

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH
UNIVERSITY**

*Established under Section 3 of the UGC Act, 1956**



***General Bye-laws governing the
working of the Academy prepared
under the various provisions of the
Memorandum of Association***

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*vide MHRD, Government of India Notification No.F.9-19/2000-U.3(A) dated 13th April 2006.

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**KLE Academy of Higher Education and Research,
Belgaum, (Deemed University)**

These Bye-Laws may be called "the Bye-Laws governing the working of the Academy"

These Bye-Laws shall come into force from 08/07/2006

The definitions given in the Memorandum of Association shall hold good for the purpose of these Bye-Laws.

Board of Examinations

(under Rule 4 (vii) of the MoA)

- BL 301** The Board of Examinations shall be the Principal Authority for the smooth conduct of the examinations and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators and also to prepare the schedule of dates for holding examinations and timely declaration of their results.
- BL 302** The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations.
- BL 303** a) The Board of Examinations shall consist of the following members; namely :
- i) the Vice-Chancellor, - Chairman
 - ii) the Pro-Vice-Chancellor; if any
 - iii) two Deans of Faculties/Principals of the Colleges;
 - iv) three educationists
 - v) one evaluation expert nominated by the Vice-Chancellor;
 - vi) the Controller of Examinations – Member Secretary.

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- b) The term of the office of the members other than ex-officio members shall be three years.

BL 304 Powers and Duties of the Board of Examinations

- a) The Board of Examinations shall ensure proper organization of examinations, common entrance tests and other tests, including assessment, moderation, tabulation and declaration of results.
- b) The Board shall meet twice in a year or as and when convened by the Chairman. One third members of the Board shall constitute the quorum. If the meeting is adjourned for want of quorum then no quorum shall be required for such meeting.
- c) In particular and without prejudice to the generality of duties as mentioned in clause (a) above, the Board shall exercise the following powers and perform the following duties, namely :
 - i) to approve the panel of paper-setters, examiners and moderators from amongst the persons included in the panels recommended by BOS and where necessary, having regard to the recommendations made by the Committee under clause (a) of the Bye-Laws No.307 remove them or debar them;
 - ii) to undertake, exercise and experiment in examination reforms;
 - iii) to exercise such other powers in relation to examinations as may be assigned to it by or under this Memorandum of Association.

- BL 305** In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary and at the next meeting of the Board, the action taken shall be reported by such person.

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- BL 306**
- a) In order to appoint paper-setters, examiners and moderators, the Board shall constitute Committees for every subject or group of subjects consisting of-
 - i) Vice-Chancellor; - Chairman
 - ii) The Dean of the faculty;
 - iii) Chairman, Board of Studies;
 - iv) The Controller of Examinations - Member-Secretary;
 - b) The Committee shall appoint paper-setters, moderators, examiners out of the panels approved by the Board of Examinations.
 - c) Ordinarily, no member of the Board or the Committees shall be appointed as paper-setter, examiner, moderator or referee;
 - d) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the Committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press;
 - e) Assessment of answer books for all examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at Academy. The answer books then shall be coded and shall be masked. All the examiners will attend the central assessment centers and assess the answer books at the center only. The answer books will then be demasked and the result sheets will be prepared by the moderators;
- BL 307**
- a) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators,

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referees, teachers or any other person connected with the conduct of examinations, the Board shall constitute an Unfair Means Committee of not more than three persons of whom one shall be Chairman;

- b) The constitution of such Committee shall consist of following members nominated by the Chancellor.
 - i) Retired Judge - Chairman
 - ii) One senior teacher not connected with the Academy - Member
 - iii) One senior practicing advocate - Member

The term of the office of the Committee shall be three years. Two members shall constitute a quorum.

- c) Such a Committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

BL 308 The Board shall prepare and submit the financial estimates to the Finance Officer for incorporation in the budget of the Academy.

BL 309 The Board shall arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.

BL 310 The Controller of Examinations shall give fourteen days clear notice for the meeting of the Board.

BL 311 The Controller of Examinations shall send agenda papers to the members at least seven days prior to the date of the meeting.

BL 312 The Controller of Examinations, immediately after the meeting is over, shall draw the minutes and submit the same for approval of the Chairman.

- BL 313** The Controller of Examinations shall send the minutes of the meeting to the members immediately after the signature of the Chairman.
- BL 314** The Controller of Examinations shall prepare the action taken report (ATR) and place before the Board meeting.

Buildings and Works Committee

(Under Rule 4 (vii) of the MoA)

- BL 315** There shall be a Buildings and Works Committee consisting of the following members; namely :
- i) The Vice-Chancellor; - Chairman
 - ii) The Pro-Vice-Chancellor; if any
 - iii) The eminent Engineer and Architect nominated by the Chancellor;
 - iv) Chancellor's nominee on the Board of Management;
 - v) Secretary of the Sponsoring Society;
 - vi) Registrar;
 - vii) Finance Officer;
 - viii) University Engineer - Member-Secretary.
- BL 316** The term of the office of the members other than ex-officio members shall be three years.
- BL 317**
- a) The Committee shall meet as and when necessary under the direction of the Vice-Chancellor and accordingly the member secretary shall convene the meetings.
 - b) The quorum to constitute the meeting of the Committee shall be five members.
 - c) If there is no quorum, the meeting of the Committee shall be adjourned by the Chairman to a specific time on the same day or on later day and no quorum shall be necessary for such adjourned meeting.

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- d) The notice convening a meeting shall be sent to the members by the member secretary at least fourteen days in advance of the date of meeting together with the agenda for the meeting.

Provided that a special meeting of the Committee may be called at a shorter notice, if deemed necessary, by the Chairman.

- e) The Member-Secretary shall send the agenda papers of the meeting at least ten days prior to the date of the meeting.
- f) The agenda papers for the meetings shall be subject to the approval of the Chairman. The agenda papers and all relevant papers concerning the agenda shall be sent to the members at least seven days prior to the date of the meeting. For an adjourned meeting it will not be necessary again to send the agenda to the members.
- g) After the meeting, the minutes shall be drawn by the member secretary and shall get them approved from the Chairman. The recommendations of the Committee shall be placed before the Board of Management for its approval.

BL 318 The works will be classified as below :

- a) **Maintenance Works** : These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.
- b) **Minor Works** : These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated cost of Rs.ten lakhs or less.
- c) **Major Works** : These shall include original works, special repair works involving structural additions and alterations with an estimated cost exceeding Rs.ten lakhs.

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- BL 319**
- a) **Maintenance Works :** The Executive Engineer, shall be responsible for preparation of plans and estimates for these works and as also for their execution and supervision under the guidance of the Committee.
 - b) **Minor Works :**
 - i) The Executive Engineer, under the directions of the Committee, shall get the plans prepared and estimates for such works either through his own staff or where necessary with the help of a consulting architect/structural engineer chosen from the panel of architect/structural engineers, as approved by the Board of Management.
 - ii) The selection of the architect for a particular job shall be made by the Board of Management on the recommendations of the Committee.
 - iii) The Executive Engineer, shall be responsible for execution and supervision of these works under the guidance of the Committee.
 - c) **Major Works :**
 - i) The Executive Engineer shall prepare the plan and block estimates as per the requirements of the user departments and place before the Committee for its approval.
 - ii) The Committee after due scrutiny shall approve the works and recommend the same to the Board of Management for its approval.
 - iii) After getting the approval of Board of Management, architect/structural engineer shall prepare the detailed plans, estimates and draft tender notice for placing before the Committee.

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- iv) After the approval of the Committee; the tender notice shall be published in the leading newspapers.
- v) The tenders shall be opened before the Committee in the presence of the bidders.
- vi) The Committee, after the technical scrutiny, shall open the price bid and if necessary negotiate with the contractors and recommend the name of lowest bidder to the Board of Management.

BL 320 The Committee shall perform following duties and responsibilities:

- a) The Committee under the direction and overall supervision of the Board of Management , shall be responsible for the execution of all types of works. The Committee shall be competent to accord administrative approval and financial sanction, to maintenance works subject to availability of funds provided in the budget.
- b) The Committee shall recommend to the Board of Management's administrative approval and sanction for the expenditure in respect of all the works.
- c) The Committee shall recommend to the Finance Committee, a programme of works to be executed in the ensuing year. On the basis of the recommendations of the Committee and subject to the final approval of the Board of Management, a lumpsum provision will be made in the annual budget for maintenance and other works.
- d) After getting the approval of the Board of Management, the Executive Engineer shall prepare the detailed plan, drawings, estimates of the work and place before the Committee for its approval.

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- e) The Committee shall prepare a panel of at least five architects and five R.C.C. consultants of proven experience and merit for the works. Such panel will be subject to approval of the Board of Management.
- f) In addition to above, the Committee shall —
 - i) maintain the panel of Architects and RCC consultants.
 - ii) maintain a separate list of contractors on the basis of their professional experience and financial capability for execution of works concerned.
 - iii) be responsible for getting technical scrutiny carried out as may be considered necessary by it.
 - iv) be responsible, after careful scrutiny, for the acceptance of tenders received for works concerned and in case where it proposes to assign a work to a contractor whose tender is not the lowest, it will record its reasons in writing and recommend the same to the Board of Management.
 - v) exercise general supervision over the work of engineering staff and in particular ensure that essential records and data like the property registers, R. A. Bills, M. B.'s and the works' register etc., are maintained properly and are kept upto date. Likewise, it shall also ensure that the rejected tenders are retained for a period of three years, unless they are to be required for a longer period for any specific purpose, such as court case, departmental inquiry, etc. It shall also ensure that the Executive Engineer/ Architect certifies the

completion of works in accordance with the final design, in respect of concerned works.

BL 321 The Committee shall have the power to :

- a) accord necessary administrative approval and financial sanction for maintenance works subject to availability of funds in the budget for such works. The administrative approval and financial sanction for minor works and major works shall be accorded by the Board of Management after such proposals are recommended by it.
- b) settle rates not covered in the tender and settle claims and disputes with the contractors in respect of maintenance works and works to be undertaken.
- c) In respect of maintenance and other works, the Chairman shall have the powers to sanction the payment of monthly running account bills of a work, subject to such a bill having been examined by the architects, and certified as '*fit for payment*' by the Executive Engineer.
- d) In respect of maintenance and other works, the Chairman shall have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10% of the sanction. In case the amount of the final bills exceeds or recedes by 10% of the sanction, the Chairman of the Committee shall have the powers to release 90% part payment of the balance payment due against the tender items. The remaining 10% of the payment so deducted against the tender items alongwith the excesses and extras shall be released only after the approval of the Committee.
- e) The Committee shall have the powers to extend the contract period on the recommendation of the

Executive Engineer and Architects. Pending sanction of extension of contract period by the Committee, the Chairman shall have the powers to release 75% of the payment and the remaining 25% so deducted against the tender items shall be released after the approval of the Committee.

- BL 322** a) The Committee shall constitute the Technical Committee which shall consist of following members:
- i) Architect nominated by the Chancellor
 - ii) Engineer nominated by the Chancellor
 - iii) University Engineer.
- b) The Technical Committee shall—
- i) scrutinise the proposal(s) prepared by the Executive Engineer.
 - ii) make the scrutiny of the R. A. bills, final bills, MB's, etc. prepared by the Executive Engineer.
 - iii) periodically inspect the progress of the works and report to the Committee.
 - iv) advise the Committee on any technical matter.
 - v) advise the Committee as regards to the extension in time limit of the project; sanction of extra items which are not included in the original estimates, escalation, if any, in the cost of building.
 - vi) check the quality of the various material used for the project.
 - vii) perform such other duties and responsibilities as may be assigned to it by the Committee, from time to time.

Board of Inter-disciplinary Studies

(Under Rule 4 (vii) of the MoA)

- BL 323** There shall be Board of Inter-disciplinary Studies in each faculty. The Vice-Chancellor may constitute Board of Inter-disciplinary Studies involving more than one Faculty.
- BL 324** The Board of Inter-disciplinary Studies shall consist of
- a) The Chairmen of the Boards of Studies in the respective subjects including Ad-hoc Boards, if any.
 - b) Two members from each of the Boards of Studies concerned, nominated by the Vice-Chancellor. One of the members so nominated shall be a person with specialised knowledge, co-opted on the Board of Studies under clause (ii)(e) of Rule No. 13 of the Memorandum of Association, and the other shall be a teacher in the subject concerned.
 - c) One Professor, in the subject or discipline, nominated by the Vice-Chancellor.
 - d) One Reader, in the subject or discipline, nominated by the Vice-Chancellor.
 - e) One Lecturer, in the subject or discipline with ten years' teaching experience, nominated by the Vice-Chancellor.
 - f) One expert in the subject/discipline nominated by the Vice-Chancellor.
 - g) The Chairman shall be nominated by the Vice-Chancellor.
- BL 325**
- a) The term of the office of the members of the Board shall be two years. The Board shall meet at least once a year. The meeting of the Board shall be convened by the Chairman. At least ten clear days notice shall be issued by the Registrar.
 - b) The resolutions adopted by the Board shall be placed before the Academic Council for its approval.

- c) The Board shall discuss and recommend the starting of the inter-disciplinary subject(s) under the faculty.
- d) The Board shall prepare the course structure, scheme of marking and syllabi of the Inter-disciplinary subject and submit the same for the approval of the Academic Council.
- e) The Board shall discuss and recommend the number of credits for each course, transfer of credits, accumulation of credits etc. in each of the interdisciplinary subjects.

Board of Post-graduate Teaching and Research

(Under Rule 4 (vii) of the MoA)

BL 326 There shall be a Board of Post-graduate Teaching and Research.

The Board shall consist of the following members, namely:

- i) The Vice-Chancellor, - Chairman;
- ii) Pro-Vice-Chancellor; if any;
- iii) The Deans of the faculties;
- iv) Two Professors other than Principal from each college nominated by the Vice-Chancellor;
- v) Two experts not connected with the Academy nominated by the Vice-Chancellor;
- vi) The Registrar shall act as Member Secretary of the Board.

BL 327 The term of office of members other than ex-officio members shall be three years. The Board shall meet atleast once in a year

BL 328 Powers and Duties :

- a) Subject to the provisions of the Memorandum of Association and Bye-Laws, the Board shall have

the power to control, regulate and co-ordinate post-graduate teaching and training at the post-graduate studies and research, and to establish interactions with the industries/universities.

- b) In particular, and without prejudice to the generality of the foregoing provisions, the Board shall exercise the following powers and perform the following functions :
- i) recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in the colleges;
 - ii) recommend to the Academic Council the requirements regarding post-graduate teachers in the respective subject(s) including the adjunct teacher(s);
 - iii) recognise research supervisors and post-graduate teachers ;
 - iv) determine the programme(s) of instruction, teaching, training and research, and indicate the nature and extent of the work that the recognised teachers may be called upon to undertake;
 - v) exercise the powers of the Academy in so far as they are related to co-operation and collaboration with other universities or organisation; for research and advisory services and for such other purposes; to enter into appropriate arrangements with other universities and organisations to conduct certain courses as the situation may demand; and further, to undertake development programmes in higher education, research, consultancy based projects and training programmes for outside agencies by charging fees so as to generate resources;

- vi) exercise such other powers and perform such other duties as are prescribed by or under this Memorandum of Association and Bye-Laws in connection with post-graduate teaching and the research carried out in the Academy and the post-graduate centers.

