

REPORT  
OF THE  
*UNIVERSITY ACT REVIEW  
COMMITTEE*

Submitted to

*The Kerala State Higher Education Council*

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## ***UNIVERSITY ACT REVIEW COMMITTEE***

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|---|----------|
| 1) <b>Dr. Chandrasekharan Pillai</b><br>Director National Judicial Academy, Bhopal. | Chairman |
| 2) <b>Dr. N. Veeramanikandan</b><br>Member, Executive Council, KSHEC.               | Convenor |
| 3) <b>Dr. M Abdul Salam</b><br>Vice-Chancellor, University of Calicut.              | Member   |
| 4) <b>Shri. K.K Vijayakumar, IAS (Rtd.)</b><br>Former Additional Chief Secretary.   | Member   |
| 5) <b>Prof. Santhosh J.K.V</b><br>K.E. College, Kottayam.                           | Member   |

The Committee on review of the university enactments in Kerala came to be appointed by the Kerala State Higher Education Council.

The following are the members

1. Prof. Dr. K.N.Chandrasekharan Pillai, Director, National Judicial Academy, Bhopal (Chairman)
2. Dr. M. Abdul Salam (Vice-Chancellor, Calicut University)
3. Dr. Veeramanikandan.N ( Convenor)
4. Dr. Santhosh, J.K.V. (K.E. College, Mannanam)
5. Shri. K. K. Vijayakumar IAS (Former Addl. Chief Secretary)

The Committee examined the various enactments under which the Universities in Kerala were established. The Committee felt that there should be one model enactment. Accordingly a draft bill has been attempted. This is attached.

The highlights of recommendations are the following :

- 1) The underlying theme of the deliberations of the Committee has been to give due importance to academic freedom and autonomy in Universities. Accordingly, the administrative bodies are envisaged to be constituted by academicians to insulate the Universities from un-academic political interferences that cripple the growth of quality in higher education.
- 2) Appointments to faculty positions shall be made in accordance with relevant UGC regulations in the matter.
- 3) Appointments to non-teaching positions, except those to statutory positions, shall be made by the Kerala Public Service Commission.
- 4) The Committee also suggests that there should be University Appellate Tribunal in operation (at present, despite existence of provisions, they are not in effective operation in the universities).
- 5) The local fund audit in the Government of Kerala should not have any jurisdiction with reference to the university funds. Instead, each university should have its own audit wing, which shall be responsible to the Government directly and through the Accountant General. Alternatively, there could be a common audit organization for all the universities in Kerala.

- 6) The Committee is of the opinion that universities should exercise academic and administrative supervision over colleges and recognized institutions affiliated to the universities concerned vis-a-vis appointment of faculty and non-teaching staff and their service conditions including a uniform staff pattern and pay scales.
- 7) The Committee very strongly feels that all universities should have a common academic and examination calendar.
- 8) To encourage excellence in teaching and research, Assistant Professors and Associate Professors, who secure externally funded projects with specific provisions for appointment of Associate Professor/Professor, may be appointed to the respective higher position during the tenure of the project, provided that such appointment shall not entail any additional financial liability to the University.
- 9) The Committee found that there is no statute made under the Sankaracharya Sanskrit University, Kalady in accordance with law. It is high time the legislature acted on it.
- 10) The current practice of following different laws on recruitment of staff etc. presents a disparate picture. The Committee feels that universities should be streamlined in the pattern of this Bill to achieve uniformity. Statutes, if made, should also be uniform to the extent possible.

#### **THE PROPOSED ACT HAS EIGHT CHAPTERS.**

**The FIRST SCHEDULE (containing the first statutes) follows the main text of the Act. The SECOND SCHEDULE (containing the Purchase and Finance Manuals) and the THIRD SCHEDULE (containing the Examination Manual) are to be incorporated thereafter.**

#### **Highlights of the Act**

##### **The Syndicate**

*The Syndicate shall be the chief executive body of the university to control, administer and manage the revenues, the property and all administrative matters of the University.*

### **The Council of Deans**

*The Council of Deans shall be the apex academic body of the University to control, administer and manage all academic matters, serving as the bridge between the academic community and the administrative machinery to promote excellence through creativity and academic innovations. It shall be the academic counterpart of the Syndicate.*

### **The Senate**

*The Senate shall be the watchdog of principles and policies of the University and shall deliberate upon these from the point of view of a social audit to offer suggestions to the Syndicate for innovation, correction or change.*

### **The Academic Council**

*The Academic Council shall be the chief advisory body on academic policy and activities of the University and shall deliberate upon these to offer suggestions to the Council of Deans for quality enhancement and creative innovations.*

*Thus, the 'Syndicate-Senate' and the 'Council of Deans-Academic Council' should be twin models of executive/advisory entities performing in harmony toward realization of prescribed goals of the University.*

### **Deans**

*There shall be two categories of Deans – Deans of Faculty and Deans of Academic Administration, who shall hold office for a period of three years and shall be eligible for re-appointment for one more term.*

*Every Dean shall exercise powers, discharge functions and responsibilities without prejudice to his academic activities in his respective Department/School, respectively.*

### **Deans of Faculties**

*There shall be as many Deans of faculties as there are faculties in the University concerned.*

*Deans of faculty shall be appointed by the Vice-Chancellor from among the teachers of the University, who have demonstrated academic proficiency and are research guides in any of the departments that comprise the respective faculty, in the order of their overall seniority in the University/ Colleges.*

*Every Dean of faculty shall be the Chairman of the respective faculty and shall preside over the meetings of the faculty.*

*He shall be responsible for due observance of the Statutes, Regulations, Ordinances relating to the respective faculty, and it shall be his duty to present to the Council of Deans the recommendations of the faculty.*

### **Deans of Academic Administration**

*Besides Deans of faculties, there shall also be Deans of academic administration to assist the Vice-Chancellor in exercising overall control on various aspects of University affairs in academic matters. The portfolios of Deans of academic administration may vary from University to University, but the following are suggestive responsibilities :*

- 1. Dean (Academic)*
- 2. Dean (Research)*
- 3. Dean (Student Welfare)*
- 4. Dean (International Affairs)*

*Deans of Academic Administration shall be appointed by the Vice-Chancellor from amongst the faculty of the University/affiliated colleges after due consideration of their abilities, commitment, experience in the University and expertise to exercise such powers and perform such duties as are expected of them.*

*The Council of deans shall define the specific areas of academic administration coming within the purview of each of the above portfolios of the Deans of academic administration. They shall also review these from time to time and effect changes, deletions, additions etc. whenever necessary.*

*Each Dean of academic administration shall head the administrative set-up related to his portfolio.*

*Every Dean shall take final decisions and issue orders on all matters within his purview, where rules and regulations concerning the matter do exist. On matters of policy and/or on matters that require rules to be framed/amended, he shall make recommendations to the Vice-Chancellor/Council of Deans for appropriate action.*

*Every Dean shall present matters related to his portfolio to appropriate statutory bodies.*  
*Every Dean shall assist the Vice-Chancellor in the discharge of academic and administrative governance and shall discharge any other function assigned to him by the Vice-Chancellor.*

*All the Deans will work under the technical and administrative control of the Vice-Chancellor.*

THE ..... BILL, 2012

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*A Bill to provide for the reorganization of .....*

**Preamble :-** WHEREAS, following a review of ....., it is expedient to provide for the reorganization of ....., through innovations in academic administration and curricular processes, to underscore the conceptual focus as a unitary/affiliating University of ..... with global outreach and particular emphasis on post-graduate studies and advanced research in applied sciences, technology, industry, commerce, management and social science and to provide an impetus for a spirited gallop in pursuit of academic excellence.

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

## **CHAPTER I**

### **PRELIMINARY**

#### **1.1. Short title and commencement**

- i) This Bill may be called the..... Bill, 2012.
- ii) It shall be deemed to have replaced the ..... and to have come into force on .....

#### **1.2 Vision**

To strive for excellence in academic pursuits, as a University with global outreach, founded on principles of academic autonomy and decentralized administrative structure, for the development of higher education and research in various disciplines and, where success is not a destination but a journey.

#### **1.3 Objectives**

The University shall have the following objectives, namely:-

- i) to endorse and promote research in various disciplines such as science, literature, industry, commerce, management and social science for the advancement of knowledge and for the betterment of society ;
- ii) to establish facilities and offer opportunities for research / post-graduate education and, to a supportive extent, for graduate education in applied sciences, technology, industry, commerce, management and social sciences, humanities and languages by instruction, training, development, extension and by such other means as the University may deem fit;
- iii) devise and implement programmes of research / higher education in applied sciences, technology, industry, commerce, management and social sciences relevant to the changing needs of society, in terms of breadth of diversity and depth of specialization;

- iv) to establish facilities and offer opportunities in India and abroad as are necessary for the furtherance of its objects, either on its own or in cooperation or collaboration with other institutions of excellence in India and abroad
- v) to establish and maintain such special centres, specialized laboratories or such other institutions for research or instruction as are necessary for the furtherance of its objects either on its own or in cooperation or collaboration with other institutions;
- vi) to serve as a centre for fostering co-operation and exchange of ideas between the academic and research community on the one hand and industry on the other;
- vii) to organize exchange programmes with other institutions of repute in India and abroad with a view to keeping abreast of the latest developments in relevant areas of teaching and research;
- viii) to facilitate unfettered academic progress through academic autonomy and decentralized administrative structure comprising Deans and Heads of Departments;

#### 1.4 Definitions

In this Act, unless the context otherwise requires, --

- i) “Academic Council” means the Academic Council of the University;
- ii) “Appellate Tribunal” means the Appellate Tribunal of the University referred to in section 4.3 of Chapter IV;
- iii) “Board of Studies” means a Board of Studies of the University referred to in section 4.1.6 of Chapter IV;
- iv) “Chancellor” means the Chancellor of the University;

- v) “Council of Deans” means Council of Deans of the University referred to in section 4.1.2 of Chapter IV ;
- vi) “Dean” means a Dean of the University, referred to in section 3.3.4 of Chapter III;
- vii) “Department” means a department, the basic academic unit of the University designated as such by the Council of Deans with reference to a subject or group of subjects;
- viii) “Employee” means every person in the whole-time employment of the University in any category of service;
- ix) “Faculty” means a Faculty of the University;
- x) “Finance Committee” means the Finance Committee of the University referred to in section 4.1.9 of Chapter IV;
- xi) “Fund” means the fund of the University established under section 5.2 of Chapter V;
- xii) “Hostel” means a unit of residence for the students of the University;
- xiii) “Planning Committee” means the planning Committee referred to in section 4.1.8 of Chapter IV;
- xiv) “Prescribed” means prescribed by this Act or the Statutes, Ordinances, Regulations or Rules made there under;
- xv) “Pro-Chancellor’ means the Pro-Chancellor of the University
- xvi) “Pro-Vice-Chancellor” means the Pro-Vice-chancellor of the University
- xvii) “Recognized Institution” means a science/technology institution, established for research and/or special studies, recognized exclusively for the furtherance of research by the Council of Deans in accordance with the provisions of this Bill, the Statutes and the Ordinances;
- xviii) “School” means a School of the University designated as such by the Council of Deans comprising a department or Departments;
- xix) “Senate” means the Senate of the University;

- xx) “State” means the State of Kerala;
- xxi) “Statutes” “Ordinances” “Regulations” and “Rules” means respectively the “Statutes,” “Ordinances”, “Regulations” and “Rules” of the University;
- xxii) “Student” means a person duly admitted as a full-time or part-time student in any of the Departments / Schools of the University or its Recognized Institutions in accordance with the Regulations to undergo a course of study / research, leading to a degree, diploma, or certificate of the University;
- xxiii) “Syndicate” means the Syndicate of the University;
- xxiv) “Teacher” means a Professor, Associate Professor, Assistant Professor or such other person imparting instruction or supervising research in the Departments / Schools of the University, or in recognized institutions whose appointment has been approved by the University;
- xxv) “Teacher of the University” means a person employed as a teacher in any of the Departments / Schools of the University;
- xxvi) ‘University” means the Chancellor, Vice Chancellor, Syndicate, Council of Deans, Academic Council and Senate.
- xxvii) “University Grants Commission” means the University Grants Commission established under the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- xxviii) “Vice-Chancellor” means the Vice-Chancellor of the University

## **CHAPTER II**

### **THE UNIVERSITY**

#### **2.1 The University**

- i) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and the members of the Syndicate, the Council of Deans, the Senate, the Academic Council, and Heads of Departments / Schools, shall constitute a body corporate by the name of the University.

