one shall be a Principal of a college nominated by the Vice-Chancellor from among the members of the Academic Council.

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

Provided that the term of the Chairman of the Students Union and two Speakers of the College Union shall be one year.

4. *Casual vacancies.*—Casual vacancies shall be filled up in the same manner as the place that fell vacant was originally filled.

5. *Admission of Complaints.*—Complaints should ordinarily be sent to the Chairman through the University Union or the Principal of the college concerned. As soon as the Chairman receives any complaint seeking redressal of any grievance of the students of colleges he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Board. The Board shall then decide whether the complaint should be entertained or not.

6. *Procedure of the Board.*—After the Board has decided that a complaint filed before it should be entertained it shall commence the enquiry at appointed time and place or on such other date to which the enquiry may be adjourned. At the enquiry the oral and documentary evidence on behalf of the complainant shall be first adduced and the authorities of the college or University, as the case may be, shall then be given an opportunity to adduce oral and documentary evidence. The complainant as also the authorities of the college or the University shall be allowed to file any supplementary statement in support of their case. The Board may at any stage of the examination of the witnesses put questions to them. After all the evidence is recorded the Board may if necessary allow the parties concerned to argue their case before the Board. After all the evidence and arguments have been heard the Board shall record its findings in respect of the complaint. The findings of the Board shall then be forwarded to the Syndicate by the Chairman of the Board for appropriate action.

CHAPTER XLV

COUNCIL OF STUDENTS' AFFAIRS

1. *Constitution.*—There shall be constituted a Council of Students' Affairs consisting of the following members:—

- (a) Vice-Chancellor who shall be the Chairman;
- (b) Five teachers nominated by the Vice-Chancellor from among the members of the Senate of whom one shall be a Principal of a college;
- (c) Five members elected by the Speakers of the College Unions from among themselves;
- (d) Director of Youth Welfare;
- (e) Director of Physical Education;
- (f) Director, University Health Centre.

Explanation.—The members under clause (d), (e) and (f) shall be members of the Council only if they are teachers, or otherwise they shall be invited to attend the meetings of the Council.

2. *Term.*—The term of the members other than the Chairman shall be one year.

3. *Powers.*—The Council shall advise the Academic Council on the following matters, namely:—

- (a) Health;
- (b) Physical Instruction;
- (c) Organisation of Games and Recreation;
- (d) Question of residential facilities;
- (e) Students publications; and
- (f) such other matters relating to the Welfare of the Students.

4. *Meetings.*—The Council may meet atleast two times a year.

5. *Decision.*—The decision of the Council shall be taken by majority.

6. *Procedure.*—The procedure at the meeting shall be as may be determined by the Chairman.

CHAPTER XLVI

TERMS AND CONDITIONS OF SERVICE OF THE
KERALA UNIVERSITY EMPLOYEES OTHER
THAN UNIVERSITY TEACHERS

Part I

1. *Application.*—Subject to the provisions of the Act, this Chapter shall apply to all employees of the Kerala University other than teachers.

2. Definitions.—In this Chapter, unless the context otherwise requires—

(1) "Department" means a Kerala University Department of Study and/or Research or a department functioning for a specific purpose maintained at the cost of the Kerala University Fund.

(2) "Head of Department" means the officer in charge of a department responsible for its administration, including its day-to-day working.

(3) "Salaried Officer" means an employee of the University in Classes I, II and III as defined in Part III of these Statutes.

(4) "University service" means service under the Kerala University otherwise than as a teacher.

(5) "University employee" means every person (other than teacher) in the whole-time employment of the University (other than a person so employed in the contingent or work establishment) and remunerated from the Kerala University Fund.

Part II

3. Application of K.S.R. etc.—(a) Subject to the provisions of the Act and these Statutes, the Kerala Service Rules, 1959, the Kerala State and Subordinate Service Rules, 1958, and the Kerala State Government Servants Conduct Rules, 1960 as amended from time to time, in so far as may be applicable and except to the extent expressly provided in these Statutes, shall apply in the matter of all their service conditions to all employees in the University service:

Provided that the said rules shall, in their application to the members of the University service, be construed as if the employer were the Kerala University instead of the Kerala State Government.

(b) Notwithstanding anything contained in these Statutes the employees who were in the University service immediately prior to 30th of August 1957 and to whom section 28 (b) of the Travancore University Act was applicable shall be governed by the service rules and conditions in this behalf to which they had been subject immediately prior to 30th of August 1957, provided such employees have not opted to be governed by the provisions in the Chapter LVIII of the Ordinances in force immediately before the commencement of these Statutes.

4. Travelling Allowance.—Travelling allowance of all the University employees shall be governed by the provisions regarding T.A. in the K.S.R. as amended from time to time.

5. Disciplinary procedure.—It shall be competent to take disciplinary action against the University employees in accordance with the provisions in Part IV.

6. Leave.—The authority competent to sanction leave and cognate matters shall be as provided in Part V

Part III

7. *Constitution.*—University service shall consist of the following classes of staff:—

Class I—Posts on scales of pay with their minima as Rs. 600 per mensem and above.

Class II—Posts on scales of pay with their minima as Rs. 250 and above but less than Rs. 600 per mensem.

Class III—Posts on scales of pay with their minima as Rs. 75 and above but less than Rs. 250.

Class IV—Posts on scales of pay with their minima less than Rs. 75 per mensem.

The employees belonging to Class I & II shall have the status of Gazetted Officers of the Kerala Government Service.

8. *Scales of pay, qualification, method of recruitment etc.*—The scales of pay, qualification, age and method of recruitment for each post in the University service shall be as prescribed in the Ordinances.

9. *Recruitment to posts.*—Recruitment to posts shall be made on the basis of the recommendation made by a Selection Board consisting of the Vice-Chancellor as Chairman, Convener of the Standing Committee of the Syndicate on staff, equipment and buildings, Convener of the Standing Committee of the Syndicate on Finance and two Syndicate members to be nominated by the Vice-Chancellor from time to time. The Registrar shall be the Secretary to the Board. The Board may conduct such tests as are deemed necessary to determine the suitability of candidates for appointment. It may charge the candidates fees for admission to the tests. “In the case of posts of Assistants, Typists and Clerical Assistants in Class III and of posts in Class IV, panels of names shall be drawn up by the selection board in the order of priority by merit”. From these panels appointment shall be made in regular succession subject to rules regarding reservation in favour of Backward Classes.

10. *Probation.*—Any person appointed in any class or category of posts, shall from the date on which he joins duty be on probation for a period of two years on duty within a period of three years in posts in Classes I and II and one year within a period of two years in posts in Class III, after the satisfactory completion of which he shall become eligible for confirmation in that post.

11. *Service contract.*—Every Salaried Officer appointed by the University after the coming into force of the Act, shall enter into a contract with the University as required under Section 67. The contract shall be executed in Form A. The contract shall be lodged with the Registrar for safe custody and a copy thereof shall be furnished to the employee concerned.

12. *Tests or examinations.*—University employees shall be required to pass such departmental accounts and other tests or examinations as may be prescribed by the Syndicate. The Syndicate may also lay down rules regarding

the periods within which the tests shall be passed the consequence of not passing the tests and other cognate matters.

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

(ii) No appointment under sub-clause (i) shall ordinarily be made of a person who does not possess the qualifications, if any, prescribed for the post. Every person who does not possess such qualifications and who has been or is appointed under sub-clause (i) shall be replaced as soon as possible by a person possessing such qualifications.

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

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

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

Provided that where such a person is subsequently appointed to the same post in accordance with these Statutes, he shall commence his probation therein from the date of such subsequent appointment or from such earlier date as the appointing authority may determine and he shall also be eligible to draw increments in the time scale of pay applicable to the post from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Syndicate.

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

14. *Temporary promotion.*—(a) (i) Where it is necessary in the interests of the University owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in any class of the service by promotion from a lower category and there would be undue

delay in making such promotion in accordance with these statutes, the appointing authority may promote a person, otherwise than in accordance with these statutes temporarily, until a person is promoted in accordance with these statutes.

(ii) No person who does not possess the qualifications prescribed for the post shall ordinarily be promoted under sub-clause (i). Every person who does not possess such qualifications and who has been or is promoted under sub-clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.

(b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in any class of the service by promotion from a lower category and the appointment of the person who is entitled to such promotion under these statutes would involve exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(c) A person temporarily promoted under sub-clause (i) of clause (a) shall, whether or not he possesses the qualifications prescribed for the post to which he is promoted, be replaced as soon as possible by the member of the service who is entitled to promotion under these statutes.

(d) A person promoted under clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. If such a person is subsequently promoted to the higher category in accordance with these statutes he shall commence his probation, if any in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine. He shall also be eligible to draw increments in the time-scale of pay applicable to such higher category from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Syndicate.

(e) Subject to the provisions of the relevant service rules as regards pay, there shall be paid to a person promoted under clause (a) or (b) either his substantive pay or the pay of the lowest grade or the minimum pay in the time scale of pay, as the case may be applicable to the higher category, whichever is higher.

15. *Appointment in the place of members dismissed, removed or reduced.*—Where a person has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

16. *Posting and transfers.*—University employees are liable for service throughout the University area.

17. *Confidential reports.*—(a) University employees except Deputy Registrars, Assistant Registrars and Heads of Department.

Every University employee in the Class I and II service shall report on the 15th January of each year, in Form B on the work and conduct of the employees who had served under him for a period of not less than four months in the calendar year immediately preceding. The report should be countersigned by his immediate official superior or superiors who shall record thereon such observations as he/they would deem it necessary to record, and forward it to the Registrar not later than 31st January.

The confidential report should be shown to the officer concerned and his acknowledgement recorded in the report itself. The officer concerned shall have a right to make representation against the adverse remarks, if any.

(b) Deputy Registrars, Assistant Registrars,

The provision in clause (a) shall apply mutatis mutandis except that the Registrar shall write the confidential Reports in Form 'B' and keep them in his personal custody after their perusal by the Vice-Chancellor.

(c) Heads of Departments.

The provision in clause (a) shall apply mutatis mutandis that the Vice-Chancellor shall write the Confidential Reports in Form 'B' and keep them in his personal custody.

18. *Relinquishment of rights by members.*—Any person may, in writing, relinquish any right or privileges to which he may be entitled under these statutes, if, in the opinion of the appointing authority, such relinquishment is not opposed to the University interests and nothing contained in these statutes shall be deemed to require the recognition of any right or privilege to the extent to which it has been relinquished.

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

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

(b) for promotion from a lower to a higher category in the service as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

Part IV

DISCIPLINARY PROCEDURE

20. *Definitions.*—In this part, unless the context otherwise requires,—

(a) ‘Appointing authority’ means the authority empowered to make appointments to the post which the University employee for the time being holds.

(b) ‘Disciplinary authority’ in relation to the imposition of a penalty on a University employee, means the authority competent under these Statutes to impose on him that penalty.