Research and Recognition Committee

- BL 329** a) There shall be a Research and Recognition Committee for each faculty. The Committee shall consist of :
- i) The Vice-Chancellor, - Chairman;
 - ii) The Pro-Vice-Chancellor; if any
 - iii) The Dean of the faculty;
 - iv) The Chairman of Board of Studies;
 - v) Two experts in the subject, not below the rank of professor who has successfully guided five Ph.D. students; nominated by the Vice-Chancellor;
 - vi) One expert in the area of specialization nominated by the Vice-Chancellor where a referee is to be appointed for evaluation of Ph. D./M. Phil. dissertations or theses.

The nominated members under clause (vi) above shall attend the meeting only for the particular item.

- b) The Research and Recognition Committee for the faculty shall -
- i) approve the topics of thesis or dissertation to the Board;
 - ii) recommend the panel of referees for thesis or dissertation to the Board;
 - iii) recognize the teachers for the post-graduate teaching and research to the Board;

- iv) advise the Board of Studies on measures to improve courses of studies at the post-graduate level.
- v) recommend to the Board, the course structure for Ph. D., pre-Ph. D. and M. Phil. courses for approval.

- BL 330** The term of office of the members of the Board shall be three years. The Board shall ordinarily meet twice a year with fourteen clear days notice and at other times when convened by the Vice-Chancellor.
- BL 331** The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor shall preside over the meetings of the Board.
- BL 332** The Registrar shall prepare the agenda papers and send the same to the members at least fourteen days prior to the date of meeting.
- BL 333** The Registrar shall draw the minutes immediately after the meeting is over and get the approval of the Chairman.
- BL 334** The office of nominated member shall stand vacated in case the member ceases to hold a particular office or designation by virtue of which he is nominated as a member or remains absent from three consecutive meetings or tenders resignation.

Board of Extra Mural Studies

(Under Rule 4 (vii) of the MoA)

- BL 335** There shall be the Board of Extra Mural Studies consisting of the following members :
- i) The Vice-Chancellor, - Chairman;
 - ii) The Pro-Vice-Chancellor; if any
 - iii) Two members nominated by the Vice-Chancellor of whom atleast two shall be residents of rural areas;
 - iv) Two members representing each Faculty, nominated by the Vice-Chancellor;

- v) Director, Students' Welfare shall act as Member Secretary.

BL 336 The term of office of the nominated members shall be three years from the date of first meeting of the Board irrespective of the date on which a member enters upon his office.

BL 337 The Board shall arrange for imparting instructions, outside the regular courses of study prescribed for degrees, diplomas and certificates by —

- i) holding popular extension lectures at the various places;
- ii) conducting educational camps for school-going children, drop-out children in rural areas and women and youth;
- iii) organising inter-disciplinary courses, special vocational courses, popular science courses for students, women, factory workers, youth and various professional groups;
- iv) undertaking study-projects with the involvement of local people in rural centres;
- v) organising educative seminars, lecture series and other similar programmes on relevant current issues;
- vi) disseminating knowledge about government policies, schemes for the cultural, social and economic upliftment of the rural population;
- vii) securing co-operation of other educational organisations, social organisations ready to work towards the common goals of education;
- viii) securing co-operation with the N.S.S., N.C.C. and such other NGOs and GOs in rural uplift and women empowerment programmes;
- ix) organising special vocational courses for students, women, factory workers and various professional groups.

- x) organising health check up camps for students, poor and needy persons, in schools/colleges and rural health centres respectively.
- BL 338** The Board shall print and publish books, notes, booklets on topics of knowledge related to the special courses.
- BL 339** The Board shall fix conditions for the admission of participants to the extra mural programmes organised by it and the payment of fees thereof if any.
- BL 340** The Board shall meet once in six months, and at other times, when convened by the Vice-Chancellor.
- BL 341** The office of nominated member shall stand vacated in case the member ceases to hold a particular office or designation by virtue of which he is nominated as a member or remains absent from three consecutive meetings or tenders resignation.
- BL 342** The one third of the members shall constitute a quorum for a meeting of the Board. All items shall be decided by the majority of the votes. No quorum shall be necessary in case of a meeting adjourned for the want of quorum.

Board of Sports and Physical Culture

(Under Rule 4 (vii) of the MoA)

- BL 343** The objects of the Board are :
 - i) To promote, organise and conduct the sports, games and physical culture in the Academy;
 - ii) To inculcate and enhance the spirit of true sportsmanship amongst the students;
 - iii) To undertake and conduct inter-collegiate and Inter-University and such other types of sports tournaments and cultural festivals.
 - iv) To award sports fellowships.

Constitution of the Board

BL 344 The constitution of the Board shall consist of the following members; namely :

- i) The Vice-Chancellor; - Chairman
- ii) The Pro-Vice-Chancellor;
- iii) Two experts in the field of sports and physical culture to be nominated by the Vice-Chancellor;
- iv) Two members of the Board of Management nominated by the Vice-Chancellor;
- v) The Director/Incharge, Students' Welfare;
- vi) The Director/Incharge, Sports - Member Secretary.

The term of office of the nominated members shall be of three years. They will however, be eligible for renomination.

Meetings of the Board

- BL 345**
- a) The Board shall meet at least twice in a year and may meet as often as required, if necessary.
 - b) The meeting of the Board will be convened by the Vice-Chancellor.
 - c) Fourteen days notice shall ordinarily be required to be given for the meetings of the Board.
 - d) Five members shall constitute the quorum.
 - e) A meeting if adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.
 - f) The procedure for the conduct of the meeting shall be the same as that laid down for the meetings of the Board of Management.

Powers and Functions

- BL 346** 1. The Board shall be responsible for :
- a) Framing rules for the control and conduct of various sports, games and tournaments;
 - b) planning and preparing annual calendar of sport events and circulate them to the colleges.
 - c) preparing and presenting the annual budget of the sports and cultural activities and submit the same to the Finance Committee.
 - d) Making arrangements for the purchase of sports materials and other necessary equipments, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.
 - e) Organising coaching camps with a view to raise the standards of sports in general and increase the calibre of sport persons in particular.
 - f) Deciding in which games, sports and tournaments the Academy should participate in the Inter-University tournaments.
 - g) Select players for the various teams for participation in Inter- University tournaments.
 - h) Appointing whenever necessary, Committees and Sub-committees to improve the sports standards.
 - i) Organizing and conducting Inter-University sports meets.
 - j) Incurring expenditure within the framework of the sanctioned budget.
 - k) Instituting and receiving prizes and trophies and to receive donations for the purpose.

- 2) The Academy shall collect such amount, which will be decided by the Board of Management, from time to time, per year per student borne on the rolls of each college, as on the 1st day of August of the year concerned for the purpose of organising sports.
- 3) Generally, to do everything except enter into financial commitments, for the promotion of sports and physical culture and to advise the Board of Management in all matters pertaining to sports and physical culture.
- 4) The Board shall nominate, if necessary, Secretary for the Board, nominate Team Managers, Selection Committees and Coach for the teams which are participating in the inter-university tournaments.
- 5) The Board shall organize youth festival at the Academy level and arrange to participate in the Inter-University youth festival organised by AIU.

The Employment and Placement Cell

(Under Rule 4 (vii) of the MoA)

- BL 347** The Employment and Placement Cell shall consist of :
- i) The Vice-Chancellor, - Chairman;
 - ii) The Pro-Vice-Chancellor; if any
 - iii) The Director of Employment or his nominee not below the rank of Deputy Director of Employment;
 - iv) Deans of Faculties;
 - v) The Director/Incharge, Students' Welfare;
 - vi) Two members nominated by the Vice-Chancellor of whom atleast one shall be connected with Belgaum Chamber of Commerce and Industries;
 - vii) The Registrar - Member Secretary.

- BL 348** The members other than the ex-officio members of the Cell shall hold office for three years.
- BL 349** The Cell shall meet at least once in each term and at other times when convened by the Vice-Chancellor.
- BL 350**
- a) Five members shall form a quorum for a meeting of the cell. No quorum shall be necessary in case of a meeting adjourned for want of a quorum.
 - b) If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.
- BL 351** The functions of the Cell shall be :
- a) To select apprentice(s) for practical training both professional and non-professional in firms and industrial concerns;
 - b) To recommend to the industries, financial institutions, firms, companies etc. names of suitable candidates for appointments as and when requested;
 - c) To establish liaison with potential employers;
 - d) To prepare database of possible job openings and supplying the same information to graduates and under-graduates students;
 - e) To advise students preparing for various competitive examinations, to supply them with particulars of such examinations, and, if necessary, to organise training programmes, lectures, workshops, seminars for them by inviting experts.
 - f) To organise campus interviews for various companies, business houses etc. for the placement.
 - g) To prepare students for examinations like TOEFL, GRE, GMAT, USMLE, FLAB, PGCCET etc. by conducting special classes.

Information Bureau

(Under Rule 4 (vii) of the MoA)

There shall be an Information Bureau in the Academy.

BL 352 The Information Bureau shall consist of following members :

- i) Vice-Chancellor; - Chairman
- ii) All Deans of Faculties;
- iii) Two Members of Board of Management nominated by the Vice-Chancellor;
- iv) N.S.S. Co-ordinator;
- v) Director/Incharge, Students' Welfare;
- vi) Registrar - Member Secretary.

BL 353 Members of the Bureau, other than ex-officio, shall hold office for three years and the Board of Management shall make appointments to fill up temporary vacancies, caused by death, resignation or from any other cause whatsoever. A member on retirement shall be eligible for reappointment.

- BL 354**
- 1) The Bureau shall designate the Public Relation Officer as the Information Officer under Right to Information Act. He shall exercise all the provisions of the said Act.
 - 2) The Bureau shall meet at least once in every term and at other times when convened by the Vice-Chancellor.

BL 355 Four members shall form the quorum for a meeting of the Bureau. No quorum shall be necessary in case of a meeting adjourned for want of quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the secretary under

the signature of the Chairman and the adjourned meeting shall be held after half an hour.

BL 356 The functions of the Bureau shall be :

- a) to collect and furnish information in regard to Indian and foreign Universities, other educational institutions, training centres and industrial works;
- b) to correspond with Indian and foreign universities, other educational institutions, training centres and industries with a view to placing students in suitable conditions of study and/or training in those universities, institutions, centres or industries;
- c) to advise students and give them such other help as may be required;
- d) to keep in constant touch with the work of the office and with the applications and inquiries received by the office from students, Indian and foreign universities, other educational institutions and training centres or industries, from time to time.

BL 357 The Bureau shall exercise the following powers; namely :

- a) The Bureau shall have the power to correspond directly with such universities, institutions and persons as agreed to such direct correspondence.
- b) The Bureau shall have the power to take the deposit from any person or applicant who desires expenditure to be incurred on his behalf, or who wishes books, pamphlets etc. from the Bureau to be issued to him.
- c) Wherever necessary, the Bureau shall correspond on behalf of applicants. But the cost of dispatching applications for admission, leadership etc. by air mail shall be borne by the applicant.
- d) The Bureau shall have the power to conduct and manage, on behalf of recognised or approved universities and institutions, examination which may

facilitate the admission of students to those universities and institutions or may assist students in obtaining qualifications in such universities or institutions.

- e) The Bureau shall have the power to refuse to forward any application for reasons deemed sufficient by it, and shall not be bound to give the reasons of such refusal to the applicant concerned.

Library Committee

(under Rule 4 (vii) of the MoA)

- BL 358**
- a) There shall be a Library Committee for administering, organizing and maintaining the library and library services of the Academy. It shall consist of following members, namely :
 - i) The Vice-Chancellor, - Chairman;
 - ii) The Pro-Vice-Chancellor; if any
 - iii) The Principals of the colleges;
 - iv) Three Heads of the Departments by seniority and rotation nominated by the Vice-Chancellor;
 - v) The Registrar;
 - vi) The Finance Officer;
 - vii) The Librarian - Member Secretary
 - b) All members of the Library Committee, other than the ex-officio members, shall hold office for a period of three years and shall not be eligible for re-nomination thereafter. The Committee shall meet at least twice a year.
 - c) The duties of the Committee shall be as follows -
 - i) to provide for proper organisation and functioning of the library, documentation services and updating the stock of books;

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- ii) to provide for proper modernisation and improvement of library and documentation services;
- iii) to recommend to the Board of Management library fees and other charges for the use of library services by students and others;
- iv) to prepare the annual budget and proposals for development of the library;
- v) to submit to the Board of Management the annual report on the functioning of the library;
- vi) to prepare the annual budget of the library;
- vii) to allocate the budget to the colleges and departments.
- viii) to establish intra-library loan service for the benefits of the faculty and the students.
- ix) to procure books and journals including e-journals and on-line journals.
- x) to recommend to the Board of Management to start programmes at certificate, diploma and degree in Library and Information Science.

N.S.S. and N.C.C. Board

(Under Rule 4 (vii) of the MoA)

BL 359 The N.S.S. and N.C.C. Board shall consist of :

- i) The Vice-Chancellor, - Chairman.
- ii) The Pro-Vice-Chancellor, if any
- iii) Eight members nominated by the Vice-Chancellor—two from amongst the members of the Board of Sports and Physical Culture, two from the Board of Extra Mural Studies, two experts on N.C.C. and N.S.S. and two members of the Board of Management.
- iv) The Director/Incharge, Students' Welfare - Secretary.

- BL 360** Members of the Board other than Ex-officio members, shall hold office for three years.
- BL 361**
- a) The Board shall meet ordinarily once in six months and at other times whenever convened by the Chairman. Five members shall form the quorum of a meeting of the Board.
 - b) In case, if there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Director or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour. No quorum shall be necessary in case of a meeting adjourned for want of a quorum.
- BL 362** The Vice-Chancellor or in his absence Pro-Vice-Chancellor, shall preside over the meeting.
- BL 363** The functions of the Board shall be :
- a) to plan and prepare programme under NSS and NCC and circulate them to the colleges;
 - b) to supervise, guide and control the various schemes undertaken by the colleges;
 - c) to evaluate the work done by the colleges under these schemes and to submit a report to the Board of Management for consideration;
 - d) to prepare budget and to finalise disbursement of the amount received as grants to the NSS and NCC schemes of various colleges;
 - e) to organise various types of N.S.S. and N.C.C. camps;
 - f) to pool up resources for providing facilities to the colleges under the schemes;
 - g) to select teachers and senior students for training for the implementation of various activities under NSS and NCC;

- h) to make available Government experts in various schemes undertaken by the colleges; and
- i) to do any other activities or the matters referred to it by the Board of Management.

Purchase Committee

(Under Rule 4 (vii) of the MoA)

- BL 364**
- a) There shall be a Purchase Committee for dealing with all matters pertaining to the purchases and sale of the Academy, in respect of such items where individual cost of each item exceeds rupees one lakh at a time;
 - b) The Committee shall consist of the following members, namely:
 - i) The Vice-Chancellor; - Chairman
 - ii) The Pro-Vice-Chancellor; if any
 - iii) One nominee of the Chancellor
 - iv) Two members of the Board of Management;
 - v) Principals of the colleges;
 - vi) The Registrar;
 - vii) The Finance Officer - Member Secretary.
 - c) All the members of the Committee other than ex-officio members, shall hold the office for a period of three years. The Committee shall meet as and when required.
 - d) The Finance Officer, after getting the administrative approval of the appropriate officers, shall invite the tenders/quotations with all the details from the vendors;
 - e) The tenders/quotations shall be published in state level newspapers;
 - f) The Finance Officer shall open the tenders in presence of the vendors, prepare the comparative

statement and place the same before the Purchase Committee for its decision;

- g) The Committee, may invite the vendors for discussion/negotiations;
- h) The Committee may, if required, invite the technical experts;
- i) The Committee shall meet as and when necessary;
- j) The Finance Officer shall prepare the agenda and send the same to the members at least seven days before the date of the meeting along with the minutes of the preceding meeting of the Committee;
- k) After the meeting of the Committee, Finance Officer shall draw the minutes and get the approval of the Chairman.
- l) The quorum for a meeting shall be six members. No quorum is required for a meeting if it is adjourned for the want of quorum.