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

## 2.2 Powers of the University

The University shall have the following powers, namely

- i) to establish, maintain and recognize Departments / Schools / Colleges and other advanced centres of learning for research and higher studies in applied sciences, technology, industry, commerce, management and social science, humanities and languages for the furtherance of the objects prescribed;
- ii) to provide for decentralized administration and academic autonomy of constituent Departments / Schools;
- iii) to accord recognition as a “Recognized Institution”, exclusively for the furtherance of research and education, to any science and technology institution established for research and / or special studies, which is neither a part of, nor affiliated to, any other State or Central University, and to withdraw such recognition;
- iv) to provide for instruction and training in such branches of learning as are in keeping with the objects of the University and to make provision for research and for the advancement and dissemination of knowledge;
- v) to institute degrees, titles, diplomas and other academic distinctions;
- vi) to hold examinations and to confer degrees and other academic distinctions on person who-
  - a) shall have pursued a prescribed course of study in an institution / recognized institution under the University, and shall have passed the prescribed examination; or
  - b) shall have under prescribed conditions carried on research which has been duly evaluated;



- vii) to confer honorary degrees or other distinctions on distinguished persons on the basis of recommendations made by the Council of Deans;
- viii) to withdraw or cancel degree, titles, diplomas, certificates or other distinctions under conditions that may be prescribed by the Statutes, after giving the person affected a reasonable opportunity to present his case;
- ix) to make arrangements for promoting the health, general welfare and moral well-being of students and take such measures as would foster in them habits of hard work, self- discipline and spirit of service to society;
- x) to fix the fees payable to the University and to demand and receive such fees;
- xi) to hold and manage endowments and bursaries and to institute and award fellowships, scholarships, studentships, bursaries, medals and prizes;
- xii) to institute and provide funds wherever necessary for the maintenance of
  - a) a Students Advisory Bureau;
  - b) an Employment Bureau;
  - c) University Union for Students;
  - d) University Athletic Club;
  - e) the National Cadet Corps;
  - f) the National Service Scheme;
  - g) University Extension Board;
  - h) Students Cultural and Debating Societies;
  - i) Co-operative Societies and other institutions for promoting the welfare of students and employees of the University;
  - j) a University Library;
  - k) a Staff Council;
  - l) such other bodies as the Syndicate / the Council of Deans may deem necessary;

- xiii) to co-operate with other reputed universities / institutions / R&D establishments / industries in India or abroad in keeping with the objects of the University for such purposes as the Syndicate or the Council of deans may decide;
- xiv) to take and hold any property, movable or immovable, which may become vested in it for the purpose of the University by purchase, grant, testamentary disposition or otherwise and to grant, demise, alienate or otherwise dispose of all or any of the properties belonging to the University and also to do all other acts incidental or appertaining to a body corporate;
- xv) to direct, manage and control all immovable and movable properties transferred to the University by the Government;
- xvi) to establish, maintain and manage hostels ;
- xvii) to co-ordinate, supervise regulate and control the conduct of research work in the recognized institutions to the extent deemed necessary;
- xviii) to take appropriate steps, in the larger interest of the University, to clear/settle objections / queries raised by audit;
- xix) to define the powers and duties of the officers and other employees of the University other than those prescribed in this Act;
- xx)to provide for the inspection of recognized institution and lay down standards of instruction and research;
- xxi) to institute professorships, associate professorships, assistant professorships and any other teaching and research posts required by the University and to appoint persons to such professorships, associate professorships, assistant professorships and other teaching and research posts; and
- xxii) generally to do all such other acts and things including receiving donations/contributions, whether incidental to the powers aforesaid or not as may be required in order to further the objects of the University.

## 2.3 Administrative Structure

- i) The thrust of the University's administrative structure shall be on decentralized management founded on academic autonomy of constituent Departments / Schools.
- ii) The Vice-Chancellor shall exercise overall control on administration, finance and academic activities through the Syndicate, Senate, Academic Council, the Council of deans, the Deans and the Heads of Departments.

## 2.4 Jurisdiction and Outreach

- i) The jurisdiction of the University shall extend to all Departments / Schools and other advanced centres of learning / research established by the University for furtherance of the objects and to all institutions including centres outside the state/country admitted as recognized institutions under relevant provisions of the Act / Statutes / Regulations / Ordinances.
- ii) Notwithstanding anything contained in section 2.2 above, the University shall not grant recognition, either in whole or in part, to any institution that has already been recognized by another State or Central University of India.
- iii) Notwithstanding anything contained in section 2.2 above,
  - a) where an institution of higher learning / research established outside the State of Kerala/India seeks recognition from the University, or
  - b) where the University establishes and maintains an institution of higher learning / research outside the State of Kerala/India, then the powers and jurisdiction of the University shall extend to such institution subject to the laws in force in the State within which, and / or the rules and regulations of the University within whose jurisdiction, the said institution is situated.

## 2.5 Legal Jurisdiction

All legal disputes shall be subject to the jurisdiction of High Court of Kerala.

## 2.6 University open to all classes and creeds

- i) No person shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence, language, political opinion or any of them, be ineligible for, or discriminated against, in respect of any employment or office under the University or membership of any of the authorities or bodies of the University or admission to any course of study or research in the University.

Provided that the University may, in consultation with the Government, reserve seats for the members of socially and educationally backward classes or Scheduled Castes or Scheduled Tribes for the purpose of admission as students in any of the Departments / Schools or recognized institutions of the University.

- ii) In making appointments to all posts as determined by the Syndicate in any service, class or category under the University, the University shall *mutatis mutandis* observe the provisions of clauses (a), (b) and (c) of rule 14 and the provisions of rules 15,16,17 and 17 A of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time.

### **CHAPTER III**

#### **THE CHANCELLOR, PRO-CHANCELLOR AND OFFICERS OF THE UNIVERSITY**

##### **3.1 The Chancellor**

- i) The Governor of Kerala shall be the Chancellor of the University.
- ii) The Chancellor shall be the Head of the University and shall, when present, preside **over** the meeting of any convocation of the University.
- iii) All the authorities of the University shall be subordinate to the Chancellor
- iv) The Chancellor may, by order in writing, annul any proceedings of any of the authorities of the University which **are** not in conformity with this Act and the Statutes, the Ordinances, the Regulations, the Rules or any other law for the time being in force;

Provided that, before making any such order, the Chancellor shall call upon such authority to show cause on why such an order should not be made and consider the cause, if any, shown by such authority within a reasonable time.

- v) The Chancellor shall have the right to suspend or dismiss any of the authorities of the University and to take measures for the interim administration of the University. Provided that before taking any such action, the Chancellor shall give an opportunity to such authority to show cause on why such an action should not be taken.
- vi) Every proposal for the conferment of an honorary degree shall be subject to confirmation by the Chancellor.
- vii) An appeal shall lie to the Chancellor against any order of dismissal passed by the Syndicate or the Vice-Chancellor against any person in the service of the University.
- viii) An appeal under sub-section (vii) shall be filed within sixty days from the date of service of the order of dismissal on the person concerned.
- ix) The Chancellor shall, before passing any order on an appeal under sub-section (vii), refer the matter for advice to a tribunal appointed by him for the purpose;
- x) The Chancellor shall have power to remove the Vice-Chancellor or the Pro-Vice-Chancellor from office by an order in writing on charges of mismanagement of funds or misconduct or for any other good and sufficient reasons.

Provided that in the case of the Vice-Chancellor, such charges are proved by an enquiry conducted by a person who is a Judge of the High Court or the Supreme Court or where the services of such a Judge is not available, by a person who has been a Judge of the High Court or the Supreme Court, appointed by the Chancellor for the purpose; and in the case of the Pro-Vice-Chancellor, such charges are proved by an enquiry conducted by an Officer not below the rank of a Secretary to Government, appointed by the Chancellor, for the purpose;

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

### 3.2 The Pro-Chancellor

- i) The Minister for the time being administering the subject of higher education in the State shall be the Pro-Chancellor of the University.
- ii) In the absence of the Chancellor or during his inability to act, the Pro-Chancellor shall exercise all the powers and perform all the functions of the Chancellor.

### 3.3 Officers of the University

The following shall be the officers of the University, namely

- i) Vice-Chancellor;
- ii) Pro-Vice-Chancellor;
- iii) Deans;
- iv) Registrar;
- v) Controller of Examinations;
- vi) Finance Officer;
- vii) Heads of University Departments; and
- viii) such other officers as may be declared by the Statutes to be the Officers of the University.

The qualifications, manner of selection/appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the above or other officers, as may be declared by the Statutes to

be the officers of the University, shall be prescribed by the First Statutes set out in the First Schedule to this Act.

### 3.3.1 Vice-Chancellor

- i) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise general supervision and control over all affairs of the University through the Syndicate, the Council of Deans or the Academic Council and the Heads of Departments / Schools and give effect to the decisions of all the authorities of the University.
- ii) If at any time, except when the Syndicate or the Council of Deans or Academic Council is in session, the Vice-Chancellor is satisfied that an emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the Syndicate or the Council of Deans or Academic Council, the Vice-Chancellor may take such action as he deems fit, and shall, as soon as may be, report the action taken by him to the Syndicate or the Council of Deans, as the case may be, for approval.
- iii) The qualifications, manner of selection / appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the Vice-Chancellor **are** prescribed by the First Statutes set out in the First Schedule to this Act.
- iv) Notwithstanding anything contained in Chapter (iii) of this Act or sub-sections (i) to (vi) of the First Statutes set out in the First Schedule to this Act, the first Vice-Chancellor after the commencement of this Act shall be appointed by the Chancellor.

### 3.3.2 Pro-Vice-Chancellor

- i) The Pro-Vice-Chancellor shall advise the Vice-Chancellor in all matters and shall perform such functions as may be assigned to him by the Vice-Chancellor or by or under the Act, the Statutes, the Ordinances, the Regulations and the Rules.

- ii) The Pro-Vice-Chancellor shall be a whole time salaried officer of the University.
- iii) The qualifications, manner of selection / appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the Pro-Vice-Chancellor **are** prescribed by the First Statutes set out in the First Schedule to this Act.
- iv) Notwithstanding anything contained Chapter (iii) of section 3.3.2 of this Act or section 2.1 of the First Statutes set out in the First Schedule to this Act, the first Pro-Vice-Chancellor after the commencement of this Act shall be appointed by the Chancellor.

### 3.3.3 Registrar

- i) The Registrar shall be a whole time salaried officer of the University and shall be responsible for general administration of the University.
- ii) Suits by or against the University shall be instituted by or against the Registrar.
- iii) The qualifications, manner of selection / appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the Registrar **are** prescribed by the First Statutes set out in the First Schedule to this Act.

### 3.3.4 Deans

#### i) Deans of Faculty

There shall be a Dean for each faculty of the University.

#### ii) Deans of Academic Administration

Besides Deans of faculties, there shall be Deans of academic administration to assist the Vice-Chancellor in exercising overall control on various aspects of University affairs.



They shall be :

Dean (Academic)

Dean (Research)

Dean (Student Welfare)

Dean (International Affairs)

- iii) The qualifications, portfolios, manner of selection / appointment, term of office, powers, functions, responsibilities, entitlements, etc. of the Deans shall be prescribed by the First Statutes set out in the First Schedule to this Act.
- iv) The Council of Deans shall be competent to create, amend or delete portfolios of Deans of academic administration.

#### 3.3.5. Controller of Examinations

- i) The Controller of Examinations shall be a whole time salaried officer of the University and shall be responsible for administration of all examinations of the University.
- ii) The qualifications, manner of selection / appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the Controller of Examinations **are** prescribed by the First Statutes set out in the First Schedule to this Act.

#### 3.3.6. Finance Officer

- i) The Finance Officer shall be a whole time salaried officer of the University and shall be responsible for efficient and prudent management of the University's finances.
- ii) The qualifications, manner of selection / appointment, term of office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, etc. of the Finance officer **are** prescribed by the First Statutes set out in the First Schedule to this Act.

### 3.3.7. Heads of University Departments

- i) Heads of University departments shall be teachers of the respective University Departments and shall be responsible for administering and managing all affairs of the Departments to ensure academic development and in accordance with, the statute
- ii) The manner of selection / appointment, term of office, powers, functions, responsibilities, etc. of the Heads of University Departments **are** prescribed by the First Statutes set out in the First Schedule to this Act.

### 3.4. Appointments to be notified

The appointments of Vice-Chancellor, Pro-Vice Chancellor, Deans, Registrar, Finance Officer and Controller of Examinations shall be notified in the Kerala Government Gazette.

## **Chapter IV**

### **AUTHORITIES OF THE UNIVERSITY, STAFF COUNCIL, UNIVERSITY APPELLATE TRIBUNAL**

#### 4.1 Authorities of the University

The following shall be the authorities of the University, namely:-

- i) Syndicate
- ii) Council of Deans
- iii) Senate
- iv) Academic Council
- v) Faculties
- vi) Boards of Studies
- vii) Departmental Council
- viii) Planning Committee
- ix) the Finance Committee

- x) such other authorities as may be declared by the Statutes to be authorities of the University.

The constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, term of office / entitlements of members etc. of the above or other authorities, as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.1 Syndicate*

- i) The Syndicate shall be the chief executive body of the University and shall control, administer and manage the revenues, the property and all administrative matters of the University not otherwise provided for.
- ii) The constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, term of office, entitlements of members, etc. of the Syndicate shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.2 Council of Deans*

- i) The Council of Deans shall be the apex academic body of the University which shall control, administer and manage all academic matters of the University, serving as the bridge between the academic community and the administrative machinery, to promote excellence through creativity and academic innovations.
- ii) The constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, term of office, entitlements of members, etc. of the Council of Deans shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.3 Senate*

- i) The Senate shall be the watchdog of principles and policies of the University and shall deliberate upon these to offer suggestions for innovation, correction or change.

- ii) The constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, term of office, entitlements of members, etc. of the Senate shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.4 Academic Council*

- i) The Academic Council shall be the chief advisory body on academic policy and activities of the University and shall deliberate on these to offer suggestions for quality enhancement and creative innovations.
- ii) The constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, term of office, entitlements of members, etc. of the Academic Council shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.5 The Faculties*

The constitution, powers, functions and responsibilities, reconstitution, term of office, entitlements of members, etc. of the Faculties shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.6 The Boards of Studies*

The constitution, powers, functions and responsibilities, reconstitution, term of office, entitlements of members, etc. of the Board of Studies shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.7 The Departmental Council*

The constitution, powers, functions and responsibilities, etc. of the Departmental Council shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.8 The Planning Committee*

The constitution, powers, functions and responsibilities, etc. of the Planning Committee Council shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### *4.1.9 The Finance Committee*

The constitution, powers, functions and responsibilities, etc. of the Finance Committee Council shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### **4.2 The Staff Council**

The constitution, powers, functions and responsibilities, etc. of the Staff Council shall be prescribed by the First Statutes set out in the First Schedule to this Act.

#### **4.3 University Appellate Tribunal**

The constitution, powers, functions and responsibilities, etc. of the University Appellate Tribunal shall be prescribed by the First Statutes set out in the First Schedule to this Act.

### **Chapter V**

#### **SELECTION COMMITTEES, FINANCE AND ACCOUNTS, ANNUAL REPORT**

##### **5.1 Selection Committees**

- i) There shall be selection committees for making recommendations to the Syndicate for appointment to the posts of Professor, Associate Professor and Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principals of Colleges and Institutions maintained by the University.
- ii) The constitution, powers, functions and responsibilities, etc. of the selection committees and procedures of selection/appointment as prescribed by the UGC

**incorporated in** the First Statutes set out in the First Schedule to this Act **shall be followed.**

## 5.2 Finance and Accounts

- i) There shall be a University Fund to account for all amount paid to or by the University. The Finance Officer shall administer the funds in accordance with the procedure laid down in the statute.
- ii) The fund shall be kept in nationalized bank(s) or invested in securities authorized by the Indian Trusts Act, 1882, as may be decided by the Syndicate.
- iii) Operational authorizations and / or procedures for preparation of annual financial estimates, for utilization of funds, for audit of accounts, for clearing/ settling audit queries and objections, and all other matters relating to finance and accounts shall be prescribed by the First Statutes set out in the First Schedule to this Act.
  - i) The annual accounts of the University, for each financial year, shall be prepared by the Finance Officer under the direction of the Syndicate, shall contain such particulars as may be prescribed by the Syndicate, and, before its final approval, shall be presented, along with the audit report thereon, to the Senate on or before such date as may be prescribed by the Statutes, for its consideration.
  - ii) The Syndicate shall cause the annual accounts of the University for each financial year, containing such particulars as the Government may specify, to be prepared and, before its final approval, to be presented along with the audit report on such accounts to the Senate on or before such date as may be prescribed by the Statutes.
  - iii) Copies of the Annual Accounts and the audit report thereon shall be forwarded to the Government to be placed before the State Legislature.

## 5.3 Annual Report

- i) The Annual Report of the University, for each financial year, shall be prepared by the Registrar under the direction of the Council of Deans. It shall include, among other matters, the steps taken by the University towards the fulfillment

of its objects, and shall be presented to the Academic Council and the Senate, on or before such date as may be prescribed by the Statutes, for their consideration.

- ii) Copies of the Annual Report shall be forwarded to the Government to be placed before the State Legislature.

## **Chapter VI**

### **STATUTES, ORDINANCES, REGULATIONS, RULES**

#### **6.1 Statutes**

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

- i) the qualifications, manner of selection / appointment, filling up of vacancies, term of office, continuance in office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service, and all other matters relating to officers of the University, or such other officers as may be declared by the Statutes to be the officers of the University from time to time;
- ii) the constitution, powers, functions and responsibilities, procedure at meetings, reconstitution, filling up of vacancies and all other matters relating to authorities or bodies of the University or such other authorities or bodies as may be declared by the Statutes to be the authorities of the University from time to time;
- iii) the qualifications, manner of selection / appointment, term of office, continuance in office, powers, functions, responsibilities, salary, entitlements, other terms and conditions of service and all other matters relating to members of such authorities or bodies of the University for which it may be necessary to provide from time to time;
- iv) the qualifications, manner of selection / appointment, continuance in office, duties, responsibilities, salary, entitlements and all other matters relating to teachers and other employees of the University;

- v) the classification of teachers of the University, and other employees;
- vi) the conditions of service of teachers and other employees of the University including provisions for pension, insurance, provident fund, disciplinary action, manner of termination of service etc;
- vii) the procedure for making appeal to the Syndicate or University Appellate Tribunal by any teacher or employee or student against the action of any officer or authority of the University;
- viii) the conferment of Honorary Degrees;
- ix) the award of degrees, diplomas, titles, certificates and other academic distinctions;
- x) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
- xi) acceptance and management of bequests, donations and endowments;
- xii) constitution, jurisdiction and powers of the University Appellate Tribunal;
- xiii) all other matters which by this Act are to be or may be provided for by the Statutes

## 6.2 Procedure for making statutes

- i) The first statutes are those set out in the schedule to this Act.
- ii) The Syndicate and / or the Council of Deans, in the manner hereinafter provided, may, from time to time, make new or additional statutes or may amend or repeal statutes.
- iii) No statutes affecting the powers or duties of any authority or officer of the University shall be considered by the Syndicate / Council of Deans, unless the draft of such statute is referred by the Vice-Chancellor to such authority or officer concerned for expressing his views thereon within such period as may be specified in the reference, or within such further period as the Vice-Chancellor may allow and views, if any, so expressed duly considered.



- iv) Every statute passed by the Syndicate / Council of Deans shall be submitted to the Chancellor who may give or withhold his assent thereto or refer it back to the Syndicate / Council of Deans for reconsideration with such observations as be.
- v) No Statute passed by the Syndicate / Council of Deans shall have validity until assented to by the Chancellor and it shall come into force on the date of its publication in the Gazette or such other date as the Chancellor may fix.

### 6.3 Ordinances

Subject to the provisions of this Act, and the Statutes, the Ordinances of the University may provide for all or any of the following matters, namely -:

- i) fees to be charged for the courses of study in the University and for admission to the examinations, degrees and diplomas of the University;
- ii) the institution of Chairs, academic / research fellowships, scholarships, studentships, bursaries, medals, prizes etc. honorary or otherwise;
- iii) conditions relating to the appointment to / award of the above;
- iv) conduct of examinations including the terms of office, manner of appointment and the duties of examining bodies, examiners and moderators;
- v) emoluments, terms and conditions of service of employees of the University in so far as they are not provided for by the Statutes;
- vi) recognition of institutions as “Recognized Institutions”
- vii) supervision of students engaged in research and special studies in recognized institutions;
- viii) fees to be charged for the services rendered by the University;
- ix) the establishment and abolition of Departments / Schools and other centres of advanced learning / research;
- x) the conditions of residence of the students of the University;

- xi) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;
- xii) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- xiii) the setting up of a machinery for redressal of grievances of employees and students;
- xiv) all other matters which by this Act, or, the Statutes, are to be, or, may be, provided for by the ordinances.

#### 6.4 Procedure for making ordinances

- i) The Syndicate and the Council of Deans shall have powers to make ordinances in the manner hereinafter provided.
- ii) The Council of Deans shall make ordinances in all academic matters; the Syndicate shall make ordinances in all other matters;.
- iii) Every ordinance shall have effect from the date of its publication in the Kerala Gazette or such other date as the Syndicate or the Council of Deans may direct.

#### 6.5 Regulations

- i) Subject to the provisions of this act, the statute and the ordinances of the University, the Council of Deans shall make regulations in respect of the courses offered by the Universities. They shall spell out the requirements to be satisfied by the students to complete the courses.
- ii) The regulations shall provide for the exercise of all or any of the powers, functions and responsibilities of the Council of Deans prescribed by the statutes.
- iii) Every regulation shall come into force on the date of its publication in the Kerala Gazette or such other date as the Council of Deans may direct.

## 6.6 Rules

- i) Any of the authorities enumerated as sub-sections (vi) to (x) of section 4.1 of this act may, subject to the approval of the Council of Deans/ Syndicate, make rules consistent with this act and the statutes, the ordinances and the regulations made there under.
- ii) The rules may provide for :
  - (a) the giving of notices to the members of each authority or body, of the dates of meetings and of the business to be transacted at the meetings and also for keeping a record of the proceeding of meetings;
  - (b) All matters solely concerning such authority or body and not provided for by this act, or the statutes or the ordinances made under this act.
- iii) The Council of Deans may refuse to approve the rules submitted to it or may return them to the authority or board concerned for further consideration or may approve the rules without modifications or subject to such modifications as the Council of Deans may deem fit.
- iv) Every rule made under this section shall come into force on the date of its publication in the Kerala Gazette or such other date as the Council of Deans may direct.

## **Chapter VII**

### **PROTECTION OF PROCEEDINGS, RESIGNATION, REMOVAL, FILLING-UP OF VACANCIES etc. OF MEMBERS OF AUTHORITIES AND BODIES OF THE UNIVERSITY**

#### 7.1 Protection of acts and proceedings of Authorities of the University

- i) No act or proceedings of any authority or other body of the University shall be rendered invalid merely by reason of the existence of a vacancy or vacancies among its members.

- ii) The Registrar shall forward to the Government, copies of the proceedings of the meetings of the Syndicate and the Council of Deans within two months of such meetings.

## 7.2 Resignation, removal, absence, vacancies of members of any authority or body

- i) Any member of any authority or body of the University may resign his office by a letter addressed to the Registrar and the resignation shall take effect from the date of receipt of the letter by the Registrar.
- ii) The Vice-Chancellor may, on the recommendation of not less than two-thirds of the number of members of the Syndicate, remove the name of any person convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University examination, from membership of any authority or body of the University and for the same reason may withdraw any degree or diploma conferred or granted by the University.
- iii) The Vice-Chancellor may, on the recommendation of the Syndicate, also remove any person from the membership of any authority or body of the University if he becomes of unsound mind or a deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent.
- iv) Any member (other than ex-officio members) of any authority or body of the University, failing to attend three consecutive meetings of that authority or body, shall cease to be a member of such Authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member;

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

## 7.3 Filling-up of vacancies

- i) All vacancies among the members (other than ex-officio members) of any authority or body of the University by reason of death, resignation or

otherwise, shall be filled, as soon as may be, by the person or authority, who or which appointed or nominated the member whose place has fallen vacant.

- ii) Any person appointed or nominated under sub-section (i) above shall hold office only for the residual period of the term for which the person, whose place he fills, would have been a member

## **Chapter VIII**

### **MISCELLANEOUS**

#### **8.1 Protection of acts and orders**

All acts and orders duly and in good faith done or passed by the University or any of its authorities, bodies or officers shall be final and no suit shall be instituted against, or damage claimed from, the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this act and the statutes, ordinances, regulations, rules, bye-laws and orders made there under.

#### **8.2 Dispute as to constitution of University's Authority of body**

- i) If any dispute arises regarding the interpretation of any provision of this act or any statutes, ordinances or as to whether a person has been duly appointed, or nominated or is entitled to be a member of any authority or body of the University, the matter may be referred to the Chancellor, and shall be so referred to him if, not less than ten members, all of them being either of the Syndicate or of the Council of Deans, so require.
- ii) The Chancellor shall after taking such advice as he deems necessary, decide the question and his decision thereon shall be final;

#### **8.3 Bar of jurisdiction of Civil Courts**

No civil court shall have jurisdiction to settle, decide or deal with any question or to determine any matter which is, by or under this act, required to be settled, decided or dealt with or to be determined by any authority or person under this act.

