



SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka,

Surathkal, Mangalore- 574146



ACT, STATUTES, SCHEDULES AND REGULATIONS

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STATEMENT OF OBJECTS AND REASONS

Act No.42 of 2013.-A. Shama Rao Foundation (R), Mangalore has come forward to establish private University in the State. The establishment of a private university by a well-known organization would certainly help in spreading the quality education to the needy students. This also accelerates the enhancement of gross enrolment ratio in the higher education sector which presently stands at 11.5% only in Karnataka.

Keeping in view the above, it is considered necessary to provide for establishment of a private University in the name Srinivas University by the A. Shama Rao Foundation (R), Mangalore.

This private university focuses on teaching, training, research and development in the fields of Technical, Health, Management, life sciences and allied sectors and for the matters connected therewith or incidental thereto.

Hence, the Bill.

[L.C. Bill No.13 of 2013, File No. Samvyashae 26 Shasana 2013]

[Entry 25 of List III of the Seventh Schedule to the Constitution of India.]

KARNATAKA ACT NO. 42 OF 2013

(First Published in the Karnataka Gazette Extra-ordinary on the twenty fifth day of March, 2013)

THE SRINIVAS UNIVERSITY ACT, 2013

(Received the assent of the Governor on the Twenty Second day of March, 2013)

An Act to establish and incorporate in the State of Karnataka a University of unitary nature in private sector by the A. Shama Rao Foundation (R), Mangalore to promote and undertake the advancement of applied University education in General, Technical, Health, Management, Life Sciences and allied sectors and for the matters connected therewith or incidental thereto.

Whereas it is expedient to establish and incorporate in the State of Karnataka a University of unitary nature in private sector by the A. Shama Rao Foundation (R), Mangalore to promote and undertake the advancement of applied University Education in Technical, Health, Management, life sciences and allied sectors and for the matters connected therewith or incidental thereto for the purposes hereinafter appearing;

Be it enacted by the Karnataka State Legislature in the sixty fourth year of the Republic of India as follows:-

CHAPTER - I

PRELIMINARY

1. Short title, extent and commencement :-

- (1) This Act may be called the Srinivas University Act, 2013.
- (2) It extends to the whole of the State of Karnataka.
- (3) It shall come into force on such date as the State Government may, by notification, in the official Gazette, appoint.

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

- (a) “Academic Council” means the Academic Council of the University as specified in Section 25;
- (b) “Agenda Matters” means all the matters and businesses to be designated in the Statutes each of which can be either included in the Agenda or be taken up for discussion and decision at a meeting of the Board of Governors or the Board of Management or any Committees, as the case may be, only subject to the prior written approval of the Chancellor, consenting to the passing of such matters and businesses at such a meeting;
- (c) “Board of Governors” means the Board of Governors of the University as specified in Section 23;
- (d) “Board of Management” means the Board of Management of the University as specified in Section 24;
- (e) “Chancellor”, “Vice-Chancellor”, “Pro Vice-Chancellor” means respectively the Chancellor, Vice Chancellor and Pro Vice Chancellor of the University;
- (f) “Campus” means a campus established, maintained by the University wherever situated;
- (g) “Committees” means the committees formed under this Act or by the various functionaries of the University as the case may be and includes the Nomination Committee, the Finance Committee and such other committees;
- (h) “Constituent College” means a college or institution established and maintained by the

University;

- (i) “Finance Committee” means the Finance Committee of the University as specified in Section 27;
- (j) “Government” means the Government of Karnataka;
- (k) “National Accreditation bodies” means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council of Technical Education, National Council of Teacher Education, Medical and Dental Councils of India, Pharmaceutical Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture Research, Council of Scientific and Industrial Research etc. and includes the Government;
- (l) “Prescribed” means prescribed by rules made by the Government under this Act;
- (m) “Principal in relation to a Constituent College” means the head of the Constituent College and includes, where there is no Principal or in the absence of a Principal appointed, the Vice- Principal or any other person for the time being appointed to act as Principal;
- (n) “Registrar” means the Registrar of the University;
- (o) “Regional Centre” means a centre established or maintained by the University for the purpose of co- ordinating and supervising the work of Study Centres in any region and for performing such other functions as may be conferred on such centre by the Board of Management;
- (p) “Sponsoring Authority” or “Sponsoring Body” in relation to this Act means Sponsoring Trust;
- (q) “Sponsoring Trust” means A. Shama Rao Foundation (R), Mangalore, registered under the Indian Trust Act, 1982.
- (r) “State” means State of Karnataka;
- (s) “Statutes” and “Regulations” means respectively the Statutes and Regulations of the University made under this Act;

- (t) “Study Centre” means a centre established and maintained by the University for the purpose of advising, counselling or for rendering any other assistance required by the students in the context of the education;
- (u) “Teacher” means and includes a Professor, Associate Professor, Assistant Professor, Reader or Lecturer or such other person as may be appointed for imparting instruction or conducting or to guide research in the University or in a Constituent College and includes the Principal of Constituent College in conformity with the norms prescribed by the University Grants Commission;
- (v) “University” means Srinivas University established and incorporated under this Act;
- (w) “University Grants Commission” means the Commission established under section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- (x) “Visitor” means the visitor of the University as specified in section 13.

CHAPTER - II

THE UNIVERSITY AND SPONSORING BODY

3. Proposal for the establishment of the University: -

- (1) Sponsoring Trust shall have the right to establish the University of Unitary Nature subject to and in accordance with the provisions of this Act.
- (2) The proposal to establish a University shall be made to the State Government by Sponsoring Trust.
- (3) The proposal shall contain the following particulars, namely:-
 - (i) the objects of the University along with the details of Sponsoring Trust;
 - (ii) the extent and status of the University and the availability of land;
 - (iii) the nature and type of programmes of study and research to be undertaken by the University during a period of five academic years immediately following the commencement date;
 - (iv) the nature of faculties, courses of study and research proposed to be started;
 - (v) the campus development such as buildings, equipment and structural amenities;
 - (vi) the phased outlays of capital expenditure for a period of five academic years immediately following the commencement date;
 - (vii) the item-wise recurring expenditure, sources of finance and estimated expenditure for each student;
 - (viii) the scheme for mobilizing resources and the cost of capital thereto and the manner of repayments to each source;
 - (ix) the scheme of generation of funds internally through the recovery of fee from students, revenues anticipated from consultancy and other activities relating to the objects of the University and other anticipated incomes;
 - (x) the details of expenditure on unit cost, the extent of concessions or rebates in fee, free ship and scholarship for students belonging to economically weaker sections and the

fee structure indicating varying rate of fee, if any, that would be levied on students who are either non resident Indians or persons of Indian origin or sponsored by non resident Indians or persons of Indian origin and students of nationalities other than India;

(xi) the years of experience and expertise in the concerned discipline at the command of Sponsoring Trust; as well as the financial resources;

(xii) the system for selection of students to the courses of study at the University; and

(xiii) Status of fulfilment of such other conditions as may be required by the State Government to be fulfilled before the establishment of the University.

(4) A Screening Committee shall be constituted by the State Government consisting of three members who are Ex-officio members of Karnataka State Higher Education Council to examine the proposal received from the Sponsoring Trust which has recommendations to the State Government for establishment of the University.

4. Establishment of the University: - (1) Where the State Government, after considering the recommendations of the screening Committee and holding such inquiry as it may deem necessary, is satisfied that-

(i) The Trust has ability to run an University with sufficient infrastructure.

(ii) owns a land to the extent specified below in accordance with its location namely:-

(a) twenty five acres of land if it is within limits of Bruhat Bangalore Mahanagara Palike;

(b) forty acres of land if it is outside the limits of Bruhat Bangalore Mahanagara Palike but within Bangalore Metropolitan Region Development Authority area;

(c) not less than sixty acres of land in the places other than the places specified in Clauses (a) and (b).

The land specified above shall consist of a single block and it shall be in the name of the concerned Trust / foundation / institution / university itself. Based on the furnished particulars required in sub-section (3) of section 3, the Government may

direct the Trust to establish the permanent Statutory Endowment Fund as specified in section 47.

- (2) After the establishment of the Permanent Statutory Endowment Fund, the State Government may, by notification, in the official Gazette, accord sanction for establishment of the University of Unitary Nature in the State by the name of “Srinivas University”.
- (3) The headquarters of the University shall be at Mangalore. The University shall have Campuses or Regional Centres, Study Centres anywhere in Karnataka and subject to the prior permission of the State Government and as per UGC norms.
- (4) The First Chancellor, the First Vice-Chancellor, First members of the Board of Governors, First members of the Board of Management and the Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, shall constitute a body corporate and can sue and be sued in the name of the-University.
- (5) On sanction for the establishment of the University under sub-section (2), the land and other movable and immovable properties acquired, created, arranged or built by Sponsoring Trust for the purpose of the University shall vest in the University.
- (6) In all suits and other legal proceedings by or against the University, the pleading shall be signed and verified by, and all processes in such suits and proceedings shall be issued to and be served on the Registrar.
- (7) The land, building and other properties of the University shall not be used for any purpose other than incidental to the objects of the University.

5. Grants and Financial Assistance:- The University shall be self-financing and shall neither make a demand nor shall be entitled to any maintenance grant-in-aid or any other financial assistance from the State or any other body or corporation owned or controlled by the State:

Provided that the State may, provide financial support through grants or otherwise,-

- (a) for research, development and other activities for which other State Government organizations are provided financial assistance; or

- (b) for any specific research or programmes receiving support from the State Government and
- (c) provided to or the benefit of the similar Universities in the State whether subject to a change in State Policy or otherwise; Provided further that the university may receive any financial support from any other source.

6. Power to establish constituent College, additional campuses, Regional Centres or Study Centres:- The University may have Constituent Colleges, Regional Centres, additional campuses and Study Centres at such places in the State as it deems fit after the completion of five years after its establishment with prior approval of the State Government subject to norms of UGC and other National Accreditation bodies.

7. Objects of the University:- The University shall employ a broad range of strategies to achieve its vision and objectives,-

- (i) to support, promote and undertake advancement of and innovation in University education leading up to and including post graduate, doctoral and post-doctoral courses in the Technical, Health, Management, Life sciences and allied sectors and make provisions for research, advancement and dissemination of knowledge including consultancy in these fields;
- (ii) to collaborate with any other universities, research institutions, non-profit organizations, industry associations, professional associations or other organizations, to conceptualize, design, develop and offer specific educational and research programmes, training programmes and exchange programmes for students, faculty members and others;
- (iii) to undertake collaborative research and advocacy with any organizations with prior approval of the State Government;
- (iv) to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit and in particular, to make special provisions for integrated courses in Technical, Health, Management, Life sciences and other such Higher Educational Programmes of the University and to make appropriate measures for promoting interdisciplinary studies and research;
- (v) to develop human resources to meet the demands of high end technical and professional

industries with research on future sustainable technologies catering to engineering solutions and support technology business and technology incubation;

- (vi) to provide innovative system of University level education, flexible and open with regard to methods and places of learning, combination of courses eligibility for enrolment, age of entry, conduct of examinations and operation of programmes with a view to promoting access and equity in higher learning besides encouraging excellence in new fields of knowledge and placing special emphasis on both academic as well as application oriented learning;
- (vii) to develop resource centres to contribute to quality education with prior approval of State Government;
- (viii) to establish Campuses, Regional centres, study centres and constituent Colleges at various locations in Karnataka and to contribute and develop an understanding of educational change in technical, professional, general education and social and human development with prior approval of Government;
- (ix) to institute degrees, diplomas, certificates and other academic distinctions like award of credits on the basis of successful completion of academic work evaluated through multiple modern methods of assessment;
- (x) to disseminate knowledge and develop a public debate on issues of education and allied development fields through seminars, conferences, executive education programmes, community development programmes, publications and training programmes and events;
- (xi) to undertake programmes for development and training of faculty and researchers of the University in partnership with any other university of quality with prior approval of the State Government;
- (xii) to undertake necessary or expedient action to pursue and promote the objectives of the University;
- (xiii) to pursue any objectives as may be approved by the Government for the enhancement of education and other development sectors in India.

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

- (i) to establish and maintain such Campuses, Regional Centres and Study Centres in Karnataka as may be determined by the University from time to time in the manner laid down by the Statutes with prior approval of the Government and as per UGC norms;
- (ii) to carry out all such other activities as may be necessary or feasible in furtherance of the object of the University;
- (iii) to confer degrees or other academic distinctions in the manner and under conditions laid down in the Statutes;
- (iv) to institute and award fellowships, scholarships and prizes, awards, medals etc., in accordance with the Statutes;
- (v) to demand and receive such fees, bills, invoices and collect charges as may be fixed by the Statutes or rules, as the case may be;
- (vi) to make provisions for extracurricular activities for students and employees;
- (vii) to make appointments of the Faculty, officers and employees of the University or a Constituent College, Campuses, Regional Centres, Study Centres;
- (viii) to receive voluntary donations and gifts of any kind not prohibited by any Law for the time being in force and to acquire, hold, manage, maintain and dispose of any movable or immovable property, including Trust and endowment properties for the purpose of the University or a Constituent College or a Campus, Regional Centre, Study Centre;
- (ix) to institute and maintain hostels and to recognize places of residence for students of the University or a Constituent College;
- (x) to supervise and control the residence and to regulate the discipline among the students and all categories of employees and to lay down the conditions of service of such employees, including the Code of Conduct for the students and employees;
- (xi) to create academic, administrative and support staff and other necessary posts;

- (xii) to co-operate and collaborate with other Universities in such a manner and for such purposes as the University may determine from time to time;
- (xiii) to organize and conduct refresher courses, orientation courses workshops, seminars and other programmes for teachers, lesson writers, evaluators and other academic staff;
- (xiv) to determine standards of admission to the University or a Constituent College, Regional Centres, Study Centres with the approval of Academic Council and to make admission of students of Karnataka not less than the extent provided in this Act;
- (xv) to do all such other acts or things whether incidental to the powers aforesaid or not, as may be necessary to further the objects of the University;
- (xvi) to institute Degrees, Diplomas, Certificates and other academic distinctions on the basis of examination or any other method of evaluation approved by the Government;
- (xvii) to provide for the preparation of instructional materials, including films, cassettes, tapes, video cassettes, CD, VCD and other software and other relevant electronic and print media;
- (xviii) to raise, collect, subscribe and borrow money with the approval of the Board of Governors whether on the security of the property of the University, for the purposes of the University;
- (xix) to acquire, takeover, and run the management of any other educational institution with the prior approval of the State Government;
- (xx) to acquire properties with the prior approval of the Board of Management;
- (xxi) to undertake any other activities connected with or incidental to above objectives of the University.

9. University open to all classes, castes, creed, gender or nation:- The University admissions shall be open to all persons irrespective of caste, class, creed, gender or nation. All admissions shall be made on the basis of merit in the qualifying examinations:

Provided that forty percent of the admissions in all courses of the university shall be reserved for the students of Karnataka State and admissions shall be made through a Common Entrance Examination conducted by the State Government or its agency and seats shall be allotted as per the merit and reservation policy of the State Government from time to time.

Provided further that, where there are less than ten seats in any course like Post Graduate, they shall be reserved by clubbing such courses together and where there are less than three seats in any course they shall be reserved by rotation.

10. National Accreditation:- The University shall seek accreditation from respective statutory national accreditation bodies soon after its establishment. Further all the courses run by Private Universities shall be as per the regulations of the National Accreditation Bodies.

11. Powers of the Sponsoring Body:- The sponsoring body shall have the following powers with reference to the University, each of which may be exercised by the Sponsoring Body at its discretion, namely:-

- (i) to appoint or re-appoint or terminate the appointment of the Chancellor;
- (ii) to constitute the first Board of Governors of the University;
- (iii) to nominate the chairperson of the Board of Governors;
- (iv) to nominate three persons as members of the Board of Governors;
- (v) to nominate two persons as members of the Board of Management;
- (vi) to determine the source of funds to be contributed to the University Endowment Fund;
- (vii) to determine the application and spending of moneys by the University;
- (viii) to resolve any conflict at the meeting of the Board of Governors in the manner provided for in this Act.

CHAPTER – III

OFFICERS OF THE UNIVERSITY

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

- (i) The Visitor;
- (ii) The Pro-visitor;
- (iii) The Chancellor;
- (iv) The Vice-Chancellor;
- (v) The Pro Vice-Chancellor;
- (vi) The Registrar;
- (vii) The Finance Officer; and
- (viii) Such other officers as may be declared by the Statutes to be officers of the University.

13. The Visitor:- (1) His Excellency the Governor of Karnataka shall be the Visitor of the University and the visitor may offer suggestions for the improvement of the functioning of the University.

(2) The Visitor shall preside at the convocation of the University for conferring degrees and diplomas.

(3) The Visitor shall have the following powers, namely:-

- (i) to call for any paper or information relating to the affairs of the University;
- (ii) on the basis of the information received by the Visitor and if he is satisfied that any order, proceedings or decision taken by any authority of the University is not in conformity with the Act, Regulations, or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by all the concerned.

14. The Pro-Visitor:- (1) The Hon'ble Minister for Higher Education, Government of Karnataka shall be the pro-visitor of the University:-

- i. The pro-visitor shall, when the Visitor is absent, preside at the Convocation of the University for conferring degrees and diplomas.

15. The Chancellor:-

- (1) The Chancellor shall be appointed by the Sponsoring Body.
- (2) The founder trustee of the Sponsoring Body shall be the first Chancellor, who shall hold for life or till he demits office.
- (3) The subsequent Chancellor shall be either the then Trustee of the Sponsoring Body or such other person of eminence of national figure in the field of education, science, culture or public life, when such an appointment is being considered, as may be decided by the Sponsoring Body.
- (4) The subsequent Chancellor so appointed shall hold the office as determined by the Sponsoring Body.
- (5) The Chancellor shall have such powers as may be conferred on him by this Act or the Statutes made there under, which shall include the following powers, namely:-
 - (i) to function as the head of the University;
 - (ii) to preside at all convocations of the University in absence of visitor and pro- visitor;
 - (iii) to function as a Chairperson of the Board of Governors of the University ;
 - (iv) to appoint or re-appoint or terminate the appointment of the Vice-Chancellor, in accordance with the provisions of this Act and the Statutes;
 - (v) to nominate a person as a member of the Nomination Committee as referred to in sub-section (2) of section 16 of this Act;
 - (vi) to pre-approve the appointment of the Pro Vice-Chancellor, the Dean, the Registrar and the Finance Officer;
 - (vii) to nominate two academicians as members on the Board of Governors;

- (viii) to appoint the first Pro Vice-Chancellor and the Finance Officer;
- (ix) to constitute the first Board of Management, the Finance Committee, the Research Council and the Academic Council;
- (x) to pre-approve the Agenda matters in the manner provided for in the Act;
- (xi) to resolve a conflict (excluding conflicts at a meeting of the Board of Governors) in the manner provided in this Act.

(6) In the event of there being a conflict inter-se between the functionary or body and any other functionary or body of the University, then the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University.

16. The Vice-Chancellor:- (1) The Vice-Chancellor shall be appointed by the Chancellor for a term of three years subject to other terms and conditions as may be laid down by the Statutes from among three persons recommended by the Nomination Committee constituted in accordance with the provisions of sub-section (2). After the term of three years, it is renewable for another term of three years.

Provided that a Vice-chancellor shall continue to hold the office even after expiry of his term till new Vice-chancellor joins. However, in any case this period shall not exceed one year.

(2) The Nomination Committee referred to in sub-section (1) shall consist of the following persons, namely:-

- (i) One person nominated by the Chancellor;

Two nominees of the Board of Governors, one of whom shall be nominated as the Convener of the Committee by the Board of Governors.

(3) The Nomination Committee shall, on the basis of merit, recommend three persons suitable to hold the office of the Vice-Chancellor and forward the same to the Chancellor along with a concise statement showing the academic qualifications and other distinctions of each person.

(4) The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the authorities of the University.

Provided that, where any matter, other than the appointment of a Teacher is of urgent nature requiring immediate action and the same could not be immediately dealt with by any officer or the authority or other body of the University empowered by or under this Act to deal with it, the Vice- Chancellor may take such action as he may deems fit with the prior written approval of the Chancellor.

- (5) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be laid down by the Statutes or the Rules.

Provided that, where in the opinion of the Vice-chancellor, any decision of any authority of the university is outside the powers conferred by this Act or Statutes, Regulations or Rules made there under or is likely to be prejudicial to the interests of the university, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

- (6) The services of the Vice-Chancellor can be terminated by the Chancellor with the approval of the Board of Governors after following the principles of natural justice and after providing an opportunity to present his case including for termination on disciplinary grounds.
- (7) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor, Pro-Visitor and the Chancellor.

17. The Pro Vice-Chancellor:- The Vice-Chancellor shall appoint not exceeding three pro- vice Chancellors with the written approval of the Chancellor in such manner and they shall exercise such powers and perform such duties as may be laid down by the Statutes.

18. Deans of faculties:- Deans of faculties shall be appointed by the Vice-Chancellor with the written approval of the Chancellor in such manner and they shall exercise such powers and perform such duties as may be laid down by the Statutes.

19. The Registrar:- (1) The Registrar shall be appointed by the Chancellor in such manner and on such terms and conditions as may be laid down by the Statutes.

- (2) All contracts as defined in statutes shall be entered into and signed by the Registrar on behalf

of the University.

- (3) The Registrar shall have the power to authenticate records on behalf of the University and shall exercise such other powers and perform such other duties as may conferred by the statutes or may be required from time to time, by the Chancellor or the Vice-Chancellor.
- (4) The Registrar shall be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor, the Vice-Chancellor or any other authority, all such information and documents as demanded.

20. The Finance Officer:- The Finance Officer shall be appointed by the Vice- Chancellor with the written approval of the Chancellor in such manner and he shall exercise such powers and perform such duties as may be laid down by the Statutes.