BL 365

- a) The Committee shall constitute a Sub-committee for the purpose of the sales of the items like old vehicles, grass, used answer papers, old machinery/ equipments etc.

The Sub-committee shall consists of

- i) Vice-Chancellor or Pro-Vice-Chancellor - Chairman;
 - ii) Two members of the Committee nominated by the Vice-Chancellor;
 - iii) Finance Officer - Member Secretary;
- b) The Sub-committee, after scrutinising the proposal, shall invite the tenders for sale of the articles mentioned above. After receipt of the tenders, the Finance Officer shall open the tenders in presence of the bidders; prepare the comparative chart and place before the Committee.

- c) The Committee may invite the tenderers for negotiations and take the appropriate decision

BL 366 The proceedings of the Committee shall be placed before Board of Management for its approval.

Research Grants Committee

(Under Rule 4(vii) of MoA)

BL 367 The Research Grants Committee shall consist of -

- i) The Vice-Chancellor, - Chairman
- ii) The Deans of Faculties;
- iii) The Vice-Chancellor may co-opt such member or members as are necessary for considering the applications for research grants in the subjects for which experts assistance is required;
- iv) The Registrar – Member Secretary.

BL 368 The term of the office of the members of the Committee shall be for two years. The Committee shall meet once in a year and at other times when convened by the Vice-Chancellor.

BL 369 Three members of the Committee shall form the quorum for a meeting of the Committee. No quorum shall be necessary in case of a meeting adjourned for want of a quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

BL 370 The Committee shall consider all applications for research grants out of funds of the Academy and/or from the grants received from funding agencies.

BL 371 The Registrar shall circulate the guidelines for amount to be distributed under the scheme and shall invite applications from the teachers.

- BL 372** After careful consideration of the report of the experts, the Committee shall, recommend the grants to the applicants with the conditions, if any.
- BL 373** The grant sanctioned shall be released in two instalments. First instalment shall be released alongwith the sanction letter. The second instalment shall be released only after getting the progress report from the teacher. If the progress report is not satisfactory then the second instalment shall not be released.
- BL 374** After completion of the work, the teacher shall submit the report of the work done/research publications etc. to the Registrar, which then shall be placed before the Committee.
- BL 375** After completion of the project all equipments/books purchased out of these grants shall be transferred to the Academy.
- BL 376** The proceedings of the Committee shall be placed before the Board of Management for its approval.

Students' Council

(Under Rule 4 (vii) of the MoA)

- BL 377**
- a) There shall be a Student Council at the Academy and college levels to promote the sense of responsibility, leadership qualities and to inculcate the civic sense and national integration among the students in general and to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities for the better corporate life in particular.
 - b) The constitution of the Council at the college level shall consist of the following members, namely-
 - i) Principal; - Chairman
 - ii) One teacher nominated by the Principal;

- iii) One student from each class who has shown academic merit at the examination conducted by the Academy held in the preceding year, nominated by the Principal;
 - iv) One student nominated by the Principal from each of the following activities who has shown outstanding performance in Sports, NSS, NCC, cultural activities;
 - v) Two lady students nominated by the Principal.
- c) The Council, in its first meeting, shall elect its secretary from the student members who will also represent the college on the Students' Council at the Academy level.
- d) Student Council at the Academy level

The Council shall consist of the following members; namely:

- i) Vice-Chancellor; - Chairman
 - ii) Secretaries of the colleges;
 - iii) Principals of the colleges;
 - iv) NSS and NCC co-ordinators;
 - v) Registrar,
 - vi) Director/Incharge, Students' Welfare - Member Secretary.
- e) The Vice-Chancellor shall nominate one of the secretaries as the Chancellor of the council.

BL 378

The term of office of the nominated student members on the colleges and the Academy council shall commence with effect from the date of nomination on the particular council, and shall extend up to the last day of the academic year, unless they have in the mean time, incurred any disqualifications specified by or under the Memorandum of Association, or the Bye-Laws and shall then expire.

- BL 379** Every meeting of the Academy council shall be presided over by the Vice-Chancellor and shall be attended by the Pro-Vice-Chancellor, and such other officers whose presence may be required for a particular meeting on the orders of the Vice-Chancellor.
- BL 380** One-third of members of each council shall constitute the quorum of a meeting of the council. In the absence of the quorum the meeting will be adjourned for a period of half an hour from the scheduled time of the meeting and then continue further. All questions shall be decided by the majority of votes of the members present either by showing hands or by standing.
- BL 381** The meeting of the Academy council shall be held at least once in three months or at such other times as may be decided by the Vice-Chancellor and Principal, as the case may be. The meetings of the council shall be convened with a notice of ten clear days.
- BL 382** The meeting of the Academy council shall be presided over by the Vice-Chancellor and in his absence by the Pro-Vice-Chancellor.
- BL 383** The Principal of the College shall preside over the meeting of the Council at the college level.
- BL 384** The Director/Incharge, Students' Welfare shall issue notices of the meetings of the Councils.
- BL 385** The Director/Incharge, Students' Welfare in consultation with the Vice-Chancellor and Principal, as the case may be, shall prepare the agenda of the meeting and send the same to the members.
- BL 386** Immediately after the meetings are over, the Director shall draw the minutes and get the approval of the Chairman.
- BL 387** The Director/Incharge, Students' Welfare in consultation with the Vice-Chancellor, and Principal, shall prepare the Annual Budget of the Councils and forward the same to the Finance Officer.

- BL 388** The Council at the Academy level shall organize annual Youth Festival.
- BL 389** All the items before the Councils shall be decided by the majority votes.
- BL 390** The Councils shall meet at least twice in a year.
- BL 391** The Councils shall prepare an annual budget of its activities and shall review the same, if required.
- BL 392** The Councils shall be responsible for the overall development of the students.

Board of Management

(Under Rule 5 of the MoA)

- BL 393** The Meeting of the Board of Management shall be held on the date(s) determined by the Vice-Chancellor. The Registrar shall issue a notice of the meeting at least twenty one clear days before the date of meeting. The Registrar shall send the agenda papers of the meeting to the members at least ten clear days prior to the date of the meeting.

Provided that, in case of emergency meeting, the period of notice of meeting shall be waived by the Chairman.

Provided further that, in case of any emergency, the item may be taken up for consideration, with the approval of the Chairman, even if the item is not included in the agenda.

- BL 394** The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor if any, shall preside over the meeting of the Board of Management.

- BL 395** The quorum of the meeting of the Board of Management shall be one-third of sitting members. If there is no quorum at the commencement of a meeting the Chairman shall adjourn the meeting for half an hour, at the end of which he shall continue the adjourned meeting for which no quorum shall be necessary. Such adjournment shall be recorded by the Registrar under the signature of the Chairman.

- BL 396** The Board of Management may refer any of the subjects within its purview to the relevant Authority/Body. The report of such Authority/Body shall be considered by the Board of Management.
- BL 397** The agenda of the Board of Management meeting and its enclosures and the minutes of the meeting, thereof shall be treated as confidential.
- BL 398** The business of Board of Management shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered *seriatim* unless otherwise decided at the meeting.
- BL 399** The decision of the Management Council shall be recorded in the form of resolutions. Every resolution shall be passed by majority. But it shall not contain the deliberations and discussions. However, any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members alongwith the agenda of the succeeding meeting.
- BL 400** Immediately after the meeting is concluded, the Registrar shall submit the minutes recorded to the Chairman for his approval. On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions.
- BL 401** The Registrar shall ensure that the action taken on every resolution of the Board of Management is duly reported to the Board of Management as soon as the action thereon is completed. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereon and the nature of action taken.
- BL 402** The members of the Board of Management shall be under obligation to safeguard the interests of the Academy, and honour the resolutions.

- BL 403** The Chairman shall have right to vote, and in the case of an equality of votes, a second or casting vote.

Ad-hoc Board

(Under Rule 6 of the MoA)

- BL 404** There shall be an Ad-hoc Board in a subject or group of subjects consisting of not more than five persons nominated by the Vice-Chancellor. Out of such members, two shall be experts from outside the Academy. The Ad-hoc Board shall function until such time as the Board of Studies in a particular subject is constituted under Rule No. 13 of the Memorandum of Association.
- BL 405** The Vice-Chancellor shall nominate the Chairman of the Ad-hoc Board.
- BL 406** The tenure of the office of all the members shall be of three years from the date of first meeting.
- BL 407** The Ad-hoc Board shall exercise the same powers and perform the same duties as that of Board of Studies.
- BL 408** The Ad-hoc Board shall follow the same rules as that of Board of Studies for procedure and conduct of business at meetings.

Academic Council

(Under Rule 8 of the MoA)

- BL 409** The Academic Council constituted by the Vice-Chancellor shall meet on the date(s) and time approved by the Vice-Chancellor.
- The Registrar shall issue a notice of the meeting, at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting ten clear days before the date of the meeting.
- BL 410** In the absence of the Vice-Chancellor, the Pro-Vice Chancellor, if any, shall preside over the meeting.

- BL 411** The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered *seriatim*, unless otherwise decided at the meeting.
- BL 412** The decision of the Academic Council shall be recorded in the form of resolution. Every resolution shall be passed by majority; but it shall not contain the deliberations and discussions. However any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members of the Academic Council alongwith the agenda of the subsequent meeting.
- Immediately after the meeting of the Academic Council is concluded, the Registrar shall prepare and submit the minutes to the Chairman for his approval.
- On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions.
- BL 413** The Registrar or concerned officer shall ensure that the action taken on every resolution is duly reported to the Academic Council as soon as the action thereon is completed. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereof and the nature of action taken.
- BL 414** One-third of the sitting members shall constitute the quorum for a meeting of the Academic Council. No quorum shall be necessary in the case of meeting adjourned for want of quorum. All items shall be decided by a majority of votes of the members present.
- BL 415** The Chairman at the meeting of the Academic Council shall have a right to vote, and in the case of an equality of votes, a second or casting vote.

Advisory Committee

(Under Rule 10 of MoA)

- BL 416** a) There shall be an Advisory Committee for the Academy. Such a Committee shall consist of following members; namely:
- i) UGC nominee, - Chairman
 - ii) Vice-Chancellor;
 - iii) Pro-Vice-Chancellor;
 - iv) Principals of colleges;
 - v) Deans of faculties;
 - vi) Two experts nominated by UGC;
 - vii) Registrar - Member Secretary.
- b) i) The term of the office of the Committee other than ex-officio members shall be three years.
- ii) One third members shall constitute the quorum.
- iii) There shall be at least one meeting of the Advisory Committee in a year.
- iv) The Registrar shall give twenty-one days clear notice in writing to the members and shall send agenda papers at least ten days prior to the date of the meeting.
- c) Powers and Duties of the Committee
- i) The Committee shall advise the Academy in its overall academic and administrative development.
 - ii) The Committee shall recommend to the Planning and Monitoring Board to undertake specialization in studies.
 - iii) To oversee the financial position of the Academy and suggest the ways and means for resource mobilisations.

- iv) To call for reports, returns and other information related to the academic planning and growth.
- v) To exercise such other powers and perform such other duties as may be required for the academic enrichment of the Academy.

Planning and Monitoring Board

(Under Rule 11 of the MoA)

- BL 417**
- a) Constitution of Planning and Monitoring Board
Planning and Monitoring Board shall consist of the following members, namely;
 - i) The Vice-Chancellor; - Chairman
 - ii) The Pro-Vice-Chancellor; if any
 - iii) Two Deans by rotation nominated by the Vice-Chancellor;
 - iv) Four internal members associated with the Academy, nominated by the Vice-Chancellor;
 - v) Two external experts representing the Health Science / Industry / Science and Technology/ R and D etc. nominated by the Vice-Chancellor;
 - vi) UGC nominee;
 - vii) The Registrar; - Member Secretary
 - b)
 - i) The term of the office of the members of the Board other than ex-officio members shall be three years.
 - ii) The Board shall meet at least twice a year.
 - iii) The Board shall establish active collaborations with the institutions both at the national and international level.
 - c) Powers and Duties of the Board:
Subject to the provisions made in the Memorandum of Association or the Bye-Laws, the Board shall

exercise the following powers and perform the following duties, namely:

- i) to recommend to the Board of Management the broad development programmes in liberal and professional education, having regard to the objectives of the Academy and regional and national needs of the country;
- ii) to review the maintenance of standards of instruction, education, evaluation, research, training, extension and collaboration in the Academy;
- iii) to arrange for the inspection of colleges with view to assessing their academic performance and needs;
- iv) to recommend to the Board of Management and Academic Council for the inspection of the constituent colleges, hostels, hospitals, rural health centres in order to assess their academic performance and needs, wherever necessary, with a view to maintain efficiency, ensure adequate student amenities, health services;
- v) to advise the Board of Management and Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the Academy;
- vi) to prepare the perspective or development plan of the Academy;
- vii) to organise the academic audit of the colleges and Academy;
- viii) The Registrar shall issue the notice of the meeting at least twenty one days prior to the meeting and shall send the agenda at least ten days prior to the date of the meeting.

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- ix) The Registrar, immediately after the meeting, shall draw the minutes and get the approval of the Chairman.
- x) The Registrar shall prepare the action taken report and place before the meeting for information.

Powers and Functions of Board of Studies

(Under Rule 13 of the MoA)

BL 418 The Board of studies shall have the following powers and duties namely;

- i) to recommend, upon the Board of Management or Academic Council, the courses of study in the subject or group of subjects within its purview.
- ii) to recommend names of suitable persons for inclusion in the panels for appointment of paper setters, examiners and moderators at examinations conducted by the Academy.
- iii) to recommend to the Academic Council in respect of the curriculum development based on the feed back received from the central councils and other stake holders of higher education.
- iv) to arrange for the validation, by the external peers of the curriculum developed for the various programmes.
- v) to recommend to the Academic Council starting of add-on and bridge courses for the benefit of students.
- vi) to recommend to the Academic Council for the academic collaboration and/or twinning arrangements with other universities and institutions within and outside the country.