#### **8.4 Power of Government to cause inspection of the University**

- i) The Government shall have the right to cause an inspection, to be made by such person or persons as they may direct, of the University, its buildings, laboratories, libraries, museums, workshops and equipments and of any institutions maintained, recognized or approved by the University and also of the work conducted by the University, and to cause an enquiry to be made in respect of any matter connected with the University.
- ii) The Government shall, before taking any action under sub-section (i) above, give notice to the University of their intention to cause such inspection or enquiry to be made and the University shall be entitled to be represented there at.
- iii) The Government shall communicate to the Syndicate, the result of any inspection or inquiry made under sub-section (i) above, and may, after ascertaining the opinion of the Syndicate thereon, convey their views to the Vice-Chancellor and to the Syndicate.
- iv) The Government may, after considering the views of the Vice-Chancellor and the Syndicate on the result of any inspection or inquiry under sub-section (i) above, advise the University upon the action to be taken in the matter.
- v) The Syndicate shall report to the Government the action, if any, which is proposed to be taken, or has been taken upon the result of any inspection or inquiry under sub-section (i) above.
- vi) A report under sub-section (v) above shall be submitted with the opinion of the Syndicate thereon and within such time as the Government may direct.
- vii) Where the Syndicate does not, within a reasonable time, take any action referred to in sub-section (iv) above to the satisfaction of the Government, the Government may, after considering any explanation furnished by the Syndicate in the matter, issue such directions as they may think fit, and the Syndicate shall comply with such directions.

#### 8.5 Appointment of Commission to enquire into the working of the University

- i) The Government may, at any time, and shall, on the expiry of ten years from the commencement of this act and thereafter at the expiration of every ten years, by order published in the Kerala Gazette, constitute a Commission which shall consist of a Chairman and such other members, not exceeding five, as the Government may appoint, and such order shall define the procedure to be followed by the Commission.
- ii) The Commission constituted under sub-section (i) above shall inquire into and report on :
  - a) the working of the University during the period to which the inquiry relates;
  - b) the financial position of the University;
  - c) any change to be made in the provisions of this act, or the statutes, ordinance, rules and bye-laws made there under with a view to bringing about improvement in the affairs of the University;
  - d) such other matters as may be referred to it by the Government, and make such recommendations to the Government as it thinks fit.
- iii) On receipt of the report and the recommendations of the Commission under sub-section (ii) above, the Government shall forthwith refer such report and recommendations to the Syndicate for consideration and report.
- iv) Immediately after the Syndicate has considered the report and recommendation of the Commission and has submitted its report to the Government, the Government shall consider the report of the Syndicate and pass such orders thereon as they think fit and shall also cause the same to be published in the Kerala Gazette.

#### 8.6 Conditions of service

- i) Save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed by a written order.

- ii) The written order referred to in sub-section (i) above shall be lodged with the Registrar and a copy thereof shall be furnished to the officer or teacher concerned.
- iii) Any dispute between any officer (other than the Vice-Chancellor and the Pro-Vice-Chancellor) or teacher of the University and the University shall, on the request of the University or the officer or the teacher concerned, be referred to the University Appellate Tribunal for decision.

#### 8.7.1 Pension, Insurance and Provident Fund

The University shall, with the previous approval of the Government, make appropriate provisions for the benefit of its officers, teachers and other employees under its control in matters of insurance, pension and provident fund and for such other benefits as it may deem fit, in such manner as may be prescribed by the ordinances.

#### 8.7.2 Nomination of the First Senate of the University

Notwithstanding anything contained in this Act, the first Senate shall be nominated by the Government.

#### 8.8 Transitory provisions

- i) Any officer or authority of the University exercising any power or performing any duty under the act, immediately before the commencement of this act, shall, for a period of three months from such commencement or until the corresponding officer or authority is appointed, nominated or constituted, as the case may be in accordance with the provisions of this act or the statutes or ordinances made there under, whichever is earlier, continue to exercise such powers or perform such duties, as the case may be, so far as such powers, functions or responsibilities, are not inconsistent with the provisions of this act.
- ii) The statutes, ordinances, regulations, rules, byelaws and orders in force immediately before the commencement of this act shall, in so far as they are



not inconsistent with the provisions of this Act, continue to be in force until they are replaced by the statutes, ordinances, regulations, rules, bye-laws or orders framed under this act.

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

#### 8.8.1 Removal of difficulties

If any difficulty arises as to the first constitution or reconstitution of any authority of the University after the commencement of this act, or otherwise in first giving effect to the provisions of this act, the Government may, by order, do anything which appears to them necessary for the purpose of removing the difficulty.

#### 8.8.2 Inconsistency with other laws

When the provisions of any other law relating to matters dealt within this act, are inconsistent with the provisions of this act, the provision of such other law shall, to the extent of such inconsistency, have no effect.

#### 8.8.3 Repeal and Saving

**The First Schedule** containing the First Statutes on

Officers of the University

Authorities of the University

Curriculum

Selection Committees

Finance and Accounts

Annual Reports

Service conditions of teachers, including UGC scheme, leave manual (study, post doctoral fellowship, sabbatical etc.)

Service conditions of staff other than teachers

Vacation

Allowances -- travel, daily etc.

## **THE FIRST SCHEDULE**

### **The First Statutes of the University**

#### **1. The Vice-Chancellor**

The Vice-Chancellor shall be a person with the highest level of competence, integrity, morals and institutional commitments.

A person, who has not completed 65 years of age on the date of commencement of the proceedings for the constitution of the Search Committee, shall be eligible for appointment as Vice-Chancellor.

#### **1.1 Selection, appointment, term of office, vacancies**

- i) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Search Committee appointed by him, consisting of three members, one nominated by the Government, one elected by the members of the Syndicate from among themselves and a nominee of UGC.
- ii) Upon occurrence of a permanent vacancy in the office of the Vice-Chancellor,
  - a) the Government shall, within a period of one month from the date of occurrence of such vacancy, communicate to the Chancellor, in writing, the name of their nominee to the Search Committee;
  - b) the Registrar shall give special notice for an urgent meeting of the Syndicate to be held within a period of one month before the date of occurrence of such vacancy, with the sole agenda of electing a member from among the members of the Syndicate to the Search Committee and the Syndicate, at such meeting, shall elect a member from among themselves, in a manner as it deems fit, to the Search Committee;

- c) the Registrar shall, within a period of seven days from the date of the said meeting of Syndicate, communicate to the Chancellor, in writing, the names of the member elected to the Search Committee as in b) above;
- d) the Government shall communicate to the UGC, within a period of one month before the occurrence of such vacancy, seeking nomination of a member to the Search Committee.
- iii) The Search Committee shall make its recommendation within a period of one month from the date of its appointment.
- iv) In case the Search Committee appointed under sub-section (i) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from a panel of at least two names submitted to him by the Committee within the period specified in the preceding sub-section.
- v) If the Search Committee fails to make a unanimous recommendation or submit a panel of names as aforesaid, another Search Committee consisting of three new members, constituted as in sub-section (i) above, shall, make a unanimous recommendation or submit a panel of at least three names to the Chancellor, within three months of its constitution, and the Chancellor shall appoint a Vice-Chancellor accordingly.

Provided that it shall be open to the Chancellor for reasons to be stated in writing, to appoint, by nomination, an appropriate person as Vice-Chancellor for such time as he may consider expedient.

- vi) The term of appointment of the Vice-Chancellor shall be five years from the date on which he enters upon his office.
- vii) In the event of a temporary vacancy occurring in the office of the Vice-Chancellor, the Pro-Vice-Chancellor shall assume charge of the Vice-Chancellor.
- viii) In the event of a permanent vacancy occurring in the office of the Vice-Chancellor, the Chancellor shall nominate the Pro-Vice-Chancellor or, in the

absence of the Pro-Vice-Chancellor, the senior-most Dean in the University to exercise the powers and perform the duties of the Vice-Chancellor until a Vice-Chancellor, appointed under the provisions of this Act, assumes office.

### 1.2 Salary, entitlements, terms and conditions of service

i) The Vice-Chancellor shall be entitled to salary / allowances as per UGC guidelines in the matter.

ii) Leave :

a) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on duty.

b) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for every completed year of service and to leave without pay for a period not exceeding six months.

c) The Chancellor shall be competent to grant leave to the Vice-Chancellor.

iii) Travelling Allowance :

The Vice-Chancellor when traveling on University business or to attend public functions shall be entitled to traveling and daily allowances at the rates laid down in the University T.A. Rules.

iv) Resignation :

The Vice-Chancellor may resign his office after giving three month's notice, in writing, of his intention to do so, and the Chancellor shall be competent to accept the resignation.

### 1.3 Powers, functions, responsibilities

i) The Vice-Chancellor shall be the Chairman of the Syndicate, the Council of Deans, the Senate and the Academic Council, and shall be entitled to be present at and address any meeting of any authority of the University, but shall not be entitled to vote there at unless he is a member of the authority concerned.

- ii) It shall be the duty of the Vice-Chancellor to ensure that the proceedings of the University are carried on in accordance with the provisions of this act, the statutes, the ordinances, the regulations and the rules made there under and he shall have all the powers necessary for this purpose. He shall also report to the Chancellor every item of proceedings that is not in conformity with such provisions.
- iii) The Vice-Chancellor shall have the right of visiting and inspecting institutions maintained or recognized by the University.
- iv) The Vice-Chancellor shall be responsible for the maintenance of discipline in the University and shall, subject to the provisions of the Act, the statutes, the ordinances, the regulations, rules or bye-laws, regulate the admission of students to the University.
- v) The Vice-Chancellor shall be responsible for the proper and timely implementation of the decisions of the authorities of the University.
- vi) The Vice-Chancellor shall be responsible for the proper use and effective and efficient maintenance of all properties and equipment of the University.
- vii) The Vice Chancellor may cause to conduct performance appraisal of all teaching and non-teaching staff on an annual basis and all promotions and career advancement shall be based on evaluation.
- viii) The Vice-Chancellor shall have the power
  - a) to convene meetings of the Syndicate, the Council of Deans, the Senate and the Academic Council, or any other authority of the University;
  - b) to transfer any employee or post of the University from one institution to another such institution maintained by the University;
  - c) to suspend, dismiss or otherwise punish any employee of the University upto the rank of Assistant Registrar;
  - d) to take disciplinary action against students of the University.

- ix) The Vice-Chancellor may delegate any of his powers, functions or responsibilities to any other officer of the University, unless they have to be expressly performed by the Vice Chancellor himself under the provisions of the Act :

Provided that all such delegation shall be reported to the Syndicate or the Council of Deans, as the case may be, at its next meeting and its approval obtained.

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

## 2. The Pro-Vice-Chancellor

### 2.1 Selection, appointment, term of office, vacancies

The Pro-Vice-Chancellor shall be appointed by the Chancellor on the recommendation of Vice-Chancellor. The Pro-Vice Chancellor shall be a person with highest level of competence, integrity, morals and institutional commitments.

A person, who has not completed 60 years of age on the date of commencement of the proceedings for the constitution of the Search Committee, shall be eligible for appointment as Pro Vice-Chancellor.

### 2.2 Salary, entitlements, terms and conditions of service

- i) The Pro-Vice-Chancellor shall be entitled to salary/allowances as per UGC guidelines in the matter.

ii) Leave :

- (a) The Pro-Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent on duty.
- (b) The Pro-Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for every completed year of service and to leave without pay for a period not exceeding six months.
- (c) The Vice-Chancellor shall be competent to grant leave to the Pro-Vice-Chancellor.

iii) Travelling Allowance :

The Pro-Vice-Chancellor when traveling on University business or to attend public functions shall be entitled to travelling and daily allowances at the rates laid down in the University T.A. Rules.

iv) Resignation :

The Pro-Vice-Chancellor may resign his office after giving three month's notice, in writing, of his intention to do so, and the Vice-Chancellor shall be competent to accept the resignation.

2.3 Powers, functions, responsibilities

- i) The Pro-Vice-Chancellor shall be the Vice-Chairman of the Syndicate, the Council of Deans, the Senate and the Academic Council.
- ii) He shall be in charge of the planning and development of the University and shall be responsible for the preparation of the Development Plans to meet the University requirements and the implementation of such plans.
- iii) The Pro-Vice-Chancellor shall exercise control over the Engineering Department of the University.
- iv) The Pro-Vice-Chancellor shall exercise overall control of the Examination Office of the University and shall be responsible for the arrangements for the preparation, scheduling, marking and reporting of all examinations and

publication of the results of all such examinations and all other matters connected with such examinations.

v) The Pro-Vice-Chancellor shall be competent

- a) to accept, in deserving cases, applications from candidates for admission to university examinations, who could not remit the examination fees within the prescribed time limit.
- b) to sanction air fare as a special case to the University Examiners and other non-official members of the authorities of the University.
- c) to sanction payment of remuneration and T.A. to examiners, question paper setters and members of the Boards of Examiners.

(vi) The Pro-Vice-Chancellor shall be competent to sanction purchase and maintenance costs of instruments, appliances, apparatus and other stores required for various departments, in accordance with Store Purchase Rules.

(vii) Any other power delegated by the Vice Chancellor from time to time.