21. Other Officers:- The manner of appointment, terms and conditions of service and powers and duties of the other officers of the University shall be such as may be specified by Statutes.

CHAPTER – IV AUTHORITIES OF THE UNIVERSITY

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

- (i) The Board of Governors;
- (ii) The Board of Management;
- (iii) The Academic Council;
- (iv) The Research and Innovation Council;
- (v) The Finance Committee; and
- (vi) Such other authorities as may be declared by the Statutes to be the authorities of the University.

23. The Board of Governors and its powers:- (1) The Board of Governors shall consist of the following, namely:-

- (i) The Chancellor - Chairperson
 - (ii) The Vice-Chancellor - Member
 - (iii) The Principal Secretary /Secretary to the State Government in the Department of Higher Education or by his nominee not below the rank of Deputy Secretary
 - (iv) The Principal Secretary /Secretary to the State Government in the Department of Medical Education or by his nominee not below the rank of Deputy Secretary
 - (v) One expert from the field of management, finance or any other specialized, including administration to be nominated by the State Government.
 - (vi) Two persons nominated by the Sponsoring Body of whom one shall be woman;
 - (vii) The Pro Vice Chancellor who shall be non-voting member;
 - (viii) One eminent educationist nominated by the University Grants Commission
- (2) The Registrar shall be non-voting member Secretary of the Board of Governors.

- (3) The tenure of office of the members of the Board of Governors, appointment of members, other than Government nominees, renewal and removal, etc., shall be such as may be laid down by the Statutes.
- (4) All meetings of the Board of Governors shall always be chaired by the Chancellor
- (5) and in his absence by any one of the nominees of the Chancellor. If Chancellor has not nominated any person to Chair such a meeting, members present in the meeting shall elect the Chairperson for that meeting only from among themselves by a simple majority.
- (5) Quorum for all meetings of the Board of Governors shall be three members attending and voting at such meeting.

Provided that the presence of either the Chancellor or one nominee of the Sponsoring Body and in the absence of the Chancellor or one nominee of Sponsoring Body, the Vice Chancellor, shall always be necessary to form the quorum for any meeting of the Board of Governors.

- (6) The Board of Governors shall be the Principal Governing Body of the University and shall have the following powers, namely:-
 - (i) to appoint the Statutory Auditors of the University;
 - (ii) to lay down policies to be pursued by the University;
 - (iii) to review decisions of the other authorities of the University if they are not in conformity with the provisions of this Act, or the Statutes or the Rules;
 - (iv) to approve the Budget and Annual Report of the University;
 - (v) to make new or additional Statutes or amend or repeal the earlier Statutes and Rules;
 - (vi) to take decision about voluntary winding up of the University;
 - (vii) to approve proposals for submission to the Government;
 - (viii) to nominate three members to the Fee Regulation Committee;
 - (ix) to take such decisions and steps as are found desirable for effectively carrying out the objects of the University.

(7) The Board of Governor shall, meet at least three times a year.

(8) The Board of Governors shall meet at such time and place as may be specified by Statute.

24. The Board of Management :-(1) The Board of Management shall consist of the following, namely:-

(i) The Vice Chancellor;

(ii) The Pro-Vice Chancellors;

(iii) The Registrar;

(iv) Two nominees of the Sponsoring Body;

(v) Two Deans of the faculties as nominated by the Vice Chancellor.

(2) The Vice Chancellor shall be the Chairperson of the Board of Management and the Registrar shall be the Secretary of the Board of Management.

(3) The Board of management shall be the executive body of the University. The powers and functions of the Board of Management shall be such as may be specified by the statutes.

(4) All meetings of the Boards of Management shall always be chaired by the Vice Chancellor and in the absence of the Vice Chancellor, by the nominee of the Sponsoring Body and where the Sponsoring Body has not nominated any nominees, then by any other member as elected by the members present in the meeting.

(5) In the event of a conflict of opinion at a meeting of the Board of Management, the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University.

25. The Academic Council:- (1) The Academic Council shall consist of the following, namely:-

i. The Vice-Chancellor - Chairperson

ii. The Pro Vice Chancellor - Member

iii. The Registrar - Secretary

iv. Such other members as may be specified by the Statutes.

- (2) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes, Regulations and the Rules, co-ordinate and exercise general supervision over the academic policies of the University.

26. The Research and Innovation Council:- (1) Research and Innovation Council shall be the Principal Research and Innovation Committee of the University and shall provide the larger holistic vision of the kind of research to be undertaken by the University, including prioritization of the research areas. Research and Innovation Council shall, subject to the provisions of this Act, the Statutes, Regulations and the Rules, co-ordinate and exercise general supervision over the Innovation and Research policies of the University.

- (2) The Research and Innovation Council shall consist of the following, namely:-

- (i) The Vice-Chancellor - Chairperson
- ii) The Pro Vice Chancellor - Member
- (iii) The Dean of Research - Secretary
- (iv) Head of the Department of Innovation - Member
- (v) Deans of all Faculties - Members; and
- (vi) Such other members as may be specified in the Statutes.

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

- (i) The Chancellor or his Nominee - Chairperson
- (ii) The Vice-chancellor - Member
- (iii) The Registrar - Member
- (iv) The Finance Officer - Secretary
- (v) One nominee of the Sponsoring Body - Member; and
- (vi) Such other members as may be specified in the statutes.

- (2) The Finance Committee shall be the principal financial body of the University to take care of

financial matters and shall, subject to the provisions of this Act, Rules and Statutes co-ordinate and exercise general supervision over the financial matters of the University.

28. Other Authorities:- The constitution, powers and functions of the other authorities of the University shall be such as may be specified by the statutes.

29. Disqualification for membership of an Authority or Body: A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he;

- (a) is of unsound mind and stands so declared by a competent court;
- (b) is an undischarged insolvent;
- (c) has been convicted of any offence involving moral turpitude;
- (d) is conducting or engaging himself in private coaching classes; or
- (e) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (f) As and when the Sponsoring Body were to form an opinion in writing that a Member of any of the authorities or bodies is unfit to hold the post.

30. Proceedings not invalidated on account of vacancy:- No act or proceedings of any authority of the University shall be invalid merely by reason of the existence of any vacancy or defect in the constitution of the authority.

31. Provisions pertaining to Agenda Matters:- (1) No Agenda Matter shall be either included in the Agenda for or taken up for discussion and decided in, the meeting of the Board of Governors or the Board of Management or any Committees without obtaining the prior written approval of the Chancellor.

- (2) In the event of breach, the Chancellor shall be entitled at all time to immediately take remedial action by reversing all decisions taken by any functionary or body of the University in breach of the provisions of the Act and consequent upon the pursuit of such a remedial action all such actions taken by the functionary or body of the University in breach of the provisions of the Act shall be deemed to be null and void, ab initio and consequently the status quo ante shall prevail in respect of the matter or decision in breach.

CHAPTER - V

STATUTES AND REGULATIONS

32. Statutes:- Subject to the provisions of this Act, the Statutes may provide for any matter relating to the University and staff, as given below, namely:-

- (i) the procedure for transaction of business of the Authorities of the University and the composition of bodies not specified in this Act;
- (ii) the operation of the permanent statutory endowment fund, University endowment fund, the general fund and the development fund;
- (iii) the terms and conditions of appointment of the Vice-Chancellor, the Registrar and the Finance Officer and their powers and functions;
- (iv) the mode of recruitment and the terms and conditions of service of the other officers, Teachers and employees of the University;
- (v) the procedure for resolving disputes between the University and its officers, Faculty members, employees and students;
- (vi) creation, abolition or restructuring of departments and faculties;
- (vii) the manner of co-operation with other Universities or institutions of higher learning;
- (viii) the procedure for conferment of honorary degrees;
- (ix) provisions regarding grant of free ships and scholarships;
- (x) policies in respect of seats in different courses of studies and the procedure of admission of students to such courses;
- (xi) policy relating to the fee chargeable from students for various courses of studies;
- (xii) institution of fellowships, scholarships, studentships, free ships, medals and prizes;
- (xiii) any other matters which may be decided by the Board of Governors or required to be provided by statutes under this Act.

33. Statutes how made:- (1) The first statutes framed by the Board of Management shall be

submitted to the Board of Governors for its approval.

- (2) The Board of Governors shall consider the First Statutes, submitted by the Board of Management and shall give its approval thereon with such modifications, if any, as it may deem necessary.
- (3) The University shall publish the First Statutes, as approved by the Board of Governors in the University Notification, and thereafter, the First Statutes shall come into force from the date of its publication.

34. Power to amend the Statutes:- The Board of Governors may, make new or additional Statutes or amend or repeal the Statutes.

35. Regulations:- Subject to the provisions of this Act, the regulations may provide for all or any of the following matters, namely:-

- (i) admission of students to the University and their enrolment and continuance as such;
- (ii) the courses of study to be laid down for all degrees and other academic distinctions of the University;
- (iii) the award of degrees and other academic distinctions;
- (iv) the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (v) the conduct of examinations and the conditions and mode of appointment and duties of examining bodies, examiners invigilators, tabulators and moderators;
- (vi) the fee to be charged for admission to the examinations, degrees and other academic distinctions of the University;
- (vii) the conditions of residence of the students at the University or a Constituent College;
- (viii) maintenance of discipline among the students of the University or a Constituent College;
- (ix) all other matters as may be provided in the Statutes under the Act.

36. Regulations how made:- The Regulations shall be made by the Academic Council and approved by Board of Management.

37. Power to amend Regulations:- The Academic Council may, with the approval of the Board of Management, make new or additional regulations or amend or repeal the regulations.

38. Fee Regulation Committee:- (1) The fee of the university seats reserved for Karnataka Students under section 9 shall be regulated by the Fee Regulation Committee Constituted by the Government, which shall be headed by a retired Supreme Court or High Court Judge and consists of Chancellor, Vice-Chancellor of the University, Principal Secretary or Secretary to Government incharge of Higher Education or by his nominee not below the rank of Deputy Secretary, Principal Secretary or Secretary to Government incharge of Medical Education or by his nominee not below the rank of Deputy Secretary, two Academicians nominated by the Board of Governors of whom one shall be woman. A Chartered Accountant of repute shall be co-opted for this purpose in the Committee.

(2) The Committee shall look after the compliance of the university in its admissions of collection of fee.

CHAPTER – VI

MISCELLANEOUS

- 39. Conditions of service of employees:-** (1) Every employee shall be appointed under a written contract subject to such terms and conditions as may be specified by statutes and regulations or prescribed if any by rules which shall be kept in the University and a copy of which shall be furnished to the employee concerned.
- (2) Disciplinary action against the employees shall be governed by the procedure specified in the Statutes.
- (3) Any dispute arising out of the contract between the University and an employee shall, be resolved in the manner provided for in the written contract and in accordance with the Statutes.
- 40. Right to appeal:-** In case of disciplinary actions by the University against its employee or student, the aggrieved employee or students shall have a right to appeal as specified by the statutes.
- 41. Provident or pension fund:-** The University shall constitute for the benefit of its employees such provident or pension fund and provide such insurance scheme as it may deem fit in such manner and subject to such conditions as may be specified by the statutes and the laws in force.
- 42. Disputes as to constitution of University authorities and bodies:-** If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.
- 43. Constitution of Committees:-** Any authority of the University mentioned in section 22, shall be empowered to constitute a committee of such authority, consisting of such members of such authority and having such powers as the authority may deem fit.
- 44. Filling of casual vacancies:-** Any casual vacancy among the members, other than ex- officio members of any Authority or body of the University shall be filled in the same manner in which the member whose vacancy is to be filled up, was chosen, and the person filling the vacancy shall be a member of such authority or body for the residual term for which the person in whose place he would have been a member.

45. Protection of action taken in good faith:- No suit or other legal proceedings shall lie against any officer or other employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of this Act, the Statues or the Rules.

46. Transitional provisions:- Notwithstanding anything contained in any other provisions of this Act and the Statues,-

- (i) the first Vice-Chancellor and Pro-Vice-Chancellor, if any shall be appointed by the Chancellor;
- (ii) the first Registrar and the first Finance Officer shall be appointed by the Chancellor; and
- (iii) the first Board of Management, the first Finance Committee, Planning Board, the first Innovation and Research Council and the first Academic Council shall be constituted by the Chancellor.

47. Permanent Statutory Endowment Fund:- (1) The University shall establish a

Permanent Statutory Endowment Fund of at least rupees twenty five crores out of which at least fifteen crores shall be in cash and remaining in the form of Bank guarantee which may be increased suo moto but shall not be decreased.

Provided that in case of a University outside Bangalore or Bangalore Rural District at least ten crores must be in form of cash and the remaining five crores shall be in form of Bank Guarantee.

- (2) The University shall have power to invest the permanent Statutory Endowment Fund in such manner as may be prescribed by the statutes.
- (3) The University may transfer any amount from the General Fund or the Development Fund to the permanent Statutory Endowment Fund. Excepting in the event of dissolution of the University, in no other circumstances can any monies be transferred from permanent Statutory Endowment Fund for other purposes.
- (4) Seventy five percent of the incomes received from permanent Statutory Endowment Fund shall be used for the purpose of development or general work of the University. The remaining twenty five percent shall be reinvested in the permanent Statutory Endowment Fund.

48. University Endowment Fund:- (1) The University shall establish a University Endowment Fund having such funds as may be determined by the Sponsoring Body which can include donations and other fund received from time to time.

(2) The University shall have the power to invest the University Endowment Fund in a manner as may be specified by the Statutes.

(3) The University Endowment Fund is a self-imposed fund that the University desires to maintain voluntarily and invest it responsibly to protect itself from financial challenges that may arise on account of pursuing social objectives and/or unforeseen circumstance.

(4) The University may transfer any amount from the General Fund or the development fund to the University Endowment Fund. Excepting in the event of dissolution of the University, in no other circumstances can any monies be transferred from the University Endowment Fund for other purposes.

(5) Eighty percent of the incomes received from the University Endowment Fund shall be used for the purposes of development or general work of the University. The remaining twenty percent shall be reinvested into the University Endowment Fund.

49. General Fund:- (1) The University shall establish a General Fund to which the following amount shall be credited, namely:-

(i) all fees which may be charged by the University;

(ii) all sums received from any other source not prohibited by any law for the time being in force;

(iii) all contributions made by the University;

(iv) all contributions/donations made in this behalf by any other person or body which are not prohibited by any law for the time being in force.

(2) The funds credited to the General Fund shall be applied to meet all the recurring expenditure of the University.

50. Development fund:- (1) The University shall establish a Development Fund to which the following funds shall be credited, namely:-

- (i) development fees which may be charged from students;
- (ii) all sums received from any other source for the purposes of the development of the University;
- (iii) all contributions made to the University;
- (iv) all contributions/donations made in this behalf by any other person or body which are not prohibited by any law for the time being in force; and
- (v) all incomes received from the Permanent Statutory Endowment Fund.

(2) The funds credited to the Development Fund from time to time shall be utilized for the development of the University.

51. Maintenance of funds:- The funds established under sections 47, 48, 49 and 50 shall, subject to general supervision and control of the Board of Governors, be regulated and maintained in such manner as may be prescribed.

52. Annual Report:- (1) The annual report of the University shall be prepared under the direction of the Board of Management and shall be submitted to the Board of Governors for its approval.

(2) The Board of Governors shall consider the annual report in its meeting and may approve the same with or without modification.

(3) A copy of the annual report duly approved by the Board of Governors shall be sent to the Visitor and the State Government before 31st December following close of the financial year in 31st March of each year.

53. Account and audit:- (1) The annual accounts and balance sheet of the University shall be prepared under the direction of the Board of Management and all funds accruing to or received by the University from all source and all amount disbursed or paid shall be entered in the account maintained by the University.

(2) The annual accounts of the University shall be audited by an auditor, who is a member of the Institute of Chartered Accountants of India, every year.

(3) A copy of the annual accounts and the balance sheet together with the audit report shall be

submitted to the Board of Governors before 30th November following close of the financial year in 31 March of each year.

- (4) The annual accounts, the balance sheet and the audit report shall be considered by the Board of Governors at its meeting and the Board of Governors, shall forward the same to the visitor and the Government along with its observation thereon or before 31st December of each year.
- (5) In the event of any material alteration in the Report of the Auditors, the State Government may issue directions to the University, and to rectify the alterations and such directions shall be binding on the University.

54. Mode of proof of University record:- A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the University or other documents in possession of the University or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document or the existence of entry in the register and shall be admitted as evidence of the matters and transaction therein recorded where the original thereof would, if produced, have been admissible in evidence.

55. Power of State Government to issue directions:- The State Government may give such directions to the University as in its opinion are necessary or expedient for carrying out the purposes of this Act or to give effect to any of the provisions contained therein or of any rules or orders made thereunder and the Board of Governor or the Board of management, as the case may be, of the University shall comply with every such direction.

56. Penalties:- (1) Whoever contravenes the provisions of this Act or the rules made thereunder or any examination matters or in matters relating to award of degrees or in giving marks cards shall on conviction be punishable with fine of rupees fifty thousand which may extend to ten lakhs rupees or with an imprisonment for a term of six months which may extend to two years or with both.

Provided that, where the University is also involved in committing the offence the permission letter granted under this Act to commence the University shall be withdrawn.

(2) A penalty under this section may be imposed without prejudice to the penalty specified in any other Act.

57. Power to Enter and Inspect - Any officer not below the rank of Group 'A' officer authorized by the State Government in this behalf, shall, subject to such conditions as may be specified therein under the Karnataka Educational Institutions (Prohibition of Capitation Fee) Act, 1984 (Karnataka Act 37 of 1984) shall be deemed to be the officer authorized to exercise the same powers and discharge the same functions as provided under section 9 of that Act for the purposes of this Act.

58. Power to give direction for dissolution of the University:- (1) If the University proposes dissolution in accordance with the law governing its constitution or incorporation, it shall give at least six months prior notice in writing to the Government.

(2) The Karnataka State Higher Education Council shall conduct Inspection of University once in two years regarding;-

(i) Standard of Instructions for grant of degree;

(ii) Quality of Education;

(iii) Avoidance of commercialization of Higher Education;

(iv) contravention of the provisions of the Act if any;

- and send report to the Government.

(3) On identification of mismanagement, maladministration and indiscipline, the Government shall issue directions to the management of the University to set right the administration. If the direction is not followed within such time as may be prescribed, the right to take decision for winding up of the University or any course thereof shall vest with the Government.

(4) The manner of winding up of the University or any course thereof shall be such as may be prescribed by the Government in this behalf.

Provided that no such action shall be initiated without affording a reasonable opportunity to show cause to the University

(5) On receipt of the notice referred to in sub-section (1), the Government shall, in consultation with the relevant Regulatory Authority make such arrangements for the administration of the University for the rest of the period of from the proposed date of dissolution of the University or winding up of the course and until the last batch of students in regular courses of studies of

the University complete their courses of studies in such manner as may be specified by the Statutes.

59. Expenditure of the University during dissolution:-(1) The expenditure of administration of the University during taking over period of its management under sub-section (5) of section 58 shall be met out of the Permanent Statutory Endowment Fund, the General Fund or the Development Fund in such manner as may be prescribed.

(2) If the fund referred to in section 47, 48, 49 and 50 are not sufficient to meet the expenditure of the University during the taking over period of its management, such expenditure may be met by disposing of the properties or asset of the University, by the Government. Where the dissolution of the University is due to mismanagement or maladministration, the Government is at liberty to identify the persons responsible for such mismanagement or maladministration and to impose penalty as it deems fit.

60. Removal of difficulties:- (1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by a notification or by order, make such provisions, which are not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient, for removing the difficulty:

Provided that, no notification or order under this section shall be made after the expiry of a period of five years from the date of commencement of this Act.

(2) Every Order made under sub-section (1), shall, as soon as may be after it is made, be laid before the State Legislature.

61. Power to make rules by the State Government:- (1) The State Government may make rules, by notification, to carry out the purposes of this Act.

(2) Every rule made under this Act shall be laid as soon as may be after it is made before each House of the State Legislature while it is in session for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

In exercise of the powers conferred by Section 35(1) of the Srinivas University Act, 2013 (Act No. 42 of 2013), the first Board of Management of Srinivas University drafted the first statutes and placed it before the authorities to deal with them for their disposal. After the said disposal (after deliberations and discussions the amendments and modifications suggested by the Board of Governors have been carried out), the said Statutes were submitted to the Chancellor for his kind perusal and assent. The assent of the Chancellor was communicated to the Vice-Chancellor vide Letter No. SU/CH/Statutes/001 Dated 10/04/2017 and hence the Statutes of the University shall come into effect from 10/04/2017.

LAWS OF THE UNIVERSITY

CHAPTER I PRELIMINARY

1. In the laws of the University, unless the context otherwise requires [a] “The Act” means The Srinivas University Act, 2013, and “Section” means a section of the Act.

STATUTES

- [b] “Clear days” means that the time is to be reckoned exclusive of both the first and last days of the week.
- [c] “The Gazette” means The Karnataka Government Gazette.
- [d] “The laws” of the University means provisions of the Act, and the rules laid down in the Statutes, the Ordinances and the Regulations.
- [e] “Motion” means anything moved either by way of resolution or amendment.
- [f] “Officers”, “Authorities”, “Professors”, “Associate Professors”, “Assistant Professor”, “Readers”, “Lecturers”, “Teachers” and “Servants” mean respectively Officers, Authorities, Professors, Associate Professors, Assistant Professor, Readers, Lecturers, Teachers and Servants of the University and Colleges/departments under its purview.
- [g] “Resolution” means substantive proposition originally moved and finally adopted.

2. All words, phrases and expressions used **NOTICES**

herein and defined in the Act shall have the meanings so defined.