Board of Studies

(Under Rule 13 of the MoA)

BL 419 Under the Rule No.13, there shall be following Boards of Studies in the subjects :

A) Faculty of Medicine

- a) Pre Clinical
- b) Para Clinical
- c) Medicine and ancillary subjects
- d) Surgery and ancillary subjects
- e) Obstetrics & Gynaecology

B) Faculty of Dentistry

- a) Pre Clinical
- b) Clinical

C) Faculty of Nursing

D) Faculty of Physiotherapy

E) Faculty of Pharmacy

F) Para Medical Subjects

G) Faculty of Ayurveda/ISM

H) Faculty of Science and Technology

College Department	Corresponding Board of Studies
A) Faculty of Medicine	
i. Anatomy	
ii. Physiology	
iii. Biochemistry	Preclinical
i. Pharmacology	
ii. Pathology	
iii. Microbiology	Paraclinical
iv. Forensic Medicine	
v. Community Medicine	
i. Medicine	
ii. Paediatrics	
iii. TB and Respiratory Diseases	Medicine and Allied

iv.	Dermatology and STD	
v.	Psychiatry	
i.	Surgery	
ii.	Orthopaedics	
iii.	E.N.T.	Surgery and Allied
iv.	Ophthalmology	
i.	Obstetrics and Gynaecology	Obstetrics and
ii.	Anaesthesiology	Gynaecology
iii.	Radiology	
B. Faculty of Dentistry		
i.	General Anatomy	
ii.	Physiology and Biochemistry	
iii.	General Pathology and Microbiology	
iv.	Dental Material	Preclinical
v.	General Pharmacology	
vi.	Dental Anatomy and Oral Histology	
vii.	Preclinical Conservative	
i.	General Medicine	
ii.	General Surgery	
iii.	Prosthodontics	
iv.	Orthodontics	
v.	Periodontics	Clinical
vi.	Oral Surgery	
vii.	Pedodontics	
viii.	Oral Diagnosis and Radiology	
ix.	Conservative Dentistry	
x.	Community Dentistry	
xi.	Oral Pathology and Microbiology	
C.	Faculty of Nursing	BOS in Nursing
D.	Faculty of Physiotherapy	BOS in Physiotherapy
E.	Faculty of Pharmacy	BOS in Pharmacy
F.	Faculty of Para Medical Studies	BOS in Para Medical Subjects
G.	Faculty of Ayurveda / Indian System of Medicine	BOS in Ayurveda / Indian System of Medicine
H.	Faculty of Science and Technology	BOS in Science and Technology

BL 420 The Vice-Chancellor shall constitute the Board of Studies for various faculties.

The term of the office of the members of the Board shall be for three years.

The meeting of the Board of Studies shall be convened by the Chairman. Unless permitted by the Vice-Chancellor, not more than two meetings of the Board shall be held during the academic year. The Chairman shall convene the meeting of the Board on requisition of five members of the Board. At least twenty one clear days notice of the meeting shall be issued to all the members of the Board.

BL 421 The Registrar shall send the agenda papers to the members at least ten days prior to the date of the meeting.

BL 422 Any two or more Boards may and at the request of the Academic Council shall meet and act in accordance and render a joint report on any matter which falls within the purview of such Boards. The joint meeting shall be chaired by the Dean of the faculty.

BL 423 Any item of business before the Board, at the discretion of the Chairman, or the Vice-Chancellor may be resolved by a circular. Every such item so resolved shall be placed before the subsequent meeting of the Board for its confirmation.

BL 424 The quorum of the meeting shall be one-third of the members of the Boards. In case there is no quorum for the meeting, the meeting shall be adjourned for half an hour and for such adjourned meetings, the quorum shall not be required.

Grievances Committee

(Under Rule 14 of the MoA)

BL 425 There shall be a Grievances Redressal Committee to settle the grievances of the employees of the Academy and shall consist of the following members nominated by the Chancellor -

- i) Retired Judge - Chairman

- ii) one educationist;
- iii) one practising senior advocate.

Provided that, the Chairman shall be nominated by the Chancellor and other two members shall be nominated by the Vice-Chancellor.

The term of the office of the members of the committee shall be for three years.

The Committee shall entertain and hear the grievances or complaints of the teachers and other employees working in the Academy and colleges.

BL 426 The Committee shall entertain the complaints or grievances only from individuals and no collective complaints shall be entertained.

BL 427 The complainant shall have to submit his grievance in the prescribed form. **Appendix - No.1.**

BL 428 Every complainant shall submit his complaint in five copies (one original and four attested xerox copies). The complainant shall forward his complaint to the Registrar through proper channel. The complainant may forward one advance copy directly to the Registrar in addition to the five copies.

It shall be the responsibility of the concerned head to forward the complaint of the complainant to the Registrar alongwith his say within eight days from the date of receipt of the complaint.

BL 429 The complainant shall attach attested xerox copies of all such documents, which he deems necessary to support his complaint.

BL 430 Every complaint which is received and numbered in the office shall be placed before the Committee as expeditiously as possible, but not later than thirty days.

BL 431 Every complainant and the respondent shall personally remain present before the Grievances Committee at their own cost.

- BL 432** The Committee shall entertain and consider complaints like :
- i) Employee of the Academy or the colleges (including teachers) who is dismissed or removed or whose services are otherwise terminated or who is reduced in rank by the Academy shall have right to appeal to the Committee.
 - ii) Placement in respective scales and designations, removal of a teacher from Headship, withholding of increment, not forwarding applications for orientation/ refresher courses.
 - iii) Not permitting the teacher to attend such courses.
 - iv) Sexual harassment, of a lady teacher at the work place in the form of indecent language, gestures, psychological pressure, etc.
 - v) Any other grievance, if any, not covered above.
- BL 433** Leave without pay, refusing to acknowledge letters and similar other minor complaints shall be decided at the administrative level in the Academy and college.
- BL 434** The Committee shall entertain the complaint and direct both the parties to remain present before the Committee. If both the parties are absent without any valid reasons, then the complaint shall stand dismissed. If one of the parties remains present, the Committee shall take ex-parte decision.
- BL 435** Notwithstanding anything contained in these Bye-Laws, the Petitioner and the Respondent shall personally remain present before the Committee for hearing. They shall not be allowed to send any representative to plead their case before the Committee.
- BL 436** The Committee shall hear the grievance of the complainant. While doing so, full opportunity of being heard shall be given to both the parties. After hearing both the parties, the Committee shall take its decision and recommend the same to the Board of Management for its approval,

the decision of the Board of Management shall be final and binding on both the parties.

Controller of Examinations

(under Rule 15 (iv) of the MoA)

- BL 437**
- i) The Controller of Examinations shall be appointed by the Board of Management strictly on the recommendations of the Selection Committee constituted under Rule No. 15(d) of MoA and shall work under the direct superintendence of the Vice-Chancellor.
 - ii) He shall be appointed for a term of five years and qualifications and pay scale shall be as laid down by the UGC and accepted by the Academy, from time to time.
 - iii) He shall supervise and regulate the work of the Examination Division, the examination centres and central assessment programme centres as well as such other activities related to the conduct of examination and examination result processing units.
 - iv) He shall take action against the employee who has committed misconduct in connection with the examination and report the same to the Board of Management and maintain the register thereof.
 - v) He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results, from time to time.
 - vi) He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of results of examinations.
 - vii) He shall report to the Board of Management through Board of Examinations about the position of the declaration of the results of the examinations.
 - viii) He shall ensure that the work of confidential printing is carried out as per the schedule and that the

question papers are delivered to the examination centres well in time.

- ix) He shall maintain absolute secrecy as regards to printing of question papers.
- x) He may visit examination centres as well as central assessment programme centres as and when required.
- xi) He shall ensure that proper arrangements of examinations or evaluation are made for the smooth conduct of the examinations and of the central assessment programme.
- xii) He shall, in consultation with the Vice-Chancellor, constitute flying squads to maintain the strict vigilance during the university examinations.
- xiii) He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, vakalatnamas, affidavits, agreements, etc. arising out thereof.
- xiv) He shall prepare and present the budget of the examination branch to the Finance Committee.
- xv) He shall prepare the time table of the examinations with the probable dates of declaration of the results and announce the same in advance.
- xvi) He shall, in case of eventuality, postpone, cancel the examinations, in part or in whole and inform the Board of Examinations. He shall take the disciplinary action or initiate the criminal or civil proceedings against any persons or group of persons alleged to have committed malpractices.
- xvii) He shall take the disciplinary action where necessary against the candidates, paper-setters, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the conduct of examinations.

**Director of Student Welfare, Dean R and D,
Placement Officer, Sports Director,
N.S.S. Co-ordinator**

(Under Rule 15(iv) of MoA)

BL 438

The Vice-Chancellor may appoint Dean R and D, Director, Students' Welfare, Placement Officer, Director, Internal Quality Assurance Cell, Hostel Wardens and/or such other officers either full time, in honorary capacity or he may give additional charge of these positions to the faculty working in the colleges.

These officers shall directly work under the control of the Vice-Chancellor and perform duties and responsibilities assigned to them by the Vice-Chancellor and the Board of Management, from time to time.

The honorarium to be paid, duties and responsibilities of these officers shall be decided by the Board of Management.

The term of the appointment of these officers shall be of three years and they shall be eligible for re-appointment.

The Deans of the Faculties

(Under Rule 15(iv) of the MoA)

BL 439

- a) There shall be a Dean for each faculty, who shall be a Professor with a minimum ten years teaching experience. The Dean shall be principal academic officer of the Academy and responsible for implementation of the academic policies approved by the Academic Council in respect of maintenance of standards of teaching and research and training of teachers within his faculty.

- b) The Dean of every faculty shall be nominated by the Vice- Chancellor for the period of two years.
- c) The Dean shall formulate the policies and development programme of his faculty and present the same to Planning and Monitoring Board for their consideration.
- d) The Dean shall be responsible for the academic development of his faculty and shall ensure proper implementation of the resolutions and decisions of the Board of Studies, Planning and Monitoring Board, Board of Management, Academic Council and the Board of Examinations in respect of his faculty.
- e) Subject to the superintendence, direction and control of the Vice-Chancellor, the Dean shall, after taking such advice as he thinks necessary, decide upon the grievances of students regarding the enrolment, eligibility, migration, scholarships, studentships or freeships, grant of terms, admission to examinations etc.
- f) The Dean shall enquire, on being directed by the Academic Council; into any malpractices related to any academic programme in his faculty by the colleges and report his finding to the Academic Council.
- g) The Dean shall prepare proposals for the award of fellowships, scholarships and other distinctions in his faculty for submission to the Academic Council.

The Chancellor

(under Rule 15 (a) of the MoA)

- BL 440**
- a) The Chancellor of the Academy shall be appointed by the sponsoring society for the period of five years.
 - b) The Chancellor, when present, shall preside over the convocation of the Academy and may issue

directions to the Vice-Chancellor to convene the meetings of any Authority or Body of the Academy for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meetings to the Chancellor for his perusal.

- c) The Chancellor may call for such information and record relating to any affairs of the Academy and issue such directions thereupon as he may deem fit in the interest of the Academy and the authorities and officers of the Academy shall comply with such directions.
- d) The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceedings of any Authority, Body, Committee or Officer, which in the opinion of the Chancellor, is not in conformity with the Memorandum of Association and the Bye-Laws made thereunder or is not in the interest of the Academy and the Authority, Body, Committee and Officer shall comply with the same.

Provided that, before making such order the Chancellor shall call upon the Authority, Body, Committee or Officer, as the case may be, to show cause within a specified period, as to why such order should not be made and if any cause is shown, the Chancellor shall consider the same and wherever he deems it fit, decide the action to be taken in the matter, and such decision of the Chancellor shall be final.

- e) Where in the opinion of the Chancellor, the conduct of any nominated, appointed or co-opted member is detrimental to the smooth functioning of the Academy or any Authority or Body or Committee, the Chancellor may, after giving such member an opportunity to explanation in writing and after considering such explanation, if any, and being satisfied that, it is necessary so to do, suspend or

disqualify such member for such period as Chancellor may deem fit.

- f) The Board of Management shall furnish to the Central Government, University Grants Commission and Chancellor such returns or other information with respect to the property or academic and administrative activities of the Academy.
- g) The Chancellor shall nominate person(s) to various Authorities and Bodies of the Academy as provided in various Rules of MoA.

The Pro-Chancellor

(under Rule 15(iv) of the MoA)

- BL 441**
- 1) The Pro-Chancellor shall be appointed by the Chancellor for the period of five years.
 - 2) Pro-Chancellor, in the absence of Chancellor, shall preside over the convocation of the Academy.
 - 3) The annual programmes of work of the Academy shall be referred to the Pro-Chancellor for his information and any suggestion made by him shall be considered by the authorities of the Academy.
 - 4) He shall exercise such powers and perform such other duties of the Chancellor as the Chancellor may; by order in writing, delegate to the Pro-Chancellor and such delegation may be subject to such restriction and conditions as may be specified in such order.
 - 5) On the directions of the Chancellor, Pro-Chancellor may attend the meetings of the Authorities of the Academy as and when required.

The Principal

(under Rule 15(iv) of the MoA)

- BL 442**
- a) The Principal of the college shall be appointed by the Board of Management on the recommendations of the Selection Committee.
 - b) The Selection Committee shall consist of following members; namely :

- i) The Vice-Chancellor; - Chairman
 - ii) The nominee of the Chancellor;
 - iii) Two experts not below the rank of the Professor and not connected with the Academy;
 - iv) The Registrar; - Secretary
- c) The advertisement, procedure of the meeting etc. shall be as laid down in the Rule No. 12(iii) of the MoA.
 - d) The Principal shall be whole-time salaried officer of the college.
 - e) The Principal shall directly work under the control of the Vice-Chancellor.
 - f) The Principal shall be responsible for the day-to-day administration of the college.
 - g) The Principal shall be responsible for the overall academic development of the college and shall try to excel the standards of teaching, learning, research and evaluation.
 - h) The qualifications and pay scale for the post of Principal shall be as laid down by the University Grants Commission and accepted by the Academy, from time to time.
 - i) The Principal shall perform such other duties and responsibilities, which are allotted to him by the Board of Management and the Vice-Chancellor, from time to time.

The Pro-Vice-Chancellor

(under Rule 15(iv) of the MoA)

- BL 443**
- a) The Chancellor, in consultations with the Vice-Chancellor, may appoint Pro- Vice-Chancellor.
 - b) The Pro-Vice-Chancellor shall be a person who has held the post of Professor, Principal or who is an educational administrator of repute.

- c) The term of the Pro-Vice-Chancellor shall be co terminus with the Vice-Chancellor or till he attains the age of 65 years.
- d) The Pro-Vice-Chancellor shall be full time salaried officer of the Academy, and pay and allowances admissible for him and as well as the terms and conditions of his service shall be such as may be determined by the UGC and accepted by the Academy, from time to time.
- e) The duties and responsibilities of the Pro-Vice-Chancellor shall be as decided by the Vice-Chancellor in consultation with the Chancellor.
- f) The Pro-Vice-Chancellor shall be the ex-officio member of all the authorities and bodies of the Academy and shall, in absence of the Vice-Chancellor, preside over the meetings of the authorities and Bodies of the Academy.

The Bye-Laws Committee

(Under Rule 6 of MoA)

- BL 444**
- a) The Bye-Laws Committee shall consist of five members nominated by the Board of Management, at least three of whom shall be members of the Board of Management, and two members of the Academic Council. The senior most member shall act as the Chairman of the Committee. The Committee may, if required, co-opt experts.
 - b) The Committee shall hold office for three years.
 - c) The duties and functions of the Committee shall be to consider and draft Bye-Laws, for being placed before the Academic Council and Board of Management.
 - d) Any vacancy occurring on the Committee shall be filled by the Board of Management only for the remaining part of the period.
 - e) The Committee shall meet as and when required.

Enrolment of Students

(Under Rule 26(b) of the MoA)

BL 445 Enrolment

- a) ***For undergraduate programme*** : A student shall be admitted to the undergraduate programme of the Academy who has passed
- i) H.S.C. or equivalent examination conducted by the Karnatka State Board of Secondary and Higher Secondary Examination or the Indian School Certificate Examination (I.S.C.) or Central Board of Secondary Education (CBSE) examination or any other examination equivalent to 10+2 examination of any recognised state Board in India.
 - ii) Students, who are foreign nationals/non-resident Indian/persons of Indian origin, should have passed an examination which is equivalent to the 10+2 examination.