### 3. Deans

#### 3.1 Qualifications, selection, appointment, conditions of service, term of office

- i) Every Dean of Faculty shall be appointed by the Vice-Chancellor from amongst the teachers of the University, who have demonstrated academic proficiency and are research guides in the Departments / Schools comprising each faculty, in the order of their overall seniority in the University.
- ii) Every dean of Academic Administration, assigned to a particular portfolio, shall be appointed by the Vice-Chancellor from amongst Professors/Associate Professors of the University after due consideration of their abilities, commitment, experience in the University and expertise to exercise such powers and perform such duties as are intended of them.



iii) All deans shall exercise powers, discharge functions and responsibilities without prejudice to their academic activities in their respective Department / School.

iv) The term of office of every dean shall be a period of three years.

### 3.2 Portfolios of Deans of Academic Administration

i) The following shall, for the time being, be the portfolios of Deans of Academic Administration. :

1. Dean (Academic)
2. Dean (Research)
3. Dean (Student Welfare)
4. Dean (International Affairs)

ii) The Council of Deans shall define the broad areas of academic administration coming within the purview of each of the portfolios. They shall also review these from time to time and effect changes, deletions, additions etc. whenever necessary.

### 3.3 Powers, functions, responsibilities of Deans of Faculty

i) The Deans of Faculty shall be the Chairman of the respective faculty and shall preside over the meetings of the faculty.

ii) The Deans of Faculty shall be responsible for due observance of the statutes, regulations, ordinances relating to the respective faculty, and it shall be the duty of the Dean to present to the Council of Deans the recommendations of the faculty.

### 3.4 Powers, functions, responsibilities of Deans of Academic Administration

i) The Dean shall head the administrative set-up related to his portfolio. The Dean shall take final decisions and issue orders on all matters within his purview and where rules and regulations concerning the matter exist and make

recommendations to the Vice-Chancellor / Council of Deans on matters of policy and / or on matters that require rules to be framed / amended.

- ii) The Dean shall present matters related to his portfolio to appropriate statutory bodies.
- iii) The Dean shall assist the Vice-Chancellor in the discharge of academic and administrative governance.
- iv) The Dean shall discharge any other function assigned to him by the Vice-Chancellor.

#### 4. The Registrar

##### 4.1 Qualifications, selection, appointment, term of office, vacancies

- i) The Registrar shall be a whole-time salaried officer of the University.
- ii) The person recommended for consideration for appointment as Registrar shall be a teacher not below the rank of Associate Professor and shall possess at least five years of administrative experience in a University system and 10 years of teaching experience in a University affiliated college.

He shall be appointed by the Syndicate after being selected by the Government from a panel containing the names of three persons, furnished to the Government by a Selection Committee appointed for the purpose by the Syndicate.

The Selection Committee shall be headed by the Vice-Chancellor and shall consist of one member of the Syndicate and one member familiar with University administration, nominated by the Vice-Chancellor.

The Registrar shall be eligible to continue in service till he attains the age of fifty-five years.

- iii) The Registrar shall execute the contract specified within one month from the date of his assuming charge of office as Registrar.

- iv) In the event of a temporary vacancy occurring in the office of the Registrar, the Syndicate shall depute a competent teacher of the University not below the rank of Associate Professor and who has sufficient administrative experience to perform the duties of the Registrar.

#### **4.2 Salary, entitlements, terms and conditions of service**

- i) The Registrar shall be on probation for a period of one year within a continuous period of two years, and shall be confirmed on the satisfactory completion of probation.
- ii) The Registrar shall receive such emoluments as may be determined by the Syndicate which shall not be less than those of a University Professor.
- iii) 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, as the case may be may determine.
- iv) 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.
- v) The Registrar shall not be entitled to resign his appointment unless he gives in writing three months' notice of his intention to resign. The Syndicate shall be competent to accept such resignation.
- vi) 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 terminated unless the Registrar has been given an opportunity of being heard.

- vii) 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.

#### 4.3 Powers, functions, responsibilities

- i) 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.
- ii) The Registrar shall act as the Secretary to the Senate, the Syndicate, the Academic Council and such other bodies or Committees as may be specified by the Vice Chancellor, and shall keep the minutes thereof duly approved by the concerned Chairman.
- iii) The Registrar shall be the custodian of all records and the common seal of the University and shall be responsible for their proper maintenance.
- iv) It shall be the duty of the Registrar
  - a. to conduct official correspondence on behalf of the University;
  - b. to issue notices convening meetings of the Syndicate, Council of Deans, Senate, Academic Council, Faculties, Boards of studies, and of such other bodies or Committees as may be specified by the Vice Chancellor;
  - c. to keep such confidential records and to refuse general access to them by any person other than the Vice Chancellor and the Pro Vice Chancellor except on authorization in writing from the Vice Chancellor;
  - d. to make arrangements, under the directions of the Vice Chancellor, for the conduct of elections of the University;

- e. to maintain, with the approval of the Vice Chancellor, 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;
  - f. to sign contracts, enter into agreements, and authenticate records on behalf of the University, under the directions of the Vice Chancellor;
  - g. to perform such other functions and duties as may, from time to time, be assigned to him in writing by the Vice Chancellor.
- v) The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange, with the approval of the Vice Chancellor, 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 record other than confidential and privileged documents connected with such proceedings. The members of the Syndicate and the Council of Deans shall have access to all the documents of the University except those connected with the question papers;

Provided that the Vice-Chancellor may for sufficient reason to be recorded in writing withhold the access of any document from any member of Syndicate or the Council of Deans.

## 5. The Controller of Examinations

### 5.1 Qualifications, selection, appointment, term of office, vacancies

- i) The Controller of Examinations shall be a whole-time salaried officer of the University.
  - ii) The person recommended for consideration for appointment as Controller of Examinations shall be a teacher not below the rank of Associate Professor and shall possess at least five years of administrative experience in a University system and 10 years of teaching experience.
- He shall be appointed by the Syndicate after being selected by the Government from a panel containing the names of three persons, furnished to

the Government by a Selection Committee appointed for the purpose by the Syndicate.

The Selection Committee shall be headed by the Vice-Chancellor and shall consist of one member of the Syndicate and one member familiar with University administration, nominated by the Vice-Chancellor.

The Controller of Examinations shall be eligible to continue in service till he attains the age of fifty-five years.

- iii) The Controller of Examinations shall execute the contract within one month from the date of his assuming charge of office as Controller of Examinations.
- iv) In the event of a temporary vacancy occurring in the office of the Controller of Examinations, the Syndicate shall depute a competent teacher of the University not below the rank of Associate Professor and who has sufficient administrative experience to his credit to perform the duties of the Controller of Examinations.

## **5.2 Salary, entitlements, terms and conditions of service**

- i) The Controller of Examinations shall be appointed by the Syndicate on such emoluments and terms as may be determined by the Syndicate.
- ii) The Controller of Examinations 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 Controller of Examinations in such manner and on such terms as the Vice Chancellor or the Syndicate, as the case may be, may determine.
- iii) 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 non-teaching employees of the University.

- iv) 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. The Syndicate shall be competent to accept such resignation.
- v) It shall be competent for 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;
- vi) Provided that his appointment shall not be terminated unless the Controller of Examinations has been given an opportunity of being heard.
- vii) The Controller of Examinations shall be ineligible for election or appointment as member of any authority of the University.

### 5.3 Powers, functions, responsibilities

- i) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling marking and reporting of all University examinations and all other incidental matters connected with University examinations.
- ii) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University examinations.
- iii) He shall keep the Minutes of the Boards of Examiners and all Committees appointed by the said Boards.
- iv) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct of the official correspondence thereof.
- v) He shall have the power to countersign the Traveling Allowance Bills and remunerations bills of Examiners and paper setters and all other bills relating to examinations.

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

## 6. The Finance Officer

### 6.1 Qualifications, selection, appointment, term of office, vacancies

- i) The Finance Officer shall be a whole-time salaried officer of the University.
- ii) Any person recommended for consideration for appointment as Finance Officer shall be a Member / Associate / Fellow of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India with not less than 10 years of experience in the management of finances of a public institution.
- iii) He shall be appointed by the Syndicate after being selected by the Government from a panel containing the names of three persons, furnished to the Government by a Selection Committee appointed for the purpose by the Syndicate.

The Selection Committee shall be headed by the Vice-Chancellor and shall consist of one member of the Syndicate and one member familiar with University administration, nominated by the Vice-Chancellor.

The Finance Officer shall be eligible to continue in service till he attains the age of fifty-five years.

- iv) The Finance Officer shall execute the contract specified within one month from the date of his assuming charge of office as Finance Officer.

### 6.2 Salary, entitlements, terms and conditions of service

- i) The Finance Officer shall be appointed by the Syndicate on such emoluments and terms as may be determined by the Syndicate.
- ii) The Finance Officer 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 Finance Officer in such manner and on such terms as the Vice Chancellor or the Syndicate, as the case may be, may determine.

- iii) The Finance Officer 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.
- iv) The Finance Officer shall not be entitled to resign his appointment unless he gives in writing three months' notice of his intention to resign. The Syndicate shall be competent to accept such resignation.
- v) It shall be competent for Syndicate to terminate the appointment of the Finance Officer, 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 terminated unless the Finance Officer has been given an opportunity of being heard.
- vi) The Finance Officer shall be ineligible for election or appointment as member of any authority of the University;

Provided that he shall be an ex-officio Secretary of the Finance Committee.

### 6.3 Powers, functions, responsibilities

- i) The Finance Officer shall be in charge of the Audit, Finance and Accounts wing of the University.
- ii) The Finance Officer 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 duties.
- iii) The Finance Officer shall bring to the notice of the Chairman of the Finance Committee, all items of expenditure which have not been duly authorized and also any financial irregularities.

- iv) The Finance Officer shall see that each item of expenditure is covered by sanction of the competent officer / authority and shall bring to the notice of the Chairman of the Finance Committee all instances in which the various officers and authorities exceeded the financial limitations or powers delegated to them;
- v) The Finance Officer shall be entitled, in connection with the preparation of the annual financial estimates, to request Heads of Departments or officers to furnish necessary material and information and to examine / advise on all schemes of new expenditure.
- vi) The Finance Officer shall make arrangements for the transaction of business of meetings of the Finance Committee.
- vii) The Finance Officer shall be competent, with the approval of the Vice-Chancellor, to take up financial inspection of University Departments / Office and submit his report to the Vice-Chancellor. The Finance Officer shall prepare budget on the advice of the Vice Chancellor.

## 7. Heads of University Department

- i) The Heads of University Departments shall be teachers of the respective University Departments and shall be responsible for administering and managing all affairs of the departments to ensure academic development and in accordance with the statutes.
- ii) The manner of selection / appointment, term of office, powers, functions, responsibilities, etc. of the Heads of University Departments shall be prescribed by the First Statutes set out in the First Schedule to this act.

### 7.1 Appointment, conditions of service, term of office

- i) The Vice Chancellor shall nominate a teacher not below the rank of Associate Professor as Head of the Department, according to seniority, on a rotational basis for a period of three years.

Provided that, it shall, be open to the teacher who has been nominated as the Head of the Department to make a request that he be relieved of such a responsibility for academic reasons or on grounds of ill health or because he has less than three years for superannuation. In such a case, the next eligible teacher shall be nominated as the Head of the Department.

- ii) In the case of Departments which have no Professor or Associate Professor, the Vice Chancellor shall nominate an Assistant Professor according to seniority on a rotational basis as Head of the Department and the other teachers shall work under the directions of the Head of the Department.
- iii) In any other case where Professors / Associate Professors in a University Department decline to accept the responsibility of the Head of the Department, it shall be open to the Vice Chancellor to find alternate solutions for the time being.
- iv) All the members of the teaching staff shall work under the directions of the Head of the Department.
- v) If, during the three year tenure of Headship, the teacher (the Head of the Department) decides to proceed for doctoral study / postdoctoral research or enter sabbatical leave, the next senior most teacher, not below the rank of Associate Professor, shall be nominated to be the Head of the Department in the former's absence.

Provided that, if the period of such doctoral study / postdoctoral research/ sabbatical leave of the former teacher is treated as on duty, such period of duty shall be counted in reckoning the three year tenure of his Headship, and the said teacher, on return from such doctoral study / postdoctoral research/ sabbatical leave shall be entitled to resume and continue Headship only for the remaining period, if any, of the original three year tenure. After the former teacher has exhausted his three year tenure reckoned as above, the latter teacher shall continue to be Head for the remaining period of his (the latter's) three year tenure of headship.

Provided also that, if the period of such doctoral study / postdoctoral research/ sabbatical leave of the former teacher is not treated as on duty, such period shall not be counted in reckoning the three year tenure of his headship, and the said teacher, on return from such doctoral study / postdoctoral research/ sabbatical leave shall be entitled to resume and continue headship for the entire remaining period of his original three year tenure.

## **7.2 Salary, entitlements, terms and conditions of service**

Heads of Departments shall be not be eligible for vacations and shall be entitled to earned leave and such other conditions of service as applicable to non-vacation staff. Other conditions of service of Heads of departments shall be the same as those for teachers of the University and shall be prescribed in these Statutes.