21. *Suspension.*—The appointing authority or any authority to which it is subordinate or any other authority empowered by the Syndicate in that behalf may at any time place a University employee under suspension,

(a) where a disciplinary proceeding against him is initiated or is pending; or

(b) where a case against him in respect of any criminal offence is under investigation or trial; or

(c) where final orders are pending in the disciplinary proceeding, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in University interests, that the University employee should be suspended from service.

22. *Report of suspension.*—Where the order of suspension is made by an authority lower than the appointing authority such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

23. *Detention in custody.*—A University employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority and shall remain under suspension until further orders.

24. *Continuance of suspension in case of further enquiry.*—Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on revision under these statutes and the case is remitted for further inquiry or action or with any other directions the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal, or compulsory retirement and shall remain in force until further orders.

25. *Revocation.*—An order of suspension made or deemed to have been made under Statute 24 may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

26. *Subsistence allowance.*—Whenever a University employee is placed under suspension, he shall be paid such subsistence and other allowances admissible under the rules for the time being in force regulating such matters.

27. *Penalties.*—The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a University employee, namely:—

(i) Censure;

(ii) Fine (in the case of persons on whom such penalty may be imposed under these rules;

(iii) Withholding of increments or promotion;

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

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

Explanation.—In cases of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

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

(vi) Compulsory retirement;

(vii) Removal from University service which shall not be a disqualification for future employment;

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

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

(i) withholding of increments of a University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the statutes or orders governing the services or post or the terms of his appointment.

(ii) Stoppage of a University employee at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar.

(iii) Non-promotion, whether in an officiating or substantive capacity, of a University employee after consideration of his case, to a higher grade or post, for promotion to which he is eligible.

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

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

(vi) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a local authority at the disposal of the authority which had lent his services.

(vii) Compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement.

(viii) Termination of services of a University employee in accordance with the laws of the University.

28. *Fine*.—The penalty of the fine as such shall be imposed only on University employees holding Class IV posts.

29. *Disciplinary authority*.—(a) The penalties specified in items (i), (ii), (iii) and (iv) of Statute 27 may be imposed on a University employee by the Registrar or the Head of the Department.

(b) The penalties specified in items (i) to (viii) of Statute 27 may be imposed on any of the members of the establishment of the University office whose pay or maximum pay does not exceed Rs. 300 per mensem by the Registrar.

(c) The penalties specified in items (v) to (viii) of Statute 27 may be imposed on a University employee below the rank of an Assistant Registrar by the Vice-Chancellor.

(d) The penalties specified in items (i) to (viii) of Statute 27 may be imposed on a University employee of and above the rank of Assistant Registrar by the Syndicate.

30. *Powers of Higher Authorities*.—The powers which an authority may exercise under Statute 29 shall be exercisable by the higher authorities also.

31. *Bar of jurisdiction*.—Where in any case a higher authority has imposed or declined to impose a penalty under these Statutes, a lower authority shall have no jurisdiction to proceed under these Statutes in respect of the same case.

32. *Supersession*.—The order of a higher authority imposing or declining to impose in any case a penalty under these statutes shall supersede any order passed by a lower authority in respect of the same case.

Procedure for imposing major penalties

33. *Inquiry*.—Without prejudice to the provisions of the Kerala Public Servants' (inquiry) Act, 1963, no order imposing on a University employee any of the penalties specified in items (v) to (viii) of Statute 27 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided, in Statutes 34 to 47.

34. *Formal inquiry how and when ordered.*—(a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the disciplinary authority or the appointing authority or any other authority empowered by the Syndicate in this behalf is satisfied that there is prima facie case for taking action against a University employee, such authority shall frame definite charge or charges which shall be communicated to the University employee, together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused University employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The University employee may on his request be permitted to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement provided that the disciplinary or other authority referred to above may, for reasons to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the University to allow such access. After the written statement is received within the time allowed, the authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the University employee, hold the formal enquiry itself or forward the record of the case to the authority or officer referred to in clause (b) and order that a formal enquiry may be conducted.

(b) The formal inquiry may be conducted by—

(i) the Syndicate; or

(ii) any officer authorised by the Syndicate; or

(iii) any officer authorised by the appointing authority.

35. *Amendment of charges.*—The authority or officer conducting the inquiry (hereinafter referred to as the Inquiring Authority) may during the course of the inquiry, if it deems necessary, add to, amend, alter, or, modify the charges framed against the accused University employee, in which case the accused shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.

36. *Access to record.*—The University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiring Authority, such records are not relevant for the purpose or it is against the University interest to allow him access thereto.

37. *Inquiry into charges not admitted.*—On receipt of the further written statement of defence under Statute 35 or if no such statement is received within the time specified therefor or in cases where the accused is not required to file written statement under the said Statute, the Inquiring Authority may inquire into such of the charges as are not admitted.

38. *Presentation of case.*—The disciplinary authority, if it is not the Inquiring authority, may nominate any person to present the case in support of the charges before the Inquiring authority. The University employee shall not charge a legal practitioner unless the person nominated by the disciplinary engage is legal practitioner or unless the Inquiring authority, having regard to the circumstances of the case, so permits.

39. *Adducing of evidence.*—The Inquiring authority shall in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses, as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the University employee and the witnesses examined in his defence. If the Inquiring authority declines to examine any witnesses on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

Explanation.—If the Inquiring authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused University employee to cross-examine the witness. Any previous written record of a statement made by a witness shall not be used or relied on and shall not form part of the record of the inquiry except where the University employee agrees in writing to treat it as such.

40. *Witnesses.*—The University employee may present to the Inquiring authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is a University employee, the Inquiring authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witness's evidence is irrelevant or not material to the case under inquiry. Where the witness proposed to be examined by the University employee is one other than a University employee, the Inquiring authority will be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.

41. *Report.*—At the conclusion of the Inquiry, the Inquiring authority shall prepare a report of the inquiry recording the findings on each of the charges together with reasons therefor. If, in the opinion of such authority the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the University employee has admitted the facts constituting them or has had an opportunity for defending himself against him.

42. *Record.*—The record of the inquiry shall include—

- (i) the charges framed against the University employee and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) a summary of the oral evidence considered in the course of the inquiry;

- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry; and
- (vi) a report setting out the findings on each charge and the reasons therefor.

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

44. *Imposition of major penalty.*—(i) If the disciplinary authority, having regard to the findings on the charges, is of the opinion that any of the penalties specified in items (v) to (viii) of Statute 27 shall be imposed, it shall,—

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

(b) give a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, which may not generally exceed one month, such representation as he may wish to make against the proposed action.

(ii) The disciplinary authority shall consider the representation, if any, made by the University employee in response to the notice under clause (i) and determine what penalty, if any, should be imposed on the University employee and pass appropriate orders on the case.

45. *Imposition of minor penalty.*— If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of Statute 27 shall be imposed, he shall pass appropriate orders in the case.

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

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

Procedure for imposing minor penalties

48. *Inquiry.*—No order imposing any of the penalties specified in items (i) to (iv) of Statute 27 shall be passed except after—

(a) the University employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given opportunity to make any representation he may wish to make;

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

49. *Record.*—The record of proceedings under Statute 48 shall include,—

(i) a copy of the intimation to the University employee of the proposals to take action against him;

(ii) a copy of the statement of allegations communicated to him;

(iii) his representation if any;

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

50. *Joint Inquiry.*—Where two or more University employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such University employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiring authority for the purpose of such common proceedings.

51. *Special procedure in certain cases.*—Notwithstanding anything contained in Statutes 33 to 46, 48, 49 and 51,—

(i) where a penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charges; or

(ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said statutes; or

(iii) where the Syndicate, for reasons to be recorded in writing, is satisfied that in the interests of the University it is not expedient to follow such procedure, the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deemed fit.

52. *Orders not appealable.*—There shall be no appeal against any order passed under the provisions of these statutes except as expressly provided in the Act or in these statutes.

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

54. *Appeal against penalties.*—(a) An appeal from an order imposing a penalty by the Registrar or Head of the Department shall lie to the Vice-Chancellor;

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

55. *Appeal against other orders.*—(1) A University employee may appeal against an order which,—

(a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by the laws of the University;

(b) interprets to his disadvantage the provisions of any such laws; to an authority which made such laws.

(2) An appeal against an order,—

(a) stopping a University employee at the efficiency bar in the timescale on the ground of his unfitness to cross the bar;

(b) reverting to a lower service, grade or post, a University employee officiating in a higher service, grade or post, otherwise than as a penalty; and

(c) determining the pay and allowances for the period of suspension to be paid to a University employee on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose;

shall lie in respect of any University employee, to the authority to whom the authority imposing the penalty is immediately subordinate.

Explanation.—In this statute the expression 'University employee' include a person who has ceased to be in University service.

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

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

58. *Submission of appeals.*—Every appeal shall be submitted to the authority which made the order appealed against:

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

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

59. *Withholding of appeals.*—The authority which made the order appealed against may withhold the appeal, if—

(i) it is an appeal against an order from which no appeal lies; or

(ii) it does not comply with any of the provisions of Statutes 57 and 58; or

(iii) it is not submitted within the period specified in Statute 56; or

(iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or

(v) it is addressed to an authority to which no appeal lies under these Statutes:

Provided that an appeal withheld on the only ground that it does not comply with the provisions of Statutes 57 and 58 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

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

61. *Transmission of appeals.*—The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under Statute 59 with his comments thereon and the relevant records.

62. *Appellate authority's power to call for appeals.*—The authority to which the appeal lies may direct transmission to him of any appeal withheld under Statute 59 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

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

64. *Appeal against suspension.*—In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of statutes and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

65. *Appeal against penalties.*—(1) In the case of an appeal against an order imposing any of the penalties specified in Statute 27, the appellate authority shall consider,—

(a) whether the facts on which the order was based have been established;

(b) whether the facts established afford sufficient grounds for taking action;

(c) whether the procedure prescribed in these statutes have been complied with, and if not, whether such non-compliance has resulted in violation of any laws of the University or in failure of justice;

(d) whether the findings are justified; and

(e) whether the penalty imposed is excessive; adequate or inadequate; and pass orders—

(i) setting aside, reducing, confirming or enhancing the penalty;

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

Provided that,--

(i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

(ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and

(iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of Statute 27 and an inquiry under Statutes 34 to 46 has not already been held in the case, the appellate authority shall subject to the provisions of Statute 51, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(2) In the case of an appeal against any order specified in Statute 55 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

66. *Implementation of orders on appeal:*—The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

67. *Procedure when the authority who imposed penalty becomes the appellate authority:*—Notwithstanding anything contained in this part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority under Statutes 53 to 55 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate, and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of Statutes 65 and 66.