Provided that, such student shall obtain the equivalent certificate from the Association of Indian Universities, New Delhi.
 - iii) Students who wish to take admission for Health science programmes, should have completed 17 years of age at the time of admission.
 - iv) The students should have obtained minimum of 50% (in case of reserved category students 40%) marks in the subjects of Physics, Chemistry, Biology/Mathematics and English individually and should have passed the said examination at one and the same attempt.
 - v) The students should have also passed CET conducted by the Academy with minimum of

50% marks. (in case of reserved category students 40%)

- vi) At the time of admission student shall submit the original transcripts of X and XII examinations, school leaving certificate, attempt certificate, medical fitness certificate and such other documents as may be required by the Academy.
- vii) The student at the time of admission, shall pay the tuition; registration and eligibility fees as prescribed by the Academy, from time to time.
- viii) The Academy shall finalise the eligibility within two months from the date of admission.
- ix) In case if a student is found not eligible, based on the documents submitted by him, fees shall not be refunded and a case shall be filed with the police authorities under cognizable offence.

b) For post-graduate programme

A student shall be admitted to the first year of the post-graduate programme of the Academy:

- i) who possesses a degree of this Academy or any other statutory university within or outside the state;

Provided that, in case of admission to health science or engineering programmes students should have passed his degree examination from the college recognised by the respective central council. AND

- ii) who has passed CET examination conducted by the Academy and who has scored 50% marks (in case of candidates from reserved category 40%)

c) For research degree leading to M. Phil. and Ph.D.

- i) A student shall be admitted to research programme leading to award of M. Phil., Ph. D. or D. Sc. of the Academy who has passed post-graduate degree with B+ (55%) of this Academy or from any other statutory university in appropriate discipline; and
- ii) In case of Ph. D. or D.Sc. programmes student should have passed the Pre-Ph. D. course of the Academy.
- iii) A Student, who has passed the GATE examination conducted by UGC or CSIR or any other central funding agency.

d) Reservation of Seats:

- i) 15% of the seats of the sanctioned intake of each programme offered by the Academy, shall be reserved for NRI / Management quota.
- ii) 7.5% of the seats of the sanctioned intake of each programme offered by the Academy shall be reserved for the educationally backward area of North Karnataka region comprising of Belgaum, Dharwad, Gadag, Haveri, Bijapur, Bagalkot and Karwar districts.
- iii) 2.5% of the seats of the sanctioned intake of each programme offered by the Academy shall be reserved for the Children of the teaching faculty working in the Academy. Provided that, such admissions shall be strictly on the basis of interse merit in the All India Common Entrance Test (AICET) conducted by the Academy

Admission of NRI Students

(26 (b) of MoA)

NRI/Overseas and Indian origin Students

- BL 446** a) The NRI/overseas/Indian origin students hereafter referred to as student seeking admission to the Academy shall apply to the Registrar in prescribed form with prescribed fees on or before the last date prescribed.
- b) The student possessing student visa in favour of the Academy and eligibility certificate issued by Association of Indian Universities, New Delhi, shall be considered for admission.
- BL 447** Admission of a student shall be finalised, subject to his fulfilling eligibility criteria as may be determined, from time to time, undergoing a medical examination as per the rules of Government and paying of registration fee and/or such other fees as prescribed, from time to time.
- BL 448** Admission of student shall be regulated only with "No Objection" certificate from the Ministry of External Affairs and/or Ministry of Health of Government of India.
- BL 449** a) The commitment of the Academy shall be restricted to the degree course for which the student is admitted. Admission of these students to higher course in the same or other faculty shall be at the discretion of the Academy and shall depend upon his performance in the entrance examination conducted by the Academy.
- b) The student having duly completed graduate course of other Indian Universities or foreign Universities and if found eligible shall be allowed to take up the entrance examination.
- BL 450** The student shall have to appear and pass the 'Entrance Test' in English by paying the required fees to be decided; from time to time.

- BL 451** The student shall be charged the tuition and other fees, if any, at the differential rates decided by the competent Authority, from time to time.
- BL 452** In case, the student seeks to cancel his admission, the refund of tuition fees and the deposits paid by him at the time of admission shall be regulated as follows:
- a) He shall be entitled to get refund of 90% of the tuition fees and the entire amount of deposit, if he applies for cancellation of the admission within ten days from the date of his admission.
 - b) He shall be entitled to get refund of 80% of the tuition fees and the entire amount of deposit, if he applies for the cancellation of the admission after 10 days and within one month from the date of his admission or from the date of commencement of the academic session.
 - c) He shall be entitled to get refund of only deposits, if he applies for the cancellation of the admission at the end of first term after deducting the amount due, for damages caused to the equipment, books or other properties, if any, of the college.

Eligibility Certificate

- BL 453** A student passing the examination conducted by the H.S.C. Board/University and such other recognised Institution outside the state seeking admission in the Academy, shall apply for provisional eligibility certificate to the Registrar in a prescribed form alongwith the prescribed fees, and with the following documents :
- a) Original manuscripts of H.S.C. and/or all other qualifying examination(s) passed by the student, alongwith one attested copy of each.
 - b) Original copies / degree certificate of the last qualifying examination(s), alongwith one attested copy of each.

- BL 454** The fees for provisional eligibility certificate shall be as prescribed, from time to time.
- BL 455** The provisional eligibility certificate issued by the Academy does not entail right for admission to a course.
- BL 456** A provisional eligibility certificate to the student shall be issued if he -
- a) submits the application alongwith the original transcripts and H.S.C./degree passing certificate.
 - b) gives an undertaking to the effect that his admission will be strictly provisional and subject to the clearance from Association of Indian Universities, New Delhi.
- BL 457**
- a) A student who has passed the last qualifying examination conducted by the Board or University situated in the State shall submit the application for admission and eligibility in the prescribed form.
 - b) The student passing the last qualifying examination conducted by the Board situated outside the state but within India shall submit his application for eligibility certificate and such student shall only be admitted on the basis of eligibility certificate issued by the Academy.
- BL 458** The student passing his last qualifying examination conducted by the Board of Education/ School of Education/University outside India, shall submit his application in the prescribed form for eligibility. On scrutiny of such application, if the student is found eligible for admission, he will be issued a provisional eligibility certificate.
- However, his eligibility will be finalised subject to AIU clearance.

Migration Certificate

- BL 459** The student joining any other college or university shall apply through the Principal or the Registrar of the college or university for migration certificate in the prescribed form to the Registrar of the Academy. The fees for the migration certificate shall be as prescribed, from time to time. The migration certificate shall be sent directly to the college or to the university to which the student seeks to migrate under intimation to the student concerned.
- BL 460** The student shall submit his application for migration certificate to the Registrar with copy of the transfer certificate.
- BL 461** If the migration certificate is lost, a duplicate copy may be issued on production of affidavit and after paying the required fees.
- BL 462** The student who does not get his enrolment finalised by 31st January of the concerned academic year for any reason whatsoever, shall be liable to have his admission cancelled and such a student shall not be allowed to appear for the examination conducted by the Academy.

Institution of Degrees, Diplomas, Certificates and Other Academic Distinctions

(Under Rule 26(d) of the MoA)

- BL 463**
- a) The Board of Management may institute and confer such degrees, diplomas, certificates which are listed in the second schedule of the UGC and other academic distinctions as may be recommended by the Academic Council and approved by the Board of Management.
 - b) The Chancellor may, on the recommendation of the Board of Management and the Academic Council supported by a majority of not less than two-third members of each such Authority, present at its

meeting, such majority comprising not less than one-half of members of each such Authority, withdraw degree or diploma or certificate or any other academic distinction permanently or for such period as the Chancellor thinks fit, if such a person is convicted by a court of law for any offence involving moral turpitude.

No such action under this Bye-Laws shall be taken unless the person concerned is given an opportunity to defend himself.

Honorary Degree

- BL 464** a) The Board of Management may consider recommendations of the Academic Council for conferment of an Honorary Degree or other academic distinction on any person, without requiring him to undergo any test or examination, on ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction, and such recommendation shall be deemed to have been duly passed if supported by majority of not less than two thirds of the members present at the meeting of the Academic Council, being not less than one-half of its total membership.
- b) The Board of Management may take a decision on the proposal of the Academic Council provided that the Academic Council shall not entertain or consider any proposal in that behalf unless the Vice-Chancellor has obtained prior approval of the Chancellor.
- c) The honorary degree shall be conferred either in the special convocation or in the annual convocation.

Tuition and other fees

(Under Rule 26(e) of MoA)

BL 465 Tuition and development fees charged to the students shall be as decided by the University Grants Commission and accepted by the Academy, from time to time.

Provided that, fees other than tuition fees, shall be prescribed by the Board of Management, from time to time.

Maintenance of discipline among the students and disciplinary powers

(Under Rule 26 (h) of MoA)

- BL 466**
- a) Every student, during his course of studies, shall be under disciplinary jurisdiction of the competent Authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.
 - b) Definitions: In this Bye-Laws unless the context otherwise requires,
 - i) '**Student**' means a person who is enrolled in the Academy for receiving instructions and/or qualifying for any degree or diploma or certificate of the Academy.
 - ii) '**College**' means a constituent college run by the Academy.
 - iii) '**Competent Authority**' means the Vice Chancellor of the Academy or the person to whom the powers are delegated by the Vice-Chancellor under these Bye-Laws.
 - c) The Vice-Chancellor may, by order, delegate all or any of his powers under the Memorandum of Association as he deems fit, to such other officer as he may nominate in that behalf.

- d) The Vice-Chancellor may in exercise of his powers, by order direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course of study in college for a specified period or be punished with fine, not exceeding Rs. 5000/- or be debarred from appearing in an examination conducted by the Academy for a specified period not exceeding five years or that the result of the student or students concerned in the examination in which he or they have appeared be cancelled.

Provided that, the Vice-Chancellor shall give reasonable opportunity to the student concerned of being heard if expulsion is for a period exceeding one year.

- e) Obligations of the students: Every student, shall at all the time,
- i) conduct himself properly,
 - ii) maintain proper behaviour,
 - iii) observe strict discipline both within the campus of the college, hostel, hospital and also outside, in buses, railways, or at public places or at picnic or study tours, organised by the college or playgrounds or in extra curricular activities.
 - iv) ensure that no act of his purposely or otherwise brings the Academy or college in disrepute.
- f) Any act of a student which is contrary to the provisions of clause (e) above shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter, namely:
- i) Any act whether directly or indirectly causes or attempts to cause disturbance in the lawful functioning of college and/or Academy.

- ii) Habitual unpunctuality in attending lectures, practicals, clinics, tutorials, sessional examinations and other courses as may be prescribed.
- iii) Repeated absence from lectures, tutorials, practicals and other courses, as prescribed.
- iv) Any act whether direct or indirect through the media or newspapers and/or other media, by which, in the opinion of the Competent Authority, the college and Academy stand defamed, and any other act of intimidating and/or assailing and/or threatening the employees/officers/officials of the college and Academy and any act to cause damage to the assets of the Academy and college by any means.
- v) Occupation of any building such as, hostel, room, residential quarter or such other accommodation in the premises owned or hired by the college or Academy without prior permission from the Competent Authority.
- vi) Permitting or conniving with any person not authorised to occupy any hostel room, residential quarter, or any accommodation or any part thereof of the college or Academy.
- vii) Securing admission in the Academy, to any undergraduate or post-graduate programme or any other course by fabrication of the documents or suppression of facts or information.
- viii) Obstruction to any student or group of students in his or their legitimate activities pertaining to classroom, laboratories, fields, playgrounds, gymnasium or places of social and cultural activity within the campus of the college and Academy.

- ix) Suppressing material information or supply of false information to the college and Academy, for seeking any privilege.
- x) Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college, hostel, playground and Academy.
- xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the college, hostel and Academy.
- xii) Ragging, bullying or harassing any student in college and Academy or outside thereof.
- xiii) Indulging in any act of violence, assault, intimidation or threatening in the institution or hostels or outside thereof.
- xiv) Destroying or attempting to destroy or tamper with any official record or document of the Academy and college.
- xv) Misconduct of the student, at any meeting or special functions or sports and cultural activities arranged by the Academy and college or at any other public place.
- xvi) Stealing or damaging any farm produce or any property belonging to the college and Academy, staff member of the college and Academy or any other public place.
- xvii) Instigating violence or participating in any demonstrations or violent agitation or violent strike in the college and Academy.
- xviii) Instigating or participating in any 'gherao' of any official or staff member of the Academy.
- xix) Violation of any of the rules and regulations of the Academy or order of the Competent Authority.

- xx) Gambling in any form in the Academy or college, hostel etc.
 - xxi) Disorderly behaviour in any form or any act specifically forbidden by the Competent Authority.
 - xxii) Refusal to appear to give evidence before enquiry officer appointed by the Competent Authority with respect to a charge against student concerned.
 - xxiii) Any act violating any provision of the Memorandum of Association, Bye-Laws made thereunder.
 - xxiv) Conviction in the court of law for criminal offence involving moral turpitude.
 - xxv) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.
- g) The Competent Authority may impose any one or more of the following punishment(s) on the students found guilty of misconduct, indiscipline, in proportion thereof:
- i) warning/censure/reprimand
 - ii) fine not exceeding Rs. 5,000/-
 - iii) cancellation of the scholarship/award/prize/ medal, awarded to the student by the Academy, with prospective effect.
 - iv) expulsion from the college.
 - v) debarring from admission to a course or courses of study in the concerned college, debarring from appearing for examination or

examinations, conducted by the Academy concerned, for a specific period, not exceeding five years.

- vi) cancellation of performance of the student concerned in an examination in which he has appeared.
- vii) rustication from the Academy for the period not exceeding five years.
- h) If the Competent Authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause No. (g) above it may itself or through other person(s), authorised by it, for this purpose, shall make inquiry, in following manner;
 - i) due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
 - ii) student charged shall be required within three days of the receipt of the notice to submit his written representation about such charge(s).
 - iii) if the student fails to submit his written representation within specified time limit, the inquiry may be held separately.
 - iv) if oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
 - v) if the student charged desires to see the relevant documents, which are being taken into consideration or are to be relied upon for the purpose of proving the charge or charges, the same may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clauses (i) above is furnished to him.

- vi) the student charged shall be required to produce documents, if any, in support of his defence. The Enquiry Authority may admit relevant evidence, documentary, or otherwise, at the stage before the final orders are passed.
- vii) legal practitioner shall not be allowed to appear either on behalf of the student charged or the Academy, in the proceedings before the Enquiry Authority.
- viii) Enquiry Authority shall record findings on each implication of misconduct or indiscipline and the reasons for such findings and submit the report alongwith proceedings to the Competent Authority.
- ix) the Competent Authority on the basis of findings shall pass such orders, as it deems fit.
- i) Provided that procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:
 - i) when the student charged admits the charges in writing.
 - ii) when the student charged has absconded for any other reasons or it is impracticable to communicate with him.
 - iii) if in the opinion of the Competent Authority, a punishment or fine not exceeding Rs.5000/- or reprimand, censure, warning is sufficient.
- j) If the punishment or rustication is imposed on a student by the Vice-Chancellor or such other person in whom the Authority is vested by him, student shall be entitled to prefer an appeal to the Grievance Committee of the Academy within seven days of the receipt of the notice of the punishment.