## **7.3 Powers, functions, responsibilities :**

The Heads of Departments shall exercise the following powers, responsibilities, namely: -

### **7.3.1 Administrative powers :**

- i) To sanction tours within a radius of 20 kilometers from the Headquarters, of all employees of the Department for authorized official purpose;
- ii) To grant leave of all kinds not exceeding 30 days according to the service Rules (except leave for higher studies special disability leave and leave on loss of pay for taking employment etc. as otherwise provided to all officers of non-gazetted status in the department and casual leave to officers of gazetted and non-gazetted status in the department;
- iii) To engage casual labourers (Class III / IV) on daily wages for essential duties in the department.

### **7.3.2 Financial powers :-**

- i) To operate on the funds provided in the budget under their respective departments and to draw non-countersigned contingent and establishment bills;
- ii) To sanction contingent expenditure, on any account, not exceeding Rs.10000/- (Rupees Ten thousand only), in each case, without inviting quotations;
- iii) To sanction expenditure, on any account, on plan / non-plan / non-recurring / recurring items or funds, including those of research projects, upto a monetary limit of Rs. 3,00,000/- (Rupees Three Lakhs only), after inviting quotations as per rules prevalent in the University;
- iv) To sanction payment of daily wages for casual labourers;
- v) To sanction write-off of unserviceable stores and other articles like worn out office furniture, dismantled materials, appliances, apparatus etc; up to a maximum book value of Rs.10000/- (Rupees Ten thousand only) in each case and the disposal of such stores and articles as per the laws of the University;
- vi) To sanction temporary withdrawals from the Provident Fund deposits of subordinates of the non-gazetted status, subject to the Provident Fund laws and the availability of funds being ascertained from the finance section of the University;
- vii) To sanction investigation of arrear claims unless time-barred as per the provisions of the Kerala Financial Code Vol - I.

### 7.3.3 Responsibilities :

- i) Maintaining an atmosphere conducive to study and research within the department;
- ii) Maintaining liaison between the department and the University office;
- iii) Maintaining strict student discipline in the department;
- iv) Taking all steps necessary to prevent instances of ragging;
- v) Making immediate report on instances of ragging to higher authorities;

- vi) Providing information, as may be sought, by the officers / authorities of the University from time to time.

## 8. The Syndicate

### 8.1 Constitution, membership, appointment, term of office, reconstitution

- i) The Syndicate shall consist of the following members, namely :-

- a) The Vice-Chancellor
- b) The Pro-Vice-Chancellor
- c) The Secretary to Government, Higher Education
- d) The Secretary to Government, Finance Department
- e) Two academicians / scientists of national repute not below the rank of a Professor, nominated by the Chancellor
- f) One Dean of academic administration of the University nominated by the Chancellor from among a panel of three Deans of academic administration, sent by the Vice-Chancellor
- g) One Dean of faculty of the University nominated by the Chancellor from among a panel of three Deans of faculty sent by the Vice-Chancellor
- h) Five teachers of the Universities/affiliated colleges, nominated by the Government, from among Professors/Associate Professors in Universities/affiliated colleges in Kerala, of whom one shall be a woman, at least one shall be a teacher of any of the statutory departments of a University, and one shall be a member of a Scheduled Caste or Scheduled Tribe
  - i. Two educationists, nominated by the Government, who has significant knowledge/ experience in University system/ administration;

Provided that persons nominated by the Chancellor shall hold office during the pleasure of the Chancellor for a period of two years; and provide further, that persons nominated by the

Government shall hold office during the pleasure of the Government for a period of four years.

- ii. The Registrar shall, under the directions of the Vice-Chancellor, arrange to reconstitute the Syndicate every four years and the reconstitution shall be notified in the Kerala Government Gazette.

## 8.2 Powers, functions, responsibilities

The Syndicate shall have powers to :

- i) define pathways to realize the vision of the University;
- ii) assist the Vice-Chancellor in the discharge of administrative governance and to delegate any of its powers to the Vice-Chancellor;
- iii) manage the affairs of the University, save those otherwise provided for, that the objects prescribed are fulfilled;
- iv) make / amend / repeal statutes, ordinances and regulations, rules on all matters other than those relating to academic administration under the purview of the Council of Deans;
- v) hold, control and administer the properties and funds of the University including investment of money in such stocks, funds, shares or securities as deemed fit;
- vi) provide buildings, premises, furniture, apparatus and other requisites for carrying on the work of the University, and to that end enter into, vary, carry out and cancel contracts on behalf of the University;
- vii) direct the form, custody, and use of the common seal of the University;
- viii) establish, maintain and manage departments / schools and other centres of advanced learning / research as are necessary for the furtherance of the objects prescribed, on the recommendation of the Council of Deans;
- ix) create teaching posts, on the recommendation of the Council of Deans, and appoint teachers of the University in accordance with UGC guidelines;

- x) appoint employees, other than teachers of the University, of and above the rank of an Assistant Registrar and prescribe their duties;
- xi) create technical, administrative, ministerial and other necessary posts;
- xii) suspend, discharge, dismiss or otherwise take disciplinary action against teachers and other employees of the University of and above the rank of Assistant Registrar;
- xiii) entertain, adjudicate upon, and if thought fit, to redress any grievances of the officers of the University, the teaching staff, the students and other employees of the University, who may, for any reasons, feel aggrieved;
- xiv) fix and regulate the fee payable by the students;
- xv) consider and pass the financial estimates, the annual accounts, together with the Audit Report and the Annual Report of the University in accordance with the provisions of the statutes made in this behalf;
- xvi) conduct examinations and approve and publish the results thereof;
- xvii) withhold or cancel the result of any candidate in any examination;
- xviii) accept grants, endowments, bequests, donations and transfers of movable and immovable properties to the University on its behalf;
- xix) nominate / elect one member from among themselves to the Search Committee for appointment of the Vice-Chancellor;
- xx) prescribe / revise sitting fee, travelling and other allowances for officers of the University and members of authorities of the University;
- xxi) sanction expenditure beyond financial limits of Heads of Departments / Schools;
- xxii) consider queries and objections raised by audit, on any matter, in the light of explanations / justifications, if any, offered thereon and take final decisions to clear / settle such queries and objections in the larger interests of the



University, and / or in the light of recommendations by the Council of Deans on such matter;

xxiii) exercise such other powers and perform such other duties as may be prescribed by this act, the statutes and the ordinances, made thereunder;

xxiv) discharge any other function assigned to it by the Vice-Chancellor;

### 8.3 Meetings, quorum, procedure, entitlements

ii) The Syndicate shall ordinarily meet once every month and as and when required for conducting the business of academic administration of the University.

ii) Eight members shall constitute the quorum for the Syndicate.

Members attending meetings of the Syndicate shall be entitled to daily allowances as per prevailing rules of the University.

Members of the Syndicate travelling outside the State on official business of the University shall be entitled to economy class return airfare and other allowances, besides, reimbursement of actual accommodation charges incurred by them, subject to maximum amounts approved by the Syndicate.

## 9. The Council of Deans (CD)

### 9.1 Constitution, membership, appointment, term of office, reconstitution

i) The Council of Deans shall consist of the following members, namely : -

a) The Vice-Chancellor

b) The Pro-Vice-Chancellor

c) The Deans of Faculties

d) The Deans of Academic Administration

ii) The Vice-Chancellor and the Pro-Vice-Chancellor, respectively, shall be the Chairman and the Vice-Chairman of the Council of Deans.

- iii) One of the Deans, nominated by the Vice-Chancellor, shall act as the Secretary of the Council for a period of three years.
- iv) The Registrar shall, under the directions of the Vice-Chancellor, arrange to reconstitute the Council of Deans every four years and the reconstitution shall be notified in the Kerala Government Gazette.

## 9.2 Powers, functions, responsibilities

The Council of Deans shall have powers to :

- i) define pathways to realize the vision of the University and to devise plans, strategies for achieving the objects prescribed;
- ii) assist the Vice-Chancellor in the discharge of academic administration and to delegate any of its powers to the Vice-Chancellor;
- iii) facilitate speedy and progressive academic governance through effective liaison between the academic community on the one hand and the administrative machinery on the other;
- iv) make/amend/repeal Statutes, Ordinances, Regulations, Rules on all academic matters, including :
  - a) courses of studies and scheme of examination;
  - b) qualifications for admission of students to various courses of studies and to research degrees, and to the examinations and the conditions under which exemption may be granted;
  - c) standards of evaluation of the performance of students and classification of students on the basis of their performance in the examinations;
  - d) conditions for admission of candidates for research degrees and the requirements for the award of such degrees;
  - e) qualifications for recognition of teachers and scientists as supervising guides for research;

- f) equivalence of examinations, degrees, diplomas and certificates of other universities, institutions, boards;
  - g) qualifications of teachers in conformity with the recommendations of the University Grants Commission;
  - h) norms for upgradation of teaching posts ;
  - i) creation, amendment, deletion of portfolios of Deans of Academic Administration;
  - j) terms and conditions for admittance of 'Recognized Institutions'
- v) determine degrees, diplomas and other academic distinctions to be granted by the University, and to award the same;
  - vi) prescribe qualifications for teaching posts in accordance with UGC guidelines, institute the teaching posts and make recommendations to the Syndicate for their creation;
  - vii) prescribe duties and responsibilities of teachers of the University;
  - viii) create Chairs, academic / research fellowships, scholarships, studentships, bursaries, medals, prizes etc. honorary or otherwise;
  - ix) appoint Emeritus and Visiting Professors;
  - x) examine and act upon the recommendations of the various faculties in making regulations;
  - xi) consider and decide on proposals for creation / abolition / renaming of Boards of Studies;
  - xii) appoint members to and constitute the Faculties and Boards of Studies;
  - xiii) consider and make recommendations to the Syndicate on proposals for new departments / schools, centres of advanced learning / research etc. as are necessary for the furtherance of the objects prescribed;
  - xiv) consider and decide on follow up - action on IQAC reports;

- xv) accord recognition to an institution as “Recognized Institution” in accordance with the terms and conditions prescribed;
- xvi) arrange for inspection of Recognized Institutions to ensure compliance with the conditions of recognition and to decide on the continuance or otherwise of the recognition;
- xvii) exercise supervision and control over the residence and discipline of students;
- xviii) arrange for and direct the inspection of hostels and other institutions and to constitute a Board of Inspection for that purpose;
- xix) approve panels of examiners, fix their remuneration, allowances and travel entitlements;
- xx) negotiate with other universities for recognition of the degrees, diplomas etc. of the University;
- xxi) establish, in collaboration with industries / R&D establishments, advanced facilities and opportunities for research / training;
- xxii) make recommendations to the Academic Council regarding honorary degrees or other distinctions to be conferred on distinguished persons;
- xxiii) prescribe procedures and formats for student feed-back;
- xxiv) sanction expenditure beyond financial limits of Heads of Departments / Schools on academic matters, purchase of chemicals, glassware, scientific equipment and accessories, AMCs, books, etc.
- xxv) make recommendations to the Syndicate to clear / settle queries and objections raised by audit, on any matter, in the light of explanations / justifications, if any, offered thereon in the larger interests of the University;
- xxvi) discharge any other function assigned to it by the Vice-Chancellor;
- xxvii) perform any other function deemed necessary for the furtherance of academic pursuits of the University;

- xxviii) exercise such other powers and perform such other duties as may be prescribed by this act, the statutes and the ordinances, made thereunder;
- xxix) sanction expenditure beyond financial limits of Heads of Departments / Schools on academic matters, purchase of chemicals, glassware, scientific equipment and accessories, AMCs, books, etc.

### 9.3 Meetings, quorum, procedure, entitlements

- i) The Council of Deans shall ordinarily meet once every month and as and when required for conducting the business of academic administration of the University.
- ii) Fractions being ignored, fifty percent of the total number of deans shall constitute the quorum for the meeting of the Council of Deans.
- iii) The Secretary, in consultation with the Chairman, shall decide on the agenda and the date of meetings of the Council.
- iv) The Secretary shall arrange to convene the meeting with intimations sent to all members, electronically, at least ten clear working days in advance, in addition to copies sent by post.
- v) The minutes of meetings shall be prepared by the Secretary and got approved by the Chairman. A copy of the minutes shall be made available to all the deans and also to the Registrar. Matters that require action shall find specific mention and shall be brought to the notice of the appropriate implementing officer in the University, for immediate compliance.
- vi) Members attending meetings of the Council shall be entitled to daily allowances as applicable to members of the Syndicate as per prevailing rules of the University.
- vii) Members of the Council travelling outside the State on official business of the University shall be entitled to economy class return airfare and other allowances, besides, reimbursement of actual accommodation charges

incurred by them, subject to maximum monetary limits approved by the Syndicate.