68. *Revision:*—Notwithstanding anything contained in these Statutes, where there is a grave miscarriage of justice or a patent error on the facts in the record of the case of a subordinate authority it shall be open to the Syndicate at any time to call for the records and after examining them pass such orders as it may consider necessary.

69. *Time limit for revision:*—An application for revision of the order appealed against by the aggrieved party may be entertained only if preferred before the expiry of a period of two months from the date of passing the order.

70. *Submission of Report:*—Every authority other than the Syndicate empowered to impose any of the penalties specified in Statute 27 shall submit to the Syndicate a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a University employee is suspended under Statute 21. Every appellate authority other than the Syndicate shall likewise submit to the Syndicate a quarterly statement of cases disposed of.

Part V**LEAVE**

71. *Leave other than casual leave.* The authorities competent to sanction all leave other than casual leave shall be as below:—

| <i>Post held by the employees</i> | <i>Name of leave</i> | <i>Sanctioning authority</i> |
|--|--|---|
| 1. All posts in Class I and II Services | All kinds of leave other than extraordinary leave. | Vice-Chancellor |
| 2. Posts in Class III and IV Services | do. | Registrar or the head of the Department concerned |
| 3. Posts in Class I, II, III and IV Services | Extraordinary leave | Vice-Chancellor |

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

72. *Casual leave.*—The authorities competent to sanction casual leave or Restricted Holidays shall be as below:

| <i>Post</i> | <i>Sanctioning authority</i> | <i>Remarks</i> |
|---|--|---|
| I. Registrars' Office. | | |
| 1. Deputy Registrar | } Registrar. } Deputy Registrar or Assistant Registrar under whom they are working. | |
| 2. Assistant Registrar | | |
| 3. Section officers | | |
| 4. Assistants | | |
| II. Offices of the Department: | | |
| 1. Head of a Department (not being a teacher) | Head of the Department (not being a teacher may avail himself) | All casual leave proposed to be taken should be reported to the Registrar, before the leave is availed of. If the casual leave involves |

| (1) | (2) | (3) |
|---|---|--|
| <p>2. Officers and subordinate (other than teachers) working under the Head of a Department</p> | <p>The Head of the Department concerned</p> | <p>or is expected to involve absence from headquarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave headquarters on casual leave before assuring himself that his report has reached the Registrar.</p> |

CHAPTER XLVII

GOVERNING BODIES FOR PRIVATE COLLEGES

1. *Constitution of Governing Body for private colleges not under Corporate Management.*—(1) The educational agency of a private college, other than a private college under a Corporate Management, shall constitute a Governing Body for the college consisting of the following members, namely:—

- (a) the Principal of the private college, who shall be Secretary of the Governing Body (ex-officio);
- (b) the manager of the private college who shall be the Chairman;
- (c) a person nominated by the University in accordance with the procedure hereinafter prescribed;
- (d) a person nominated by the Government;
- (e) a person elected in accordance with the procedure hereinafter prescribed from among themselves by the permanent teachers of the private college; and
- (f) not more than six persons nominated by the educational agency,

(2) One of the six persons nominated by the educational agency shall be the Treasurer;

(3) The names of all persons elected or nominated as members of a Governing Body shall be reported by the Secretary of the Governing Body to the University.

(4) The quorum for a meeting of the Governing Body shall be five.

2. *Nomination of a person by the University.*—The Syndicate of the University shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Governing Body of a private college to represent the University.

3. *Election of a permanent teacher to the Governing Body.*—The Principal of the private college shall prepare a list of all the permanent teachers of the private college which shall be published not less than ten days before the date of the election. Any person aggrieved by any omission from the list of his name may represent to the Principal to rectify the omission. The Principal, if satisfied, that the omission was not justified, shall include his name in the list before the date of the election. The Principal may also include the name of any permanent teacher inadvertently omitted from the list originally published. The Principal shall convene a meeting for the purpose of election of a permanent teacher to the Governing Body on a date to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the Principal and the election shall be held at that meeting by secret ballot. The person securing the maximum vote shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected the final election shall be made by drawing lot.

4. *Election Dispute.*—All disputes about the election or nomination of the members of the Governing Body shall be referred to the Vice-Chancellor and his decision thereon shall be final.

5. *Election by virtue of office.*—A person nominated or elected to the Governing Body in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher of the private college, as the case may be, shall cease to be a member of the Governing Body as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher of the private college.

6. *Disqualification.*—No person shall be elected or nominated as or continue to be a member of the Governing Body who is or becomes of unsound mind or is declared insolvent or is convicted of an offence involving moral delinquency.

7. *Rules regarding Governing Body.*—The Educational Agency shall frame the rules regarding the Governing Body consistent with the provisions of the Act which shall be approved by the University.

8. *Constitution of first Governing Body.*—The first Governing Body shall be constituted within six months from the date on which these Statutes are brought into force.

CHAPTER XLVIII

MANAGING COUNCILS FOR PRIVATE COLLEGES

1. *Constitution of Managing Council.*—(i) The educational agency of private colleges under a Corporate Management shall constitute a Managing Council consisting of the following members, namely:

(a) one of the Principals of the private colleges to be appointed by rotation in the manner hereinafter prescribed, who shall be Secretary of the Managing Council (ex-officio);

(b) the Manager of the private colleges who shall be the Chairman;

(c) a person nominated by the University in accordance with the procedure hereinafter prescribed;

(d) a person nominated by the Government;

(e) two persons elected in accordance with the procedure hereinafter prescribed, from among themselves by the permanent teachers of all the private colleges;

(f) not more than 15 persons nominated by the educational agency;

(ii) One of the persons nominated by the educational agency shall be the Treasurer;

(iii) The names of all persons elected or nominated as members of the Managing Council shall be reported by the Secretary of the Managing Council to the University;

(iv) The quorum for a meeting of the Managing Council shall be nine.

2. *Nomination of a person by the University.*—The Syndicate of the University shall nominate a member of the Senate or the Syndicate or the Academic Council as a member of the Managing Council of the private colleges under a corporate management to represent the University.

3. *Election of two permanent teachers to the Managing Council.*—The manager of the private colleges under a corporate management shall prepare a list of all the permanent teachers of the private colleges under the corporate management which shall be published not less than 10 days prior to the date of the election. Any teacher aggrieved by any omission from the list of his name may represent to the manager to rectify the omission. The manager shall, if satisfied, that the omission was not justified, include his name in the list before the date of the election. The manager may also include the name of any permanent teacher inadvertently omitted from the list which was originally published. The manager shall convene a meeting for the purpose

of the election of two permanent teachers to the Managing Council on a day to be fixed by him with due notice thereof to the permanent teachers. The meeting shall be presided over by the manager and the election shall be held at the meeting by secret ballot. The two persons securing the highest number of votes shall be declared as elected. If two or more candidates receive an equal number of votes and they cannot be declared elected the final election shall be made by drawing of lot.

4. *Procedure for appointment of a Principal to the Managing Council.*—The educational agency shall prepare a list of all the Principals of the Colleges under the corporate management in the order of seniority. The seniormost Principal in the list shall be appointed to the Managing Council for a full term. In case the seniormost Principal is unwilling to be appointed as a member of the Managing Council the Principal next in rank in the order of seniority shall be appointed as a member of the Managing Council. Such appointment by rotation of all the Principals shall continue until the list is exhausted. A Principal who has not been appointed as a member due to his unwillingness shall not be considered for appointment in future until his next turn comes after the whole list is exhausted.

5. *Election Dispute.*—All disputes about the election, nomination or appointment of the members of the Managing Council shall be referred to the Vice-Chancellor and his decision thereon shall be final.

6. *Election by virtue of Office.*—A person nominated or elected or appointed to the Managing Council in his capacity as a member of the Senate or the Syndicate or the Academic Council or as a permanent teacher or as the Principal of a private college, as the case may be, shall cease to be a member of the Managing Council as soon as he ceases to be a member of the Senate or the Syndicate or the Academic Council or a permanent teacher or the Principal of a private college under a corporate management.

7. *Disqualification.*—No person shall be elected, nominated or appointed as or continue to be a member of the Managing Council if he is or becomes of unsound mind or is declared insolvent or is convicted of an offence involving moral delinquency.

8. *Rules regarding Managing Council.*—The Educational Agency shall frame rules regarding the Managing Council consistent with the provisions of the Act which shall be approved by the University.

9. *Constitution of first Managing Council.*—The first managing Council shall be constituted within six months from the date on which these Statutes are brought into force.

CHAPTER XLIX

CONDITIONS OF SERVICE OF TEACHERS IN
PRIVATE COLLEGES

1. *Definitions.*—In this Chapter unless the context otherwise requires,—

(i) “Teacher” means Principal, Professor, Additional Professor, Assistant Professor, Senior Lecturer, Lecturer, Junior Lecturer, Tutor, Demonstrator, Instructor and such other person imparting instruction or controlling or supervising research on a full-time basis in a private college, affiliated to the University.

(ii) “Probationer” means a teacher appointed in or against a substantive or temporary vacancy in a private college who has not completed his probation.

(iii) “Management” means the Educational Agency or the Corporate Management as the case may be of the private college or colleges.

(iv) “Appointment for a specific period” means appointment against a leave vacancy or against a non-substantive vacancy with the previous permission of the University.

2. *Appointment.*—Teachers shall be appointed from among duly qualified persons by the Management by direct recruitment or by promotion as and when necessary, subject to the approval of the Syndicate. The order of appointment shall be in Form C.

3. *Direct Recruitment.*—Appointment by direct recruitment shall be made by advertisement in any two of the English and Malayalam Daily newspapers approved by the University and giving a minimum of one month’s time for making application.

4. *Claim of throwouts.*—A teacher appointed on probation or for a specified period shall have the claim for appointment to the first vacancy within three years if he was thrownout of service for want of vacancy.

5. *Selection Committee.*—In order to assist the Management in selecting well qualified persons with the purpose of maintaining academic standards the appointment shall be made by the Management from a panel of three names for every vacancy recommended by a Selection Committee constituted by the Management. The Committee shall include two representatives of the Management, of whom one shall be the Chairman, the Principal of the College, the Head of the Department in the subject concerned and one expert in the subject nominated by the Vice-Chancellor.

6. *Restriction of other activities.*—(1) All teachers, shall be full-time teachers of the college in which they are employed. They shall devote their entire time to the work of the college and shall not without written permission of the Principal, engage themselves in any other work of a remunerative kind including private tuition or work in a tutorial institution but excluding such educational or cultural activities as giving radio talks, writing books and

articles for periodicals and such other activities wherein the key role of the teacher in modernisation of the society and development of the economy is given expression to. Where necessary, the Principal shall obtain the permission of the management.

(2) Every teacher should refrain from any activity which is anti-secular or which tends to create communal disharmony.

7. *Attendance to work.*—A teacher shall be present in the College during the working hours of the college whether he has teaching work or not, unless otherwise permitted by the Principal. Every teacher is expected to take full and effective part in such extra-curricular activities of the college and hostels attached to it as may be required by the Principal.