- k) In respect of such student, Principal of the respective college shall maintain the record of punishment.
- l) The Academy shall, on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent under a certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available in the college record.
- m) ***A copy of these rules shall be supplied to each student at the time of his admission to the Academy/college and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of admission of the students.***
- n) If any foreign student is admitted, the college concerned shall send a copy of the rules to concerned foreign embassy and department of external affairs.

Residence, Health, Conduct and Discipline of Students

(Under Rule 26(j) of MoA)

- BL 467** Every student of the Academy shall reside either -
- a) in the Academy hostel, or in a hall or boarding house recognised by the Academy authorities.
 - b) with a parent or some person accepted by the Academy to be his guardian.
- BL 468** Every non-resident student shall submit to the Principal the name, address and relationship, if any, of the person with whom he proposes to stay. The Principal shall satisfy in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.

BL 469 As soon as possible after the re-opening of the constituent college, after the long vacation, the Principal shall submit to the Registrar the following information :

- i) the number of hostels and the names of the superintendents;
- ii) the number of resident-students in each hostel and recognised halls;
- iii) the number of non-resident students living with their parents.
- iv) the number of non-resident students living with their guardians.

[Note : Students living in the hostel of the Academy, or in a recognised boarding house are termed resident students, others are termed non-resident students.]

Acceptance for transfer of movable and immovable property to the Academy

(Under Rule 26 (s) of the MoA)

BL 470 All offers of transfer of movable and immovable property to the Academy shall be accepted subject to approval of the Board of Management and subject to the following conditions:

- a) that the title of the donor on such property is legally enforceable and that the property is free from encumbrances and liabilities;
- b) that the current market value of such property, in the opinion of the Board of Management, is sufficient to provide for the purpose, if any, for which the transferees intended to be made;
- c) that the benefits attendant and incidental to such transfer shall not be restricted to any race, creed, religion, caste, community or region provided that

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in the case of scheduled tribes or scheduled castes this condition will not apply.

Provided that, the Vice-Chancellor may with prior concurrence of the Board of Management lay down such other conditions as he may deem necessary in case of each offer of the transfer.

Authorities and Officers responsible for damage

(Under Rule 26(s) of the MoA)

- BL 471**
- a) It shall be the duty of every Authority or body or officer of the Academy to ensure that the interests of the Academy are duly safeguarded.
 - b) If it is found that a damage or loss has been caused to the Academy by any action on the part of any Authorities or Bodies or officer of the Academy not in conformity with the provisions of this Memorandum of Association, Bye-Laws, except when done in good faith, or any failure so as to act in conformity thereof, by willful neglect or default on its or his part, such damage or loss shall be liable to be recovered, from the Authorities or Bodies or the concerned members thereof jointly or severally, or from the officer concerned, as the case may be.

Acceptance and Management of Trust Bequests, Donations and Endowments

(Under 26 (s) read with 5(a)(xviii) of the MoA)

- BL 472**
- All offers of bequests, donations and endowments, the management whereof is to be vested in the Academy, shall be accepted on condition that the annual realisation therefrom shall be subject to a deduction of ten percent thereof and the amount realised by such annual deduction

shall be credited to the endowment fund at the commencement of every financial year.

The Academy shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed or community.

Provided that, restrictions pertaining to caste, creed and community shall not apply in the case of an award meant for women and students belonging to scheduled castes and scheduled tribes.

Provided further that, the minimum endowment amount to be deposited with the Academy, shall be decided by the authorities, from time to time.

- a) The Board of Management shall be the Principal Authority to accept all offers of donations and endowments.
- b) The person or the trust that gives the donations and endowments shall be entitled for tax exemption, if any; as per the Government of India rules, from time to time.
- c) The Academy may accept the donation in the form of money, shares, debentures, equipment and fixed assets.

Convocation

(Under Rule 5(a) xxxiv r/w 26(d) of the MoA)

- BL 473** A Convocation for conferring Degrees, Diplomas and Certificates shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. At such Convocation, Dean of each Faculty or in his absence, the member of the Faculty, nominated by the Vice-Chancellor, as the case may be, present the persons who have sought admission to the respective Degrees, Diplomas, or Certificates. Such presentation takes place in the order laid down in Bye-Laws No. (475).

BL 474 In the meeting preceding the Convocation, the Academic Council shall recommend the names of persons who have sought admission to the degrees, diplomas and certificates to the Board of Management. The Board of Management shall consider the question of giving assent to confer degrees, diplomas and certificates and to pass the grace at the convocation upon person duly qualified for the same, and in accordance with such assent of the Board of Management, the grace shall be passed at the convocation.

BL 475 On the recommendations of the Academic Council under Bye-Laws No. (473) of Memorandum of Association read with, (xxxiv) of Rule 4 of MoA shall institute and confer the following Degrees, Diplomas and Certificates at the Convocation to be held in accordance with provision made in Bye-Laws.

A) Faculty of Medicine

- 1) M.B.B.S. - Bachelor of Medicine and Surgery
- 2) M.D. - Doctor of Medicine
- 3) M.S. - Master of Surgery
- 4) Diploma in all Medical Subjects -
D.C.H., D.G.O., D.Ortho., D.M.R.D., D.L.O.,
D.T.C.D., D.C.P., D.F.M., D.P.H., D.Bact.,
D.V.D., D.O.M.S., D.A.
- 5) M.Ch. - Master of Chirurgiae
- 6) Ph.D. - Doctor of Philosophy
- 7) D.Sc. - Doctor of Science
- 8) M.Sc. in Anatomy, Physiology, Biochemistry

B) Faculty of Dentistry

- 1) B.D.S. - Bachelor of Dental Surgery
- 2) M.D.S. - Master of Dental Surgery

C) Faculty of Paramedical Course

- 1) B.Sc. - Medical Laboratory Technology
- 2) B.Sc. - Radiology
- 3) B.Sc. - Cardiac Care Technology
- 4) B.Sc. - Perfusion Technology
- 5) B.Sc. - Anaesthesia Technology
- 6) B.Sc. - Neurology Technology
- 7) M.Sc. - Hospital Administration

D) Faculty of Science and Technology

- 1) M.Sc. - Clinical Research
- 2) B.Sc. - Biotechnology
- 3) M.Sc. - Medical Biotechnology
- 4) M.Sc. in Genetics

Precedence amongst the members of the Board of Management and the Academic Council

BL 476 The Chancellor, Pro-Chancellor, Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans of Faculties, President's nominees on the Board of Management, the HRD nominee, UGC nominee, members of the Board of Management, members of the Academic Council, Registrar, Controller of Examinations.

BL 477 Procedure to be followed during Convocation Ceremony

- a) Every year, the Registrar shall publish the notification for the convocation ceremony in the leading newspapers giving last date of the receipt of the application form (**as per Appendix II**) probable date of convocation ceremony, cost of the application form etc.
- b) The Registrar, after the last date is over, shall scrutinise the applications received and prepare the list of the candidates facultywise, programmewise, alphabetically as per the merit of the candidates in the preceding examination.

- c) The list so prepared shall be placed before the Academic Council for its approval and recommendations of the Board of Management.
- d) The list of the candidates as recommended shall be placed before the Board of Management for its approval.
- e) The exact date and timings of the convocation ceremony shall be communicated to the candidates by the Registrar.
- f) Normally convocation ceremony shall be held in the afternoon.
- g) The degree certificates and the gown shall be distributed to the candidates in the morning.
- h) The colour of the gown shall be as decided by the Board of Management.
- i)
 - i) The Registrar shall, in consultation with the Vice-Chancellor, prepare minute to minute programme and rituals to be followed during the convocation ceremony.
 - ii) The Vice-Chancellor shall get the approval of the Chancellor for minute to minute programme.
 - iii) After getting the approval of the Chancellor, same shall be communicated to the members of the Board of Management, Academic Council and the candidates.
- j) Normally, the minute to minute programme shall be in the following format :
 - Arrival of the Hon'ble Chancellor at the campus, the Vice-Chancellor will receive the Hon'ble Chancellor.
 - Arrival of the Hon'ble Chief Guest at the campus, the Hon'ble Chancellor will receive the Chief Guest.

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- Introduction of the Hon'ble Chancellor and Hon'ble Chief Guest to the Deans of faculties and members of the Academic Council and Board of Management.
- The Hon'ble Chancellor and the Chief Guest are conducted by the Vice-Chancellor to the robing room. They robe and join the procession after group photograph.

Formation of the procession shall be in the following order:

Controller of Examinations

Members of Academic Council

Members of Academic Council

Registrar

Members of
Board of Management

Members of
Board of Management

Deans

Deans

Vice-Chancellor

Pro-Chancellor

Chancellor

Chief Guest

The procession reaches the convocation hall and members take their seats.

- The Vice-Chancellor presents bouquet to the Hon'ble Chancellor and the Chief Guest.
- The Chancellor declares the convocation open in the following words.

Pursuant to the recommendation made by the Academic Council to the Board of Management that the respective degrees be conferred upon those who have qualified themselves for the same, and pursuant to the decision

of the Board of Management to hold the Convocation Ceremony for conferring Degrees on those In Person and In Absentia, this Convocation of KLE Academy of Higher Education and Research, Belgaum, (Deemed University) is hereby convened. Therefore, let the candidates be presented.

- The Deans of the respective Faculties present the candidates who qualify themselves for the degree in the following order :

a) **Faculty of Medicine**

The Dean : Dr.

Mr. Chancellor, Sir,

I present to you some of the candidates in the Faculty of Medicine who have been examined and found qualified for the Degrees and Diplomas in M.Ch., D.M., M. D., M. S., M. B. B. S., Diploma in Ophthalmology, Diploma in Gynaecology and Obstetrics, Diploma in Child Health, Diploma in Anaesthesia, D. L.O., D.C.P., D.O., D.M.R.D., D.V.D., D.A., D.O.M.S. Pursuant to the decision of the Board of Management to accept the recommendation made by the Academic Council to confer Degrees and Diplomas, I pray that these candidates may be admitted to the respective Degrees and Diplomas. On behalf of those who have been permitted to receive their Degrees and Diplomas In Absentia, I pray that they also may be admitted thereto.

(After the presentation by the Dean of the Faculty, the Chancellor will grant the request in the following words)

In my capacity as Chancellor of this Academy, I hereby grant the request made by the Dean to confer upon the graduates the Degrees In Person and In Absentia.

b) **Faculty of Dentistry**

The Dean : Dr.

Mr. Chancellor, Sir,

I present to you some of the candidates in the Faculty of Dentistry who have been examined and found qualified for the Degrees and Diplomas in B. D. S. and M. D. S.. Pursuant to the decision of the Board of Management to accept the recommendation made by the Academic Council to confer Degrees and Diplomas, I pray that these candidates may be admitted to the respective Degrees and Diplomas. On behalf of those who have been permitted to receive their Degrees and Diplomas In Absentia, I pray that they also may be admitted thereto.

(After the presentation by the Dean of the Faculty, the Chancellor will grant the request in the following words)

In my capacity as Chancellor of this Academy, I hereby grant the request made by the Dean to confer upon the graduates the Degrees In Person and In Absentia.

By the authority given to me as Chancellor of this Academy, I admit you to the Degrees, Diplomas and Certificates for which you are qualified and Exhort you that ever in your life you prove worthy of the same in word and deed. I admit also the other candidates to the respective Degrees, Diplomas and Certificates In Absentia.

[Other faculties, if any, follows]

- The Vice-Chancellor presents his report.
- The Chancellor requests the Hon'ble Chief Guest to deliver the Convocation Address.
- Convocation address by the Chief Guest
- The Chancellor declares that the Convocation Ceremony is over in the following words:

“Now I declare that the Convocation Ceremony is over.”

- Vande Mataram.
- The Procession leaves the Convocation Hall.
- At HOME in honour of the Hon'ble Chancellor and Chief Guest.

Execution of Contracts and Agreements and use of the Seal of Academy

(Under Rule 26(s) of MoA)

- BL 478**
- a)
 - i) The Registrar shall enter into, vary, carry out and cancel all contracts for and on behalf of the Academy in accordance with such resolution as the Board of Management may pass, from time to time.
 - ii) The Registrar shall also enter into; on behalf of the Academy; the contract of service with the Vice-Chancellor and other employees of the Academy.
 - b)
 - i) The Registrar shall be the custodian of the common seal of the Academy.
 - ii) The common seal of the Academy shall not be affixed to any instrument except by the Authority by the resolution of the Board of Management in that behalf and except in the presence of the Registrar, who shall sign every such instrument to which the common seal of the Academy is so affixed in his presence.
 - iii) Every certificate of degree or diploma awarded during the convocation ceremony under the Bye-laws shall require to bear the seal of the Academy and the signature of the Registrar and shall be deemed to be properly signed if it bears facsimile of his signature stamped thereon.

Terms of Academy

(Under Rule 26 (s) of MoA)

- BL 479** The academic year of the Academy shall be divided into two terms.
- BL 480** The dates of the commencement of first and second terms and the last dates of the first and second terms shall be decided by the Board of Management, from time to time.
- BL 481** Notwithstanding anything contained in these Bye-Laws, the Board of Management shall have the power, to shift the vacation and also extend or reduce its duration.
- Provided that, duration of a vacation shall not be extended or reduced, except by a vote of a two-third majority of the members present at a meeting of the Board of Management. In such cases, the period added to either term shall be regarded for the purposes of these Bye-Laws, as part of the other term which has been reduced.
- BL 482** Terms to be kept for examination by the student may not be consecutive; but the total number of terms to be kept shall be as prescribed for the course laid down for the examination concerned and shall be kept to the satisfaction of the authorities concerned.
- BL 483** For keeping a term in any class in the college, student shall put in attendance of a number of periods which will constitute atleast 80% percent of the total number of periods of each term and shall further satisfy the provisions of Bye-Laws.
- BL 484** The Vice-Chancellor is empowered to condone attendance of the students, who are required to participate in the sports held under the auspices of the Academy, A.I.U., Government, etc. for the period during which they are unavoidably absent from the college.

- BL 485** The Principal of the colleges shall keep a register of the daily attendance of duly admitted students.
- BL 486** To keep a term in the college student must complete to the satisfaction of the Principal, the course of studies prescribed for such term for the class to which such student belongs.

Protection of Powers

(Under Rule 26(s) of the MoA)

- BL 487** All acts and orders done or passed in good faith by the Academy or any of its officers, authorities or bodies, subject to the other provision of this Memorandum of Association shall be final; and accordingly no suit or other legal proceedings shall be instituted against, or maintained, or damages claimed from, the Academy or its officers, authorities or bodies for anything done or passed, or purporting to have been done or passed in good faith and in pursuance of the provisions of this Memorandum of Association and the Bye-Laws.

Preservation of Record

(Under Rule 26(s) of MoA)

- BL 488** The record shall be preserved for a period indicated below, and shall be retained by the respective section(s). After the expiry of the period, the record shall be sent for pulping, after getting written prior permission from the respective Heads of the Unit/Section.
- BL 489** Record of permanent nature shall be sent to the Record Section for preservation.
- Provided that, before sending such record to Record Section, the papers shall be neatly and securely bound in cardboard covers.
- Provided further that, the loose sheet of record shall not be accepted by the Record Section.

- BL 490** The record(s) for which the period of preservation has expired shall be shredded and sent for pulping.
- BL 491** The record to be sent to the Record Section for preservation shall be wrapped in bundles in uniform size in cloth pieces of 54" × 54".
- BL 492** Whenever any record is required by any section, it shall make a written request to the Record Section well in advance.
- Provided that, such papers should be returned back to the Record Section within seven days.
- BL 493** The Record Section shall accept such record, which is to be preserved for more than five years.