3. Subject to the provisions of the Act, Statutes and Ordinances are made by the Board of Governors and the Regulations by the Academic Council.
4. [a] Any notice, intimation or information required to be given, and any paper, minutes or proceedings required to be sent to any person by the Laws shall be sent by the messenger, or post to the address of that person. Any email send from the official email address to the individual’s email address as available to the university shall also be sufficient.

- [b] Every officer of the University and every member of a University authority or body

appointed under the Laws shall, if required by the Registrar, give a postal as well as electronic mail address to which communications may be sent; and the posting of communications to anyone of those addresses shall be sufficient compliance with the requirements of the laws as to notice or dispatch of papers.

5. Where by any Law, any act or meeting or proceeding is directed or allowed to be done or taken in the office of the Registrar

Validity of acts done on the day following Dies Non

on a certain day or a prescribed period, and the office is closed on that day or the last day of the prescribed period, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office reopens.

6. [a] The Office of the Registrar shall be open daily for transaction of business between the hours 09.00 a.m. and 05.00 p.m. except on Sundays and

Hours of Business

notified holidays. The office may be closed for a day or part of a day on particular occasions at the discretion of the Vice-Chancellor provided that arrangements are made for the transaction of any urgent business

- [b] The hours of work for the members of the teaching staff shall be from 09.00 a.m. to 5.00 p.m. with lunch break of an hour except in the case of those who have classes in the evenings or mornings. In the case of teachers who have definite class work in connection with any of the classes conducted, the hours may be suitably modified in each case with the approval of the Vice Chancellor.

CHAPTER II

THE UNIVERSITY

1. The University shall have power - Statutes

- [i] to establish, recognize, take over and maintain such Campuses, Institutions, Colleges/departments, Regional Centres and Study Centres in Karnataka as may be determined by the University from time to time in the manner laid down by the Statutes with prior approval of the Board of Governors and as per UGC norms.
- [ii] to make such provision as will enable constituent Colleges/departments and approved institutes to undertake specialization of studies and to organize common libraries and other equipment for research work;
- [iii] to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who –
 - [a] shall have pursued an approved course of study in a constituent College or in an approved institute or in School of studies unless exempted therefrom in the manner prescribed by the Statutes and shall have passed the prescribed examinations of the University; or
 - [b] shall have carried on research under conditions prescribed:
- [iv] to carry out all such other activities as may be necessary or feasible in furtherance of the object of the University including powers to institute, maintain and manage University Schools of Studies, libraries, museums and other institutions as may be necessary.
- [v] to fix fees and to demand and receive such fees, bills, invoices and collect charges as may be prescribed;
- [vi] to create and manage College fund;
- [vii] to receive voluntary donations and gifts of any kind not prohibited by any Law for the time being in force and to buy, receive, acquire, hold, manage maintain, mortgage or create charge and dispose of any movable or immovable property, including Trust and endowment properties for the purpose of the University or a Constituent College or School of Study or a Regional Centre, Study Centre;

- [viii] to make provisions for extracurricular activities for students and employees;
- [ix] to make appointments of the Faculty, officers and employees of the University or a Constituent College, School of Studies, Campuses, Regional Centres, Study Centres;
- [x] to institute and maintain hostels and to recognize places of residence for students/employees of the University or a Constituent College/ School of Studies.
- [xi] to supervise and control the residence and to regulate the discipline among the students and all categories of employees and to lay down the conditions of service of such employees, including the Code of Conduct for the students and employees;
- [xii] to create academic, administrative and support staff and other necessary posts;'
- [xiii] to co-operate and collaborate with outer Universities in such a manner and from such purposes as the University may determine from time to time;
- [xiv] to organize and conduct refresher courses, orientation courses, workshops, seminars and other programmes for teachers, lesson writers, evaluators and other academic staff;
- [xv] to do all such other acts or things whether incidental to the powers aforesaid or not, as may be necessary to further the objects of the University;
- [xvi] to institute Degree, Diplomas, Certificates and other academic distinctions on the basis of examination or any other method of evaluation approved by the Board of Governors;
- [xvii] to provide for the preparation of instructional materials, including films, cassettes, tapes, video cassettes, CD,DVD, VCD and other software and other relevant electronic and print media;
- [xviii] to raise, collect funds, subscribe, borrow money, raise loan from Bank, Bankers or any other money lenders, Government corporations or any other authority or agency or person with the approval of the Board of Governors either as unsecured or secured by the assets/property of the University or otherwise, for the purposes of the University;
- [xix] to acquire, take over, and run the management of any other education institution with the prior approval of the Board of Governors;
- [xx] to acquire, receive, lease, mortgage or sell properties with the prior approval of the Board

of Management;

[xxi] to undertake any other activity connected with or incidental to above objects of the University;

[xxii] to recognize examinations of, or periods of study (whether in full or in part) of other Universities, institutions or other places of higher learning as equivalent to examinations or period of study in the University and to withdraw such recognition at any time;

[xxiii] to (notwithstanding anything contained in any other Act, Rules & Regulations framed hereunder)- build and occupy any building/structure anywhere in its campus/campuses in the state as per the standard requirement/rules without any permission, sanction, license from any City Corporation, Urban Development Authority, Gram Panchayat or any Government Authority or any other local authority.

CHAPTER III

OFFICERS OF THE UNIVERSITY

1. [a] His excellency the Governor of Karnataka shall be the Visitor of the

Visitor

University and the visitor may offer suggestions for the improvement of the functioning of the University.

[b] The Visitor shall preside at the convocation of the University for Conferring Degrees and diplomas.

2. [a] The Pro-Visitor shall be the Higher Education Minister, Government of Karnataka.

[b] The Pro-Visitor shall preside at the convocation of the University in the absence of the Visitor.

3. [a] The Chancellor shall be appointed by the sponsoring body.

Chancellor

The President of A. Shama Rao foundation shall only be the first Chancellor, who shall hold for office for life or till he demits office.

[b] The subsequent Chancellor shall be either the then Trustee of A. Shama Rao Foundation or such other person of eminence or national figure in the field of education, science, culture or public life, when such an appointment is being considered, as may be decided by A. Shama Rao Foundation and the person so appointed shall hold office as determined by A. Shama Rao Foundation.

[c] The Chancellor shall have such powers as may be conferred on him by this Act or the Statutes made there under.

[d] The Chancellor shall be the head of the University and shall preside at all convocations of the University in absence of the Visitor and Pro-Visitor.

[e] The Chancellor shall appoint the Pro-Chancellor provided he is a trustee of A. Shama Rao Foundation and has been nominated by the foundation to the Board of Governors.

- [f] The Chancellor shall nominate a person as a member of the Nomination committee to select the Vice - Chancellor. The Chancellor shall have the power to appoint the Vice-Chancellor from out of a panel of three names recommended by the Nomination committee in accordance with the provisions Section 16(5)
- [g] The Chancellor's ambit of choice shall not be reduced at any time either by resignation or opting out by any of the three members after their empanelment or by refusal of appointment offered to one of them; and in all such cases it shall be lawful for the Chancellor to take steps to constitute another Committee in accordance with subsection [2] of Section 18 to give a fresh panel of three different names and shall appoint one of the persons named in the fresh panel as Vice-Chancellor.
- [h] The Chancellor may if he deems fit reject the names of potential candidates proposed by the nomination committee and ask for a fresh list.
- [i] The Chancellor shall have powers to re-appoint an incumbent Vice-Chancellor for another term and in such cases the nomination committee need not be constituted and the decision of the Chancellor is binding on the board of Governors.
- [j] The Chancellor can grant extensions to a Vice-Chancellor at the end of term till a new Vice- Chancellor is appointed provided that such extensions are for not more than one year at a time.
- [k] The Chancellor may terminate the services of a Vice-Chancellor if in the Chancellor is convinced that the continuation of the incumbent is against the interest of the University and will adversely affect its functioning/ reputation. Provided that in all such cases the Principles of Natural Justice is followed.
- [l] The Chancellor will pre-approve the appointment/reappointment or termination of services of the Pro Vice-Chancellor, Dean, Registrar, Finance Officer and the other officers proposed to be appointed by either the Vice-Chancellor or the Board of Management. No appointment/ reappointment/ or termination can be official without the explicit assent from the Chancellor.
- [m] The Chancellor shall nominate three eminent persons whom he deems fit as his nominees in the Board of Governors.

- [n] The Chancellor shall also, as specified in the act, constitute the first Board of Management, the finance Committee, the Research Council and the Academic Council provided the body so constituted confirms to the structure specified under the act.
- [o] The Chancellor shall pre-approve any Agenda matters to be discussed in the Board of Governors, Board of Management, finance committee and the Academic Council.
- [p] The Chancellor will be the arbitration authority in case of a conflict inter-se between the functionary or body and any other functionary or body of the University. The Chancellors decision will be final and binding on the University.
- [r] The Chancellor shall sanction the creation of all technical and non-technical posts other than those specified in the Act subject to provision for the same in the budget;
- [s] The Chancellor shall create and/or fill temporary posts of all categories [other than those specified in the Act] for a period not exceeding one year at a time subject to provision of the same in the budget;
- [t] The Chancellor shall have powers to abolish or retrench such posts which are considered superfluous in the University, subject to the protection given to the individuals in such posts.

b. [a] One of the Trustees of A.Shama Rao Foundation shall be the Pro-Chancellor.

Pro Chancellor

- [b] In the absence of the Chancellor or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the powers and perform all the functions of the Chancellor. The Pro- Chancellor shall exercise such other powers and perform such other functions as may be conferred on him by or under this Act.

5. The Vice-Chancellor shall be deemed to be a Teacher/ Professor for all purposes.

Vice Chancellor

In addition to the powers and duties conferred on the Vice- Chancellor by the Act, it shall be competent to the Vice- Chancellor to –

- [a] to constitute ad-hoc committees for any specific purpose;

- [b] to depute officers, teachers and other employees of the University on University work;
- [c] to permit the teachers and officers to attend the meetings and conferences recognized by the University within and outside the State;
- [d] to recommend and forward to the different bodies like the UGC, AICTE, ICSSR, ICSIR and other government, semi government or autonomous bodies in India or abroad, the proposals made by the University teaching departments and other recognized Institutions for grant of financial assistance under various schemes for encouragement of research and related activities.

6. She/he shall have power:

- [a] to sanction casual leave to officers and Heads of the Department of the University;
- [b] to sanction leave of all kinds other than causal leave to the employees of the University;
- [c] to sanction honorarium to the subordinate staff and in the field of teaching.

7. She/he shall have power to authorize the publication of results of the examinations.

8. notwithstanding anything contained in the Statutes, Ordinances and Regulations framed under the Act of the University, the Vice-Chancellor shall have power to delegate the powers and duties of any officer of the University [in the interest of efficient working] to some other officer of the University whenever he/she deems fit.

9. The Vice-Chancellor may visit or cause an inspection and ask for a report –

- [a] on a general condition and teaching equipment of any institution or department maintained or recognized by or affiliated to the University;
- [b] on a general condition of any hostel; and
- [c] take such action as he/she deems fit in the light of the report submitted to him/her.

10. The Vice-Chancellor may cause an inspection and ask for a report on the general condition and teaching equipment of any other institution or College or on the general condition of any hostel –

- [a] for the purpose of according it recognition; or

[b] for negotiating the terms and conditions for the taking over of any institution, College or hostel by the University.

11. The Vice-Chancellor shall be competent to transfer any employee or post from one institution or department maintained by the University to another such institution or department maintained by the University provided he seeks and obtains prior approval for the same from the Chancellor.
12. The Vice-Chancellor shall make arrangements for the additional charge in all leaves vacancies and such other temporary vacancies where appointment of substitutes is not required.
13. The Vice-Chancellor shall intimate the satisfactory completion of the probation of the teachers and officers of the University to the Board of Governors, provided the necessary formalities prescribed for each category are observed strictly.

14. Financial:

Subject to the prior approval of the Chancellor, the Vice-Chancellor shall have power:

- [a] to sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the University by the Government or by other agencies for the said purpose;
- [b] to sanction deputation of delegates to conferences, and seminars etc. conducted in other parts of India;
- [c] to sanction the convening of seminars, conferences, committees, discussion groups etc., the expenditure on which shall be sanctioned after approval from the Chancellor.
- [d] to sanction advances for the principal investigators of schemes and projects which are financed by the outside agencies after approval by the Chancellor and report the same to the Board of Governors in its next meeting;
- [e] to accord administrative sanction for all works, original or repairs, up to a maximum estimate as specified by the Board of Governors from time to time.
- [f] he shall call for tenders and quotations wherever necessary and forward the recommendations received from the Finance Officer through the Registrar to the Chancellor/Pro-Chancellor

- [g] to sanction any expenditure up to Rs 5,000 and reappropriation of funds up to Rs. 10,000 from one major head to another, provided that such sanction and the reappropriation do not involve a liability which extends beyond the financial year in question and it is done with specific instruction from the Chancellor;
- [h] to recommend to the Chancellor any sanction of loans and advances to employees of the University provided all conditions imposed by the board of Governors are met;
- [i] to recommend for sanction of permanent advances to the Officers and heads of the departments in the University;
- [j] to countersign the T.A. bills of the Registrar, the Finance Officer and the Controller of Examinations;
- [k] to recommend opening of new Heads of Accounts for projects financed by outside agencies and when necessary to permit the opening of separate accounts in the scheduled banks for this purpose subject to approval of the Chancellor;
- [l] to effect purchase of patent equipment/machines, instruments and other such goods provided there is budgetary allocation and sanction from the finance committee and the board of Governors;
- [m] the Vice-Chancellor shall have such other financial powers as may be delegated by the Chancellor and Board of Governors from time to time;
- [n] the Vice-Chancellor shall have power to write off the irrecoverable value of shortage of stock or irrecoverable loss of money occasioned by fraud or neglect of duty by the University employee or otherwise up to a total amount of Rs. 1,000 in a year. If the amount to be written off in a year exceeds Rs. 1,000 the Chancellor shall need to be approached to accord necessary sanction for the purpose;

15. The Vice-Chancellor may delegate to an officer of the University or body or committee any of his/her administrative powers and functions, other than those to be exercised by himself/herself under the Act, and shall report to the Board of Governors.

16. The Vice-Chancellor shall be representative of the University on the Association of Indian Universities, Association of Commonwealth

Universities and other similar bodies or other Associations of India or abroad.

Representation of the University in other bodies

In case, he/she is unable to attend the meetings he/she may depute a person/officer of the University to represent the University at such meetings with concurrence of the Chancellor.

17. The Vice-Chancellor shall also exercise all such powers not expressly mentioned herein which are necessary for or incidental to the carrying of the administration of the University and its affairs and report to the appropriate authorities of the action taken.

18. The remuneration and other entitlements of the Vice-Chancellor may be as determined by the Chancellor and the Board of Governors. The same may vary for every appointment at the discretion of the Chancellor.

19. [a] The Vice-Chancellor in consultation with the Chancellor

Shall appoint a senior Professor as the Pro-Vice Chancellor provided that the

Total number of Pro-Vice Chancellor cannot exceed three at any given point of time.

Pro-Vice-Chancellor

[b] One of the Pro-Vice Chancellors on directions from the Chancellor function as the in charge Vice-Chancellor during the periods when the incumbent Vice-Chancellor is absent or not in a position to discharge his duties.

[c] All decisions taken by the Pro-Vice Chancellor is subject to ratification by the Chancellor and the Board of Governors.

CHAPTER III A

A1. The Registrar shall be the Principal Operations Officer of the

Registrar

University and shall be appointed by the Chancellor on the recommendation of a selection panel consisting of the Pro-Chancellor, Vice-Chancellor and a representative of the Chancellor. His/her term of appointment shall be for a period of three years. He/she shall be eligible for reappointment by the Chancellor if the he deems it to be necessary and in the interest of the University.

2. The Registrar's remuneration and other terms will be as determined and intimated to him/her by the Chancellor at the time of appointment.
3. The Registrar shall be governed regarding leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the University Employees.
4. The Registrar shall be under the directions of the Chancellor/Pro-Chancellor and the immediate reporting will be to the Vice-Chancellor in the exercise of the powers and duties prescribed to him/ her in the Act/Laws.
5. The Registrar, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his/her orders and render such assistance as may be required by the Vice-Chancellor in performance of his/her official duties.
6. Subject to the immediate direction and control of the Vice- Chancellor, the Registrar shall be in overall charge of the administration of the University office and shall have power to fix and define the functions and duties of the officers and employees of the Universities, other than those working under direct supervision of the Controller of Examinations and Finance Officer, or those working in the Chancellor's Secretariat, with the approval of the Chancellor/ Pro-Chancellor.
7. Being the officer in overall charge of administration of the University office, he/she shall take all steps for the efficient working of the University Office, subject to the approval of the Chancellor/ Pro-Chancellor and Vice-Chancellor.
8. He/ She shall sanction the indent for stationery articles from the University Stores.

9. He/ She shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with the Finance Officer and make recommendations to the Chancellor/ Pro-Chancellor/ Vice-Chancellor for accepting quotations /tenders.
10. He/ She shall sign contracts and other agreements on behalf of the University under the direction of the Chancellor/ Pro-Chancellor or Board of Governors, as the case may be.
11. The Registrar shall have the power to authenticate records on behalf of the University and shall exercise such other powers and perform such other duties as may be required by statutes or may be required from time to time, by the Chancellor, Pro-Chancellor or the Vice-Chancellor.
12. The Registrar shall administer the Statutes and Regulations of the University with respect to the admission of students and their continuance as such.
13. Prepare time schedules for academic courses, plan and direct the registration of students for various courses and record transfers and drop-outs.
14. Maintain records of each student of the University including academic accomplishment, conduct as a student, etc.
15. The Registrar shall invite applications for recruitment and promotion to teaching and non-teaching posts and arrange for selection with the approval of the Chancellor.
16. Maintain the records of all graduates of the University.
17. The Registrar shall be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor, the Pro-Chancellor, the Vice- Chancellor or any other authority, all such information and documents as demanded.
18. The Registrar shall not be eligible for nomination or election or for appointment as a member of any of the authorities of the University. However, he will be an ex-officio member of all authorities of the University.
19. Resignation/Reversion: The Registrar may, by writing, inform the Chancellor his/her
20. intention to resign or revert back to his/her parent department after giving thirty days' notice and it shall be competent for the Board of Governors, on the recommendation of the

Chancellor, to accept his/her resignation or reversion.

21. It shall be in the power of the Chancellor to dispense with the services of the Registrar at any time and he may any time discharge him/her from the services of the university without notice or compensation in the event of misconduct on his/her part or of a breach by him/her of any of the

Conditions on which he/she was engaged. In the case of the Registrar appointed on deputation from other departments, the Chancellor is competent to revert him/her to his/her original department when it deems fit to do so.

22. The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any Member of the Board of Governors, of the Board of Management, or Academic Council, shall have access to the proceedings of the Board of Governors, Board of Management, or Academic Council respectively and to any documents connected with such proceedings.

22. [a] It shall be competent for Chancellor to appoint Deputy Registrars. **Deputy Registrar**

He/She shall devote his/her whole time to the duties of his/her office, and shall perform such work as may from time to time be laid down by the Governing Council and generally render such assistance as may be desired by the Registrar in the performance of the official duties.

[b] The terms of employment will be as specified in the general service regulations of the employees of the University.

23. [a] It shall be competent for Chancellor to appoint Assistant Registrars. **Assistant Registrar**

He/She shall devote his/her whole time to the duties of his/her office, and shall perform such work as may from time to time be laid down by the Governing Council and generally render such assistance as may be desired by the Registrar in the performance of the official duties.

[b] The terms of employment will be as specified in the general service regulations of the employees of the University.

- b (1) For appointment of Finance Officer, the Board of Governors shall recommend a panel of three names out of which the Chancellor may appoint one. **Finance Officer**

- 2. [a]** The Finance Officer shall be responsible to the Chancellor in the exercise of the powers and duties prescribed to him/her, in the Laws of the University and shall be subject to the general direction and control of the Chancellor.
- [b]** He/She shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
- [c]** He/She shall be responsible for the proper maintenance of the Accounts of the University, to make arrangements for the Audit and payment of bills presented at the University Office.
- [d]** He/She shall arrange to settle objections raised by the Auditors' appointed by the Board of Governor and carryout such instructions as may be issued by the Chancellor/Pro-Chancellor/ Board of Governors on that Audit Report.
- [e]** He/She shall make arrangements with the approval of the Chancellor for the publication of the Audited Statement of Accounts so that it may be submitted to the appropriate authorities of the University within three months of such publication.
- [f]** The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers, accounts and records connected with financial transactions.
- [g]** He/She shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Chancellor/Pro-Chancellor and Vice Chancellor before presenting them to the Finance Committee and the Board of Governors. In the matter of financial estimates, he/she shall consult the Registrar and shall obtain from him/her the estimates for theyear from the departments and institutions of the University.
- [h]** He/She shall arrange for the annual stock verification. For this purpose, he/she shall submit to the Chancellor in November of each year, proposals for the appointment of stock verifiers for various departments, sections, etc. He/She shall ensure that the stock verification as on 31st March is conducted regularly before the end of the June every year. The report of stock verification shall be placed before the Chancellor for orders.

The Finance Officer shall –

- (i) With approval of the Chancellor invest an amount not exceeding Rs. 10,000 only at a time and shall report to the Finance Committee and the Board of Governors immediately thereof;
 - (ii) Scrutinize every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Chancellor;
 - (iii) Realise and receive grants or other funds due to the University from Central and State Government, University Grants Commission and other bodies, institutions and individuals;
 - (iv) Disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc., recoup permanent advances, payment of all T.A. bills after ensuring that general sanction is received from the Chancellor/ Pro-Chancellor;
 - (v) Make all authorized payments out of the University funds; and
 - (vi) The Finance Officer shall draw cheques for any sanctioned bill and it shall be counter signed by either Chancellor or Pro-Chancellor.
- [j] He/She shall adopt, with the approval of the Chancellor, method of accounting or forms or registers for the proper accounting in the University Office and in the departments and research centre's maintained by the University.
- [k] It shall be his/her duty to scrutinize the quotations and tenders received and countersign the comparative statement and make recommendations to the Chancellor for accepting the tenders, quotations or otherwise.