8. *Communication to be routed through Principal.*—(1) Any communication that a teacher may address to the management of the college or to the University in his capacity as teacher of the college shall be sent only through the Principal.

(2) A teacher shall not apply for an appointment under any other authority except through the Principal.

9. *Resignation and discharge.*—(a) A teacher may resign from service in the College by giving the management of the College 3 months notice in writing provided that the management may in special cases relax this period and accept the resignation:

Provided further that the teacher shall not ordinarily resign during the second half of an academic year.

(b) A notice of three months shall be given by the management to a teacher before his service are dispensed with on the abolition of his post. If however, notice of three months is not given and the teacher has not been provided with other employment on the date on which his services are dispensed with, a compensation not exceeding his emoluments for the period by which the notice actually given to him falls short of three months shall be paid to him.

10. *Fixation of posts.*—Each College shall send a proposal for fixation of the number of posts in each department in accordance with the norms laid down by the University. Such proposals shall reach the University before 1st June every year for the approval of the Syndicate. Proposals for changes in the fixation during the year shall be forwarded to the University by 30th September for further approval of the Syndicate.

* 11. *Absence on duty.*—A teacher attending any meeting of the University, bodies or committees in his official capacity or any Educational Conference, Seminar, etc., approved by the College or superintending or conducting any public examination or engaging in any other activity in which the college is interested or attending a Civil or Criminal Court as a witness in obedience to a summons from a Court or attending a Conference or meeting of the Committee, convened by the Central or State Government with the sanction

of the Principal shall be considered to be on duty and be entitled to draw his full salary during his absence.

12. *Presence on first working day of the year.*—Every teacher except when he is on leave shall be present in the college on the first working day in the academic year, failing which he shall lose the salary for the day of absence provided that such absence and loss of salary shall not constitute a break of service. However, the Principal may grant special leave to the teacher in deserving cases.

13. *Salary.*—(a) The salaries of teachers for a month shall be paid by the Management before the fifth of the succeeding month.

(b) The scales of pay of teachers of various categories in private colleges shall be the same as are applicable to corresponding categories of posts in similar Government Colleges.

14. *Probationary and Temporary teachers.*—A teacher appointed on probation or for temporary service shall be eligible for such scales of pay and increments as are admissible to permanent teachers.

15. *Increment.*—A permanent teacher or a teacher on probation shall be entitled to annual increment in the scales of pay of the post and it shall be paid as and when due as a matter of course unless it is withheld. In the case of a teacher appointed for a short period, who is relieved but subsequently re-appointed, the service prior to relief shall count for increment after re-appointment. It shall be within the competence of the Syndicate to condone short breaks of service in accordance with the rules framed for the purpose.

16. *Vacation salary.*—A permanent teacher or a teacher on probation shall be entitled to full salary during vacation. Teachers appointed temporarily for a period of not less than eight months shall also be entitled to full vacation salary. Persons appointed for more than six months ending with the last working day of the academic year shall be entitled to vacation salary in such proportion as the period of service rendered during the academic year bears to eight months.

17. *Grant of leave.*—(a) Casual leave may be granted by the Principal.

(b) Other kinds of leave shall be granted by the management on the recommendation of the Principal.

18. *Leave not a right.*—Leave shall not be claimed as a matter of right. When exigencies of the work so require, the management shall have full discretion to refuse leave or to revoke or curtail leave already granted.

19. *Kinds of leave.*—(1) Permanent teachers shall be eligible for the following kinds of leave:—

- (a) Casual leave
- (b) Earned leave
- (c) Half Pay leave

- (d) Commuted leave
- (e) Maternity leave
- (f) Extra ordinary leave
- (g) Study leave

(2) Teachers on temporary service and on probation shall be eligible only for casual leave, maternity leave and leave without allowances.

20. *Casual Leave.*— (a) Casual leave shall not be granted for a longer period than six days at a time or for more than fifteen days in an academic year.

(b) Casual leave may be combined in any manner with Sundays and authorised holidays subject to the condition that the total period of absence shall not exceed fifteen days, but shall not be combined with vacation or any other kind of leave.

(c) Casual leave shall not be retrospectively commuted into any other kind of leave, but when a teacher who proceeded on casual leave is granted some other kind of leave in continuation such leave shall be held to have commenced from the date on which he proceeded on casual leave.

(d) Application for casual leave showing reasons for the leave shall be addressed to the Principal and should be made at least a day in advance of the date on which leave is to be taken. When application for leave cannot be submitted in advance for any sufficient reason an explanation stating the circumstances under which prior sanction for the leave was not obtained, shall be submitted to the Principal as early as possible and the Principal shall sanction leave retrospectively in bona fide cases.

(e) A teacher shall be entitled to full salary during his absence on casual leave.

21. *Earned Leave.*—(a) Earned leave shall be admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation, in such proportion of thirty days as the number of days of vacation not availed of bears to the full vacation. If, in any year he does not avail or was prevented from availing himself of the vacation, earned leave shall be admissible to him in respect of that year at the rate of one-eleventh of the period spent on duty. He shall cease to earn such leave when the leave due to him amounts to one hundred and eighty days. The maximum earned leave that may be granted at a time a teacher under this Statute shall be 120 days.

Explanation.—(1) The term 'year' shall mean for the purposes of Statutes 21 and 22 not a calendar year in which duty is performed, but twelve months of actual duty:

(2) The Principal of a College shall be treated as non-vacation officer.

(b) A teacher on earned leave shall be entitled to leave salary equal to (5) the substantive pay on the day before the leave commences or the average

monthly pay earned during the ten complete months preceding the month in which the leave commences whichever is greater; and (ii) such other compensatory allowances as admissible during the period of leave.

22. *Half pay leave.*—(a) Half-pay leave shall be admissible to a teacher at the rate of twenty days for each completed year of service and shall be available for private affairs or on medical certificate.

(b) Application for half-pay leave on Medical Certificate shall be accompanied by a Medical Certificate from a registered medical practitioner. Half-pay leave on Medical Certificate can be either prefixed or suffixed with vacation.

(c) A teacher on half-pay leave is entitled to leave salary equal to half the substantive pay on the day before the leave commences or half the average monthly pay earned during the ten complete months preceding the month in which the leave commences whichever is greater; subject in either case to a maximum of Rs. 750.

Explanation.—(1) For the purpose of Earned leave and half-pay leave "Substantive pay" means substantive pay of the permanent post which the teacher holds substantively or on which he holds a lien or would hold a lien had the lien not been suspended.

(2) "Leave Salary" of a teacher who is in permanent employ and who has been continuously officiating in another post for more than three years at the time he proceeds on leave, shall be calculated as if he were the substantive holder of the post in which he was so officiating or in which he would have so officiated but for his officiating appointment in an equivalent or still higher post.

(3) The three years limit shall include.—

(a) all periods of leave during which the teacher would have officiated in the post but for proceeding on leave; and

(b) all periods of officiating service rendered in an equivalent or a still higher post but for the appointment to which he would have officiated in that post.

23. *Commuted leave.*—(a) Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate only to a teacher in permanent employ subject to the following conditions:—

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days.

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days:

Provided that no commuted leave shall be granted unless the management has reason to believe that the teacher will return to duty on its expiry.

(b) A teacher on commuted leave shall be entitled to leave salary equal to twice the amount admissible for half-pay leave.

24. *Maternity leave.*—A woman teacher shall be entitled to maternity leave on full salary for a period which may extend up to the end of three months from the date of its commencement or to the end of eight weeks from the date of confinement, whichever is earlier.

Explanation.—(a) Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and application is supported by a certificate from the medical officer.

(b) Leave applied for in continuation of maternity leave may be granted only on medical certificate.

25. *Extraordinary leave.*—Extraordinary leave without allowances may be granted when no other leave under the Statutes is admissible:

Provided that the total period of such leave shall not exceed five years.

26. *Study leave.*—Study leave may be granted by the management to teachers in accordance with the provisions in Statutes 28 to 48.

27. *Leave for higher studies.*—(a) Teachers with a continuous acting or temporary services of two years or more may be granted in addition to any leave which they are eligible for leave without allowances under this Statutes for obtaining superior qualifications. Such leave shall not, however, be given for broken periods but shall cover the entire period of the course concerned. In cases of failure, extension of leave may be granted to cover the further period required for the completion of the course of study:

Provided that the total period of such leave shall not exceed five years.

(b) Acting or temporary teachers who have not put in two years' service may be granted leave for higher studies on condition that they will execute an agreement with sureties that they will serve the College for a minimum period of 5 years after completion of the course of higher studies and that on failure to observe the term of agreement they shall be liable to pay a penalty of Rs. 1,000. Specific provision in this regard shall be made in the terms of any such agreement.

28. *Conditions for grant of study leave for technical studies.*—(1) Subject to the following provisions, study leave may be granted to a teacher with due regard to the exigencies of service to enable him to undergo in or out of India, a special course of study consisting of higher studies of specialised training in a professional or of a technical subject having a direct and close connection with the sphere of his duties.

(2) Study leave shall not be granted unless the proposed course of study or training shall be of definite advantage from the point of view of academic interest;

(3) Study leave shall not ordinarily be granted to a teacher—

(i) who has rendered less than five years' service;

(ii) who retire or has the option to retire three years from the date on which he is expected to return to duty after the expiry of the leave.

(4) Study leave shall not be granted to a teacher with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

29. *Authority competent to sanction study leave.*—The authority competent to sanction study leave shall be the Management.

30. *Maximum amount of study leave that may be granted at a time and during the entire service.*—The maximum amount of study leave, which may be granted to a teacher shall be—

(i) ordinarily twelve months at any one time, which shall not be exceeded save for exceptional reasons; and

(ii) 24 months (inclusive of study leave granted under any other statutes) in all during his entire service.

31. *Combination of study leave with leave of other kinds.*—(1) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than leave without allowances involve a total absence of more than twenty-eight months from the regular duties of the teacher.

(2) A teacher granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

Explanation.—The limit of twenty-eight months absence prescribed in clause (1) includes the period of vacation.

32. *Regulation of study leave extending beyond course of study.*—When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study, unless the previous assent of the Management to treat the period of short-fall as ordinary leave, has been obtained.

33. *Grant of study allowance.*—A study allowance shall be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class or work, as well as for the period covered by any examination at the end of the course of study.

34. *Period for which study allowance may be granted.*—The period for which study allowance may be granted shall not exceed twenty-four months in all

35. *Rates of study allowance.*—(1) The rates of study allowance shall be at the rates approved by the Government of India, Ministry of Finance from time to time.

(2) In case where a teacher is on study leave at the same place as his place of duty, the leave salary plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

36. *Conditions governing grant of study allowance.*—(1) Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the teacher that he would refund to Management any over-payment consequent on his failure to produce the required certificate of attendance or otherwise.