## 10. The Senate

### 10.1 Constitution, membership, appointment, term of office, reconstitution

i) The Senate shall consist of the following members, namely:-

#### **EX-OFFICIO MEMBERS**

- a) The Chancellor;
- b) The Pro-Chancellor;
- c) The Vice-Chancellor;
- d) The Pro-Vice-Chancellor;
- e) Secretary, Higher Education
- f) Secretary, Finance
- g) One nominee each of the Vice-Chancellors of other Universities in the State;
- h) Members of the Syndicate who are not members of the Senate;
- i) Members of the Council of Deans who are not members of the Senate;
- j) Member of Legislative Assembly and Member of Lok Sabha representing the area in which the headquarters of the University is situated;
- k) The Chairman, University Students Union

#### **ELECTED MEMBERS**

- a) Three members elected by the Heads of Departments and Directors of Schools of the University from among themselves;
- b) Two members, elected by the members of the Academic Council from among themselves;

- c) One member, other than those mentioned at item under “Ex-officio Members”, elected by the members of the Legislative Assembly from among themselves;
- d) Three members other than those under “Elected Members – (a)”, elected by the teaching staff of the University from among themselves, of whom one shall be a woman;
- e) Three members, elected by the non-teaching staff of the University from among themselves;
- f) Five student members elected by members of the Students’ Council from among themselves;

#### ***NOMINATED MEMBERS***

- a) One expert representing Industries and Commerce nominated by the Government;
- b) Not more than three members nominated by the Chancellor representing Scientists of national reputation, journalists, eminent educationists;
- ii) The Registrar shall, under the directions of the Vice-Chancellor, arrange to reconstitute the Senate every five years and the reconstitution shall be notified in the Kerala Government Gazette.
- iii) Every member of the Senate, other than ex-officio members, shall, subject to the provisions of this act and the statutes, hold office until the next reconstitution of the Senate;

Provided that nominated members shall not be eligible for re-nomination and that no person becoming a member of the Senate by virtue of his membership in another body / the Legislative Assembly shall hold office as a member of the Senate after he has ceased to be such member of the body / Legislative Assembly.

Provided further that where an elected / nominated member of the Senate is appointed to any office, by virtue of which he is entitled to be a member of the

Senate ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a member of the Senate by virtue of his election / nomination or an ex-officio member by virtue of his appointment and such choice shall be final.

- iv) On the failure of a member to make the choice under the preceding proviso, he shall be deemed to have vacated his office as an elected / nominated member.
- v) When a person ceases to be a member of the Senate he shall cease to be a member of any of the authorities of the University of which he is a member by virtue of his membership of the Senate.

#### 10.2 Powers, functions, responsibilities

The Senate shall have the following powers, namely:-

- i) to review, from time to time, the general policies and programmes of the University;
- ii) to suggest measures for the improvement and development of the University;
- iii) to consider the annual report and the annual accounts of the University and the audit report on such accounts and to pass resolution thereon;
- iii) to advise the Chancellor on any matter referred to by him for advice.

#### 10.3 Meetings, quorum, procedure, entitlements

10.3.1 The annual meeting, at which the Annual Report, the Annual Accounts and Audit Report, and the Financial Estimates shall be presented, shall be held in the fourth quarter of the financial year. The Senate may also meet at such other times as it may, from time to time.

10.3.2 A requisition for a special meeting of the Senate in the circumstances stated in sub-section (3) of section 20 of the Act shall be forwarded to the Registrar with a copy of the resolution or resolutions to be moved at the meeting together with



the name of the proposer of each such resolutions. The meeting shall then be convened by the Vice Chancellor within 30 days of the receipt of such requisition.

10.3.3 Notice for an ordinary meeting- The Registrar, shall under the direction of the Vice Chancellor give not less than six weeks's notice of the date of an ordinary meeting of the Senate. The Vice – Chancellor shall however be competent to postpone a meeting of the Senate of which due notice has already been given, for good and sufficient reasons, without giving reasons, without giving fresh notice for postponement.

10.3.4 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.

10.3.5 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.

10.3.6 Procedure in matter not provided for – In any case not provided for by these Statutes; the Chairman shall be entitled to give his own ruling as to the procedure to be followed in such cases. His decision thereon shall be final.

Proceedings – The Registrar shall prepare the proceedings of each meeting of the Senate and it shall be signed by the Chairman of the meeting. The Registrar shall within one month after a meeting, send a copy of the proceedings so prepared and signed to the State Government as laid down in Section 76.

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

11. The Academic Council

11.1 *Constitution, membership, appointment, term of office, reconstitution*

The Academic Council shall consist of the following members, namely :

***EX-OFFICIO MEMBERS***

- i) The Vice-Chancellor,
- ii) The Pro-Vice-Chancellor,
- iii) A nominee each of the Vice-Chancellors of other Universities in the State,
- iv) The Director of Technical Education,
- v) The Deans of Faculties,
- vi) The Deans of Academic Administration,
- vii) All members of the Syndicate who are not otherwise members of the Academic Council,
- viii) All Heads of Departments / Schools / Branches of Studies in the University,
- ix) All Chairmen of Boards of Studies who are not otherwise members of the Academic Council.

***ELECTED MEMBERS***

Five members, elected by the students of the University, for one year, from among themselves in such manner as may be prescribed by the statutes, of whom one shall be from a research scholar

***NOMINATED MEMBERS***

- a) Three senior Professors of the University who are not otherwise members of the Academic Council, nominated by the Vice-Chancellor, for a period of two years,
- b) Three senior Associate Professors of the University who are not otherwise members of the Academic Council, nominated by the Vice-Chancellor, for a period of two years,

- c) Five outstanding scholars of national / international repute nominated by the State Higher Education Council, for a period of two years,
- d) One senior scientist from any of the Government research institutions in Kerala,
- e) Three professionals in Industry and Commerce to be nominated by the Chancellor, for a period of two years.

### 11.2 Powers, functions, responsibilities

The Academic Council shall have the following powers, namely:-

- i) to review, from time to time, the academic policies and programmes of the University;
- ii) to suggest measures for quality improvement and orientation of teaching and research programmes of the University;
- iii) to consider the annual report of the University and to pass resolution thereon;
- iv) to offer suggestions to the Council of Deans on any academic matter;
- v) to advise the Chancellor on any matter referred to by him for advice.

### 11.3 Meetings, quorum, procedure, entitlements

- i) Meetings- The Academic Council, shall meet ordinarily once in six months and as and when required by the Vice – Chancellor.
- ii) Quorum for the meeting of the Academic Council – One fifth of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.
- iii) Procedure at Meetings- The procedure for admission of resolutions and amendments for the conduct of the meetings 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.

- iv) Proceedings- The proceedings at each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar shall send by post ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Senate, the Syndicate, the Finance Committee, the Faculties and the Boards of Studies. A copy of the minutes shall be submitted to the Chancellor.
- v) Special Invitees – The Vice-Chancellor may invite for any meeting of the Standing Committee, persons having special knowledge and experience of any subject. The persons so invited shall be competent to take part in the discussion of the Committee. They shall not however be entitled to vote upon any question.
- vi) 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

## 12. Faculties

### 12.1 Constitution, membership, appointment, term of office, reconstitution

- i) The University shall have such faculties as may be prescribed by the statutes from time to time.
- ii) Each faculty, subject to the control of the Council of Deans, shall be responsible for the coordination of teaching and research in the branches of studies represented in the Boards of Studies coming under its purview.
- iii) There shall be a dean for each faculty, who shall be nominated by the Vice-Chancellor.
- iv) The dean of each faculty shall be responsible for the due observance of the statutes, regulations and ordinances and in guiding the deliberations of the faculty.
- v) The dean of a faculty shall hold office for a term of three years.

### 12.2 Powers, functions, responsibilities

The faculty shall have the following powers, namely,-

- 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 organization 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 Board 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.

### 12.3 Meetings, quorum, procedure, entitlements

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.

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.

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.

Notice of meetings – Fifteen clear days’ notice shall be given for a meeting of a faculty or joint meetings of faculties.

Quorum for Meetings – (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.

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.

Annual meetings of a faculty;- Every faculty shall consider at its annual meetings the recommendations made by the Boards of Studies comprised in the faculty regarding text-book and syllabi and recommend the text book and syllabi for the courses and examinations relating to the subject assigned to that faculty.

Reference to Board of Studies;-The dean may, at his discretion, remit any matter referred to the faculty, to a board or boards of Studies within the purview of the faculty, before placing it before a meeting of the faculty.

### **13. Boards of Studies**

#### **13.1 Constitution, membership, appointment, term of office, reconstitution**

- i) The Board of Studies is a body of experts with specialized knowledge in a particular discipline of study and there shall be a Board of Studies attached to every University Department/recognized institution.
- ii) There may be separate Boards of Studies in such branches of knowledge within the same University Department, as the Council of Deans may decide.
- iii) Every Board of Studies shall consist of :
  - a) The Head of the University Department concerned,
  - b) Not less than seven and not more than 15 other members, of whom at least 50% shall be from among teachers in the branch of study concerned in the respective University Department, and the remaining shall be senior academicians / scientists / eminent industrialists with expertise and special knowledge in the particular discipline, from state / national institutions of teaching / research or from reputed R&D / industrial establishments in the country.
- iv) If there is more than one Board in a University Department, the Chairmen of all the Boards shall be ex-officio members of every other Board in the same department.
- v) Members of the Board of Studies shall be appointed by the Council of Deans from a panel of experts submitted by the Departmental Council and / or from national panels of experts in the discipline concerned.
- vi) The Boards of Studies shall be constituted by the Council of Deans.
- vii) Members of the Board shall hold office for a period of four years from the date of constitution / reconstitution of the Board.
- viii) The Council of Deans shall cause to fill up any vacancies arising in the Board, in the same manner as regular appointment to the Board, provided that the term of office of such members shall be only for the remaining tenure of the Board.
- ix) Every Board of Studies shall be reconstituted by the Council of Deans once in four years.

### 13.2 Powers, functions, responsibilities

- i) Approve, amend or delete proposals / curricula for new or on-going academic programmes that have been considered by the respective Departmental Council;
- ii) Prepare panels of experts as question paper setters, examiners in subjects under the purview of the Board;
- iii) Suggest panels of experts for Boards of Appointment in subjects under the purview of the Board;
- iv) Review academic programmes of the department concerned and to offer suggestions, if any;
- v) Perform any other function deemed necessary for the furtherance of academic pursuits of the department concerned;
- vi) Make recommendations to the Council of Deans for making/ amending / repealing statutes, regulations, rules, ordinances on all academic matters;
- vii) Consider and report, on any matter relating to the subject with which it deals, referred to it by the Vice-Chancellor or the Syndicate or the Council of Deans or the Academic Council or the faculty.

### 13.3 Meetings, joint meetings, quorum, procedure, entitlements

- i) Boards of Studies shall ordinarily meet once every year or as required to transact business before the Board, provided that the Vice-Chancellor may direct additional meetings to be held as and when necessary.
- ii) The Chairman shall decide on the agenda and the date of meetings of the Board and shall intimate the Registrar accordingly.
- iii) A joint meeting of two or more Boards may be held, when the Vice-Chancellor or the Council of Deans so directs, for the disposal of any question affecting those Boards.
- iv) The Vice-Chancellor shall nominate the Chairman of such joint meetings.



- v) The Registrar shall arrange to convene all meeting(s) of the Boards with intimations sent to all members, electronically, at least seven clear working days in advance, in addition to copies sent by post.
- vi) The Chairman shall preside over meetings of the Board. In his absence, the senior-most member shall preside over the meeting.
- vii) The Chairman shall decide on the agenda and the date of meetings of the Board, which shall meet at least once every year and shall intimate the Registrar accordingly.
- viii) Fractions being ignored, one-third the number of members shall constitute the quorum for the meeting of the Board.
- ix) The quorum for a joint meeting of two or more Boards shall be one-third of the total number of members in those Boards, fractions, if any, being ignored and no member being counted more than once.
- x) In case there is no quorum for any meeting, the agenda shall be discussed by the members present and the minutes of the discussion shall be circulated among the members, for their approval.
- xi) The final minutes of all meetings shall be prepared by the Chairman and forwarded to the Registrar.
- xii) The Chairman shall also make available a copy of the minutes to the Head of the department concerned, for intimation to the teachers of the Department at the very next meeting of the Departmental Council. Matters that require action by the Departmental Council shall find specific mention.
- xiii) The Chairman and members of the Board, on production of appropriate vouchers, shall be entitled to return air-fare and full reimbursement of actual boarding / lodging charges incurred in connection with travel to attend meetings of the Board, besides other allowances admissible to members of Syndicate as per prevailing rules of the University.

- xiv) It shall be open to the Chairman, in urgent cases, to obtain the opinion of Board of Studies by circulation and to present a report on such opinion at the next meeting of the faculty. Such opinion along with the action taken thereon shall be communicated to all members of the Board.