C25. Mode of appointment: The Controller of Examinations shall be appointed by the Board of Governors on the recommendation of a Selection Committee consisting of the Vice Chancellor as Chairman, one member of the Board of Governors and one nominee of the Chancellor, for a period of three years. He/She shall be eligible for reappointment for another term of three years on the specific recommendation of Chancellor.

Controller of Examinations

26. The Controller of Examinations shall be paid a salary in the scale of pay applicable to the

individual from time to time or as determined by the Board of Governors. Provided that the Controller of Examinations shall retire on attaining the age of 58 years or on the expiry of the period specified by the Board of Governors whichever is earlier.

27. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is by reasons of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office of the Controller of Examinations shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
28. [a] The Controller of Examinations shall be responsible for the conduct of all University Examinations as prescribed by the authorities of the University and it shall be

Powers and Duties

his/her duty to arrange with prior approval of the Vice-Chancellor the Schedule for the preparation, for all University Examinations and all other matters connected with University Examinations.

[b] He/She shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations

[c] He/She shall keep the minutes of the meeting, Board of Examiners and all committees appointed by the said Board.

[d] He/She shall countersign the Travelling Allowances Bill and remuneration bills of Examiners and paper-setters and all other bills relating to examinations.

28. The Examiners and Question paper setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor, from a panel of names approved by the Chancellor/Board of Governors.

Appointment of Examiners

29. He/She shall arrange to publish the results of all University Examinations with the approval of the Chancellor/ Board of Governors.
30. The Controller of Examinations shall, in the exercise of the powers and the duties of his/her office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his/her orders and render such assistance as may be required by the Vice-Chancellor

in the performance of his/her duties.

31. The Controller of Examinations shall not be eligible for nomination or election as a member of any of the University Authorities.

32. The Controller of Examinations may by writing inform the Vice-Chancellor

Ineligibility for membership of any authority

his/her intention to resign or revert back to his/her parent department after giving thirty days 'notice The Vice-Chancellor may forward it to the Chancellor and it shall be competent for the Board of Governors, on the recommendation of the Chancellor, to accept or reject his/her resignation or reversion.

33. It shall be in the power of the Chancellor/Board of Governors to dispense with the services of the Controller of Examinations at any time on payment to him/her of three months' salary and it may at any time discharge him/her from its services without notice or compensation in the event of misconduct on his/her part or of a breach by him/her of any of the conditions on which he/she was engaged. In the case of Controller of Examinations appointed on deputation from

General

other departments, the Chancellor/Board of Governors is competent to revert him/her to his/her original department when they deem fit to do so.

34. The Registrar, the Controller of Examinations, Deputy Registrars, Assistant Registrars and other officials shall be governed with regarding leave, provident fund, gratuity, pension and retirement by the Statutes, Ordinances governing conditions of service of the establishment of the University contained in the Laws of the University in so far as they are applicable.

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

A.1. The Board of Governors shall be the executive authority of the University to regulate and determine all matters concerning the University in accordance with the Act, the Statutes and the Regulations.

2. The Board of Governors shall consist of the following members, namely;

- i. The Chancellor - Chairperson
- ii. The Pro-Chancellor - Vice-Chairperson
- iii. The Vice-Chancellor - Member
- iv. The Principal Secretary/Secretary
- v. Department of Higher Education, GOK
- vi. The Principal Secretary/Secretary
- vii. Department of Medical Education, GOK
- viii. One expert from the field - Member of Management, finance or any other specialization, including administration to be nominated by the State Government
- ix. Two persons nominated - Member by the A. Shama Rao Foundation of whom at least one shall be a woman;
- x. The Pro Vice Chancellor who shall be Member non-voting member
- xi. One eminent educationist nominated by the
University Grants Commission - Member
- xii. The Registrar (non-Voting) - Secretary

Board of Governors

3. The Board of Governors shall meet at such times and places as decided by the Chancellor. Provided that the Board of Governors shall meet at least once in four months.

4. Tenure of the Members of the Board of Governors other than government nominees will be three years which may be renewed by the Chancellor.
4. *Quorum for the meeting:* Three member of attending and voting provided that the presence of either the Chancellor/Pro-Chancellor or one nominee of the Sponsoring Body, the Vice-Chancellor shall always be necessary to form the quorum for any meeting of the Board of Governors.
5. *Conduct of the Business of the Board of Governors:* The conduct of the business of the Board of Governors and the procedure for voting are *mutatis mutandis as* prescribed for the conduct of the Academic Council.
6. *Powers of the Board of Governors:* The Board of Governors shall have the following powers, namely:
 - i. hold, control and administer the properties and funds of the University;
 - ii. to provide or purchase land, buildings, premises and other means needed for carrying on the work of the University;
 - iii. to appoint the Statutory Auditors of the University
 - iv. to lay down policies to be pursued by the University;
 - v. to review decisions of the other authorities of the University if they are not in conform it
 - vi. y with the provisions of the Act, Statutes or the Rules;
 - vii. to make additional or new statutes or amend or repeal the earlier statutes, rules and regulations for effective implementation and execution.
 - viii. to take decision about voluntary winding up of the University;
 - ix. to approve proposals for submission to the Government;
 - x. to nominate three members to the Fee Regulation Committee;
 - xi. To take such decisions and steps as are found desirable for effectively carrying out the objects of the University;

- xii. to invest any money belonging to the University including any unapplied income in any of the securities described in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to place on fixed deposits in any specified bank any portion of such money not required for current expenditure;
- xiii. to accept loans offered by the University Grants Commission or by the State or the Central Government or any other agencies on such conditions as may be acceptable to the Board of Governors for the construction of students' hostels, quarters for staff or for any other purposes approved by the Board of Governors and to make arrangements for the repayment of such loans;
- xiv. to direct the form, custody and use of the common seal of the University;
- xv. to fix and determine the number of administrative, supervisory and technical posts in the University, clerical, menial and other establishments of the University and in particular to fine or suspend or dismiss the members of the such establishments and to frame from time to time such regulations governing the general conditions of service, leave and allowances attached thereto, compassionate allowances, gratuity and pensions and commutations of the same, such other privileges and concessions as may be applicable to such establishment;
- xvi. to administer all properties and funds placed at the disposal of the University for specific purposes;
- xvii. to fix, determine and award travelling expenses and allowances to persons lawfully engaged or employed in University business;
- xviii. to accept on behalf of the University endowments, bequests, donations, grants and transfers of any movable and immovable properties made to it provided that all such endowments and bequests, donations, grants and transfers shall be recorded in its books.;
- xix. to raise on behalf of the University loans required for the purposes of this Act from the Central or any State Government or the University Grants Commission or any Corporation owned or controlled by the Central or any State Government or from the public;

- xx. to recognize hostels not maintained by the University and to suspend or withdraw recognition of any hostel which may not be conducted in accordance with the regulations and the conditions imposed thereunder;
- xxi. to arrange for and direct the inspection of all University Colleges/departments, affiliated and approved Colleges/departments and hostels;
- xxii. to prescribe in consultation with the Academic Council, the qualifications of teachers in University departments, constituent, affiliated and approved Colleges/departments;
- xxiii. to award fellowships, travelling fellowships, scholarships, studentships, bursaries, exhibitions, medals and prizes in accordance with the Statutes;
- xxiv. to charge and collect such fees as may be prescribed or revised from time to time;
- xxv. to conduct the University Examinations and approve and publish the results thereof;
- xxvi. to approve the budget and annual report placed before it by the Board of Management;
- xxvii. subject to the provisions in the Laws to take cognizance of any misconduct by any student in a college, or in a hostel or approved lodging, or by any student, who seeks admission to a University course of study brought to the notice of the Board of Governors by the Director of Legal Studies or by the responsible authorities of the university/college, or hostel concerned, or by a member of the Academic Council or Board of Governors, or by the Registrar of the University, or by a Chairman of a Board of Examiners, or a Chief Superintendent at any Centre of examinations, and to punish such misconduct by exclusion from any University Examination, or from any University course in a college or in the University, or from any convocation for the purpose of conferring Degrees, either permanently or for a specified period or by the cancellation of the University Examination for which he/she appeared, or by the deprivation of any University scholarship held by him/her or by cancellation of any University Prize or Medal awarded to him/her;
- xxviii. to manage hostels instituted by the University;
- xxix. to manage any Publication Bureau, Students' Unions, Employment Bureau and University Sports Union, and other similar associations, instituted by the University;

- xxx. to review the instruction and teaching of the University;
- xxxi. to promote research within the University and to require submission of report from time to time of such research;
- xxxii. to refer any matter to the Faculty or a Board of Studies, a Board of Examiners or any committee or person, and to call for a report thereon;
- xxxiii. subject to the provisions in the Laws to dispense with a strict compliance with the Laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates for payment of Examination fees or fees for convocation for submission of applications for examinations, and for convocation, and of attendance certificates, the recognition of examinations and exemption from the production of attendance certificates, submission of thesis for research degrees, applications for certificates of having passed any examination, applications for recognition, affiliation or approval of Colleges/departments in subjects or courses in which no college is already recognized, affiliated or approved; Provided that any resolution of the Board of Governors passed in reference to such departure from prescribed procedure shall be reported to the Chancellor for ratification immediately;
- xxxiv. to delegate any of its powers to the Vice-Chancellor, to a Committee from among its own members or to a Committee appointed in accordance with the Statutes;
- xxxv. subject to the provisions in the laws to appoint its own committees and to make its own Standing Orders and subject to the Laws of the University to regulate the disposal of its own business; the Chairman being entitled to vote on any question and if votes are equally divided, to exercise a second or casting vote; and
- xxxvi. to sanction the settlement of payments to a servant of the University, who has served for not less than ten years continuously provided
 - a. he/she retires on account of certified incapacity, such incapacity having arisen from causes beyond his/her control; or
 - b. his/her services are terminated as a result of reduction in the temporary establishment of the University or by abolition of the post; or

c. he/she attains the age of 60 years.

xxxvii. All the decisions made in the Board of Governors meeting shall be subject to the approval of the Chancellor and his opinion would be final.

B.1. The Board of Management shall be the executive body of the University

a. The Board of Management shall consist of the following members; namely;

i. The Vice Chancellor Chairperson

ii. The Pro-Vice Chancellor(s)

iii. The Registrar

iv. Two nominees of A. Shama Rao Foundation

v. Two Deans of the faculties as nominated by the Vice Chancellor.

Board of Management

b. The nominated members of the board of management will have tenure of three years and will be eligible for reappointment subject to recommendation of the A.Shama Rao Foundation. All other members will cease to be members as and when they demit their respective offices.

c. The deans of faculty will be the two senior most deans nominated based on their seniority in the services of the University.

d. The term of office of the members of the Board of Management shall commence from the date of appointment, or nomination, as the case may be.

e. *Quorum for the meeting:* The quorum for the meeting will be three provided that at least one of the members present and voting is a nominee of A.Shama Rao Foundation.

f. Chairing the meeting: All meetings of the Board of Management shall be chaired by the Vice Chancellor and in the absence of the Vice Chancellor, by the nominee of A. Shama Rao Foundation and where the A.Shama Rao foundation has not nominated any nominees, then any member as elected by the members present in the meeting.

g. *Conduct of the Business of the Board of Management:* The conduct of the business of the Board of Governors and the procedure for voting are *mutatis mutandis* as prescribed for the conduct of the Academic Council

h. The Board of Management shall form the first Statutes and Regulations and submit the same to the Board of Governors for their approval.

i. The Board of Management shall have the powers to:

- a. review the minutes of the meetings of the Academic Council;
- b. review the results, budgetary allocations proposed by the department of the University
- c. prepare and place before the Board of Governors the annual report of the University;
- d. recommend the budgets for individual departments
- e. forward the audited accounts of the University for the consideration of the Board of Governors.

C1. The academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of University. **The Academic Council**

[a] The Academic council shall consist of the following, namely:

- i. The Vice-Chancellor
- ii. The Pro-Vice Chancellor
- iii. The Registrar
- iv. The Finance Officer
- v. The Deans of the different faculties of study in the University
- vi. The Dean of Student Welfare vii. The Chief Librarian
- viii. One Senior Professor from each department on rotation basis

[b] The terms of all members other than ex-officio members will be two years.

[c] The term of office of the members of the Academic Council shall commence from the date

of appointment, or nomination, as the case may be.

2. In addition to the functions and duties of the Academic Council stipulated in Section 21 of the Act, the Academic *Council* shall –

- (a) consider the Annual Report of the University;
- (b) consider the audited annual accounts of the University;
- (c) consider rules made by the Board of Management/ Board of Governors;
- (d) consider Regulations made by the Board of Management and referred to the Academic Council;
- (e) consider the report on affiliated Colleges/departments/approved Colleges/departments as and when it is presented by the Board of Management; and
- (f) if any resolution is passed by the Academic Council after such consideration, the Board of Management shall intimate the Board of Governors and the Board of Governors shall take such action as it deems fit whenever necessary.
- (j) Notwithstanding anything contained in the fore going provisions of the section, the Board of Management may either accept or reject any proposal contained in such resolution and intimate the same to the Board of Governors.

3. [a] The meeting of the Academic Council shall be of three kinds, namely:

- i. Ordinary ii. Extraordinary and iii. Special

[b] All meetings of the Academic Council shall be chaired by the Vice Chancellor and in the absence of the Vice Chancellor the

Meetings of the Academic

Council

Chairperson for the Meeting

Pro-Vice Chancellor (if appointed) shall chair the meeting. In the event of unavailability of both a person elected by the members present in the meeting shall be the chairman.

[c] The quorum for the meeting shall be one third of the members of the Academic Council.

Quorum

If a quorum is not present within 30minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make are cord of the fact. Provided that such quorum shall not be required at convocation of the University or meeting of the Academic Council held for the purpose of conferring degrees, titles, diplomas or other academic distinctions.

[d] If at any time during the progress of a meeting any member shall call attention

No Quorum

to the number of members present, the Chairman shall, within a reasonable time, count the number of the members present, and if a quorum be not present, he/she shall declare the meeting dissolved and shall leave the Chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

[e] *Non-Receipt of notice* agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.

4. [a] *Ordinary Meetings*: Ordinary Meetings of the Academic Council shall be held once in every three months and starting with July/August of every year.

Ordinary

Meetings

[b] *Notice of Ordinary Meeting*: The Registrar shall under the direction of the Vice-Chancellor, give not less than 35 clear days' notice for the date of an ordinary meeting.

[c] *Resolutions*: No member shall send more than four resolutions

- i. Date for forwarding resolution: Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not later than twenty-five clear days before the date of the meeting. Such resolutions shall begin with the

words “The Academic Council resolves that.....

- ii. Resolution to be placed on the Agenda Paper: The Registrar under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given in accordance with Statute C1 sub section 4c (i) of this Chapter to be placed on the Agenda paper at the meeting at which it is to be moved subject in general to the Statutes governing the admissibility of resolutions at a meeting.
- iii. ***Dispatch of Agenda Paper:*** Not less than twenty days before the date of ordinary meeting. The Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting and business to be brought before the meeting, provided that the Board of Governors/Board of Management or the Vice-Chancellor may bring any business which in its or his/her opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.
- iv. ***Notice of Amendments:*** Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not later than fifteen clear days before the day of the meeting at which the resolution is to be moved and the amendments shall be included in the final agenda paper subject in general to the Statutes governing the admissibility of amendments to resolutions at Academic Council Meetings.
- v. ***Resolution on report or statements:-*** Notwithstanding the notice prescribed for resolutions any member who wishes to move a resolution on any report or statement by the Board of Governors/Board of Management included in the preliminary agenda paper may do so by giving notice of the resolution which shall reach the Registrar not later than twelve clear days before the date of the meeting provided, however, that no such notice will be necessary in the case of motions relating to any business brought forward by the Board of Governors/Board of Management or the Vice-Chancellor.
- vi. ***Dispatch of Final Agenda Paper:*** The Registrar shall on receipt of amendments and resolutions given in accordance with the above Statutes prepare under direction of the Vice-Chancellor a final Agenda paper together with other subjects, if any and send a copy of it by post to each member of the Academic Council not less than five days before the date of meeting.

5. The Vice-Chancellor may whenever he/she thinks fit, convene an Extraordinary meeting of the Academic Council for the

Extraordinary Meetings

transaction of any urgent business. The Registrar under the direction of the Vice-Chancellor shall give ordinarily not less than fifteen days' notice of such meeting and forward with the notice to each member a copy by post of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice. Any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of the meeting. The Registrar shall, on receipt of amendments prepare under the direction of the Vice-Chancellor a final agenda paper showing all the resolutions together with other subjects, if any, and the amendments admitted and shall send a copy of it by post to each member three days before the date of the meeting. No business other than that brought forward by the Board of Governors/Board of Management and the Vice-Chancellor shall be transacted at an extraordinary meeting of the Academic Council. It shall be open to the Board of Governors/Board of Management and the Vice-Chancellor to bring before the

extraordinary meeting any urgent business with or without placing it on the agenda paper. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

6. A Special meeting of the Academic Council shall be convened by the Vice-Chancellor on receipt of the requisition in writing signed by not less than **fifty percent of the members** of the

Special Meetings

Academic Council and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution shall be transacted at a special meeting: Provided that, the Board of Governor/Board of Management or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

7. The Vice-Chancellor may at his/her discretion postpone the date fixed for an ordinary, extraordinary or a special meeting.

8. Unless the Academic Council otherwise resolves, it shall ordinarily meet at 10.00Hrs. on the day fixed for the meeting and shall, if there is business, continue to sit till 17.00 Hrs. with an interval for lunch for an hour or as the Chairman may propose.
9. The Chairman shall if so desired, in a meeting at which a quorum is present, adjourn the meeting from time to time but subject to the provisions of other

Postponement of Meetings

Timing of Meetings

Adjournment and adjourned

laws. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

10. When a meeting is adjourned for 15days or more, not less than 10 days notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting of the business to be transacted.

11. At every meeting of the Academic Council, the following shall ordinarily

Notice of adjourned meetings

Order of business

Bethe order of business, after election, ifit be necessary, of the Chairman for the meeting.

- (i) Business brought forward by the Chancellor
- (ii) Business brought forward by the Vice-Chancellor
- (iii) Business brought forward by the Board of Governors
- (iv) Business brought forward by the Board of Management
- (v) Business brought forward by the Members of the Academic Council

Provided however that the Chairman at his/her discretion effect changes in the order of business as he/she deems fit.

- 12.** At any meeting of the Academic Council the following resolution may be moved without previous notice, but shall not be made so as to interrupt a speech:

Motions without previous notice

- (i) A resolution relating to business not included in the agenda but brought forward by the Board of Governors or Board of Management or the Vice-Chancellor as urgent at a meeting other than a special meeting.
 - (ii) *Complimentary motion:* At any meeting of the Academic Council, motion of a complimentary character or condolence nature may without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.
- 13.** Any member may, with the previous permission of the Chair, move Any amendment to any resolution brought forward by the Board of Governors, Board of Management or the Vice-Chancellor as urgent business.
- 14.** At any meeting of the Academic Council the following amendments may be moved without previous notice:
- (i) Amendments of purely verbal or formal kind which in

Amendments to Resolutions at short notice

the opinion of the Chairman does not affect the sense or import of the motion to which they refer;

- (iii) Amendments to any resolution or amendment on the agenda paper, which in the opinion of the Chairman have been rendered necessary by and are consequential upon any motion passed by the Academic Council at the same meeting.
- 15.** Save as otherwise permitted in Statutes of this chapter no resolution or amendment which is not placed on the agenda shall be moved at the meeting.

16. When any motion has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward until after the

Resolution or Amendment not on Agenda

Motion Negatived

lapse of what the Chairman shall deem a reasonable time nor shall any discussion be allowed on such second or subsequent motion brought forward during a discussion on the same question.

17. (a) Amendment to a motion shall be –

- (i) for deleting a word or words;
- (ii) for deleting a word or words, in order to insert some other word or words; and
- (iii) for adding or inserting a word or words

- (b) When the amendment is of the first kind the form in which it is proposed shall be –

Nature of Amendments

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

“That the words (mentioning them) be added or inserted” and there shall then follow words specifying the place in which the words mentioned are to be added or inserted.

18. The order in which amendments to a resolution are brought forward shall be determined by the Chairman.

19. (a) **Negative Amendments:** No amendment shall be proposed which would reduce the original resolution to its negative or opposite for

Order of Amendments

(b) **Relevancy of Amendment:** Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.

(c) **Amendment to Motion for Adjournment:** No amendment shall be moved to a motion for adjournment of meeting or debate except one substituting a different day or hour.

20. When permitted by the Chair, may speak on his/her motion before he/she actually proposes it; but a speech is only allowed on the distinct understanding that he/she speaks on the question and that he/she concludes by proposing his/her motion

Proposal of Motion formally

21. Every motion at a meeting must be seconded; otherwise it shall drop. Any member may second a motion by saying, "I second the motion".

**Motion to be
Seconded**

A member who seconds a substantive motion but not an amendment to a motion, may second the motion saying "I second the motion and reserve my speech". When a motion has been moved and seconded, it shall be stated from the Chair, unless it be ruled out of order by the Chairman.

22. Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time

23. Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member permitted by the Chair.

24. (a) No motion or amendment shall be withdrawn from the decision of the meeting without its unanimous consent but this

Number of resolutions and amendments at a time

Motion not moved

Withdrawal of Motions

consent shall be presumed if the mover states his/her wish to withdraw the motion and the Chairman after an interval during which no dissent is expressed, announces that it is withdrawn.