(2) A teacher may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that—

(i) he attends during vacation any special course of study or practical training under the direction of the Management or

(ii) in the absence of any such direction, he produces satisfactory evidence before the Head of the Mission that he has continued his studies during the vacation.

Explanation.—“Head of Mission” means Ambassador, Charge D’ Affairs, Ministers, Counsel-General, High Commissioner and any other authority declared as such by the Central Government in the country in which the Government servants undergo a course of study or training.

(3) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

Explanation.—The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty-four months for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the teacher interrupts his course of study to suit his own convenience:

Provided that the Management in a case where the study leave is taken in India or a Country where there is no Indian Mission and the Head of Mission, in other case, may authorise the grant of study allowance, for any period not exceeding fourteen days at a time during which the teacher is prevented by sickness from pursuing his course of study.

(5) In the case of a definite course of study at a recognised institution the study allowance shall be payable by the Management, on claims submitted by the teacher from time to time, supported by proper certificate of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term if the teacher is undergoing study in an educational institution, or at intervals

not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include, or does not consist entirely of such a course of study, the teacher shall submit to the Management direct a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India. The Management shall decide whether the diary and report show if the time of the teacher was properly employed and shall determine accordingly for what period study allowance may be granted.

(8) The payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarships/stipend or any remuneration in respect of any part-time employment.

37. *Grant of study allowance to teachers in receipt of scholarships or stipend.*—A teacher, who is granted study leave may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him. Such a teacher shall ordinarily not be granted any study allowance but in cases where the net amount of the scholarship or stipend (arrived at by deducting the cost of fees paid by the teacher, if any, from the value of the scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship or stipend the difference between the value of net scholarship or stipend and the study allowance may be granted by the Management.

38. *Grant of study allowance to teachers who accept part-time employment during study leave.*—If a teacher who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment, he shall ordinarily not be granted any study allowance; but in cases where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost of fees paid by the teacher) is less than the study allowance that would be admissible but for the remuneration the difference between the net remuneration and the study allowance may be granted by the Management.

39. *Allowances in addition to study allowance.*—No allowance of any kind other than study allowance or the travelling allowance where specially sanctioned under statute 40 shall be admissible to a teacher in respect of the period of study leave granted to him.

40. *Grant of travelling allowance.*—A teacher shall not ordinarily be paid travelling allowance but the management may in exceptional circumstances, sanction the payment of such allowance.

41. *Cost of fees for study.*—A teacher granted study leave shall ordinarily be required to meet the cost of fees paid for the study, but in exceptional cases the Management may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a teacher who is in receipt of scholarship or stipend from whatever source, or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

42. *Execution of a bond.*—Every teacher who has been granted study leave or extension of study leave shall be required to execute a bond as given in Form D or Form E, as the case may be, before the study leave or extension of such leave granted to him commences.

43. *Resignation and retirement.*—(1) If a teacher resigns, retires from service without returning to duty after a period of study leave or within a period of three years after such return to duty, he shall be required to refund double the amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Management drawn by him for the period of study leave, together with interest thereon at Government rates for the time being in force on Government loans for study purposes from the date of demand before his resignation is accepted or permission to retire is granted.

Provided that the Management may relax this provision where a teacher is, on return to duty from study leave, forced to retire from the service on medical grounds.

(2) The study leave availed of by such a teacher shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purposes and the balance of the period of study leave, if any, which cannot be so converted, treated as leave without allowances. In addition to the amount to be refunded by the teacher under clause (1) of statute 43 he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

44. *Leave salary during study leave.*—During study leave, a teacher shall draw leave salary equal to the amount admissible during half-pay leave under statute 22.

45. *Commencement of a course of study during leave other than study leave.*—A teacher, may, subject to the approval of the proper authority being obtained as required by statute 48 and subject to the other provision of these statutes undertake or commence a course of study during earned leave.

46. *Counting of study leave for promotion, seniority, leave and increments.*—(1) Study leave shall count as service for promotion and seniority. It shall also count as service for increments in the post in which the teacher would have continued but for going on study leave.

(2) The period spent on study leave shall not count for leave other than half-pay leave.

47. *Debiting of study leave to the leave account.*—Study leave shall be treated as extra-half-pay-leave and shall not be taken into account in reckoning the

aggregate amount of half pay leave taken by the teacher towards the maximum period admissible.

48. *Procedure for making application for study leave and grant of such leave.*—(a) All applications for study leave shall be submitted to Management through the Principal and the course or courses of study contemplated and any examination which the teacher proposes to undergo shall be clearly specified therein. In a case where it is not possible for the teacher to give full details in his original application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Management. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the Management.

(b) On completion of a course of study, a certificate in the proper form together with certificates of examinations passed or special courses of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in charge of the course of study, shall be forwarded to the Management.

49. *Absence without leave.*—If a teacher absents himself without leave for more than five consecutive working days during the course of a month without sufficient reason his salary for the month shall be liable to be forfeited subject to further disciplinary action.

50. *Combination of leave.*—(a) Vacation may be taken in combination with or in continuation of any kind of leave, other than casual leave, provided the total duration of vacation and earned leave taken together, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed 120 days. The combination of earned leave and commuted leave shall be limited to 240 days.

(b) Any kind of leave other than casual leave may be granted in combination with or in continuation of any other kind of leave.

51. *Leave Account.*—A leave account shall be maintained for each teacher in every private college.

52. *Foreign Service.*—It shall be competent for the Management to depute a teacher to foreign service for a period not exceeding five years except as provided for in Statute 53. The provisions relating to foreign service in the Kerala Service Rules shall apply to the teachers deputed to foreign service except to the extent provided for in these Statutes.

53. *Membership in the State Legislature, Parliament etc.*—A teacher elected or nominated to the State Legislature or Parliament shall be on leave without pay for the entire period of his membership in the State Legislature or the Parliament, as the case may be.

54. *Travelling Allowances and Joining time.*—A teacher transferred from one institution to another under the same management, shall be given Travelling Allowances and allowed sufficient joining time.

55. *Service Book.*—The Principal of a College shall maintain a Service Book in respect of every teacher.

56. *Seniority List.*—Every College shall maintain a seniority list of teachers in the College. In the event of transfer of a teacher from one College to another under the same management, his seniority shall be safeguarded. It shall be competent for the Syndicate to frame necessary rules for fixing the seniority of teachers in private colleges. Any dispute relating to seniority shall be heard by the Vice-Chancellor and his decision thereon shall be final.

57. *Age of retirement.*—The age of retirement of a teacher shall be sixty.

58. *Disciplinary action.*—Disciplinary action may be taken against the teachers of private colleges in accordance with the provisions contained in the Chapter on disciplinary action against teachers of private colleges.

CHAPTER L

DISCIPLINARY ACTION AGAINST THE TEACHERS OF PRIVATE COLLEGES

1. *Definitions.*—In this chapter, unless the context otherwise requires—

(a) “Appointing authority” means the authority empowered to make appointments to the post which the teacher of a private college for the time being holds;

(b) “Appellate Tribunal” means the Appellate Tribunal constituted under Section 59 A of the Kerala University Act, 1969 (Act 9 of 1969);

(c) “Disciplinary authority” in relation to the imposition of a penalty on the teacher of a private college means the management;

(d) “Management” means the Educational Agency or the Corporate Management as the case may be, of the private college or colleges;

(e) “Teacher” means a teacher as defined in the Chapter on ‘Conditions of service of teachers in private-colleges’.

2. *Suspension.*—The appointing authority or any other authority authorised by the management in that behalf may at any time place a teacher of a private college under suspension:—

(a) where a disciplinary proceeding against him is initiated or is pending; or

(b) where a case against him in respect of any criminal offence involving moral turpitude is under investigation or trial; or

(c) where final orders are pending in the disciplinary proceeding if the appropriate authority considers that in the then prevailing circumstances

it is necessary, in the interest of the private college that the teacher of a private college shall be suspended from service.

3. *Suspension by authorised authorities.*—Where the order of suspension is made by an authority authorised to do so by the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

4. *Suspension for longer periods.*—When a teacher is suspended for a continuous period exceeding 15 days, the matter along with the reasons for the suspension shall be reported to the Vice-Chancellor within two weeks of the date of suspension order.

5. *Continuance of suspension in case of fresh inquiry.*—Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a teacher under suspension is set aside in appeal and the case is remitted to further inquiry or action or with any other direction the order of suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

6. *Revocation of suspension.*—An order of suspension made or deemed to have been made under these statutes may at any time be revoked by the authority which made the order or by any authority to which that authority is subordinate.

7. *Subsistence allowance.*—Whenever a teacher of a private college is placed under suspension, he shall be paid such subsistence and other allowances at the rate admissible under the rules for the time being in force applicable to teachers of Government colleges.

8. *Penalties.*—The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the teacher of a private college, namely:—

- (i) Censure,
- (ii) Withholding of increments or promotion;
- (iii) (a) Recovery from pay of the whole or part of, any pecuniary loss caused to the private college by his negligence or breach of orders;
- (b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to;

Explanation:—In cases of stoppage of increments with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

- (iv) Reduction to a lower rank in the seniority list or to a lower grade or post or time-scale or to a lower stage in a time-scale;
- (v) Compulsory retirement;

- (vi) Removal from the private college which shall not be a disqualification for future employment;
- (vii) Dismissal from the private college which shall be a disqualification for future employment in any of the institution maintained or affiliated to this University.

9. *Disciplinary authority.*—The management shall be the disciplinary authority in respect of the Teacher of a private college so far as the penalties specified in Statutes 8 are concerned.

10. *Procedure for imposing major penalties.*—(1) (a) No order imposing any of the penalties specified in items (iv) to (vii) of Statute 8 shall be passed except after an enquiry held in accordance with the following provisions.

(b) Whenever a complaint is received or on consideration of the report of an investigation or for other reasons, the disciplinary authority or the appointing authority or any other authority empowered by the appointing authority in this behalf is satisfied that there is prima-facie case for taking action against the teacher of a private college, such authority shall frame definite charge or charges which shall be communicated to the teacher of a private college, together with the statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The teacher concerned of the private college shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The teacher of the private college may on his request be permitted to peruse or take extract from the records pertaining to the case for the purpose of preparing his written statement provided that the disciplinary authority referred to above may, for reasons to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to his case. After the written statement is received within the time allowed, the authority referred to above, if it is satisfied that a formal inquiry shall be held into the conduct of the teacher of the private college may if it is not the management forward the records of the case to the management concerned who may decide whether a formal inquiry may be conducted.

(c) The formal enquiry may be conducted by:

- (i) the management of the private college, or
- (ii) any authority or person authorised by the management of private college:

Provided that the person so authorised shall be an advocate of ten year's standing or a Professor not below the rank of the teacher concerned.