#### 14. University Department

- i) The University Department shall be the basic unit of teaching / research in the University and shall comprise of the students, teachers and supporting staff.
- ii) The department shall have the full academic freedom to frame syllabi, courses of study and examination schemes in accordance with guidelines prescribed by the Board of Studies, the faculty and the Council of Deans.
- iii) The department shall have total financial autonomy and the Head of the Department shall be competent to sanction and incur expenditure on all items, subject to budgetary provisions and monetary limits prescribed by the Syndicate.
- iv) The Departmental Councils shall have the authority to re-appropriate funds within the approved budgetary provisions.

#### 15. Departmental Council

##### 15.1 Constitution, membership, procedure

- i) Every department of teaching / research in the University shall have a Departmental Council, which shall, ordinarily, meet at least once every month.
- ii) The Departmental Council is established to facilitate transparency and democratization of decisions in a University Department and, thereby, to ensure goodwill, harmony and cooperation, which are pre-requisites for academic excellence. Every teacher is required to commit and conduct himself / herself wholly for realization of this underlying theme.
- iii) All permanent teachers in a University Department shall be members of the Departmental Council and all of them (except those on leave) are required to attend meetings of the Council.

- v) The Head of the Department shall be the Chairman of the Council and shall preside over all meetings of the Council. In his absence, the senior-most teacher of the department, among those present, shall officiate as the Chairman.
- vi) The teacher, who is next-in-line for Headship, shall be the Secretary of the Council, until the next rotation of Headship.

#### **15.2 Powers, functions, responsibilities**

The Departmental Council shall have powers to :

- i) deliberate and decide on administrative policies, academic activities of the department,
- ii) allocate academic work, infrastructural facilities, common responsibilities etc. through healthy consensus,
- iii) prepare academic proposals for submission to the Board of Studies; review the conduct of teaching programmes of the department once every semester,
- iv) approve departmental budget proposals and common developmental proposals,
- v) re-appropriate funds within the sanctioned budgets,
- vi) make recommendations on all purchase proposals above Rs. 10,000/- or such limit as prescribed, from time to time, by appropriate statutory bodies,
- vii) examine matters related to student discipline, ragging, examination malpractice etc. brought to its notice,
- viii) refer to the Council of Deans any matter of dispute / disagreement between the Head of the Department and the Departmental Council,
- ix) perform any function assigned to it by the University,
- x) perform any other function deemed necessary for the furtherance of academic pursuits of the department concerned,
- xi) recommend names of experts for nomination to Boards of Studies,

xii) consider and finalize reports to be submitted to IQAC.

### **15.3 Meetings, quorum, agenda, notice, minutes**

- i) The Chairman shall decide on the agenda and the date of meetings and shall intimate the Secretary accordingly. The Secretary shall issue notices, specifying the venue / time of meeting and items on the agenda, to all teachers at least five clear working days in advance of regular meetings and three clear working days in advance of urgent meetings.
- ii) The quorum for any meeting of the Council shall be two (2) or one-third the number of permanent teachers (excluding those on long leave) in a department, whichever is higher.
- iii) The Secretary shall prepare the draft minutes of the Council and, at the end of the meeting, shall submit it to the Chairman for his approval. All teachers present in a meeting shall affix their signatures on such approved minutes in token of their endorsement. The final minutes shall be recorded in a register kept for the purpose and shall be countersigned by the Head of the Department and the Secretary. The Head of the Department shall be free to record his disagreement on any item in the final minutes and to report the same to the Registrar.
- iv) The Secretary shall make available to all permanent teachers of the department (irrespective of whether or not a teacher was present at a meeting), a copy each of the approved minutes within three clear working days of the meeting. A copy of the minutes shall also be forwarded to the Registrar.

### **15.4 Special meeting**

- i) At any time, one-third of the permanent teachers (excluding those on long leave) in a department may request for a special meeting of the Council on a specific item of agenda.

- ii) Such requests shall specify the agenda item and shall be submitted to the Chairman, who shall decide on the date of the meeting and intimate the Secretary to issue appropriate notices.
- iii) No matter other than that specified shall be considered at such meetings.

## 16. Curriculum

- i) A curriculum is a comprehensive document comprising the educational objectives, the syllabus (sequence of courses and their detailed contents), the pedagogy (pattern of teaching/ learning), student-evaluation protocols and the implications, the structure and the rules and regulations. The curriculum has implications for the learner (the scope of study), for the teacher (what/ how, learning experiences), for the University (planning and conduct of exams), and for the society (competencies expected of the pass outs).
- ii) Every programme of study in the University shall be prescribed by a curriculum comprising the following :

Objectives : purpose of the programme, the skills expected to be learnt, future prospects.

Syllabus : the teaching points, the concepts, principles procedures and time allocation.

Pedagogy : the art of teaching, tools - lectures, debates, seminars and case studies.

Evaluation : weightages for internal / external assessments, weightages for components (lectures, debates, field work, cruises etc.), weightage credits for audited courses, creative initiatives (e.g., summer attachments, extension activities, community empowerment etc.)

Structure : pre-requisites, semester-wise groupings, core and electives papers, credit allocation and credit-transfer

- iii) Curricular design and development shall provide adequate opportunities and avenues for creative innovations and suggestions from teachers and students; curricula shall be subject to periodic review in the light of national priorities, societal needs, international trends vis-à-vis the potential of the students.

## 17. The Planning Committee

### 17.1 Constitution, membership, appointment, term of office, reconstitution

There shall be a Planning Committee with a person deputed by the Syndicate as Chairman to advise the Syndicate and the Council of Deans on any matter, which it considers necessary for the fulfillment of the objectives of the University.

The Planning Committee shall be responsible for the overall planning of the development of the University in the perspective of five years; the delineation of desirable direction of growth; monitoring the implementation of programmes approved by the Syndicate; and assessing the overall performance of the University in achieving targets set for the plan period.

Subject to the provisions of this act, the constitution, powers and functions of the Planning Committee shall be prescribed by the statutes.

#### Meetings, quorum, procedure, entitlements

The procedure for meetings, quorum etc shall be laid down by the statute

## 18. The Finance Committee

### 18.1 Constitution, membership, appointment, term of office, reconstitution

- 1) There shall be a Finance Committee with a person deputed by the Syndicate as Chairman to advise the University on any question affecting its finances.

Subject to the provisions of this act, the constitution, powers and functions of the Finance Committee and its procedures, including the delegation of its powers, shall be prescribed by the statutes.

### 18.2 Powers, functions, responsibilities

The Finance Committee shall

- a) examine the draft annual estimates of income and expenditure and annual accounts of the University.
- b) Scrutinize every item of new expenditure not provided in the budget estimates of 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 recommendation, whenever it deems necessary to the Syndicate on all matters relating to the finance of the University.
- g) Scrutinize and report on the utilization of the grants and loans given by the University or through the University to affiliated colleges or recognized 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 for making its recommendations on the annual account or the financial estimates.
- j) Delegation of powers of the Finance Committee – Subject to such general directions and control as may be fixed by the Finance Committee, any power exercisable by the Committee may be delegated to the Chairman.

### 18.3 Meetings, quorum, procedure, entitlements

1. Quorum for a meeting of the Finance Committee — Four members of the Finance Committee shall constitute the quorum for a meeting.
2. Term of office of members – All the members of the Finance Committee shall hold office for a term of four years.
3. President – The Vice- Chancellor shall preside the meeting of the Finance Committee. In the absence of the Vice- Chancellor, the members present shall elect one member from among themselves to preside at the meeting.
4. Meetings of the Finance Committee –
  - (i) The Finance Committee shall meet atleast once in every quarter to examine accounts and scrutinize the proposals for expenditure.
  - (ii) Notwithstanding anything contained in clause (1) a meeting of the Finance Committee shall be convened before two days of a meeting of the Syndicate, to consider all financial matters.

#### 19. The Staff Council

- i) The Staff Council shall consist of the following members, namely;
  - a. The Pro-Vice-chancellor, who shall be the Chairman of the Staff Council;
  - b. Two members elected by the teachers of the University Departments and Recognised Institutions, from among themselves;
  - c. Two members elected by the non-teaching staff of the University, from among themselves.
  - d. Two members elected by the members of the Senate from among themselves;
  - e. Two members elected by the members of the Syndicate, from among themselves.
- ii) The Staff Council shall be reconstituted every two years.



iii) The Staff Council shall have the power, subject to the provisions of this act and with the previous approval of the Syndicate, make rules regarding the procedure and conduct of its business.

iv) The Staff Council may subject to the provision of this act, the statutes, ordinances and regulations, discuss the general or individual grievances, if any, of the employees of the University and submit its suggestions thereon for the consideration of the Syndicate.

## 20. University Appellate Tribunal

20.1 The Appellate Tribunal shall consist of a retired District Judge as the Chairman, an administrative member and a senior academician, none of whom shall be above the age of 70 years.

20.2 They shall be appointed by the Government of Kerala for a period of three years, in consultation with the High Court of Kerala.

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

20.4 The rulings given by the Tribunal shall be applicable to all institutions under the control of the University.

20.5 The rulings of the Tribunal shall be applicable to all institutions under the control of the University.

## 21. Appointment of staff

### 21.1 Appointment of teachers

i) Selection and appointment of teachers shall follow UGC regulations on qualifications, constitution of Selection Committees etc.

- ii) Notwithstanding anything contained in the above regulations or the statutes, in order to encourage excellence in teaching and research, Assistant Professors and Associate Professors, who secure externally funded projects with specific provisions for appointment of Associate Professor/Professor, may be directly appointed to the respective higher position during the tenure of the project, provided that such appointment shall not entail any additional financial liability to the University.

21.2 Appointment of non-teaching staff, except those to statutory positions, shall be made by the Kerala Public Service Commission.

## 22. Finance and Accounts

### 22.1 Power to borrow

The University may, with the previous sanction of the Government as regards the purpose and amount of loan, and subject to such conditions as may be specified by the Government as to security, and rate of interest, borrow any sum of money from any Nationalized Bank or Scheduled Bank or any other incorporated body.

### 22.2 Annual Financial Estimates

- i) The Syndicate shall prepare before such date as may be prescribed by the statutes the financial estimates for the ensuing year.
- ii) The Syndicate may, in urgent cases where expenditure in excess of the amount provided for in the budget is found to be necessary, for reasons to be recorded in writing, incur such expenditure.

### 22.3 *Annual Accounts*

- i) The annual accounts of the University shall be prepared under the directions of the Syndicate and shall be submitted for audit to the Auditor appointed by the Syndicate in the manner prescribed herein below.

- ii) The annual accounts together with the audit report thereon shall be published by the Syndicate, and copies of such accounts and audit report shall be submitted to the Government.

#### 22.4 Audit of Accounts

- i) The Syndicate shall, in consultation with the Council of Deans, appoint auditors of the accounts of the University and of the institutions under its management.
- ii) The auditors shall maintain a continuous audit of the accounts of the University and may, after giving due intimation, conduct local audit of any institution under the management and control of the University.
- iii) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.
- iv) The auditors shall specify in the report, all cases of irregular, illegal or improper expenditure or of failure to recover cash or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.
- v) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Syndicate.
- vi) The University shall take appropriate steps to clear/remedy/ settle any defects or irregularities pointed out by the auditors and report the action taken to the Government.
- vii) The Local Fund Audit shall not have any jurisdiction in auditing the accounts of the University.

#### 23. Annual Report

- i) The Syndicate shall prepare the annual report of the University containing such particulars as the Government may specify covering each financial year, and before its final approval, it shall be presented to the Academic Council for the review on or before such date as may be prescribed by the Statutes.

- ii) Copies of the Annual Report and the Annual Accounts shall be sent to the Government, and the Government shall place them before the state legislature.

24. Service conditions of teachers

Rules for duty leave, study leave and sabbatical leave shall be those prescribed by UGC regulations, 2010. Other service conditions and leave shall be prescribed by the statutes.

25. Service conditions of staff other than teachers and staff shall be governed by relevant provisions of Kerala Service Rules.

26. Vacation months

The months of May and June shall be vacation months for students and teachers of the University, provided that the Vice-Chancellor may require any teacher to perform any duty during the period and such teachers shall be compensated for the days of work so put in.

**The Second Schedule** (containing the Purchase Manual and the Finance Manual) is to be incorporated here.

**The Third Schedule** (containing the Examination Manual) is to be incorporated after THE **Third** Schedule

## ***UNIVERSITY ACT REVIEW COMMITTEE***

<i>Sl · No.</i>	<i>Name</i>	<i>Designati on of the Committee</i>	<i>Address</i>	<i>Signature</i>
1	Dr. Chandrasekharan Pillai	Chairman	Director National Judicial Academy, Bhopal.	
2	Dr. N. Veeramanikandan	Convenor	Member, Executive Council, KSHEC.	
3	Dr. M. Abdul Salam	Member	Vice-Chancellor, University of Calicut.	
4	Shri. K.K Vijayakumar, IAS (Rtd.)	Member	Former Additional Chief Secretary.	
5	Prof. Santhosh J.K.V	Member	K.E. College, Kottayam.	