(b) A motion cannot be withdrawn in the absence of the member who moved it. Where an amendment has been proposed to a resolution the original motion cannot be withdrawn, until the amendment has been first disposed of.

25. No motion shall be moved or seconded by any member during the discussion of any particular item of business who has already moved or seconded any one of such motions.
26. The member who first rises to speak at the conclusion of a speech

Motion under Statutes

Order of Speeches

shall normally be heard. In cases of more than one member rising to speak, the Chairman shall decide the priority of speakers.

27. No member can speak to a question more than once except where the mover has the right of reply as provided for in

Right to make Speeches

Section 29 of the Statute. A member who has spoken on a motion and resumed his/her seat cannot subsequently rise to or second an amendment to the same motion. A member who has moved or seconded an amendment cannot speak again on the original motion after the amendment has been disposed of. A member who has moved or seconded an original motion or spoken on it or moved or seconded an amendment there to cannot subsequently move or second another amendment to the same motion, or mover or second a motion during the debates on the same motion. He/ She may however, speak on those new motions, when proposed by another member.

28. The Chairman has the right to move or second or speak on a resolution or amendment but he/she shall vacate the Chair

Speeches by the Chairman

while so engaged, and the Chair shall, during such time, be taken by a member nominated by the Chairman. Without leaving the chair, the Chairman, may, however at the request of any member, explain to the meeting the scope of any resolution or amendment.

- 29.** When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of a

Right to Reply

substantive motion may reply upon the whole debate. No member shall speak on a question after the mover has entered on his/her reply.

- 30.** Any member may rise to explain any misconception of expression used by him/ her, but he/she shall confine himself/herself strictly to such

Personal Explanations

explanation. Such personal explanation may be offered whilst another member is speaking, only if the member who is speaking gives way by resuming his/her seat.

- 31. (a)** The Chairman shall call any member to order, and shall have power to take such action as maybe necessary to enforce his/her decision.

Power of Chairman

- (b)** The Chairman may direct any member, whose conduct is, in his/her opinion gross, to withdraw immediately from the Academic council. Any member so ordered to withdraw shall do so forthwith and absent himself/herself during the remainder of the day's meeting.

(c) *Suspension of Meeting:* The Chairman may in the case of grave disorder arising in the Academic council suspend any sitting for a time to be specified by him/her.

- 32.** When the meeting on a motion is concluded or if there be no meeting, the Chairman shall put the motion to vote by saying, "The Motion is" followed

Putting the motion to vote

by the words of the motion, and Academic council shall then divide unless the Chairman ascertains that the motion is carried affirmatively, by a unanimous vote.

If there be amendment, he/she shall say, “It has been moved,” (followed by the words of the resolution) then he/she shall say, “Since it has been moved by way of amendment” (followed by the words of the amendment) and then, if the amendment be one of the kind specified in sub-clause (a) (i) of Section 17 of this chapter, he/she shall put the question by saying “shall the words or word proposed to be left out be left out?”

If the amendment be of the kind specified in sub-clause (a) (ii) of Section 17 of the statute, he/she shall put the question by saying “shall following word or words..... be left out in order to add or insert the following word or words...?”

If the amendment of the kind specified in sub-clause (a) (iii) of Section 17 of the Statute, he/she shall put the question by saying, “shall these words be there added or inserted?”

If an amendment be negated, the original resolution shall be again stated from the Chair and any other amendments, if any, thereto may then be moved.

If an amendment be carried, the resolution as amended shall be stated from the Chair and may then be debated as a substantive resolution to which further amendments, if any, to the original resolution may be moved and such further amendments shall be disposed of in the same manner as the previous amendment.

33. *Voting:* All resolutions considered at a meeting of the

Decision on Resolution

Academic council shall be decided by a majority of the votes of the members present unless a particular majority is required by the laws of the University. If the votes including that of the Chairman be equally divided, the Chairman shall have a casting vote.

34. The Minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar, within three weeks of a meeting, shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Academic Council.

Minutes of the meeting

35. (a) If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the sending of the minutes, they shall be deemed to be correct.

Procedure when exception is taken

- (b) If such exception be taken within the time aforesaid by means of a letter addressed to the Registrar, definitely specifying the points which require correction in the minutes, and if the Board of Governors is satisfied with the points of exception, the minutes shall be brought forward by the Board of Governors at the next meeting of the Academic Council for confirmation or correction by such of the members as were present when the business was transacted to which that minutes refer.

CHAPTER V COMMITTEES

A. The Finance Committee

1. There shall be a Finance Committee as provided for in the Sections 29 sub section (1) of the Act.
The composition of the Finance Committee shall be as follows

- i. The Chancellor or his nominee
- ii. The Pro-Chancellor
- iii. The Vice Chancellor
- iv. The Registrar
- v. The Finance Officer
- vi. One nominee of A. Shama Rao Foundation
- vii. Other members as nominated by the Chancellor

2. The Finance Officer of the University shall be the *ex-officio* Secretary of the Finance Committee but he/she shall not be deemed to be a Member of the Committee.
3. The term of office of the members of the Finance Committee shall be as three years.
4. The finance Committee shall meet at least once in three months. The Chancellor shall convene the meetings of the Finance Committee, whenever he/she finds it necessary.
5. The Chancellor, if present shall preside over the meeting of the Finance

Secretary

Term of Office

Meetings

Chairman of the meeting

Committee. In the absence of the Chancellor the pro-Chancellor or a member of the Committee nominated by the Chancellor shall preside over the meeting.

6. Three members of the committee provided that the presence of The Chancellor or Pro-Chancellor is mandatory shall constitute the quorum.

Quorum

7. If there is no Quorum within the time stipulated by the Chairman,

No Quorum

the meeting shall not be held and the Finance Officer shall make a record of the fact which shall be signed by the Chairman. When the Meeting cannot be held for want of quorum by issue of the notice to members, the Chairman shall adjourn the meeting of the committee to a date not later than seven days of the meeting adjourned to transact the business mentioned in the Agenda. In such an event, no quorum at the reconvened meeting shall be necessary.

8. a. The Finance Officer shall under the direction of the

Notice of meetings

Chancellor, give not less than seven day's notice of the date of the meeting. The notice shall specify the place, the date and hour of the meeting together with the notes on the agenda shall also be sent along with the notice.

- b. Non-receipt of the notice, Agenda and other papers connected with any meeting of the Committee by any member shall not invalidate the proceedings of the meeting.

9. Members of the Committee attending a meeting shall sign in a Register kept for the purpose.

Attendance Register

10. Soon after the attendance is marked by the member, the Vice-Chancellor / Chairman of the meeting shall take up the items on the Agenda for discussion.

Agenda & Resolutions

After necessary discussion the resolution of the committee, shall be taken down by the secretary.

As the detailed notes on the various items to be discussed at the meeting would have been given to the members along with the notice of the meeting, and any other further clarification required would be furnished during the discussion at the meeting, the minutes shall be in the form of only resolution

on the subjects placed before the meeting.

11. The Minutes of all proceedings of each meeting of the Finance Committee shall be signed by the Chairman of the meeting. The Finance Officer, within three

Minutes of the meeting

weeks of a meeting, shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Research Council.

12. a. If no exception is taken by any member who was present at the

Procedure when exception is taken

meeting to the correctness of the minutes within 10 days of sending of the minutes, they shall be deemed to be correct.

- b. If such exception be taken within the time aforesaid by means of a letter addressed to the Finance Officer, definitely specifying the points which require correction in the minutes, and if the Board of Governors is satisfied with the points of exception, the minutes shall be brought forward by the Board of Governors at the next meeting of the Finance Committee or correction by such of the members as were present when the business was transacted to which that minutes refer.

13. a. The annual accounts of the University prepared by the

Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to Board of Governors for approval.

Powers of the Finance Committee

- b. The financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments. The said estimates as modified by Finance Committee shall then be laid before the Syndicate for consideration. The Board of Governors may approve, financial estimates with such modifications as it deems fit.
- c. The Finance Committee shall recommend limits for the recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the University which in the case of productive works may include the proceeds of loans.

13. Notwithstanding anything above in all matters of finance the decision of Chancellor will be final and binding. He can veto any decision of the Finance committee or the finance officer which is in his opinion not to the advantage of the University or A. Shama Rao Foundation.

B. The Research Council

1. There shall be a Research Council as provided for in the Sections 28 sub section (1) of the Act. The composition of the Research Council shall be as follows

- i. The Vice- Chancellor or his nominee
- ii. The Pro-Vice-Chancellor
- iii. The Deans of all the Faculties in the University
- iv. The Dean of Research
- v. The Head of Department of Innovation
- vi. One nominee of A. Shama Rao Foundation
- vii. One member nominated by the Chancellor

The Registrar will be a permanent invitee to the meetings of the council.

2. The Dean of Research of the University shall be the *ex-officio* Secretary of the Research Council.
3. The term of office of the members of the Research Council shall be as two years.
4. The Research Council shall meet at least once in three months. The Vice-Chancellor shall convene the meetings of the Research Council, whenever he/she finds it necessary.

Secretary

Term of Office

Meetings

Chairman of the meeting

5. The Chancellor or Pro-Chancellor, if present shall preside over the meeting of the Research Council. In the absence of the Chancellor and the pro-Chancellor, the Vice-Chancellor will chair the meeting.

6. Three members of the committee shall constitute the quorum.

7. If there is no Quorum within the time stipulated by the Chairman,

Quorum

No Quorum

the meeting shall not be held and the Secretary shall make a record of the fact which shall be signed by the Chairman. When the Meeting cannot be held for want of quorum by issue of the notice to members, the Chairman shall adjourn the meeting of the committee to a date not later than seven days of the meeting adjourned to transact the business mentioned in the Agenda. In such an event, no quorum at the reconvened meeting shall be necessary.

8. a. The Secretary shall under the direction of the

Notice of meetings

Vice-Chancellor, give not less than seven day's notice of the date of the meeting. The notice shall specify the place, the date and hour of the meeting together with the notes on the agenda shall also be sent along with the notice.

b. Non-receipt of the notice, Agenda and other papers connected with any meeting of the Committee by any member shall not invalidate the proceedings of the meeting.

9. Members of the Committee attending a meeting shall sign in a Register kept for the purpose.

Attendance Register

10. Soon after the attendance is marked by the member, the Vice-Chancellor / Chairman of the meeting shall take up the items on the Agenda for discussion.

Agenda & Resolutions

After necessary discussion the resolution of the committee, shall be taken down by the secretary.

As the detailed notes on the various items to be discussed at the meeting would have been given to the members along with the notice of the meeting, and any other further clarification required would be furnished during the discussion at the meeting, the minutes shall be in the form of only resolution on the subjects placed before the meeting.

11. The Minutes of all proceedings of each meeting of the Research Council shall be signed by the Chairman of the meeting. The Secretary, within three

Minutes of the meeting

weeks of a meeting, shall send a copy of the minutes of that meeting so signed by the Chairman to each member of the Research Council.

12. a. If no exception is taken by any member who was present at the meeting to the correctness of the minutes within 10 days of the sending of the minutes, they shall be deemed to be correct.

Procedure when exception is taken

- b. If such exception be taken within the time aforesaid by means of a letter addressed to the Secretary, definitely specifying the points which require correction in the minutes, and if the Board of Governors is satisfied with the points of exception, the minutes shall be brought forward by the Board of Governors at the next meeting of the Research Council or correction by such of the members as were present when the business was transacted to which that minutes refer.

13. The research council shall be the principal Research and Innovation committee of the University

Powers of the Research Council

14. The decisions of the Research Council will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of research council are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.

15. The research council shall call for research proposals and after due vetting suggest to the Academic council and the Board of Management about funding needs, sources of funds and arrange to apply for the same.
16. The research council will suggest to the Board of Management any new patents to be filed.
17. The council will be responsible for training and encouraging the research skills of the staff members.
18. The council shall arrange to conduct regular workshops for the internal and external staff members.

C. Other Committees

Other Committees to be constituted as and when required to carry out the directions of the Board of Governors.

D. Board of Studies

1. There may be separate Boards in such branches of knowledge as the Board of Governors may decide to deal with matters relating to subjects of study.
2. (a) Each Board shall ordinarily consist of no fewer than three nor more than twelve members who are experts/teachers in the relevant field.

Constitution of the Board

- b) There shall be a “Chairman” nominated by the Vice-Chancellor, from among the members of the Board.
- (c) The members of the Board shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor.
3. Members of the Boards of Studies shall normally hold office for a period of three years or such period as may be fixed at the time of

Term of Office

the appointment; provided that the Vice-Chancellor may declare any member of a Board to have vacated his membership if he/she leaves India or for other valid reasons. Provided also that it shall be competent for the Board of Management to appoint as a member of a Board any person in his/her official capacity.

4. The Chairman shall be nominated by the Vice-Chancellor from among the members of the Board. In the event of a vacancy in the office of the

Chairman

Chairman; the Vice-Chancellor shall appoint a member of the Board to act as Chairman until a permanent arrangement is made.

5. It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the Laws of this University,

Function

by the Chancellor, Pro-Chancellor, Vice-Chancellor, Board of Governors or the Board of Management or by the Academic Council or the Faculty or the Dean of the Faculty concerned with the subject with which it deals

6. Each Board shall

(a) recommend to the Board of Management persons suitable for appointment as

Examiners in the subject with which it deals;

(b) recommend text-books whenever necessary; and

Power

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

7. Meetings of Boards of Studies shall be convened by the Chairman BOS under Meetings

Under directions of the Vice-Chancellor at such times and places as may be necessary. Where,

in the temporary absence of a Chairman, a meeting of a Board of Studies is required to be convened for the purpose of urgently dealing with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as Convener.

8. Three members shall form a quorum for any meeting of the Boards of

Quorum

Studies. In case there is no quorum the agenda for the meeting shall be discussed by the members present and the minutes of the discussion shall be circulated among members of the Board, with agenda, for approval.

9. The final Minutes of every meeting shall be prepared by the Chairman,

Signature obtained from the members and the same shall be forwarded to the Registrar within one week from the date of the meeting held.

10. It shall be open to the Vice-Chancellor in urgent cases, to obtain the opinion of any Board of Studies by circulation. Such opinion together with the action taken thereon shall be reported to the Board as and when necessary.

11. All decisions and opinions of the Board of Studies are only

Minutes of the Meetings

recommendatory in nature and it is up to the Vice-Chancellor and other appropriate authorities of the University to take action on the recommendations of the Board.

All Decisions of the board is recommendatory in nature

CHAPTER VI

ACADEMIC ACTIVITIES OF THE UNIVERSITY

THE SCHOOLS AND PROGRAMMES

1. As per the notification issued by the State Government according to section 61 sub section (1) of the act, the following shall be the Colleges/Schools and its programmes noted under the Colleges/Schools;

Sl. No.	Faculty/School	Programmes	Duration
1	College/School of Management	Undergraduate Programmes in Management	3 years full time
		Postgraduate in Management	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships, DBA, and D.Litt.	1 – 4 years
2	College/School of Science and Humanities	Undergraduate Programmes in Science and Humanities	3 years full time
		Postgraduate in Science and Humanities	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt.	-
3	College/School of Commerce and Economics	Undergraduate Programmes in Commerce and Finance	3 years full time
		Postgraduate in Commerce and Finance	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships and D.Litt.	-
4	College/School of Computer Science and Information science	Undergraduate Programmes in Computer Science and Information science	3 years full time
		Postgraduate in Computer Science and Information science	3 years full time
			2 years for Lateral entry
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Sc.	-
5	College/School of Legal Studies	Undergraduate Programmes in Law	5 years and 3 years full time

		Postgraduate in Law	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and LL.D.	-
6	College/School of Education	Undergraduate Programme (Composite)	4 years
		B.Ed	2 years
		Post Graduate Programme	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt.	-
7	College/School of Architecture	Under Graduate Programme	5 years
		Post Graduate Programme	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt.	-
8	College/School of Engineering and Technology	Undergraduate Programmes in Engineering	3 years full time
		Postgraduate Programme in Engineering	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
9	College/School of Pharmacy	Under graduate Programmes	4 years
		Under Graduate Programmes	6 years
		Diploma Programmes	2 years
		Post Graduate programme	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
10	College/School of Medicine	Under Graduate Programme	5 & 1/2 years
		Post Graduate in Medicine	3 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
11	College/School of Dental Sciences	Under Graduate Programme	5 years
		Post Graduate in Dental Sciences	3 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-

12	College/School of Nursing	Under graduate Programmes	4 & 1/2 years
		Diploma Programmes	3 years
		Post Graduate programme	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	
13	College/School of Allied Health Sciences	Undergraduate programme	3 years full time
		Postgraduate programme	2 years full time
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
14	College/School of Physiotherapy	Under graduate Programmes	4 & 1/2 years
		Post Graduate Programmes	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
15	College/School of Ayurveda	Under graduate Programmes	5 & 1/2 years
		Post Graduate Programmes	3 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
16	College/School of Homeopathy	Under graduate Programmes	5 & 1/2 years
		Post Graduate Programmes	3 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
17	College/School of Naturopathy and Yogic Sciences	Under graduate Programmes	5 & 1/2 years
		Post Graduate Programmes	3 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
18	College/School of Unani Medicine	Under graduate Programmes	5 & 1/2 years
		Post Graduate Programmes	3 years
		Research Programmes leading to Ph.D., Post	-
		Doctoral fellowships, and D.Litt./D.Sc.	
19	College/School of Hotel Management	Under Graduate Programmes	4 years
		Under Graduate Programmes	3 years
		Post Graduate Programmes	2 years

		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt.	-
20	College/School of Speech and Hearing	Under graduate Programmes	3 years + 1 year
		Post Graduate Programmes	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt.	-
21	College/School of Veterinary Sciences	Undergraduate Programme	4 & 1/2 years full time
		Post Graduate Programmes	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	-
22	College/School of Forestry And Agricultural Sciences	Undergraduate Programme	4 years full time
		Post Graduate Programmes	2 years
		Research Programmes leading to Ph.D., Post Doctoral fellowships, and D.Litt./D.Sc.	
23	Teacher Skill Development School/College	Orientation programmes for fresh teachers	3 Months

2. The Board of Governors shall have power to reconstitute Schools or add new courses or delete any School or to re-arrange courses or add new Courses or delete any Course as and when it deems necessary to achieve higher excellence.
3. The Board of Governors shall, within the limits of economic capacity and development of the University, take effective steps to establish Schools and Courses specified in Statute 1 of this Chapter.
4. The Board of Governors shall have powers to determine from time to time, after considering recommendations

5. of the Academic Council and Board of Management, the subjects for which Professorships, Readerships, Lectureships or other teaching posts should be instituted and the several terms and conditions subject to which such Professorships, Readerships, Lectureships or other teaching posts should be instituted.
6. The Board of Governors shall have power to suspend or abolish any Professorship, Lectureship or other teaching post after receiving report from the Board of Management thereon.
7. *Teachers of the University shall be:* Professors, Associate Professors, Readers, Asst. Professors, Lecturers and Tutors. The duties of Associate Professors, Assistant Professor, Lecturers and Tutors shall be
- (a) to teach and (b) to engage in research. The duties of professors shall include in addition to teaching and research the guidance and co-ordination of studies in their subjects in consultation and co-operation with the different schools of the University
8. *Emeritus Professors:* Notwithstanding anything contained in the statutes, it shall be competent for the Board of Governors to appoint distinguished Professors/Teachers of repute who have retired from the services of this or any other University or School/Faculty of this or any other University as Emeritus Professors on such terms as maybe decided upon by the Board of Governors/Chancellor.
9. The Board of Governors shall have power, upon sufficient cause shown and after due inquiry, by a resolution to suspend any teacher of the University from Office and from emoluments thereof in whole or in part for any period not exceeding one year, or to require him/her to retire, or to deprive him/her of office, and during the suspension of any teacher to make provision for his/her work; Provided no such sentence of suspension, etc., shall have effect until approved by the Chancellor.
10. *Qualifications for teachers in the Departments of the University:*
- The following shall be qualification of the teachers in the schools of the University:
- (i) *Professor:* A minimum of second class Master's degree in the subject or related subject with not less than 55 percent of the aggregate marks, a Ph.D. degree in the subject and not less than ten years' teaching experience in a UGC recognised University/ Colleges/departments.
- (ii) *Associate Professor:* A minimum of second class Master's degree in the subject or related subject with not less than 55 percent of the aggregate marks, a Ph.D. degree in the subject and

not less than six years' teaching experience in a UGC recognised University/ Colleges/departments or at least 12 years teaching experience with out Ph.D.*Assistant Professor*: A minimum of second class Master's degree in the subject or related subject with not less than 55 percent of the aggregate marks, preferably a Ph.D. degree in the subject and not less than two years' teaching experience in a UGC recognised University/ Colleges/departments or 8 years teaching or industry experience after Masters in the relevant field.

Subject to the fulfilment of the above general qualifications, it shall be competent for the Chancellor to specify the particular field of specialization for the post of Professor, Associate Professor, Assistant Professor on the recommendations of the Vice- Chancellor/Dean or in consultation with such experts as may be considered necessary by him/her.

11. Full-time teachers of the University shall be selected for appointment by a committee consisting of the

Full-time Teachers of the University

Chancellor or Pro-Chancellor, Vice-Chancellor, two nominees of the Chancellor, Chairman of the Board of Studies, if there is one, Dean of the concerned school of studies and the Registrar.

Notwithstanding anything contained in the foregoing, it shall be competent for the Chancellor to promote on a subsequent date to the higher grade any person who was originally appointed in lower grade, provided that the original appointment was made in exercise of discretion left to the Chancellor/Board of Governors to appoint any person either in the grade of Assistant Professor/Associate Professor or in the grade of Professor.