(2) Any authority or person conducting the inquiry (hereinafter referred to as the inquiring authority) may during the course of the inquiry if it seems necessary, add to, amend, alter, or modify the charges framed against the teacher concerned in which case the teacher shall be required to submit within a reasonable time to be specified in that behalf any further written statement for his defence.

(3) The teacher of the private college shall for the purpose of preparing his defence be permitted to inspect and take extracts from such records as he may specify provided that such permission may be refused if for reasons to be recorded in writing in the opinion of the inquiring authority such records are not relevant for the purpose. On receipt of the further written statement of defence under clause (2) or if no such statement is received within the time specified therefor or in cases where the accused is not required to file a written statement under the said clause the inquiring authority may inquire into such of the charges as are not admitted.

(4) The disciplinary authority, if it is not the inquiring authority, may nominate any person to present the case in support of the charges before the inquiring authority. The teacher may engage a legal practitioner to defend his case if he so desires.

(5) The inquiring authority shall in the course of the inquiry consider documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The teacher or his advocate shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the teacher of the private college and the witnesses examined in his defence. If the inquiring authority decline to examine any witness on the ground that his evidence is not relevant or material it shall record its reasons in writing.

Explanation.—If the inquiring authority proposes to rely on the oral evidence of any witness the authority shall examine such witness and give an opportunity to the accused teacher of the private college to cross-examine the witness.

(6) The teacher of the private college may present to the inquiring authority a list of witnesses whom he desires to examine in his defence. The inquiring authority shall issue written request to secure the presence of such witnesses unless he is of the view that such witnesses' evidences are irrelevant to the case of enquiry and shall arrange to examine such witnesses in accordance with the general principles of taking evidence.

(7) At the conclusion of inquiry the inquiring authority shall prepare a report of the inquiry, recording its findings on each of the charges together with the reasons therefor. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the teacher of the private college has admitted the fact constituting them or has had an opportunity for defending himself against them.

(8) The record of the inquiry shall include—

- (i) the charges framed against the teacher of the private college and the statement of allegations furnished to him;

- (ii) his written statement of defence if any;
- (iii) the summary of the oral evidence considered in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders including order of refusal if any, made by the disciplinary authority or the inquiring authority in regard to the inquiry and;
- (vi) a report setting out the findings on each charge and the reasons therefor.

(9) The disciplinary authority where it is not the inquiring authority, shall consider the record of the inquiry and record its findings on each charge.

(10) If the disciplinary authority, having regard to the findings of the charges is of the opinion that any of the penalties specified in items (iv) to (vii) in Statute 8 shall be imposed, it shall—

(a) furnish to the teacher of the Private college, a copy of the report of the inquiring authority and where the disciplinary authority is not the inquiring authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the inquiring authority; and

(b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time which may not exceed one month, such representation as he may wish to take against the proposed action;

(11) The disciplinary authority shall consider the representation, if any, made by the teacher of the private college in response to the notice under clause (10) of statute 10 and determine the penalty, if any, to be imposed on the teacher of the private college and pass appropriate orders on the case.

(12) If the disciplinary authority having regard to its findings is of opinion that any of the penalties specified in item (i) to (iii) in Statutes 8 shall be imposed, he shall pass appropriate orders in the case.

(13) Orders passed by the disciplinary authority shall be communicated to the teacher.

11. *Procedure for imposing minor penalties.*—(1) No order imposing any of the penalties specified in items (i) to (iii) of Statute 8 shall be passed except after,—

(a) the teacher is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given opportunity to make any representation;

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

(2) The record of proceedings in such cases shall include—

- (i) a copy of intimation to the teacher of the proposal to take action against him;
- (ii) copy of the statement of allegations communicated to him;
- (iii) his representation, if any;
- (iv) the orders of the case together with the reasons therefor.

12. *Appeals.*—An appeal shall lie from the order imposing a penalty on a teacher by the management to the Appellate Tribunal.

13. *Period of limitation for appeal.*—An appeal to the Appellate Tribunal shall be filed within 60 days of the constitution of the tribunal or within 60 days from the date of receipt of the order appealed against.

14. *Form and contents of appeal.*—Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the Secretary or the Chairman of the Tribunal and shall contain all material statements and arguments on which the appellant relies.

15. *Consideration of appeal.*—In the case of an appeal, the Appellate Tribunal shall consider—

(a) whether the facts on which the order was based have been established;

(b) whether the facts established offered sufficient grounds for taking action;

(c) whether the procedure prescribed in these statutes has been complied with and if not whether such non-compliance has resulted in violation of rules of natural justice or any failure of justice;

(d) whether the findings are justified; and

(e) whether the penalty imposed is excessive, adequate or inadequate; and pass orders—

(i) setting aside, reducing, confirming or enhancing the penalty; or

(ii) remitting the case to the authority which imposed the penalty;

Provided that—(1) the appellate authority shall not impose any enhanced penalty except after giving the appellant an opportunity of making any representation against such enhanced penalty;

(2) if the enhanced penalty proposed is one of the penalties specified in items (iv) to (vii) to Statute 9 and an inquiry under Statute 11 has not already been held in the case, the appellate authority may itself hold such inquiry.

16. *Implementation of orders of appeal.*—The management shall give effect to the orders passed by the Appellate Tribunal.

CHAPTER LI

THE PROVIDENT FUND OF TEACHERS OF PRIVATE COLLEGES

1. *Constitution of the Fund.*—The University shall constitute a Fund to be known as the 'Provident Fund of Teachers of Private Colleges'.

2. *Scope of the Fund.*—The Fund shall be open to all teachers in Permanent employ in Private Colleges under the University.

13. *Withdrawals on quitting service or death.*—(a) When a teacher quits the service in the usual course or resigns his appointment for taking up service either under Government or in foreign service, his claims on the Fund shall be subject to the following conditions:—

(i) A teacher quitting service or resigning his appointment after a period of not more than five years shall receive only half the total amount standing to the credit of his account in the Fund.

(ii) A teacher who has put in more than five years but not more than ten years service shall receive only $\frac{5}{8}$ of the total amount standing to the credit of his account in the Fund.

(iii) A teacher who has put in more than ten years service but not more than fifteen years service shall receive only $\frac{3}{4}$ of the total amount standing to the credit of his account in the Fund.

(iv) A teacher who has put in more than fifteen years but not more than twenty years service shall receive only $\frac{7}{8}$ of the total amount standing to the credit of his account in the Fund.

(v) A teacher who has put in more than twenty years service shall receive the whole amount standing to the credit of his account in the Fund.

Explanation.—In calculating the service for purpose of Sub-clauses (i) to (v) the continuous service of the teacher in a private college prior to his joining the fund shall also be taken into account.

(b) When the teacher is for no fault of his made to quit the service by the Management he shall receive the amount due to him under sub-clauses (i) to (iv) of Clause (a) plus the Manager's share of the remaining amount. If the teacher's service has however, been terminated with the previous approval of the University he shall be entitled to get the whole amount standing in his account.

(c) When a teacher is made to quit the service for any default on his part he shall receive only half the amount standing to the credit of his account in the fund, irrespective of the period of his service.

Explanation.—Any amount pertaining to a private fund that may have been deposited in a teacher's account under Statute 28 shall not be taken into account in calculating the amount due to a teacher under Clauses (a) to (c).

(d) In the event of a teacher's death before or after quitting the service but before the withdrawal of the amount, the whole amount standing in his account shall be paid to the legal representative of the estate as determined by a Civil Court having competency to pass orders in this respect unless a special request in Form G has been submitted by the subscriber as to the disposal of the amount due to him, or unless such amount does not exceed Rs. 500 when it may be paid to such person or persons, as the University may consider to be entitled thereto.

(e) When a teacher is transferred from one College in another under the same management, the whole amount standing in his account in the fund

shall be transferred to his account in the new college. If he quits the service of the college and joins another under the University the amount contributed by him and by the University shall be transferred to his Provident Fund Account of the new College, but he shall be eligible for the management's contribution only at the following rates:—

| | |
|--------------------------|------|
| Upto five years' service | Nil |
| 5 to 10 years' service | Half |
| Above 10 years' service | Full |

14. *Forfeiture.*—The balance amount standing to the credit of an account after making payment under sub-clause (1) to (iv) of clause (a) and clause (c) of Statute 13 shall lapse to and be equally divided between the Manager and the University. The balance after making payment under clause (b) of Statute 13 shall lapse entirely to the University.

15. *Administration of the Fund.*—The general administration of the Fund will vest with the University and the cost of management thereof shall be met by the University. The University shall also keep the accounts of the Funds.

16. *Procedure.*—Application from teachers for admission to the Fund shall be made in Form H and submitted to the University by the Manager of the Private Colleges concerned. The University shall scrutinise the applications and if found correct, shall assign a number of each application and communicate it to the Manager of the college concerned and to the applicant concerned.

17. *Deposit of subscription.*—(a) The subscriptions recovered from the teachers under Statutes 6 to 10 together with the contributions by the Manager of the institution concerned under Statute 7 shall be deposited by the Manager before the 5th day of each month in a Savings Bank Account opened for the purpose in the name of the Manager.

(b) Each such deposit shall be accompanied by a memo in duplicate in Form J and a receipt in the following form for the amount of contribution by the University.

RECEIPT

“Received from the Officer-in-charge of the Treasury at.....
the sum of Rs.....being contribution by the University of Kerala
for the month of.....towards the Provident Fund of the teachers of
.....as per list in Form J sent herewith. Please credit the amount
to the Savings Bank Account No.....”

18. *Credit of amount.*—The Treasury Officer after seeing that the amount claimed in the receipt does not exceed the contribution by the Manager as per the memo in Form J shall, by adjustment, credit the same to the Savings Bank Account concerned by “Debt Head III C (a) 4—Advance to Kerala University” and shall sign the certificate of credit of the total amount in the memo.

(f) 'Teacher' means a teacher of a private college as defined in the Chapter on conditions of service of teachers of private colleges.

2. *Retirement benefits for teachers in Private Colleges.*—There shall be a scheme of Provident Fund-cum-Insurance-cum-gratuity for teachers in private colleges in accordance with the following provisions.

3. *Contributory Provident Fund.*—The Provident Fund shall be instituted by the University for the benefit of teachers in accordance with the provisions in the Chapter on Provident Fund for Teachers of Private colleges.

4. *Compulsory Insurance.*—(1) Every permanent teacher shall within a period of one year from the date of confirmation in service, insure his life for a minimum sum as given below for a period ending not earlier than the date of his completion of the age of 55 years, provided that a teacher who has completed 45 years of age on the date of commencement of these statutes or who may be recruited after that age or who is wholly rejected for insurance as a bad life, shall be exempted from insurance.

| <i>Category of Teachers</i> | <i>Minimum sum of Insurance Rs.</i> |
|------------------------------------|---|
| Principal/Professor Grade I | 10,000 |
| Professor Grade II/Senior Lecturer | 7,500 |
| Lecturer | 5,000 |

(2) If a teacher has already taken out an Insurance Policy for the minimum amount and if it is unencumbered, he need not take a fresh policy.