Sr. No.	Particulars	Period of Preservation	Remarks
1	2	3	4

Accounts Section

- | | | | |
|-------|--|-----------|------------|
| i) | Cash Book (Kird) | permanent | |
| ii) | P.F., Cash Books & relevant files | permanent | |
| iii) | Minutes of Finance & Accounts Committee | permanent | |
| iv) | Monthly Bank Reconciliation Statement | permanent | |
| v) | Registers of Receipt Books | permanent | |
| vi) | Publication | permanent | |
| vii) | Budget Estimates | permanent | (5 copies) |
| viii) | L.I.C. Premium | permanent | |
| ix) | Pay Bills | 30 Years | |

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x)	Voucher Files (A)	20 Years	The vouchers pertaining to capital expenditure should be permanently preserved.
xi)	Vouchers Files (B)	3 years	The vouchers pertaining to paltry amounts like dailywages, meeting allowances, T.A. and D.A., Miscellaneous expenses can be dispensed with 3 years after audit.
xii)	Ledgers (Classified)	10 Years	
xiii)	Collection Registers	10 Years	
xiv)	Advance Registers	5 Years	
xv)	Cheque Book Register	5 Years	
xvi)	Receipt Book Register	permanent	
Post-graduate Section			
i)	Scholarship files	5 Years	
ii)	Fellowship file	5 years	
iii)	Transfer Certificates	5 Years	
iv)	Admission Forms to whom admission is granted	2 Years	
v)	Admission forms to whom admission is not granted	2 Years	
vi)	Attendance Registers of Students	2 Years	
vii)	Time Table	5 Years	
viii)	Agenda and Minutes of Bodies and Authorities	permanent	

- | | | |
|-------|--|-----------|
| ix) | <i>Ph.D., and register showing enrolment of students with their subjects and other details</i> | permanent |
| x) | <i>Ph.D., registration form of students synopsis of the thesis reports of the referees and Notifications</i> | permanent |
| xi) | <i>Resolution of the Board of Management about granting recognition to teachers as a post-graduate teacher</i> | permanent |
| xii) | <i>Registers of Recognition of teachers with all the particulars</i> | permanent |
| xiii) | <i>Files containing application of Recognition and letters issued to teachers about granting/ not granting recognition</i> | 10 Years |
| xiv) | <i>Medical Registration (P.G.) (Court Cases)</i> | 5 Years |
| xv) | <i>Register regarding (Court Cases)</i> | permanent |

Store Section

- | | | |
|------|--|-----------|
| i) | <i>Quotation cases (Furniture, Stationery & other material)</i> | 2 Years |
| ii) | <i>Registers (Bills registers, form registers and stock registers)</i> | 2 Years |
| iii) | <i>Dead Stock Registers</i> | permanent |
| iv) | <i>Store Registers (Cement, Steel, Paper)</i> | permanent |
| v) | <i>Log Book of Vehicles and other registers</i> | 2 Years |

Eligibility

Eligibility forms 5 Years

Board of Studies Section

i) *Agenda and Minutes of the various Boards and Faculties* permanent

ii) *Syllabuses and Text-Books* permanent

Inward and Outward Unit

i) *Inward Registers* 5 Years

ii) *Outward Registers* 5 Years

Establishment/Administration Section

i) *Alterations and changes in Birth date and names* permanent

ii) *All Appointments* permanent

iii) *Applications of various posts* 3 Years

iv) *Circulars* permanent

v) *Dismissals and Resignations* permanent

vi) *Circulars regarding holidays* permanent

vii) *Earned Leave* permanent

viii) *Service Books (Teaching & Non-Teaching)* permanent

ix) *Residential accommodation (Allotment)* permanent

x) *Attendance Registers* 3 Years

xi) *Circulars from UGC and Central Government* 5 Years

Examination Section

i)	Answer-books (Used) for CET and examinations conducted by the Academy	Three months from the date of declaration of the results	
ii)	Mark Lists received from examiners	1 Year	be preserved for one year after the date of declaration of results.
iii)	Hand-written question papers	6 months	be preserved for 6 months after the date of declaration of results.
iv)	Junior Supervisor's Report	6 months	be preserved for 6 months after the date of declaration of results.
v)	Correspondence regarding division of work	1 Year	be preserved for one year after the date of declaration of results.
vi)	Results - Record copies	permanent	
vii)	Term Work Results (up to Graduation)	1 Year	
viii)	Applications of Examiners	3 Years	
ix)	Question paper files (2 copies)	permanent	
x)	Examination Result Ledgers (all examinations)	permanent	
xi)	Examiners Appointment orders	2 Years	
xii)	Sanction of Examination Centre	2 Years	
xiii)	Supervisors' Appointment orders	2 Years	
xiv)	Correspondence regarding meetings of Examiners and paper-setters	2 Years	

xv)	<i>Acknowledgment receipts of question papers</i>	1 Year
xvi)	<i>Correspondence in connection with issue of marklist</i>	1 Year
xvii)	<i>Transfer Certificate</i>	3 Years
xviii)	<i>Marklist counter foils</i>	1 Year
xix)	<i>Convocation forms</i>	2 Years
xx)	<i>Correspondence regarding internship of M.B.B.S.,B.D.S. students</i>	2 Years
xxi)	<i>Counter foils of Migration Certificates</i>	3 Years
xxii)	<i>Registers - Lapses Cases</i>	permanent

Appointment Unit

i)	<i>Examination Procedure Committee Report</i>	permanent
ii)	<i>Seating Arrangement</i>	2 Years
iii)	<i>Time-tables of the Examinations</i>	2 Years
iv)	<i>Dates of actual declaration of results</i>	permanent
v)	<i>Dates of Commencement of Examinations</i>	2 Years

Engineering Section

i)	<i>Building Tenders (Stamp Agreements)</i>	permanent	
ii)	<i>Building tenders not accepted</i>	5 Years	be preserved for 5 years after completion of the building for audit whichever is later.

iii)	<i>Foundation drawings</i>	permanent	
iv)	<i>Measurement Books of—</i> 1. <i>New Building</i> 2. <i>Repairs & Maintenance</i>	permanent	
v)	<i>Levelling Books, Indent</i> <i>Inspection Books, Cement</i> <i>consumption Books</i>	permanent	
vi)	<i>File for every Building</i> <i>& Architect</i>	permanent	
vii)	<i>Weekly Report of</i> <i>Junior Engineer, Mistri</i> <i>& Mukadam</i>	1 Year	be preserved one year after audit.
viii)	<i>Land Acquisition</i>	permanent	
ix)	<i>Minutes of Building</i> <i>Committee Meeting</i>	permanent	
x)	<i>Estimates, Plans, History</i> <i>sheet containing all</i> <i>additions and alterations</i> <i>of all the buildings</i> <i>of the University</i>	permanent	
xi)	<i>File, Quotation, site,</i> <i>development Water</i> <i>Supply correspondence</i>	permanent	

Electrical Engineering Unit

i)	<i>Wiring tenders and</i> <i>contracts</i>	permanent	
ii)	<i>Contracts with Electricity</i> <i>Board and P.W.D.</i>	permanent	
iii)	<i>Estimates for Electric</i> <i>fitting of the Building</i>	20 Years	
iv)	<i>Correspondence with</i> <i>Electricity Board and</i> <i>P.W.D.</i>	permanent	
v)	<i>Indent Books</i>	permanent	

UGC Unit

i)	<i>Correspondence with the Ministry of Education, New Delhi</i>	25 Years
ii)	<i>Revision of Salary Scales</i>	10 Years
iii)	<i>Statistical Returns</i>	3 Years
iv)	<i>Financial Assistance to Teachers only sanctioned cases</i>	20 Years
v)	<i>Import License, Dollar Loan Scheme</i>	permanent
vi)	<i>Section 2 (f) UGC Act</i>	permanent
vii)	<i>Committees set up as per UGC's instructions for various purposes</i>	10 Years
viii)	<i>Essential Statistics</i>	permanent
ix)	<i>Annual Returns</i>	permanent
x)	<i>Scientific Equipment and Books</i>	permanent
xi)	<i>Scientific Equipment</i>	permanent
xii)	<i>Books & Journals</i>	permanent

Publication Board

(Under Rule 26(s) of MoA)

BL 494 There shall be a Publication Board in the Academy. The Board shall consist of following members; namely :

- i) The Vice-Chancellor; - Chairman
- ii) The Pro-Vice-Chancellor;
- iii) Deans of Faculties;

- iv) Two persons nominated by the Vice-Chancellor;
- v) Registrar - Member Secretary.

BL 495 Members of the Board other than ex-officio members shall hold office for three years. Any casual vacancy caused by death, resignation, or the member ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Vice-Chancellor by nomination. A member so nominated shall hold office for the unexpired residual term of office of the original member whose place he occupies.

BL 496 The Board shall meet annually in September, or whenever convened by the Vice-Chancellor *suo moto*. Four members shall form the quorum for a meeting of the Board. No quorum shall be necessary for an adjourned meeting. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

BL 497 The Vice-Chancellor shall, preside over the meetings of the Board.

BL 498 In the case of difference of opinion, the question shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have an additional or a casting vote.

BL 499 The functions of the Board shall be —

- a) to undertake, with the sanction of the Board of Management, the publications of :
 - i) the Research Journal ;
 - ii) any other work such as thesis, dissertation or scientific work, if considered suitable by the Board;

- iii) Self instructional material (SIM)
 - iv) Annual Report.
- b) to recommend financial assistance to deserving authors of standard works and/or publishers of standard works in accordance with the rules as may be laid down, from time to time.

Recognition to a person for Post-graduate Teaching and Research

(Under Rule 26(s) of MoA)

BL 500 A full-time, adjunct or honorary, Professor, Reader, Associate Professor, Lecturer and Principal may impart post-graduate instructions or guide research leading to research degree only if he is recognised to do so by the Academy.

Provided that, the teacher appointed in the grade of Professor or Reader in the subject, shall be deemed to have been recognised as a post-graduate teacher in the said subject and related areas, for all purposes.

Provided further that, the teacher appointed in the grade of Lecturer shall be deemed to have been recognised as the post-graduate teacher for imparting instruction to the post-graduate courses. However, in case of professional courses, he shall apply for getting recognition as the post-graduate teacher for research guidance for - i) M.D./M.S. and Diploma ii) Ph.D. and M. Phil./M.D.S.

BL 501 A person shall be recognised for post-graduate teaching/research by the Board of Teaching and Research.

BL 502 a) The Board of Teaching and Research shall grant recognition to a teacher under any of the following categories :

- i) Post-graduate teaching leading to degree and diploma such as M.D./M.S./Diploma/M.E./M.D.S./ M.B.A. M.Ed. etc.
- ii) Ph.D. and D. Sc.
- b) The teacher recognised as a Ph.D./D. Sc. supervisor shall automatically become eligible for post-graduate teaching for M.D./M.S./M.E./M.B.A./M.Ed. and Diploma Courses under respective faculties.
- c) In case the Board of Teaching and Research does not recognise a teacher for post-graduate teaching/research, it shall record its reasons in writing and the teacher shall be informed accordingly.
- d) The visiting faculty, other than the teacher approved by the Academy, in the colleges and who is teaching at degree or post-graduate level and who has published work to his credit may be recognised as a post-graduate teacher for M. Phil. and Ph.D. degrees.
- e) In exceptional cases, an eminent Doctor and/or Scientist working in the R and D of Pharmaceutical Industry who is not approved as a teacher may be recognised as the post-graduate teacher by research for guiding research leading to Ph.D. provided that, the person concerned has to his credit acknowledged published research work in indexed journals and is actively engaged in research.
- f) The person from the R and D of Industry, Medical Research Institutes recognised by ICMR and who is designated as the Adjunct Professor, Adjunct Reader or Adjunct Lecturer shall be recognised as the post-graduate teacher by research.

- g) Ordinarily, a teacher seeking recognition as the post-graduate teacher shall not be above 65 years of age. The teacher recognised for the post-graduate teaching, shall cease to be so recognised on completion of 65 years of age and recognised as research guide on completion of 70 years of age.

Provided, however, that, the research guide shall not register new students after completing 65 years of age.

BL 503 Recognition for post-graduate teaching/research shall stand withdrawn as soon as such teacher is convicted by the court of law for offence involving moral turpitude, has become insane and stands so declared by a competent court, has become undischarged insolvent and so declared by a competent court, or has been physically unfit and incapable for discharging functions due to protracted illness or physical disability.

- BL 504**
- a) Recognition for post-graduate teaching/research shall stand withdrawn in case he ceases to be a teacher.
 - b) Recognition for post-graduate teaching/research shall be withdrawn in case the teacher has committed any misconduct and has been inflicted with a major penalty for the misconduct having been duly proved.
 - c) The recognition for post-graduate teaching/research under the previous ordinances shall be withdrawn only after due and sufficient opportunity is provided to such a teacher to show cause as to why such recognition should not be withdrawn. The decision of the Board of Teaching and Research thereon shall be final.

Registers

(Under Rule 26(s) of MoA)

BL 505 The Academy shall maintain —

- a) a general register giving details of each student, who has been admitted in the college, the date of admission, the date of birth, the name of the birth place, attendance at the sessional examinations and the results of such examinations, and the date of withdrawal;
- b) a register of daily attendance of each student.
- c) a register of daily attendance of the employees including teachers.

Savings

(Under Rule 26(s) of the MoA)

- BL 506**
- a) All colleges which stood affiliated to Rajiv Gandhi University of Health Sciences Act, 1994 immediately before the commencement of Memorandum of Association, shall be deemed to be the constituent colleges of the Academy;

Provided that, the said colleges shall be de-affiliated in a phased manner from the parent universities till the last student is graduated from those universities.

- b) All debts, liabilities and obligations incurred before the commencement of this Memorandum of Association, and lawfully subsisting against any existing college, shall be discharged and satisfied by the respective constituent colleges;
- c) Any will, deed or other document made before the commencement of this Memorandum of Association which contains in bequest gift, term or trust in favour of the colleges shall, on and from the commencement of this Memorandum of Association be construed as if the corresponding constituent college is named therein instead of the existing colleges;

- d) The teachers and other employees, who were appointed by the Trust Sponsoring Body under the provisions of the Rajiv Gandhi University of Health Sciences Act, 1994 immediately before the commencement of the Memorandum of Association, shall be deemed to be appointed by the Academy under the various provisions of Memorandum of Association and Bye-Laws made thereunder;
- e) The students who have graduated from the colleges before the commencement of this Memorandum of Association, shall be deemed to be the registered graduates of the Academy.

T. A./D. A. Rules

(Under Rule 26(s) of MoA)

BL 507 The members of the various Authorities, Committees and Bodies of the Academy, examiners, paper-setters, persons invited for Academy work, the officers, employees, shall be entitled for T. A./D. A. as decided by the Board of Management, from time to time.

Provided that, in special circumstances use of private own vehicle and or travel shall be allowed only with prior permission of the Vice-Chancellor.

Examinations

(Under Rule 26(g) of MoA)

BL 508 Definitions

In this Bye-Laws relating to the rules for conduct of examinations of the Academy, unless there is anything repugnant in the subject or context.

- a) **“Academic Year”** means academic year of the Academy as decided by the Academic Council from time to time.