12. Except in the cases specified otherwise by the Chancellor persons appointed to teaching post of Assistant Professor, Associate Professor and Professors shall in the first instance be on probation for a period of one year in their respective posts and such appointment shall be subject to confirmation at the end of that period on satisfactory completion of their period of probation. Thereafter, the appointment shall be permanent, subject to an age limit, which shall be 58 years at which he/she will reach superannuation and hence retire from service.

However, to the teachers concerned being physically fit after the age of 58 years and subject to the approval of the Chancellor their service may be extended with special arrangement for salary provided that no extension at one time will be for more than one academic year.

13. Full time teacher of the University shall not engage in remunerative work other than that of his/her office without the express permission of the Chancellor.

14. Full time teachers of the University shall be governed by the statutes related to service of employees of the university.

15. It shall be the duty of a University Professor, as the Board of Management may direct, to deliver

Professor

lectures, to conduct classes, to engage in research and do any other academic work related to the subject of his/her Chair. The Registrar shall request the Boards of Studies to submit to the Board of Management by the 31st March each year recommendations as to any course of lectures to be delivered by University Professors.

16. It shall be the duty of a University Professor to direct and supervise the work of research students in branches of knowledge related to the subject of his/her Chair.

17. A University Professor shall, if so required, advise the Board of Management with regard to any of the University or examination or on other matters relating to the subject connected with the Chair.

18. In a school/department in which there is a University Professor, all teaching staff will work under the direction of the Professor concerned with the subject, and shall assist him/her in the

Associate Professor/Assistant Professor/Lecturer

performance of his/her duties as defined in Statutes of this Chapter. In department in which there is no Professor, an Associate Professor shall be the Head of the Department; Assistant Professors, Lecturer, tutors, if any, shall assist him/her and work under his/her direction. In departments in which there is no Professor or Associate Professor and if there are more assistant professor than one, Senior most Assistant Professor, shall be the Head-in-charge of the Department.

19. The special duties of the holders of particular posts shall be such as may be prescribed by the Chancellor.

20. Part-time teachers of the University shall be appointed only for special reasons

Part time teacher/lecturers

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

21. The Board of Management shall have the power in consultation with the Boards of Studies to make from time to time arrangements for lectures or courses of lectures on such subjects as the Board of Governors may select.
22. There shall be Central University Library at the Main Campus of the University. There shall also be departmental libraries attached to the various schools of this University. The University Library shall be headed by a University Librarian who shall be responsible to the Vice- Chancellor for proper maintenance and running of the University libraries and departmental libraries. The departmental libraries will be headed by Deputy Librarian/Assistant Librarian, who will work under the general guidance and supervision of the Librarian. The detailed procedure for acquisition of books and periodicals and other publications and for lending them to the members shall be approved by the Chancellor.

CHAPTER VII CONVOCATIONS

1. Convocations for the purpose of conferring degrees shall ordinarily be held once a year in the month of February or at such other times as the Chancellor may direct.

2. All the candidates who are declared to have passed the respective

Examinations by the duly constituted Examiners and as

Date of Application

approved by the Board of Governors, shall be admitted to their several degrees at the convocation that follows and the Diplomas issued as and when the candidates submit to the University their applications in the prescribed form along with the prescribed fees.

3. A candidate for a degree may on payment of the prescribed fee be admitted in-absentia to that degree.

4. No candidate who has already proceeded to a Degree and has been awarded the Degree shall be admitted to the same Degree, a second time at a convocation notwithstanding the fact that the person may have qualified in an additional subject.

5. The Degrees of the University shall be valid only if they bear the

Non-admission to a Convocation a second time for the same Degree

Seal of the University

Seal of the University and are signed by the Chancellor and the Vice-Chancellor.

6. The Chancellor/Vice-Chancellor may invite an eminent person to address the candidates.

Convocation Address

7. The Visitor, Pro-Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor and Member of the

Board of Governors shall wear the academic robes prescribed and assemble in the Board Room at the appointed hour. In the **Approval of Candidates for award of degree by the Board of governors**

Assembly of Board of Governors absence of the visitor, the Pro-Visitor shall preside; in absence of the Pro-Visitor, the Chancellor shall preside; in the absence of the Chancellor the Pro-

Chancellor shall preside; in his/her absence the Vice- Chancellor shall preside in their absence a member of the Board of Governors nominated by the Board of Governors for this purpose shall preside.

8. The approval of the Board of Governors, for admission for the degree will be supplicated on behalf of the candidates by the dean of each

Faculty in a special meeting of the Board of Governors convened for this purpose

9. The Dean of the faculty/School of studies shall say, “Mr./Madam Chancellor I request that the Board of Governors may be pleased to admit those persons, whom the

Procedure for approval of various faculties

Vice-Chancellor on the reports of the Examiners has certified to be qualified for the Degree/Diploma....to the Degree/Diploma. Whereupon the Chancellor shall put the question “Does it please you that this request be granted?” and the Board of Governors assenting, the Chancellor shall say “The request is granted”.

- 10.**Procession:** When the approval for various Faculties has been granted, the Visitor, Pro- Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, the recipient(s) of Honorary Degree(s), the members of the Board of Governors, Members of Board of Management and Members of the Academic Council shall proceed in a procession to the Hall in which the Degrees are to be conferred. The order of the Procession as follows: -

- a. Registrar
- b. Members of Academic Council
- c. Member of Board of Management
- d. Members of the Board of Governors
- e. Vice-Chancellor
- f. Honorary Degree awardee(s), if any
- g. Chief Guest
- h. Pro-Chancellor

i. Chancellor

j. Pro-Visitor

k. Visitor

11. The seating in the hall be so arranged that the Chancellor's Chair may be somewhat in advance in the chairs assigned

Arrangement of Seats

to the Visitor, Pro-Visitor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, the Registrar and Members of the Board of Management being so arranged as to leave sufficient space for the presentation of the Candidates. Special seats shall be provided in the hall for the Members of the Academic Council.

12. The candidates shall be seated in front of the Chancellor wearing the convocation uniform specified by the University.

Seating of Candidates

13. On the procession entering the hall, the Candidates shall rise and remain standing until the Visitor, Pro-Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree awardee(s), the Chief Guest, Registrar, and Members of the Board of Governors, Board of Management and Academic Council have taken their seats.

14. The Visitor, Pro-Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor, Honorary Degree.

Invocation

awardees, the Chief Guest, Registrar, Members of the Board of Governors, Board of Management and Academic Council having taken their seats, the Chancellor shall call for the Invocation.

15. Immediately following the invocation, and at the request of the Chancellor, the Vice-Chancellor will deliver the welcome address and present a report on the academic achievements of the University during the year.

16. The Chancellor shall say, "This convocation of The Srinivas University has been called to confer (upon persons on whom the

Welcome Address and Report by the Vice- Chancellor

Declaring the Convocation Open

Board of Governors has decided to confer honorary degrees)

degree/diploma upon the candidates who, in the examinations recently held for the purpose have been certified to be worthy of the same”.

17.The Chancellor shall say, “I invite the Vice-Chancellor to read the citation and present Mr.X for the candidature of the Honorary Degree of Doctor of Laws.”

The Vice-Chancellor will read the citations and present

Mr. X for the award of Honorary Degree of Doctor of Laws. Mr. X will receive the Degree Certificate from the Chancellor.

18.The Chancellor shall say, “I invite the Chief Guest to address the candidates.”

The Chief Guest will deliver the Convocation Address.

19.The Chancellor shall say, “Let the candidate be now presented”. Then, the candidates for the award of Degrees/Diplomas will be presented by the Deans of Faculties/Schools, one by one.

The procedure for presenting the candidates for the Prizes/ Medals and Degrees shall be as follows:

The Presenter shall bow to the Chancellor and shall say

Presentation of Candidate(s) for Honorary Degree(s)

Convocation Address

Presentation of the Candidate and award of Certificates, medals and Prizes

“Mr. Chancellor, I present unto you these candidates for the Degrees/Diplomas in the Faculty of, who have been certified after examination to be duly qualified to receive the Degrees/Diplomas and to be awarded the Prizes and Medals”.

The names of the candidates will be read by the Presenter.

After this, the Presenter will say “Mr./Madam Chancellor, under the laws of the University, I present unto you the candidate and

other..... candidates IN-ABSENTIA, in the Faculty of.... who have been certified after examination to be duly qualified to receive the Degree/Diplomas”.

20. All the candidates having been presented, the Chancellor will administer the pledge. All the candidates standing, the Chancellor will read out the following pledge and the candidates shall repeat the same.

Administering the Pledge

“We shall, in thought, word and deed ever endeavour to be scrupulously honest in the discharge of our profession and shall uphold the dignity and integrity of our profession and the honour of our University. We shall uphold and advance social order and well-being of our fellow-member and shall devote all our energy to promote the unity and integrity and secular ideals of our Country”.

21. After administering the pledge to the candidates, the Chancellor

Conferment of the Degrees

Shall say: “By virtue of the authority vested in me as Chancellor of THE SRINIVAS UNIVERSITY, I admit you to the several Degrees/Diplomas for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees/Diploma”.

22. When all the candidates have been admitted, the Registrar shall lay the Record of Degrees that have been conferred, known

Signing of the register of Graduates

as the Registrar of Graduates, before the Chancellor who shall sign the same.

23. At the conclusion of the proceedings, the Visitor, Pro-Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor, the Chief Guest, recipient(s)

Dissolution of the Convocation

of Honorary Degree(s), Registrar and Members of the Board of Governors, Board of Management

and Academic Council shall rise and then the Chancellor say: “I dissolve this Convocation”.

Then the National Anthem will be played.

24. The Visitor, Pro-Visitor, Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, Recipient (s) of honorary Degree(s),

Procession back to Robing Room

the Members of the Board of Governors, Board of Management and Academic Council, Registrar shall retire in procession to the robing room, with the graduates standing.

26. Nothing in the foregoing Statutes, except 7, 10, 11, 12, 14, 15, 16, 17, 21, 22, 23, and 24 of this chapter, insofar as they are applicable, shall apply in the case of Honorary Degree(s).
27. A full-scale rehearsal of the Convocation Ceremony shall be conducted.

1. The Board of Governors may on the recommendation of not less than

Honorary Degree(s)

two-thirds of the Members of the Board of Governors, confer the following Honorary Degree upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of the education, a fit and proper person to receive such Degree.

2. All proposals for the conferment of Honorary Degree shall

Doctor of Philosophy

be made to the Board of Management and decisions shall be placed before the Chancellor for his/her assent. After the Chancellor assents to the proposal, the Board of Governor shall arrange for the conferment.

3. Every proposal for the conferment of honorary degree shall be subject to the confirmation of the Chancellor.
4. Honorary degree shall be conferred only at convocation and may be taken in person or in absentia.

5. The presentation of persons at the convocations on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or in the absence of the Vice-Chancellor by a person nominated by the Board of Governors
6. The Diploma or Certificate of an Honorary Degree shall be signed by the Vice-Chancellor and the Chancellor.

CHAPTER VIII

SERVICE CONDITIONS OF THE ESTABLISHMENT OF THE SRINIVAS UNIVERSITY

I. General:

1. These statutes shall be known as “Service Statutes” of the Establishment under the Srinivas University, Mangalore
2. These Statutes shall be applicable to all staff of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes. In respect of contractual appointment, the contract conditions will prevail over these statutes. In regard to matters not specifically dealt within the contract agreement, the provisions in these Statutes will apply.
3. The Board of Governors on the advice of the Chancellor may relax any of the provisions of these statutes in exceptional cases in favour of an individual or a group of individuals as the Chancellor may deem fit.

4. Definitions: In these Statutes, unless the context otherwise requires:

- (i) ‘Act’ means the Srinivas University Act of 2013 as amended from time to time.
- (ii) ‘Board of Governors’ means the Board of Governors of Srinivas University.
- (iii) ‘Board of Management’ means the Board of Governors of Srinivas University
- (iv) ‘Academic Council’ means the Academic Council of the Srinivas University
- (v) ‘Visitor’ means His Excellency, the Governor of Karnataka
- (vi) ‘Pro-Visitor’ means the Higher Education Minister, Government of Karnataka
- (vii) ‘Chancellor’ means the Chancellor of Srinivas University
- (viii) ‘Pro- Chancellor’ means the Pro-Chancellor of Srinivas University
- (ix) ‘Vice-Chancellor’ means the Vice-Chancellor of Srinivas University
- (x) ‘Appointing Authority’ in respect of the posts in the University means the Chancellor
- (xi) ‘Employee’ means an employee of the Srinivas University.
- (xii) ‘School’ means the University faculty of Teaching and Research.

5. Classification of Staff: The employees of the University shall be classified as adopted by the university from time to time. “Employee” shall be classified as:

- a) Permanent
- b) Probationer
- c) Temporary
- d) Trainee
- e) Contract Employee
- f) Casual Employee
- g) Substitute

5.1. A “**Permanent**” employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.

5.2 A “**Probationer**” means a person who is so appointed and has not been confirmed in writing by the Appointing Authority in the post in which he has been provisionally appointed. If a permanent employee is employed as a probationer in a new post, he may, at any time during the probationary period, be reverted to his previous permanent post.

(NOTE: A permanent employee on probation in the new or higher post will be deemed to be on probation for the limited purpose of his performance and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a permanent employee.)

5.3 A “**Temporary Employee**” is an employee who is so engaged for work which is of an essentially temporary in nature likely to last for a limited period. He will not have any right of employment, either to a permanent or to a temporary post which may arise in future.

5.4 A “**Trainee**” means a person who is so appointed and who will be provided training in the various areas stipulated. Stipend may or may not be given. Only on satisfactory completion of training, he may be employed depending upon availability of a vacancy.

5.5 A “**Contract Employee**” is one who is appointed to work on contract for a specific period and on such terms and conditions as determined by the contract.

5.6 A “**Casual Employee**” is one who is employed on a day-to-day basis for specific works of occasional or casual nature.

5.7 A “**Substitute**” is one who is engaged in the post of permanent employee or a probationer who is temporarily absent. Normally, the substitute will be engaged only for a short period.

NOTE: Employees covered under Sub Rules 5.3, 5.4, 5.5, 5.6 & 5.7 are not entitled to benefits provided to a probationary/permanent employee unless specifically provided in the letter of contract/appointment/engagement.

6. 1. Recruitment to the various posts shall be made by any one of the following methods:

i. (a) *Mode of recruitment:*

Recruitment

- a. by direct recruitment;
- b. by transfer;
- c. by promotion, by selection from the lower category as per the laws of the University;
- d. by invitation from external organization on Lien/ adhoc appointment

Note: Direct recruitment may be made by obtaining list of qualified candidates from the Employment Exchange, or the University shall recruit through advertisement in the press or through any other mode of recruitment as specified in the Statutes.

ii. (b). The University may engage on contract basis for a specific period any qualified person to any of the post in the University.

2. The Chancellor shall be the sole appointing authority in respect of recruitment of any employee to the University.

7. a. Promotions will be regulated as per promotion policy. However, no promotion can be claimed as a matter of right. The University is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post and vacancy exists.

Promotion Policy

- b. An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

8. a. The promotion eligibility of a candidate shall be determined by

Criteria for Promotion

- i. Educational and professional qualifications
 - ii. Performance in the existing grade
 - iii. Seniority of the employee
 - iv. Vacancy in the next higher grade
- b. Promotion of teaching faculty in professional institutions will be based among other factors, upon the requirements of various professional bodies like the All India Council of Technical Education, Medical Council of India, Dental Council of India, Pharmacy Council of India, Indian Nursing Council etc.
- c. All promotions shall be made by the Chancellor.
- d. Temporary posting of an employee to a higher post for any reason shall not be considered as promotion to that post.

9. a. Selections shall be effected after due interview of eligible short listed candidates by an interview committee comprising of the following members.

Selection Committee

- i. Chancellor
- ii. Pro-Chancellor,
- iii. Vice-Chancellor,
- iv. Two nominees of the Chancellor
- v. Chairman of the Board of Studies, if there is one, (for Teaching Positions)
- vi. Dean of the concerned school of studies and
- vii. An External Subject Expert (For Teaching Positions)

viii. The Registrar.

- b. The interview committee shall send its report to the Chancellor for necessary action as deemed fit. All letters shall be issued by the Chancellor.

10. a. The age, qualification and experience to various posts shall be as prescribed by the Statutes subject to the amendment by the Board of Governors from time to time. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.

Age, Qualification etc.

- b. Nothing contained in these Statutes shall preclude the he prescription of any special qualification by the Board of Governors for the technical personnel as additional qualifications (essential and desirable) as and when required.

**Special Qualification for
Technical persons**

- c. Nothing contained in these Statutes shall preclude the Board of Governors from revising the educational qualifications and age limit or prescription of any special qualification for the technical personnel as additional qualifications (essential and desirable) as and when required.

Revision of qualifications

11. Every member appointed as a Member of the Staff of the University shall furnish:

- a. His/ Her Joining Report in the prescribed format.
- b. He/ She shall also furnish evidence of Date of Birth/Proof of Age by any one of the following:
- i. Certified extract from Register of Births and Deaths
 - ii. School Leaving Certificate/Matriculation Certificate
 - iii. Any other document acceptable to the University

. The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth once furnished and accepted and entered in the Service Register shall be final and conclusive and under no circumstances the request for correction of the same will be entertained.

12. Every member appointed as a Member of the Staff of the University shall furnish the photocopies of the following Certificates along with the originals for verification at the time of joining duty:

- a. Qualification
- b. Experience
- c. Relieving letter from previous Employer if employed earlier
- d. A certificate from the Medical Officer of Srinivas Hospital or the district Civil Surgeon that he/she is physically fit for the job and that he/she suffers from no disability, contagious diseases which would affect the discharge of his/her duties in the University.

13. Probation

Period of Probation

- 1. Every directly recruited employee of the University unless specifically exempted, shall be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University.

- 2. (a) On completion of the period of probation, an assessment

Completion of Probation

of the work of probationers shall be made and on the basis

of such an assessment, the appointing authority may either declare him/her to have completed his/ her probation satisfactorily or extend his/her probation by such period as is considered necessary, make a further assessment of his/her suitability provided such orders shall be issued within three months from the normal date on which he/she would have completed the probation or terminate his/her services. If on assessment at the end of the extended period of probation work is found to be not satisfactory, his/her services shall be terminated or reverted back as the case may be.

- b. A committee presided over the Vice-Chancellor and consisting of the Dean of the faculty/School concerned, and

Mode of Assessment of Performance

a Senior Faculty in the concerned faculty/school shall evaluate the work of the probationer and make recommendations to the Chancellor whether he/she can be declared as having completed his/her probation satisfactorily or otherwise. Notwithstanding the recommendation of the assessment committee the Chancellor shall if he deems it fit confirm or refuse to confirm the appointment of a candidate as the case may be.

14. a. Transfer: All employees are liable to be transferred/deputed from one faculty/school or department to another and they may be deputed to other institutions if the request for the same is made to the Chancellor by an institution outside the University but a part of A. Shama Rao Foundation. Provided that the in such cases the wages, grade, continuity of service and other conditions of service of the employee are not adversely affected by such transfer, except in case of transfer requested by an employee for his personal reasons and granted by the Board of Governors.

Transfer of an Employee

b. In the event of refusal to accept transfer, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such employees shall also be liable for disciplinary action.

Refusal to accept transfer

15. Notice for Leaving Employment:

Notice by Permanent

Employee

1. An approved probationer shall not leave or discontinue service on his/her own accord without first giving three calendar months' notice or by paying an amount equivalent to his/her salary for 'three calendar months' to the University. The appointing authority shall have the right to accept or refuse the request on valid grounds.
2. A probationer or a temporary employee of the University shall not leave or discontinue service on his/her own accord without giving 'one calendar months' notice or by paying an amount equivalent to his/her salary for one month to the University.
3. Till the resignation is submitted by an employee and is accepted by the Chancellor/ Board of Governors and relieving certificate/order is issued, he/she shall continue to be in service, unless any other instructions are given in writing by the management.
4. The Chancellor/ Board of Governors may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.
5. Upon the acceptance of resignation through communication by the Chancellor/Board of Governors to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipment and other properties held in his custody and surrender/vacate

Notice by Probationers

Relieving from Duty

the quarters occupied by him and submit a No Due Certificate to that effect. The University reserves the right to recover all such outstanding amounts and value of the property of University from amounts due to the employee or in any other manner as the it deems fit. Once the No Dues Certificate is presented relieving order shall be issued on the instruction from the Chancellor.

16. Retirement:

1. An employee of the University shall retire from the University service on the last day of the month in which he/she completes his/ her 58th year of age in respect of non-teaching; in respect of persons who have their date of birth as first day of the month will retire on the last of the previous month; and at the end of the academic year in which he/she completes his/her 58th year of age in respect of teaching staff.

Age of Retirement and Reemployment

17. Compulsory/ Voluntary Retirement-Notice-Issuance

1. (a) Notwithstanding anything contained in these Statutes, the Chancellor/Board of Governors on the basis of recommendations made by a committee constituted by it every year for this purpose of review, shall, if it is of the opinion that it is in the interest of the University relieve the Staff by giving him/her notice of not less than three months in writing or three months' pay and allowances in lieu of such notice, after he/she has attained the age of fifty years or completed twenty five years of qualifying service.
 - (b) Any university staff after completion of a qualifying service of 20 years or attaining fifty years of age may opt to retire by giving notice of not less than three months in writing to the University. Notice may be waived by competent authority under circumstances warranted to do so.
2. a. In computing the notice period of 3 months, the date of service of the notice shall be excluded. A fresh notice will be required if leave on loss of pay during the notice period is availed.
 - b. When a University employee under suspension or against whom disciplinary action is pending seeks to

Procedure for Voluntary Retirement of University Staff

Procedure for Compulsory Retirement of University

Explanation for Notice Period for employees facing suspension/disciplinary procedure

Explanation for Notice Period

retire voluntarily under this Statute, the Chancellor/ Board of Governors may withhold the permission sought for.