(3) When a teacher belonging to a lower category is appointed to a post included in the higher category, he shall, within six months of such appointment, effect additional insurance so as to bring his total insurance to cover the minimum amount appropriate to his new category.

(4) Arrangements may be made for payment of insurance premia by deduction from salary.

(5) A policy taken by a married teacher may be assigned to any member of his family but not to any one else as a gift or for value received.

(6) The Syndicate may in special cases give exemption from the provisions of this Statute.

5. *Gratuity.*—(1) Teachers in private colleges shall be eligible for invalid gratuity and death-cum-retirement gratuity as hereinafter provided.

(2) A teacher whose services are terminated, after he has completed a qualifying service of five years, in the event of his becoming permanently incapacitated for further service on account of physical or mental unfitness shall be eligible for a gratuity equal to one half of a month's pay for every completed year of service.

Pay for this purpose shall be the pay of the teacher at the time of termination of service.

(3) In the event of the death of a teacher while in service a gratuity equal to one half of a month's pay for every completed year of service shall be paid to his legal heirs, subject to a maximum of ten thousand rupees.

(4) A teacher who has completed 5 years of qualifying service may be granted a gratuity equal to one half of a month's emoluments for each completed year of qualifying service subject to a maximum of 15 times the emoluments, when he retires from service, either on superannuation or otherwise.

CHAPTER LIII

CONDITIONS OF SERVICE OF NON-TEACHING STAFF IN PRIVATE COLLEGES

1. *Definition.*—In this Chapter, —

(1) 'Non-teaching staff' means all full-time staff employed by Private Colleges for duties other than teaching but does not include staff paid on a part-time or contingency basis and hostel staff.

(2) 'Management' means the Educational Agency or Corporate Management as the case may be of the Private college or colleges.

2. *Qualifications.*—The minimum qualifications and age limit for the various categories of non-teaching staff shall be the same as prescribed for corresponding posts in Government Colleges.

Provided that this Statute shall not apply to such members of the staff, employed in the permanent service of the private college, before the commencement of these Statutes.

3. *Mode of recruitment.*—Recruitment shall be made from among duly qualified persons by the Management, on probation if the vacancy is substantive or on temporary basis for a specified period if the vacancy is not substantive. The recruitment shall be made by a Selection Committee constituted by the Management which shall consist of three members of which one shall be the Principal of the College concerned or the seniormost Principal in the case of colleges under a Corporate Management and one shall be the manager of the College or Colleges as the case may be.

The Principal of the College shall submit not later than the 15th of October every year a return to the University showing details of the non-teaching staff employed by the College as on the 1st of October of the year. Subsequent changes in the staff pattern shall also be reported to the University.

4. *Probation.*—The period of probation shall be one year within a period of two years. On satisfactory completion of the probation, the employee shall be confirmed in the post.

5. *Termination of service.*—If the work and conduct of a probationer or a temporary employee are found unsatisfactory, his service may be terminated by the Management after giving him a reasonable opportunity for showing cause against the action proposed to be taken.

6. *Appeal.*—A probationer, or temporary employee whose services are terminated under Statute 5 shall be entitled to appeal against the order of termination to the Vice-Chancellor within a period of sixty days from the date on which he receives the order and the decision of the Vice-Chancellor on such appeal shall be final.

7. *Service Book.*—The Principal of a College shall maintain a Service Book in respect of every member of the non-teaching staff.

8. *Pay and increment.*—The scales of pay of the various categories of non-teaching staff shall be the same as prescribed for the non-teaching staff of corresponding categories in Government Colleges.

9. *Leave.*—(1) Non-teaching staff shall be eligible for the following kinds of leave:—

- (i) Casual leave
- (ii) Earned leave
- (iii) Leave on half pay.
- (iv) Leave without pay and allowance.
- (v) Maternity leave.

(2) Leave shall not be claimed as a matter of right. When the exigencies of work so require, the Management shall have the discretion to refuse leave or to revoke or curtail leave already granted.

10. *Casual leave.*—Casual leave shall not be granted for a longer period than six days at a time, or for more than fifteen days & five days restricted holidays in an academic year. Casual leave may be combined in any manner with Sundays and authorised holidays subject to the condition that the total period shall not exceed eight days. Casual leave cannot be combined with any other kind of leave.

11. *Earned leave.*—Every permanent member of the non-teaching staff, shall be eligible for earned leave on full pay and allowances at the rate of one eleventh of the period spent on duty; and every member who is either temporary or officiating shall be eligible for earned leave at the rate of one twenty second of the period spent on duty during the first year of his service, and thereafter at the same rate as in the case of permanent employee.

12. *Accumulation of earned leave.*—Earned leave shall accrue only up to one hundred and eighty days at a time, and, further the maximum amount of earned leave that may be granted at a time shall be only one hundred and twenty days. For this purpose the total service of the employee in the college or colleges under the same management shall be taken into account."

13. *Half-pay leave.*—(a) Leave on half pay shall be admissible only to permanent employees at the rate of twenty days for each completed year of service.

(b) Leave on half pay shall be given only on medical certificates or in exceptional circumstances.

14. *Leave without allowance.*—(1) Leave without pay and allowances may be granted to any member of the non-teaching staff, in the following circumstances;

(a) When no other leave is admissible ; or

(b) In cases where, even when any other kind of leave is admissible, the employee concerned applied in writing expressly for the grant of leave without pay and allowances;

(c) For purposes of higher studies; Provided that leave for higher studies may be granted for a maximum period of three years which shall include all other kinds of leave which the employee shall be entitled to.

(2) The duration of leave without allowances shall not exceed three months, on any one occasion.

15. *Maternity leave.*—(a) A female member of the non-teaching staff shall be entitled to maternity leave on full pay for a period which may extend up to three months from the date of its commencement or to the end of eight weeks from the date of confinement whichever is earlier.

(b) Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and application for the leave is supported by a certificate from the medical attendant;

(c) Maternity leave may be combined with leave of any other kind, but leave applied for in continuation of the former may be granted only if the request is supported by a Medical Certificate.

Explanation.—(i) Maternity leave shall be admissible to temporary female employees.

(ii) The grant of maternity leave is provisional in the first instance and shall be regularised only after ascertaining the date of confinement. In case the leave availed of is in excess of what is admissible such excess shall be regularised by grant of eligible leave.

16. *Absence without leave.*—The absence of a non-teaching employee, without leave, shall entail forfeiture of pay and allowances. If he absents himself without leave for more than seven days continuously, his service shall be liable to be terminated. Provided that the employee shall be given a reasonable opportunity to explain the reason for his absence.

17. *Non-vacation employees.*—Non-teaching staff shall be non-vacation employees.

18. *Provident Fund.*—Every Educational Agency or Corporate Management shall institute a fund known as the Provident Fund of Non-teaching Staff of Private Colleges. Every permanent member of the non-teaching staff shall be a member of this Provident Fund. The Educational Agency or the Corporate Management shall set up a Board for the administration of the Provident Fund of the Non-teaching Staff of Private Colleges. It shall

consist of a representative of the Management who shall be the Chairman, the Principal of the College concerned or the seniormost Principal in the case of Colleges under a Corporate Management and a representative of the non-teaching Staff of the College or Colleges.

The Syndicate shall frame necessary rules for the administration of the Provident Fund of non-teaching Staff of Private Colleges.

19. *Age of retirement.*—The age of retirement in respect of members of the non-teaching staff shall be 60.

20. *Attendance.*— Unless otherwise permitted by the Principal of the College every member of the non-teaching staff shall be present in the College during office hours or during such time as may be required by the Principal.

21. *Communication.*— All communications by the non-teaching staff to the Management of the College or to the University shall be through the Principal.

22. *Application for other appointments.*— No member of the non-teaching staff shall apply for an appointment under any other authority, except through the Principal of the College.

23. *Disciplinary Proceedings.*—The provision in the Chapter on disciplinary action against teachers of private colleges shall *mutatis mutandis* apply to the non-teaching staff also.

24. *Acceptance of other work.*—No member of the non-teaching staff shall engage himself in any other work of a remunerative or honorary nature except with the sanction of the Management.

25. *Retirement benefits.*—The retirement benefits of the non-teaching staff shall be the same as prescribed for the teaching staff of the Private Colleges, in the Chapter on Retirement Benefit for the Teachers of Private Colleges.

26. *Seniority list.*—Every College shall maintain a seniority list of non-teaching staff in that College. In the event of transfer of an employee from one College to another under the same management his seniority shall be safeguarded. It shall be competent for the Syndicate to frame necessary rules for fixing the seniority of non-teaching Staff of Private Colleges.

27. *Promotion.*—Appointments in the Upper Grades shall be made from among the members in the lower categories eligible for promotion on the basis of qualification and seniority. If there are no candidates suitable for promotion to the upper grades, the posts shall be filled up by direct recruitments by inviting applications and selection by the Management.

28. *Dispute relating to appointments by promotion.*— An employee aggrieved by the appointment under Statute 27 may within sixty days from the date of appointment appeal to the Vice-Chancellor, and the decision of the Vice-Chancellor on such appeal shall be final.

FORM—A

(See Chapters IV, Statute 2; V, Statute 10; VI, Statute 8; L, Statute 117.)

Agreement of Service

ARTICLES OF AGREEMENT entered into this the day of 19..... between Shri/Smt..... (herein after known as 'The employee') of the first part and the Kerala University (hereinafter called the University) of the other part.

WHEREAS the Syndicate of the University (hereinafter called the Syndicate) in exercise of the powers conferred on them by the Kerala University Act, 1969 (Act 9 of 1969) has agreed to 'engage the employee to serve the University from..... subject to the conditions and agreements hereinafter contained.

NOW THESE PRESENTS WITNESS AS FOLLOWS:

1. The University shall employ the said Shri/Smt..... and the said Shri/Smt..... shall serve the University on probation for a period of two years within a period of three years from the..... and shall be subject to confirmation in that post on satisfactory completion of the period of probation.
2. The Employee shall be governed, throughout his service, by the terms and conditions of service laid down in the Kerala University First Statutes 1969 (hereinafter referred to as Statutes).
3. The Employee shall employ himself in the performance of all such duties as are or may from time to time be assigned to his post by the Officers and Authorities empowered in this behalf under the Kerala University Act 1969, and the Statutes, Ordinances, Regulations, Rules and bye-laws issued thereunder, will be bound by the provisions of the said Act, Statutes, Ordinances, Regulations, Rules, Bye-laws etc., for the time being in force and will submit to all directions and orders made from time to time by the Officers and Authorities empowered under the said laws.
4. The employee shall not engage himself directly or indirectly in any trade, business or occupation or in any work other than that of his office, and that he shall not, except in case of accident or sickness certified by competent medical authority, absent himself from the said duties without the previous permission in writing of the Head of the Office, Registrar, the Vice-Chancellor or the Syndicate as the case may be.
5. The employee's services are liable for termination in accordance with the provisions of the Statutes.