3. Terminal Benefits

- a. Employees are eligible for Provident Fund benefits as per the **Provident Fund** provisions of the “Employees Provident Fund and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Government of India from time to time.
- b. Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act 1972” and the rules framed there under. **Gratuity**
- c. Employees are eligible for pension benefits as per the provisions of the **Pension** “Employees Provident Fund and Family Pension Fund Act 1952” and the rules framed thereunder
- d. The following category of employees are exempted from the **Exemption from Terminal Benefits** receiving any benefits from the University
 - i. Employees who are on deputation from Government or quasi-Government are not eligible to become members of the above benefits. These employees will be governed by the rules as applicable to them in their parent department.
 - ii. Employees who are appointed on contract basis and who have crossed the age of superannuation i.e. 58 years will not be eligible for the above benefits.

Note: Gross salary for the purpose of Provident Fund and Gratuity calculation will include Basic salary and Dearness Allowance.

18. SERVICE RECORDS

- 1. a. A service register shall be maintained for every employee Showing **Service Register** among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissal, etc. The register shall be opened immediately after the employee reports for duty and should be up dated periodically.
- b. There should be no erasure or overwriting and all corrections should be neatly made and

properly attested. Any additional qualifications acquired, achievements reached, special test or examinations passed by the employee should be entered in the Service book together with a reference to the number and date of the notification.

- c. Copies of all orders regarding reduction to a lower post, dismissal, removal, suspension or other penalty should be filed with the service book and also be recorded briefly in the service book of the concerned employee.
- d. The entries in the leave accounts should be attested by the Head of the School/ Department/ faculty or any officer nominated by him.
- e. The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on. It should be entered both in figures and words in the appropriate column of the service book. The date of birth once entered in the Service Register and signed by the employee, the employee will not be entitled to ask for any change or correction under any circumstances. However, the Institution may correct it if the entry made is found to be incorrect, provided no such correction will be made without giving an opportunity to the employee in that regard.
- f. The entries in the service book should be verified annually and the Head of the Institution after satisfying himself/herself about the correctness of the entries made therein should record a certificate to that effect.
- g. Fingerprints of the employee should be recorded in the column “Personal marks of identification” in the service book itself, in case of an employee who is not a literate.
- h. It shall be the duty of every Head of the Institution to initiate action to show the service book to the employees under his/her administrative control and obtain their signature as a token of their having inspected the service books.
- i. When an employee is transferred from one institution/department to another whether temporarily or permanently, the necessary entry of the transfer should be made in his/her service register in the office from which the employee is transferred and the book after being duly verified upto date and attested by the Head of the institution should be transmitted to the Head of institution to which the employee has been transferred.

- j. The Service book should not be returned to the Employee on retirement, resignation or after probation. His/her service book should be retained for a period of ten years or until his / her death, whichever is earlier, after which it may be destroyed.

2. An Open Annual Performance Appraisal File of the employees **Performance Appraisal file** of the University shall also be maintained.

19. a. Every employee shall be given an identity card/badge, appropriate **Identity Card/ Badge** to his/her classification and he/she shall wear it while on duty and show it to the person authorized by the University as and when required. The said identity card/badge shall carry the photograph and signature of the employee concerned. The identity card/badge shall be issued to the employees duly signed by the competent authority.

b. If the employee loses the identity card/badge, issued to him, the University shall provide him with another card/badge on payment of a requisite fee.

c. When an employee ceases to be in employment, he/ she shall surrender his/her identity card/badge to the University before his/ her dues are settled.

20. a. Every employee shall ordinarily be at work in his/ her designated place/ area **Attendance** during the time fixed and notified. He/ she shall sign against his/ her name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The attendance register may be substituted by Punch Card or any other device at the discretion of the management.

b. The employee shall be present punctually at the specified time **Habitual Late Reporting** at his/ her allotted place of work. If an employee does not report at his/ her work place punctually, the word “late” will be entered by the head of the department/management against his/her name. Forfeiture of a day’s casual leave will be the penalty for every three days’ late attendance. Habitual three days’ late attendance or absence from the place of work without permission will entail disciplinary action.

Unauthorised Absence/ leave

c. If an employee absents himself/herself without prior permission **Unauthorized Absence/ Leave** or leave in writing continuously for 30 days, the dean of the faculty through the Registrar may give him/her a notice at his last known address to report for duty within 07days from the date of receipt of the notice, and to give satisfactory explanation for his/her absence. In case he/she fails to report for duty without valid

explanations, he/she shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the University to take appropriate disciplinary action against the employee concerned for such absence.

- d. No employee shall enter or leave the premises of the college or any department except by the gate or gates, door or doors provided for the purpose. Employee shall take prior written permission from the Dean/Head of the department if required, to stay beyond working hours.

21. a. The working hours will vary in different departments/units and **Working Hours** institutions of SRINIVAS UNIVERSITY. Employees may be required to work in split hours/staggered hours with rest intervals and weekly off in the units of SRINIVAS UNIVERSITY which operate 24 hours a day and seven days a week.

- b. Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. Compensatory “time off” for such work may be awarded at the discretion of the Chancellor.

- c. Employees will be required to work 6 days a week. The number of hours they have to work per day, inclusive of rest interval/time for meals, but inclusive of not more than 15 minutes break twice daily for tea/coffee, will depend on the shifts. However, it shall not be less than 8 hours.

- d. Employees on shift duty shall continue to be on duty until relieved by the **Shift Duty** employees of the next shift. The Board of Governors may at their discretion issue instructions to the concerned supervisors to transfer an employee from one shift to the other, as a routine or due to exigencies of work.

- e. Employees on shift duty/split hours / staggered hours shall work accordingly with corresponding rest intervals and weekly holidays.

22. Holidays and Leave Rules

- 1. [a] Every employee shall be allowed one holiday per week, to be known as **Weekly off and** “weekly off” without deduction of wages/salary. **Holidays**

- [b] Out of National calendar of festivals eight days will be observed as closed holidays with

full wages and salary.

[c] Contents of the sub clause [a] & [b] notwithstanding, an employee may be required by the university authorities to work on a holiday, however he/she will be entitled to a substitute holiday which may be availed by him/her subsequently with prior approval.

2. Leave: The general principles that shall govern the grant of leave to the employees are as follows: -

**General Rules
for Leave**

- a. Leave cannot be claimed as a right: Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 15 days in advance.
- b. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- c. Depending upon exigencies of service, the competent authority, may
 - i. refuse, postpone, revoke or reduce leave of any description,
 - ii. recall any member of staff from leave before it is wholly availed,
 - iii. permit an employee, if he so requests, to re-join duty before expiry of the leave period.
- d. Except in the case of Casual Leave, it is obligatory for every employee to furnish the leave sanctioning authority the address with telephone number if any before proceeding on leave.
- e. If an employee who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the Employee before expiry of the already sanctioned leave.
- f. No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- g. Over-stay of the sanctioned leave shall be treated as leave without pay and will constitute break in service. However, before taking this action, the competent authority shall satisfy itself that sufficient reason did not exist that prevented the employee from obtaining prior sanction.
- h. Employees applying for leave on medical grounds should produce medical certificate from a doctor who is on the rolls of Srinivas Hospital or one of the associated hospitals of Srinivas University. Exceptions may be made where the competent authority is

satisfied that the employee was not in a position to get examined/treated by a doctor of Srinivas Hospital or the associated hospitals of the University.

- i. The Medical Certificate issued by a private doctor may be subject to scrutiny by a medical board specially constituted for the purpose. In such an event, leave will be granted only if it is approved by the Medical Board.
 - i. The Medical Board is empowered to make appropriate enquires & require medical examination of the employees before giving its recommendations.
 - ii. The decision of the Medical Board shall be final.
 - j. An employee not submitting himself for medical examination shall be liable for disciplinary action.
 - k. An employee on leave on medical grounds shall produce a medical certificate of fitness from a doctor of Srinivas Hospital or the associated hospitals of the University while reporting for duty.
 - l. Leave rules and regulations in certain establishments/institutions may vary from the general rules given here below. All such variations will be made subject to a written order from the Chancellor. All employees shall be subject to leave rules and regulations of the institution/establishment under which they are working.
3. The following are the various kinds of leave admissible to the employees **Kinds of Leave** (teaching and non-teaching) of the University.
- i. Casual Leave
 - ii. Privilege Leave
 - iii. Vacation Leave
 - iv. Maternity Leave
- i. Casual Leave**
- a. An employee is entitled to 15 days casual leave during the calendar year. Employee appointed during the course of the year shall be entitled to causal leave on pro rata basis.
 - b. Casual leave may not be clubbed with any other leave including vacation leave but it can be combined in any manner with weekly holiday/general holidays, provided that such period of absence shall not exceed 10 days in the aggregate.
 - c. Casual leave shall lapse at the end of the calendar year if not availed by the employee.
 - d. Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave will not be granted for more than 6 days at a time.

- e. If an employee enters on Casual Leave and extends the leave by applying for other kinds of leave in continuation, the entire period of absence shall be treated as other kinds of leave subject to admissibility of cancelling the casual leave already sanctioned.

ii. Privilege Leave

- a. Every employee is entitled to 6 days of Privilege Leave for every completed year of service from the date of joining. Leave becomes due only at the end of 12 months of physical service. Subsequent entitlement of Privilege Leave will be in proportion to the length of service calculated on monthly basis.
- b. Privilege Leave can be accumulated up to a maximum of 30 days and leave beyond 30 days shall automatically lapse.
- c. An employee wishing to avail Privilege Leave must apply for the same for a minimum period of 3 days at a time. Application should be made to the appropriate authority through proper channel at least 15 days in advance in the prescribed form.
- d. Privilege Leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entitled.

iii. Vacation:

- a. Academic year commences on July 1st and ends on June 30th.
- b. All teaching staff, except those teaching in the Medical College, are eligible for 30 days vacation leave as per the academic calendar. They would be known as Vacation Staff.
- c. Heads of the Institution and non-teaching academic and administrative staff are not eligible for Vacation Leave. They would be known as Non-Vacation Staff.
- d. Any period of the institutional recess which exceeds 15 days in duration shall be treated as Vacation.
- e. A vacation department is a department where vacations are permitted on regular basis. The staff of the vacation department may be permitted to be absent from duty during the whole or the part of vacations on Vacation Leave.

f. A staff who is designated as non-vacation staff will be entitled to 10 privilege leaves every year.

- g. Vacation Leave will be admissible only if a person has put in minimum of six months of physical service in the vacation department provided that he has put in a minimum of 12 months service.
- h. A member of the staff holding an appointment, in non-vacation department will not be deemed to be employed in a vacation department even though he may hold an additional appointment there.
- i. When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.
- j. When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation Leave will be admissible to him subject to section 22 subsection 3(vii).
- k. A member of the staff serving in a vacation department shall normally be expected to avail himself of the Vacation Leave or a part thereof unless he has been required by general or special order of an appropriate authority to forego his vacation or a part thereof.
- l. Vacation Leave cannot be availed in parts except when exigencies of service so demand.
- m. If a member of the staff working in the vacation department avails Vacation Leave, he should be on duty on the last working day before Vacation Leave and the first working day on re-opening. Otherwise the total period of absence will be treated as earned leave or in case no earned leave is due, by enforcing loss of pay.
- n. If an employee entitled to the Vacation Leave is not permitted to avail the same, he will be entitled to full earned leave.

- o. If Vacation Leave availed by an employee is less than the entitlement, the period to be deducted from his earned leave account will be a fraction in proportion to the part of the Vacation Leave taken.
- p. Vacation Leave cannot be combined with earned leave. However, the Head of the institution may permit such combination on merits of the case.
- q. If there are two breaks in an academic year, the period of two breaks should be regarded as combined into one, provided that no vacation availed is of less than 15 days duration.
- r. Grant of Vacation Leave is subject to condition that the department will continue to function if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the Institution, a proposal indicating the persons in each department who would avail the Vacation Leave either in full or in part and the personnel staying back to ensure that the department would be functioning during the vacation.

vi. Maternity Leave

- a. Every married women employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.
- b. Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for second delivery. However, a women employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.
- c. The maximum period of entitlement for Maternity Leave shall be 90 days with full pay of which not more than 45 days shall precede the date of expected delivery.
- d. In case of a miscarriage or medical termination of pregnancy, a women employee, in production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy.

This benefit can be availed only once in the entire service span of an employee. Maternity Leave under Statute 22 section 3 sub section Vi. (d) of this chapter is not admissible in such cases.

- e. A women suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage shall on production of medical certificate be entitled to additional one month leave with wages.
- f. Leave of any other kind may be granted in continuation of Maternity Leave, if the request for its grant is supported by a medical certificate.
- g. Maternity Leave is not debit able to leave earned account. Necessary entries may be made in the service register so as to ensure that Maternity Leave is not sanctioned more than twice in the entire service of a woman employee including the Maternity Leave sanctioned in case of a miscarriage.
- h. No Casual leave will accrue during the period of Maternity Leave.

4. (a) The casual leave unless otherwise empowered shall be sanctioned by the Chancellor for the Vice-Chancellor, Deans of Faculties, Registrar, Controller of Examinations and Finance Officer. The Vice-Chancellor may sanction casual leave for the head of the departments/School of studies. The Head of the department may sanction casual leave for the administrative and teaching personnel under their control and notify the Registrar. A copy of the sanctioned leave application shall be forwarded to the University office.

Grant of leave other than Casual Leave

(b) The Vice-Chancellor or the Registrar under delegation from the Chancellor shall sanction leave other than the casual leave to all categories of University employees.

5. Leave cannot be claimed as matter of right; and when the exigencies of the service demand, discretion to refuse or revoke leave of any description is vested with the authority empowered to grant it viz. the Chancellor, Board of Governors, Vice-Chancellor, Dean and Heads of the Departments and such other authorities empowered.

6. A University employee on leave shall not accept or take up any employment or service and receive any remuneration. Wilful absence from duty after expiry of leave may be treated as misconduct, which

Not to be employed during Leave

will entail disciplinary action.

23. Reimbursement of travel expenses including accommodation charges and daily allowance shall be in accordance with limits prescribed for various categories in the schedule appended (schedule I) and shall be as under:

Official Tour and Expenses

- a. Re-imburement of travel expenses shall include the following:
 - i. Actual cost of ticket/fare paid for the journey within the permitted mode of travel.
 - ii. Accommodation charges, if any, within the prescribed limit.
 - iii. Daily allowance as applicable.
- b. Any upgradation in the mode/class of travel is permitted only if authorized by the Chancellor.
- c. The University reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employees while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses/actual room rent within the limit prescribed in the schedule is admissible, subject to production of original bills.
- d. All official travel shall generally be by the least expensive mode of transport on the shortest routes, thrift being a measure of standard in undertaking travel.
- e. Airfare will be reimbursed only against production of used passenger coupons/tickets and not against the bills of travel agents.
- f. Cancellation of tickets on account of exigencies of the Trust/institution, may entitle an employee to the reimbursement of actual fare and costs of reservation. Any cancellation shall be made forthwith, with minimal loss of fare. Proof of payment and refund shall be enclosed to the claim.
- g. Each journey shall be accounted separately and shall not be set off against another.
- h. Travel advance may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred. If the advance taken exceeds the claim amount, the balance shall be credited to the University Accounts before the submission of bills.

- i. Daily allowance is admissible from the time of commencement of the journey till the time of return to the institution / usual place of residence upon completion of the itinerary (as per Schedule I appended below)
- j. Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room tips, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed. However, in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be reimbursed provided that such expenditure is claimed separately and is approved by the Chancellor.
- k. When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the institution, the entitlement to daily allowance will be restricted to 50% of the eligible sum. No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
- l. All T.A / D.A bills of staff members shall be approved by the Head of the institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the University office for approval by the Chancellor.
- m. The Chancellor alone shall approve the following claims:
 - i. Travel by Vice-Chancellor/Deans/Registrar/Heads of institutions
 - ii. Foreign travel of any staff
 - iii. Participation in International/National conferences, seminars, workshops etc.
- n. If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by other agencies.
- o. Travel on academic work such as examination/valuation or any other work of the University or statutory bodies wherein travelling expenses are reimbursed by such bodies, shall not entail the staff to claim reimbursement of expenditure.

- p. Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.
- q. All T.A/D.A claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey

24. Increments

- a. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service including the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal/Confidential Report.
- b. Where an employee is appointed on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be granted at the end of every year at the sole discretion of the Board of Governors, provided his performance and conduct are found satisfactory.
- c. Special increments may be granted in exceptional cases and outstanding performance during the service by the Board of Governors.
- d. The annual increment may be withheld as a disciplinary measure by the Board of Governors. The period for which the increment should be withheld will be decided by the competent authority.
- e. Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withhold in future years. In the case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01.01.2018 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01.01.2019 will be withheld for three months but the next increment which falls due on 01.01.2020 will be given to him with effect from 01.01.2020.
- f. When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.

- g. The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.
- h. The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.
- i. Promotions will be regulated as per promotion policy. However, no promotion can be claimed as a matter of right. The Board of Governors is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post and vacancy exists.
- j. An employee who is under suspension or against whom disciplinary proceedings is in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

25. Work Load of Teaching Faculty

As per UGC norms in India specify a minimum workload of 40 hours per week for full-time teachers over 30 working weeks in an academic year. This includes direct teaching hours, research, and other duties.

Here is more detailed breakdown:

Teaching:

- a. Srinivas University suggest that teachers should be available for at least eight hours daily at the university or department. (40 hours per week for full-time teachers)
- b. Workload may vary based on the teacher's position (Professor, Associate Professor, and Assistant Professor). Deans, Professors and Associate Professors are expected to teach 14 hours per week, while Assistant Professors need to teach minimum 22 hours regular excluding tutorial and practical classes. (One hour= one student credit hours)
- c. The specific teaching workload for different faculty levels can vary. For example, in some institutions, BBA and B.Com lecturers may be required to teach 18 hours a week, while their BSc & B. Tech counterparts might teach 22 hours per week.

Research:

- a. Research activities, including preparing research papers and attending conferences, are also part of the workload.

- b. Senior faculty members may have a greater emphasis on research activities compared to junior faculty.

Administrative Duties:

- a. Teachers may be involved in administrative tasks such as departmental meetings, curriculum development, co-curricular activities and student advising, counselling & mentoring
- b. These duties can vary depending on the faculty member's position and the specific needs of the institution.

Additional Considerations:

- a. The specific workload requirements may be further defined by individual institutions and departments.
- b. Teachers may also be involved in co-curricular activities and student mentorship, which contribute to their overall workload.
- c. The workload can be influenced by factors such as the size of the student body, the number of courses taught, and the availability of resources.

26. Service Conditions for Non-Academic Staff of the University

- 1. Non-Academic Staff:** Non-Academic Staff means comprises of Technical and Administrative Staff.
- 2. Staff-Structure:** Staff-Structure means a hierarchy of all non-academic Posts broadly categorized under (a) Technical Staff (b) Administrative Staff.
 - a. **Technical Staff:** Technical Staff shall include Technical, Medical, Engineering, Knowledge Resource and Management, sports and such other posts as may be decided by the Board from time to time.

Category:

- i. Technical Staff – Grade 1
 - ii. Technical Staff – Grade 2
 - iii. Technical Staff (Foreman) – Grade 3
- b. **Administrative Staff:** Administrative Staff shall include Administrative, Office, Security and such other posts as may be decided by the Board from time to time.

Category:

- i. Office Superintendent
 - ii. Senior Office Assistant

iii. Junior Office Assistant

3. Basic Principles:

- a.** All posts are vacancy based and shall be filled as per the policies laid down.
- b.** The recruitment may be made through Direct Recruitment / Promotion / Contract / Deputation / Absorption depending upon the Institute requirements.
- c.** All the appointments for the permanent positions shall ordinarily be made on probation for a period of one year.
- d.** If any decision is taken to create a new post or re-structure any service, these Rules shall suitably be amended for that particular purpose with the approval of the Board.
- e.** The recruitment is open for Indian Nationals only.
- f.** The minimum qualification for the above post is Diploma / Undergraduate Degree in the respective discipline.
- g.** The nomenclature of posts has been devised on functional considerations and to bring homogeneity across different cadres in the Institute to the extent possible.
- h.** Nothing in these Rules shall prevent operation of any other mode of recruitment already made by the Institute with the approval of the competent authority.
- i.** Minimum five year experience expected for the next level of promotion of the staff.
- j.** The recruitment committee will decide the promotion based on the appraisal.

27. Employee Conduct

Employee Obligation

27.1 Every employee shall: -

- [a]** Abide by the rules, regulations and any other instructions that may be framed by the University Authorities from time to time and which are in force to regulate the work, conduct and behaviour of the employees.
- [b]** Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to Srinivas University and shall also carry out any other duties that may be assigned to him/her from time to time.
- [c]** Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties that may be assigned to him/her from time to time.
- [d]** Employees shall always be neatly dressed in clean clothes while on duty and shall keep

their workplace clean at all times to maintain the cleanliness of the campus.

27.2 No employee shall: -

- [a] use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of Srinivas University.
- [b] bring or attempt to bring any outside influence to bear upon the University Authorities to further his/her personal interest in Srinivas University.
- [c] misuse the amenities provided for him by Srinivas University to discharge his official duties.
- [d] accept any gifts, presents, gratis, payments or other favours from students, patients, patients' parties, suppliers, contractors, dealers or anyone who could directly or indirectly influence/damage/harm the business interests/goodwill or reputation of Srinivas University.
- [e] disclose/divulge or use any confidential information gained in the course of his employment in Srinivas University for personal gains/profit or advantage for himself/herself or any other person.
- [f] engage directly or indirectly in any trade or business or avocation or undertake any other employment.

27.3 No employee shall: -

- [a] propagate/indulge in communal or sectarian activity
- [b] discriminate against person on the grounds of caste, creed, language, religion etc.
- [c] indulge in or encourage any form of malpractice.
- [d] accept private tuition.
- [e] knowingly or wilfully neglect his/her duties.
- [f] make any sustained neglect in correcting the assignment done by the students of an institution

28.1 Every employee shall take due care of the property,

University Property

Materials, instruments, equipment, machines, furniture,

cash, etc. of Srinivas University entrusted to his/her care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the University authorities. Further the concerned employee/s shall be required to make good the assigned/assessed value of such breakage, damage or loss with or without punitive fine as determined by the University authorities.

28.2 promptly report any occurrence or defect noticed which might endanger lives of persons in the University/schools and might result in any damage to the property of Srinivas University or that of any others.

28.3 take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the University.

28.4 see that the stock procurement and stocking of materials, medicines, etc. do not get out-dated. Periodical review shall be conducted to identify the materials/medicines nearing expiry date and the supervisor concerned/the university authorities shall be appraised and appropriate action shall be taken in consultation with the university authorities. Great care must be exercised to avoid unnecessary inventory holdings.

29. Unauthorized Possession of Goods, Etc.

An employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. which are in use in the offices/schools/department of the University or kept in stock in University and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The university authorities/officials may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit.

30. Unauthorized Persons in the Premises

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave the University premises forthwith unless required to stay back by the university authorities. Such employees shall not enter university premises without

permission.

31. Possession / Consumption of Intoxicating Drinks and Narcotics

Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

32. Participation in Politics and Elections

No employee shall

- a) without prior intimation in writing, by the Chancellor, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- b) Without prior written permission from the Chancellor contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his/her franchise.

33. Demonstration and Strikes

No employee shall organize or participate in any demonstration in the premises of the University, which is prejudicial to the interests of Srinivas University or public order, decency or morality or which involves defamation or contempt of Court. She/he shall not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

34. Connection with Press, Radio and Television

No employee shall, except with the prior permission of Chancellor or in the bonafide discharge of his duties, participate in a Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Srinivas University or detrimental to the image/interests of Srinivas University.

35. Criticism of University Affairs/Authorities

No employee shall criticize the university affairs or its authorities either in the press or over

the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

36. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the Chancellor, or in the bonafide performance of the duties assigned to him/her, communicate directly or indirectly any official document or information to any employee or any other person.

37. Unauthorized Publication of Official Documents

No employee, while in service at Srinivas University or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his/her possession in his/her official capacity, without obtaining prior written permission from Chancellor.

38. Invention and Patents

No employee of the University shall, without the prior consent of the Chancellor, either during his/her service in the University or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/discovery made by him/her as a result of his/her service in Srinivas University.

39. Search

39.1 Employees are liable to be searched by persons authorized by the university authorities at any time, and also while entering or leaving the premises of the University. It is further provided that women employees shall be searched only by women employees.

39.2 Quarters, accommodation and such other facilities provided by the university are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

39.3 Srinivas University shall not be responsible in any way for any damages or loss caused to any person or employee within the premises of University.

39.4 Employee shall deposit any lost and found/unclaimed articles in the premises of the

university with appropriate authority.

- 40. “Misconduct”** shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of University, if related to the maintenance of discipline or pertaining to the interest of the University Authorities or other employees or officers of the University.
- Employee Misconduct
Definition**

Any act of omission/commission/indiscipline which affects the reputation or prestige of the university authorities, shall amount to misconduct whether committed within or outside the premises of the University or any act or conduct unbecoming of an employee of Srinivas University.

40.1 Acts of Misconduct

- a. Acts of omission & commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.
- b. Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct, whether done by the employee alone or in combination with others shall be treated as misconduct.
 - i. Dereliction of duty -Engaging in any trade or profession falling outside the scope of the duties allotted by the University, except with the prior permission of the Trust.
 - ii. Wilful insubordination or disobedience of any lawful and reasonable order of the superior.
 - iii. Commission of any acts subversive of discipline or good behaviour.
 - iv. Participation in any strike/demonstration, gherao/picketing and or any other kinds of agitation or abetting and inciting such agitation
 - v. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of the University.
 - vi. Wilful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.

- vii. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
- viii. Non-marking of attendance in the register/electronic attendance meter.
- ix. Absence without leave for more than seven consecutive days.
- x. Habitual late attendance or habitually leaving work before time or absence from place of work.
- xi. Loitering while on duty and after duty in University premises.
- xii. Negligence or neglect of work.
- xiii. Accepting service for any consideration inside or outside the University/School/Hospital/Establishment or under any person without the approval of the Chancellor.
- xiv. Drunkenness, fighting, riotous, disorderly or indecent behaviour in University premises and public places, affecting the reputation of the University.
- xv. Giving false evidence or statement in any domestic enquiry held by the university or in a case conducted in a Court of Law in which Srinivas University is a party.
 - i. Travelling or carrying unauthorized passengers, materials in any of the University vehicles without valid authority.
 - ii. Collection or canvassing for collection of any money for any purpose within university premises without prior permission.
 - iii. Smoking in the office, patients' wards or in any other place where smoking is specifically prohibited.
 - iv. Sleeping while on duty.
 - v. Distribution or exhibiting inside university premises; hand-bills, pamphlets or posters without written prior permission of the university authorities.
 - vi. Attending or holding any unauthorized meeting within Srinivas University premises.

- vii. Unauthorized disclosure of information about the business or affairs of Srinivas University.
- viii. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within Srinivas University premises.
- ix. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
- x. Making false statements on matters germane to his employment in the university or wilful suppression of facts at the time of employment or during the course of service in the university
- xi. Threatening, intimidation, coercion, assaulting, quarrelling with any person in the premises of Srinivas University.
- xii. Use of foul or abusive language or misbehaviour with any officer, employee, student, patient, patient parties or visitors within University premises.
- xiii. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- xiv. Participation in any activity prejudicial to the interests of the university.
- xv. Unauthorized use of university facilities for personal gains.
- xvi. Not allowing university employees/officers/superiors either to enter or come out of the premises or causing ingress or egress of the material or equipment of the University.
- xvii. Punching of attendance card or forging the signature of another employee in the attendance register.
- xviii. Tampering with any of the records of the University.
- xix. Slowdown in performance of work or instigating to slow-down or adopting work to rule practices.

- xx. Acts of immorality or involving moral turpitude within the premises of the university or outside.
- xxi. Unauthorised occupation/illegal or immoral use of university premises.
- xxii. Not wearing specified uniform while on duty.
- xxiii. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the university authorities.
- xxiv. Refusal to obey orders of transfer or change in posting
- xxv. Refusal to acknowledge any communication from the University Authorities.
- xxvi. Refusal to offer himself/herself for interrogation by the superior authorities or such other persons authorized by the University authorities.
- xxvii. Refusal to sign any documents, forms or registers kept or maintained for the purpose of recording routine matters.
- xxviii. Possession of unlicensed weapons, dangerous or illicit drugs.
- xxix. Sexual harassment of co-employees, students, patients, patient's parties and or any other persons who would be involved with the University including such unwelcome sexually determined behaviour (whether directly or by implication) such as
 - a. Physical contact and advances;
 - b. A demand or request for sexual favours;
 - c. Sexually coloured remarks;
 - d. Showing pornography;
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

40.2. Violation of these service rules or any other acts determined by the Trust/competent authority as misconduct from time to time.

- 41.** Causes for imposing penalties for a good and sufficient reason, including any breach of any of the Statute and laws of the University or negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his/her duties or failure to conform to the instructions of his/her supervisors or any irregularities in the discharge of duties or any criminal offence involving moral turpitude, an employee of the University shall make himself/herself liable to the following penalties
- Kinds of Penalty**

Minor Penalties

- a) Written warning or caution
- b) Censure
- c) Withholding/stoppage of increment with or without cumulative effect.
- d) Withholding of promotion
- e) Recovery from pay the amount as may be due on account, of any pecuniary loss caused to ASF by negligence or breach of orders.
- f) Fines, not exceeding an amount equivalent to 7 days salary.

Major Penalties

- a) Suspension without salary and allowance for a period up to 30 days.
- b) Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the University or permanent reduction in rank.
- c) Discharge/removal/dismissal/compulsory retirement from service.

- 42.1.** The Board of Governors of the University shall be authorized to delegate the powers to any member of the University for the purpose of administering these service rules or for ordering an enquiry and awarding punishment. The Chancellor shall be the final appellent authority and any preliminary appeal against the decision of the concerned disciplining authority should first be addressed to the Board of University and to the Board of Governors at the second stage. All appeals should be routed through the Registrar who is the ex-officio secretary of both the Board of University and the Board of Governors. Provided that the Chancellor may at any
- Procedure for enquiries And Punishment**

point of time take suo moto notice of the proceedings and give a decision as he deems fit.

42.2 Any employee found to commit any act of misconduct shall be served with a charge sheet clearly stating the charges levelled against him. Such an employee shall be given an opportunity to explain and answer the charges levelled against him/her in an enquiry conducted by an Enquiry Officer duly appointed by the Board of Governors for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce documents and witnesses in support his/her defense and cross-examine the witnesses on whose evidence the charges are based. The employee concerned, if he/she so desires shall be allowed to be defended by a co-employee of the university. The statements of the university authorities and the employee and the evidence lead by either side shall be recorded by the Enquiry Officer. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit his/her findings to the Board of Governors based on the evidence recorded and documents produced during the enquiry.

42.3 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order or suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However, the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

42.4 If an employee is held guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary/wages during the period of his suspension.

42.5 If, as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

42.6 An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.

42.7 While awarding punishment under these statutes, the university authorities may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the

University authority shall be served on the employee concerned.

42.8 In case of dismissal, the employee may appeal within 30 days of receipt of such Order to the Appellate Authority whose decision will be final.

43. Suspension Pending Enquiry

- a. Any officer empowered with such powers may place under suspension, pending enquiry, an employee of the University who is alleged to have committed any acts of misconduct.
- b. An employee of the University who is detained in public custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention and shall remain under suspension until further orders of revoking or continuing the order of suspension.
- c. Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:
 - i. At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension and
 - ii. At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employees is not directly attributable to the conduct of such employee
- d. The payment of subsistence allowance under this service shall be subject to the employee concerned not taking up any employment during the period of suspension.
- e. If on enquiry the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence already paid to him will not be recovered.

44. Power to add or to amend:

The Board of Governors shall be competent to alter or to add or to amend or to cancel any of the above Statutes, from time to time subject to the provisions contained in Chapter V Sec. 36 of the Srinivas University, Act, 2013.

45. Interpretation:

On all question of interpretation of these Statutes the decision of the Chancellor of the University shall be final. On matters not specifically covered in the Service Statutes of the University employees, the decisions as taken by the Board of Governors and agreed by the Chancellor will apply.

46. Savings:

Such other rules as are considered necessary to carry out the functions of the University will be framed by the Board of Governors as and when necessary under the respective headings.

ENROLLMENT MANAGEMENT PLAN (EMP)

PREFACE

The *Enrollment Management Plan of SU* is a management document, it describes an overall strategy and recommends a set of activities for communicating to the public and the region the strengths of SU programs and attracting qualified students to seek admissions into the university. This Enrollment Management Plan is designed to establish a framework for attracting students who can meet the rigorous academic standards of the institution, successfully graduating, and assuming leadership in the professional business community, and cultural life.

GUIDING PRINCIPLES

The guiding principles below anchor the enrollment management plan and fully align with the mission and goals of the university. The guiding principles will be evident in implementation of the EMP as it represents the core of the commitment made to the students at NACC.

- The EMP upholds equity and access for all, regardless of race, color, disability, gender, religion, creed, national origin, age, or socioeconomic background.
- The EMP supports quality instruction and a supportive teaching and learning environment.
- The EMP promotes student retention and persistence in general education and career/technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, transfer to higher education, and employment in the field of study.
- The EMP focuses on student services which assist individuals to formulate and achieve career, educational, personal goals through mentorship, support programs, and student activities.
- The EMP is aligned with NACC's Institutional Management Plan.
- The EMP is a shared responsibility.

In addition to the Guiding Principles, the planning group believes that enrollment management planning is most effective when it includes the following methodologies:

- Academic integrity that leads to student success, such as relevant program and course offerings, diverse modes of delivery, proactive mentoring, early alert systems, and student support programs.
- An evidence-based system that is data-driven to reflect the needs of a diverse student

population.

- Student-centered processes that are models for facilitating student satisfaction and student learning.
- An inclusive plan that promotes a culture of ownership and integrates and aligns all student support services.
- Ongoing enrollment management planning and regular reviews and updates.

Areas of Strategic Focus



MARKET POSITION AND MARKET PLAN

As a relatively young private university, SU has established its market position very quickly, since it has distinguished itself from the other institutions from the very beginning of its establishment.

H. CREATING A MARKET POSITION

SU is one of the few elite private, English language universities in the region offering degrees in engineering, Computer science & information technology, business administration, Hotel Management, Physiotherapy, Allied health sciences, Medicine, Nursing & Education in an environment that includes students from both the gender.

Example: SU can differentiate itself as the only private university in the region offering various professional programs with multifarious contemporary global specializations in various disciplines.

The market position for SU has been determined by the quality of its programs and graduates.

It also has a history of providing quality education in the region more than 30 years under

the aegis of Srinivas Group of Institutions. Hence, the quality and quantity of marketing determine SU's position. Significant marketing funds must be spent to create the market position and to establish a positive institutional image. Endorsements from individuals and institutions already regarded as symbols of excellence are important to create the right market position and the image necessary to assure success.

I. ESTABLISHING OBJECTIVES OF THE PLAN

The enrollment management plan helped, direct and coordinate marketing and recruitment efforts. The process of creating the plan is also important.

Preparing an enrollment management plan forces the institution to assess the marketplace and how trends and new developments affect the University. The process also provides the assessment measures that are needed to determine whether marketing strategies are working. These measures help the institution to achieve its enrollment objectives. Quite often, simply embarking on the process of preparing an enrollment management plan guides the university in developing successful marketing strategies.

The SU enrollment management plan seeks to achieve the following objectives:

- Review, develop, and monitor materials that communicate the programs and services to the prospective and potential students.
- Coordinate recruiting efforts among the various SU departments and personnel.
- Identify and recruit students who have a high likelihood of enrolling and completing SU programs successfully.
- Develop implementation and mentoring plans.
- Establish a review schedule to determine the success of the recruitment strategy and implement changes where needed.

J. IDENTIFYING TARGET MARKETS

The university marketing plan targets pre- university students from a number of groups. Each group, however, is not targeted as an equal priority for admission. Target markets of primary, secondary, and tertiary importance are defined as below:

- Primary Target Markets: Local students from rural, Urban in the district of Dakshina

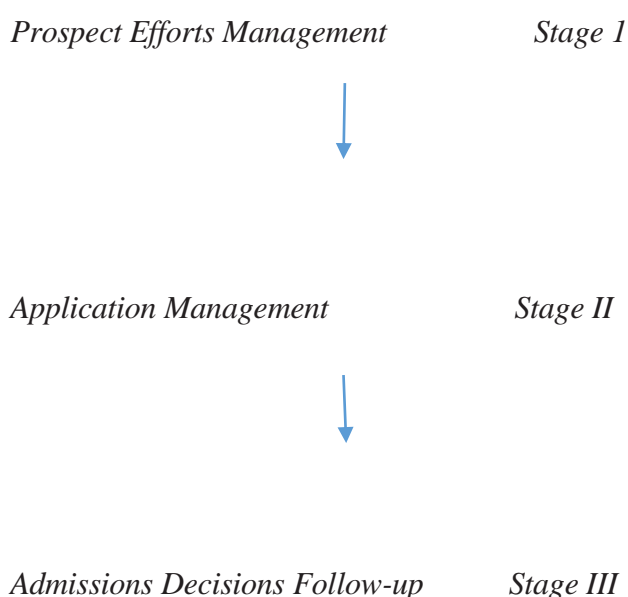
Kannada and neighboring district Udupi. who are interested in engineering, Computer science information technology, business administration, Commerce, physiotherapy and allied health sciences

- Secondary Target Markets: Students from Border state of Kerala who migrate in large numbers seeking qualitative education in Mangalore.
- Tertiary Target Markets: Students from other neighboring districts like Chikmangaluru, Uttara Kannada and Shivamogga etc.

K. THE INTEREST/COMMUNICATION FLOW MODEL

SU has implemented a recruitment methodology grounded on sound marketing principles that provides methods of assessing the university's efforts for effectiveness.

The SU has employed the Interest/Communication Flow Model or the "Adoption model" as illustrated here.



By applying this model to the recruitment process, enrollment officers can understand whether a student is in the decision-making process and more effectively target the student with information that will influence his decision.

L. THE DECISION-MAKING PROCESS

This represents how prospective students are expected to pass through the six progressive stages that are critical to a student's decision-making process. It also provides a way of assessing how well a university, through its recruiting efforts, moves students toward enrollment one step at a time, from the point of becoming aware of the university to official matriculation. It provides a way to separate the recruitment process into six components and to measure the effectiveness of the recruitment process at various stages.

- **Awareness** – The first stage represents the initial communication of the SU story to target markets via various recruiting strategies. The appropriateness of the recruiting strategies determines the degree to which students become aware of the SU, take an interest in the university, and inquire about its programs and services.
- **Inquiry** - The second stage represents students who have responded to a particular marketing campaign by submitting a request for information. Once a student moves into the inquiry stage, the university will then respond in an appropriate and timely manner. (Procedures to handle the Awareness and Inquiry stages, for example, are described as “Prospect Efforts Management” to the side of the funnel model.) These procedures have been automated and a system is set in place to handle inquiries effectively. A communications plan must be established for each stage of the funnel and for each market segment.
- **Application** – The third stage represents the number and quality of applications received. This will be directly impacted by how well SU develops its “Prospect Efforts Management” procedures. Similarly, the quality of service provided to applicants by the Office of Admissions and other support offices will impact the number of applicants who move to the next stage.
- **Admission** – The fourth stage represents those students who complete the application stage and are asked to write the SU entrance examination and have subsequently been admitted to the university.
- **Commitment** – The fifth stage represents those students who submit a tuition deposit as a commitment that they will enroll.
- **Enrollment** – The sixth stage, at which prospects become students at the SU, is the goal.

M. ENROLLMENT COMMUNICATION PLANS

The office of the Director of Enrollment Management and its admissions staff must design the communication plans that will be used to recruit students. These plans include the series of whatsapp messages, e-mails, brochures, or electronic publications that are sent to prospective students based on their:

- market segment
- stage in the adoption model
- address type (e-mail or regular postal mail)
- level of interest in the university
- Chancellors Merit scholarships provided in the university

The key to assembling a communication plan is to think in terms of the general information the university should send to a particular market segment over time.

The adoption model is easy to implement if the recruiting effort is supported with appropriate system to that tracks each prospect by market segment, stage, and level of interest. When coupled with well-conceived communication plans that are designed for each market segment and for each stage in the model, a recruitment system will execute flawlessly. It will automatically send the right materials to the right students at the right time.

The office of the director and its staff then must determine the communications necessary for each stage of the process – from Inquiry through Enrollment.

- The type of address (e-mail or mobile no. of the parent /student) would, of course, affect the type of communication the target receives at the various stages. The student's level of interest also influences the amount and quality of communications sent at the various stages.
- Through Tele-Counseling, Tele-Qualifying, and E-Qualifying, describes how to assess a student's level of interest in the university.
- One of the most effective recruiting tools for any campus is through the open house or the campus visit. This approach can be as simple as an informal campus tour conducted by one of the admissions officers. It can also be a formal program that is marketed in advance through electronic and printed media, the university Website, and brochures.

A campus visit program usually begins in the morning and ends at mid-afternoon on the

first day of a weekend, but it may be scheduled at any time appropriate to requires modification. A formal program typically follows a format like the one presented below.

Open House Procedures:

The open house begins with registration and distribution of guest kits at a reception area. A registration fee may be assessed to defray some of the cost of the program such as meals. The guest kits usually include:

- Agenda for the program
- View book
- Prospectus
- Latest copy of program Magazine
- Application for admission
- Program evaluation form

N. ENROLLMENT MANAGEMENT ORGANIZATION

The **Director of Enrollment Management** will coordinate all recruitment initiatives (as indicated in the report *SU Organization*). The director will have several employees who will assist with the student recruitment and admission process.

- **Director of Admissions** – The director oversees the application and admission process and assists the Director of Enrollment Management with other duties as determined by the enrollment manager.
- **Two admissions counselors or recruiters from each department** - One male and one female staff (Multilingual) will assist the Director of Enrollment Management with the regional visits, the SU Open House Visit Programs, and daily visits to the campus by prospective students. These staff members will respond to the daily calls and e-mails received by the university admission postal.

CHAPTER IX

MISCELLANEOUS

- a. For implementing the provisions of the Act, Statutes and Regulations and for other purposes not contained therein,

Rules of University

the Chancellor shall prescribe the rules and guidelines which shall be communicated and followed by the employees and students.

- b. It shall be competent for the Board of Governors to appoint a Legal Advisor/Standing Counsel for the University for such period and on such terms as it may decide, to perform such duties as it may

Legal Advisor & Standing Counsel

assign from time to time. The Legal Advisor/Standing Counsel so appointed shall not be a member of any of the Authorities of the University.

- c. The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities or permit to stay with guardian. The University shall, for the benefit of the students, provide cafeteria, health, recreational, shopping and other ancillary

Students Hostel, Cafeteria and other Accommodation

facilities as may be deemed fit. The regulations in this regard shall be made by the Board of Management.

- d. In case any difficulty arises in giving effect to the provisions of the Statutes, the Board of Governors may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.

Removal of Difficulties

Board of Management