6. The employee shall from the.....be granted pay at the rate prescribed in the Statutes and shall receive pay in the succeeding stages provided for in that scale in accordance with provisions thereof from time to time in force and applicable to his case, service in the stage reckoning from the aforesaid date. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the day of his discharge therefrom or on the day of his death if he shall die whilst in service. If at any time the employee proceeds on deputation on foreign service his pay during deputation shall be regulated by the provisions regarding deputation on foreign service.

7. The employee shall be eligible for leave and leave salary and pension as in force from time to time.

8. The employee, if required to travel in the interests of the University Service, shall be entitled to travelling allowance at the rates in force from time to time and applicable to the class of officers serving in the same station to which Syndicate may declare him to correspond in status or conditions of service.

9. The employee shall be eligible for any concessions in relation to medical attendance and treatment that may be prescribed for the class of officers serving in the same station to which the Syndicate may declare the employee to correspond in status or conditions of service.

10. The employee on confirmation in accordance with the Statutes will continue in the service of the University till he attains the age of superannuation.

11. Notwithstanding anything hereinbefore contained, the employee shall be entitled to the benefit of or be subject to, in whole or in part, any modification that may be effected subsequent to the date of these presents in the terms and conditions of the service to which he may for the time being belong and such modification in the terms and conditions of service of the employment shall operate, so as to modify to that extent the provisions of these presents.

12. In respect of any matter in regard to which no provision has been made in this agreement, the provisions in Kerala University Act, 1969 and the Statutes, Ordinances, Regulations, Rules and Bye-laws issued thereunder shall apply to the extent to which they are applicable to the service hereby provided for.

13. On the termination of this agreement from whatever cause the employee shall deliver to or pay to the University the assessed cost of all books, apparatus, records and such other articles as are property, belonging to the University, as may be in his possession and shall not absent himself from duties until duly relieved of his duties by the University.

14. IN WITNESS WHEREOF, the parties hereunto affix their hand and seal.

(Seal on behalf of the University)

Witnesses to the Signature of the Employee.

Signature of 'The Employee'

- 1.
- 2.

Signature of the Registrar.

Witnesses to the signature of the Registrar.

- 1.
- 2.

FORM B

(See Statute 17/Chapter I.)

University of Kerala

Annual Confidential Report for the year 19.....
.....

- 1. Name of Officer
Date of birth
- 2. Appointment held during the year (with dates)
and pay and scale of pay.
- 3. Total period including the period under
report, that the Officer has worked under the
reporting Officer
- 4. General qualifications for post held including
any special or technical and professional
attainments.
- 5. (i) Health and physical capacity
(ii) Conduct
(iii) Personality and bearing
(iv) Intelligence
(v) Promptness, enthusiasm and initiative
(vi) Application
(vii) Aptitude
(viii) Knowledge of work (special reference should
be made to ability to note and draft)

- (ix) Impartiality
 - (x) Integrity
 - (xi) Judgment
 - (xii) Self-reliance—whether opinionated—confident of ability and receptive to ideas
 - (xiii) Willingness to assume responsibility
 - (xiv) Capacity for decision-making
 - (xv) (a) patience; (b) tact and (c) courtesy
 - (xvi) Control of staff (power of commanding respect and discipline enforcing)
 - (xvii) Matters of official and public interest in which the officer has specialised himself or taken special interest.
 - (xviii) Manner in which the officer discharged the duties of his office during the year
 - (xix) Any other qualities having a bearing on the duties of the officer
 - (xx) General remarks
6. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service
7. Indebtedness

.....

(Signature)

Reporting Officer (Name in Block letters)

.....

Designation

GENERAL

Opinion of Head of Department (when not Reporting Officer)
on conduct and efficiency of officer reported on

Held of the Department

.....

*The Reporting Officer should give his opinion and impressions in a concise narrative form so as to cover the officer's knowledge of procedure and departmental technique, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer.

In particular the Reporting Officer should say whenever defects are reported, if the officer's attention had been drawn to the defects during the course of the reporting period and if so with what results.

Note:—The entries in regard to the various qualities reported on should be descriptive.

Shown to.....

Reporting Officer

Seen

Reported Officer

FORM C

(See Statute 2/Chapter LIII)

Appointment Order

Station:

Date:

Shri/Smt. (H.E. name and address of the teacher).....

 is appointed as.....(H.E. designation of the post and nature of the appointment) under this management on a pay of Rs.....p.m. in the scale of Rs..... and is posted as (designation) in the..... (name of the College) from.....to.....subject to the provisions of the Kerala University Act and the Statutes, Ordinances and Regulations made thereunder and such other rules and orders issued from time to time by the University of Kerala.

Signature of Manager

Seal of the
 Governing Body Managing Council.

FORM D

(See Statute 42/Chapter LIII)

Bond for Teachers Proceeding on Study Leave under the Statutes for Study Leave

KNOW ALL MEN BY THESE PRESENTS THAT WE residing of in the District of..... at present employed as (hereinafter called "the obligor") and Shri son of of (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors

and Administrators to pay to the (hereinafter called "the Management") on demand the sum of Rs. (Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Management.

Signed and dated this day of.....
 One thousand and nine hundred and
 Signed by the obligor

In the presence of witnesses:

- (1)
- (2)

Signed by the sureties;

- (1)
- (2)

In the presence of witnesses;

- (1)
- (2)

WHEREAS the Management has at the request of the obligor, granted the obligor study leave for a period of on condition that he shall after successful completion of his studies within the prescribed period serve the management for a minimum period of..... years failing which the obligor shall pay to the management a sum of Rs..... as liquidated damages;

WHEREAS the obligor and the sureties have agreed to the above conditons;

NOW THE CONDITION OF THE ABOVEWRITTEN OBLIGATION IS THAT in the event of the obligor Shri resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of years after his return to duty the obligor and the sureties shall forthwith pay to the Management or as may be directed by the Management on demand the said sum of Rs.... (Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the obligor Shri and/or Sri..... the sureties aforesaid making such payment the abovewritten obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS THAT THE liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Management or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Management to sue the obligor before suing the sureties Sri and Sri or any of them for amount due hereunder.

The Management have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor abovenamed Sri.....

On the presence of witnesses:

(1)

(2)

Signed and delivered by the sureties abovenamed:

(1)

(2)

In the presence of witnesses:

(1)

(2)

ACCEPTED

for and on behalf of the Management.

FORM E

(See Statute 42/Chapter LIII)

Bond for Teacher granted extension of study leave

KNOW ALL MEN BY THESE PRESENTS THAT WE
 RESIDENT OF
 IN THE DISTRICT of at present employed as
 in (hereinafter called "the
 obligor") and Sri son of
 of (hereinafter called
 the sureties') do hereby jointly and severally bind ourselves and
 our respective heirs, executors and administrators to pay to the
 (hereinafter called "the manage-
 ment") on demand the sum of Rs..... (Rupees)
 together with interest thereon from the date of demand at Govern-
 ment rates for the time being in force on Government loans, for

study purposes or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER WITH all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government

Signed and dated this day of
One thousand nine hundred and

Signed by the Obligor

In the presence of witnesses:

- (1)
- (2)

Signed by the Sureties

- (1)
- (2)

In the presence of witnesses:

- (1)
- (2)

WHEREAS the Management has at the request of the obligor granted the obligor study leave for a period of from to in consideration of which he had executed a bond with stipulation that he shall after successful completion of his studies within a prescribed period serve the management for a minimum period of years failing which the obligor shall pay to the Management a sum of Rs as liquidated damages.

WHEREAS the extension of study leave has been granted to the obligor at his request until

WHEREAS the obligor and the sureties have agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Sri resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period of years after his return to duty the obligor and the sureties shall forthwith pay to the Management or as may be directed by

the Management or demand the said sum of Rs (Rupees) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the obligor Shri and or Shri and or Shri the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Management or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Management to sue the obligor before suing the sureties Shri and Shri or any of them for amounts due hereunder.

The Management have agreed to bear the stamp duty, payable on this bond.

Signed and delivered by the obligor in the presence of witnesses:—

- (1)
- (2)

Signed and delivered by the sureties

- (1)
- (2)

In the presence of witnesses:

- (1)
- (2)

ACCEPTED

for and on behalf of the Management by

FORM F

(See Statute 12/Chapter LV)

I

Form of Application for Temporary Advances against Deposits in Provident Fund for Teachers of Private Colleges

1. Name and Account No. of the subscriber
2. Monthly pay, and designation

3. Amount of advance required
(both in figures and words)
4. Purpose for which it is required
5. Number of instalments of recovery proposed
6. Date of complete repayment of the previous loan
7. Name of treasury at which payment is desired
8. I hereby declare that the above statements are true. I also promise to repay the above advance in equal monthly instalments.

(Signature of the subscriber with
name and designation).

Place

Date

9. Enquiry Certificate

(Signature of Manager.)

Place

Date

Verification Report

10. Total amount at the credit of the applicant
11. Amount of advance admissible
12. Number of instalments of repayments
13. Any other fact requiring consideration

(Officer of the University)

II

Form of sanction for temporary advance from the Provident Fund for Teachers of Private Colleges

A temporary advance from the Provident Fund for teachers of private colleges as particularised below is sanctioned by the undersigned under the Statutes regulating that fund.

1. Subscriber's name
2. Subscriber's designation
3. Subscriber's pay
4. Subscriber's Provident Fund Account Number
5. Amount of advance
6. Object of advance
7. Statute under which the advance is sanctioned

8. Balance at credit of the subscriber on this date (as verified from the account last rendered by the Manager of the College).
9. Date of repayment of previous advance, if any
10. Special reasons for granting the advance
11. Number of instalments in which the advance is to be recovered
12. Amount of each such instalment

(Signature of the Sanctioning
Authority with designation)

To
The Accountant General, Kerala, Trivandrum.
The District Treasury/Sub-treasury Officer
The Manager
Shri

FORM 6

(See Statute 13—Chapter LV)

Nomination under the Provident Fund for teachers of Private Colleges

A-2-D
6618
8

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

I hereby nominate the person mentioned below, who is a member of my family to receive the amount that may stand to my credit in the Provident Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:—

| <i>Name and address of the Nominee</i> | <i>Relationship with subscriber</i> | <i>Age</i> | <i>Contingencies on the happening of which the nomination shall become invalid</i> | <i>Name, address and relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber</i> | <i>Name and address of the person to whom share is to be paid on behalf of minor</i> |
|--|-------------------------------------|------------|--|--|--|
| (1) | (2) | (3) | (4) | (5) | (6) |

f81

Dated this day of 19..... at

(Signature of subscriber)

Two witnesses to signature—

- (1)
- (2)