- b) **“Admission to the Examination”** means the issuance of an admission card to a candidate in certification of his having completed all the conditions laid down in the relevant Bye-Laws, by the Academy.
- c) **“ATKT”** means allowed to keep terms of the next class inspite of failure in the subjects as per the ATKT rules of the Academy, from time to time.
- d) **“Attempt”** means either partial or complete appearance by a candidate at an examination. Provided that, mere remittance of examination fees shall not amount to an attempt at an examination.
- e) **“Candidate”** means a student, who has been duly admitted to an examination by the Academy.
- f) **“Convocation fee”** means the fee chargeable to the student for obtaining the degree/diploma certificates of the Academy.
- g) **“Examination Fee”** means fees required to be paid by the student to appear for the examination conducted by the Academy.
- h) **“Gracing Rules”** means the gracing rules provided under these Bye-Laws.
- i) **“Moderation of Answer book”** means a process in which uniformity in the assessment of answer books is achieved through senior teacher.
- j) **“Moderation of Question Papers”** means a process where the Chairman , Board of paper-setter in his capacity as the moderator moderates the question papers set by the paper-setters.
- k) i) **“Post Graduate Degree Examination”** means an examination leading to award of post-graduate degree by the Academy .

- ii) **“Post-Graduate Diploma Examination”** means an examination leading to award of post-graduate diploma by the Academy.
- iii) **“Super Specialty Examination”** means an examination leading to the super specialty degree by the Academy after post-graduation.
- iv) **“Under-Graduate Examination”** means an examination leading to award of degree by the Academy.

- l) **“Repeater Candidate”** means a student, who has once been admitted to an examination of Academy, is again required to take the same examination by reason of his failure or absence there at and shall include a student who may have joined a college again in the same class.

- m) **“Student”** means and includes a person who is duly admitted to the college after completing the academic requirements of the Academy, from time to time.

- n) **“Unfair Means Committee”** means the Committee constituted under Bye -Laws No. 307 to investigate into the cases of unfair means, indulged in by a candidate or by a person involved in the conduct of examinations.

- o) **“Verification”** means recounting and re-totaling of mark and transfer of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.

BL 509 Preliminary

- a) The Controller of Examinations shall be overall responsible for the proper arrangement and smooth conduct of the examinations conducted by the Academy.

- b) Academy shall hold the end examinations twice in a academic year as decided by the Board of Examinations from time to time.
- c) The student who is eligible to appear for the examination shall submit his examination form to the Academy on or before the date(s) notified by the Academy.
- d) Notwithstanding anything contrary to these Bye-Laws, no student shall be admitted to the examination, if he has already passed the same examination or corresponding examination of any other statutory University, which has been recognised as equivalent to that examination.
- e) The Academy shall prepare and publish a schedule of examinations for each and every course conducted by it at least three months before the commencement of the examinations.

Explanation : "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

- f) The Controller of Examinations shall make the necessary arrangements for smooth conduct of examinations.

BL 510 Unless otherwise specifically provided for, all examinations except practical and viva-voce shall be conducted by means of printed question papers.

BL 511 No question calling for a declaration of a religious belief on the part of a candidate shall be put at any examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

BL 512 The Board of Examinations shall have power to exclude any candidate from an examination, on being satisfied

that he is suffering from an infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

BL 513 The results of all the examinations unless otherwise provided, shall be published as per the provisions made in the Bye-Laws.

Provided that, the result of all the candidates appearing for the examination shall be declared in the following manner :

First Class with Distinction, First Class and Pass Class, as the case may be.

However, in case of professional examinations results shall be declared as per the rules of respective central councils.

BL 514 When the examination is by thesis, a list of successful candidates arranged in alphabetical order will alone be published.

BL 515 No candidate shall be eligible for any of the scholarships, medals or prizes to be awarded to successful candidates at any of the examinations who has a deficiency of marks in any of the heads of the examination condoned under the Bye-Laws laid down in that behalf or if he is a repeater.

BL 516 Failure to pass in examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded along with examination fees.

BL 517 The passing and degree certificates shall be given to only those who pass an examination.

BL 518 In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of similar nature, the Board of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Board of Examinations shall consider necessary in that behalf.

BL 519 In any case where the result of an examination has been ascertained, published and the degree certificate issued and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefitted, and that such examinee has in the opinion of the Board of Examinations, been party or privy to, or connived at such malpractice (including submission of project report etc.) fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of a certificate or the award a prize, or scholarship, to amend the result of such examinee and to make such declaration including withdrawal of the degree certificate issued, as the Board of Examinations shall consider necessary in that behalf.

BL 520 A statement of marks in a printed form with seal of the Academy, pre-printed signature of the Controller of Examinations and security features showing the marks obtained by a candidate in each head of passing will be supplied to him on payment of charges for the first copy and for next copy per examination. The marks obtained by a candidate in individual papers will also be supplied on payment of a fee per examination, provided an application is made within six months after the date of the declaration of the results. The marks obtained by a candidate in individual questions or in section of a papers shall not be supplied.

Provided that, charges for the first copy and the second copy of the statement of marks shall be as decided, from time to time.

[Information about the marks obtained by candidate in the various heads of passing in the form of ledger will be sent, free-of-charge, to the Principal of his college, irrespective of whether candidates are successful or not.]

BL 521 The copy of the result of the examination supplied by the Academy to the college is only meant for the use of the college. The Principal shall have no authority to issue the statement of marks under his signature prepared on the basis of the college copy.

Provided that, the statement of marks shall only be supplied by the Academy under the signature of the Controller of Examinations.

Rates of Remuneration

(Under Rule 26(g) of MoA)

BL 522 The rates of remuneration to be paid to the paper-setters, moderators, examiners (theory and practicals), centre-in-charge, senior and Junior Supervisors and other supporting and technical staff shall be as decided by the Board of Examinations and approved by the Board of Management, from time to time.

Examination Fees and Refund of Examination Fees

BL 523 Examination fees for the examinations conducted by the Academy shall be decided by the Board of Examinations, from time to time by notification after the approval of Board of Management.

BL 524 The examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below :

- a) Where a candidate dies prior to the examination the entire fee shall be refunded. The applicant requesting for the refund of amount paid by the deceased shall have to produce the death certificate and the certificate signed by the Principal.
- b) Half of the fee shall be refunded, provided that the application to that effect is received by the Controller of Examinations at least seven clear days before the date of commencement of the written examination.

- c) Where a candidate is suddenly taken ill and prevented from appearing at any examination and sends in an application for refund supported by a medical certificate to the Controller of Examinations so as to reach him before the commencement of the written examination, full fees shall be refunded.

[Note : If a communication regarding the inability of a candidate to appear at examination on medical ground is received before the commencement of the written examination, but the medical certificate in support of the communication is received within at least a fortnight from the date of commencement of the written examination, the Controller of Examinations shall place such cases before the Vice-Chancellor for his decision.]

- d) Where a candidate is prevented from appearing at an examination for any other good and sufficient reasons and sends in an application for refund of his fee to the Controller of Examinations so as to reach him before the expiry of the seventh day after the commencement of the written examination, one-fourth of the fee shall be refunded.
- e) The entire fee of the candidate whose application form for admission to the examination is withdrawn or whose admission to the examination is cancelled, will be refunded after the declaration of the result of the examination concerned.
- f) When a student intimates his inability to appear for the examination the same should be treated as his request for the refund of the examination fee and the refund be made as per provisions mentioned in the clauses (a) to (e) above.

[Notes : i) All cases of refund of examination fees will be decided after the declaration of the result of the concerned examination. The fees shall be refunded by DD.

- ii) The applications received in the office of the Academy on the date of the commencement of the written examination shall be treated to have been received before the date of commencement of the examination.
- iii) *Wherever the expression 'clear days' appears in the above clauses, for the purpose of counting days, the first and the last day shall be excluded.]*

Appointment of Paper-setters, Moderators and Examiners for theory and practical examination and paper setting

- BL 525**
- a)
 - i) The Controller of Examinations shall invite the applications for appointment of internal and external examiners, paper setters, moderators from the teachers of the Academy and the other universities.
 - ii) The application forms and other details shall also be made available on the website of the Academy.
 - iii) After the last date is over, the Controller of Examinations shall prepare the panel of paper-setters, moderators and examiners (theory and practicals), classwise and subjectwise and place before the Board of Studies in the respective subjects.
 - iv) The Board of Studies, after due scrutiny, shall recommend the panel(s) in their respective subjects, to the Board of Examination.
 - v) The panels as recommended by the Board of Studies shall be placed before the Committee constituted under Bye-Laws No.306 for its consideration.

- vi) The Committee shall prepare list of eligible persons for various examinations and tests, from amongst persons, included in the panels and shall submit it to the Board of Examination, which shall then appoint paper-setters, moderators and examiners (theory and practicals) for the examination.
- vii) The Controller of Examinations shall appoint the required number of paper-setters, moderators and examiners out of the panel(s) approved by the Board of Examination.
- viii) In case, if the panel is exhausted, the Controller of Examinations in consultation with the Vice-Chancellor, shall appoint examiners from the panel recommended by the Board of Studies and approved by the Board of Examination.

Provided that, the Controller of Examinations shall place the list of such examiners appointed, before the ensuing meeting of the Board of Examinations for ratification.

- ix) The Controller of Examinations shall prepare the panel(s) once in three years with yearly update.
 - x) The teachers of the Academy cannot claim examinership as a matter of right.
- b) i) There shall be a Board of Paper-setters for each examination consisting of three examiners and Chairman of the Board of paper-setters.
- ii) Each paper-setter shall submit three different independent paper sets along with scheme of marking and model answers in a separate sealed cover to the Controller of Examinations.

- iii) The paper sets so received shall be moderated by the moderator or Chairman of Board of Paper-setters.
- iv) The moderator shall moderate all the nine paper sets in terms of the content, weightage and language.
- v) The moderator, after moderation, shall seal the individual packets and submit the same to the Controller of Examinations with certificate under his signature.
- vi) The paper-setters in practicals shall set the papers or skeleton papers, as the case may be, along with the scheme of marking and submit the same to the Controller of Examinations.
- vii) The paper-setters who do not submit their question papers to the Controller of Examinations within the prescribed time limit, shall, *ipsofacto*, cease to be paper setters.
- viii) The question papers, unless otherwise specified, shall be set in English.

Conduct of Examination

BL 526 Procedure of conduct of theory examination at the centre

- a) The principal of the college shall be the internal Senior Supervisor for the examinations at his centre. The Controller of Examinations shall also appoint a suitable person as an external Senior Supervisor who is not connected with the college and along with internal Senior Supervisor shall have joint responsibility of smooth conduct of examination at the centre.
- b) The internal and external Senior Supervisors shall be responsible for the smooth conduct of the

examinations at the centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be reimbursed by the Academy as per the rates approved by the Academy, from time to time. The internal Senior Supervisor shall submit a detailed audited account of the expenses incurred within a month from the last paper. The accounts shall be submitted in the prescribed forms supplied by the accounts section. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the internal Senior Supervisor.

- c) No person other than the candidate, invigilators and such other persons as may be authorised by the Sr. Supervisor, shall be allowed to enter the premises of the examination centre. The Senior Supervisors shall take all necessary steps to ensure this by displaying a notice to this effect prominently.
- d) Candidates at all examinations shall strictly abide by the instructions that may be issued to them by the Controller of Examinations from time to time.
- e) The Controller of Examinations shall supply sufficient number of blank answer books and copies of question papers (in sealed packets) and other stationary as per the requirements of the centre to the Senior Supervisor everyday.
- f) The Senior Supervisor shall send the sealed answer papers to the Director, Central Assessment Programme (CAP) under information to the Controller of Examinations.
- g) The Senior Supervisor, after the examination is over, shall prepare the consolidated statement of the answer books, question papers used for the examinations and submit the same in sealed envelope to the controller of examinations.

- h) The Senior Supervisor shall send the unused blank answer books and question paper in a separate sealed cover to controller of examinations.

Vigilance Squads

- BL 527**
- a) The Vice-Chancellor may appoint vigilance squad consisting of three senior teachers to visit the examination centres. One of the members of the vigilance squad shall be a lady teacher.
 - b) The squad shall ensure that the examinations are conducted as per the set procedure of the Academy and shall ascertain whether the Senior Supervisors and block supervisors (Invigilators) are following scrupulously instructions for conduct of the examinations.
 - c) The Squad shall check the students who try to resort to malpractices at the time of examinations and report such cases to the Controller of Examinations.
 - d) The Squad shall be authorised to visit any examination centre without prior intimation and enter office of the Senior Supervisor to check the record and other material relating to the conduct of examination. They can enter in any block of examination for checking the candidates identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Squad shall be authorised to detect use of malpractices and unfair means in the examination, if necessary, by physical check. In case of female candidates, the physical check shall be made by a lady member of the Squad.
 - e) The Chairman of Squad shall submit the report on surprise visit directly to the Vice-Chancellor. The Squad may make suggestions in the matter of proper conduct of examinations, if necessary.

- f) The Principal of the college where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance during the conduct of examination and shall ensure that no malpractice takes place during the examination.
- g) The Senior Supervisors shall report copying cases, if any, to the Controller of Examinations immediately after the paper is over.

BL 528 Central Assessment Programme Scheme

The conduct of examinations and declaration of their result constitute one of the important activities of the Academy. The scheme of Central Assessment Programme (CAP) is being introduced in the Academy with a view to:

- a) declare the results in the shortest possible time,
- b) increase the reliability, accuracy and efficiency in the declaration of results,
- c) maintain uniformity and consistency in the assessment, and
- d) creating confidence amongst the candidates in particular and society in general about the evaluation system.

BL 529 Central Assessment Programme (CAP) Centre

- a) Answer books of all examinations shall be assessed only at the centres of Central Assessment Programme (CAP).
- b) The Controller of Examinations shall appoint the CAP Director, Assistant Director and other supporting staff.
- c) CAP shall be organised in the premises of the Academy under the direct control of the Controller of Examinations.

- d) The CAP shall consist of the following stages:
- i) Pre-Assessment Work*
 - ii) Assessment and Moderation Process*
 - iii) Post Assessment Work*

BL 530 Pre-Assessment Work

- a) To identify the venue of the CAP : The venue of the CAP shall be on the Academy premises.
- b) The Controller of Examinations, in consultation with the Vice-Chancellor, shall appoint CAP Director and Assistant Director.
- c) Invitation to Examiners/Moderators:
- The Controller of Examinations shall appoint required number of the moderators and examiners and shall send invitation letters to all the examiners and moderators well in advance so as to enable the examiners and moderators to communicate their acceptance.
- d) Collection of Answer books:
- The Senior Supervisor shall send the answer books to the CAP Director per messenger as per the direction given by the Controller of Examinations.
- e) Preparation for CAP:
- i) The Director of CAP shall make adequate arrangements to receive answer books from examination centres, from time to time.
 - ii) On receipt of the answer books at the CAP venue, the staff employed for this work shall check the number of answer books, invigilator's reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct.

- iii) After verifying the number of answer books, the CAP Director shall make the bundles of answer books consisting of 25 answer books each with blank marklist. The invigilator's reports shall be kept in the separate file.
- iv) The bundle of answer books so prepared shall be computer coded and masked. The blank marklist against the coded number shall be kept on the answer bundle.

BL 531 Assessment and Moderation of Answer Books:

- a) Before the actual assessment work starts, the moderator shall discuss in detail the model answers and scheme of marking with the examiners.
- b) After the meeting, he shall give five answer books to each examiner and after the assessment of these answer books he shall moderate these answer books and give suitable instructions to the examiners.
- c) Thereafter, the moderator shall moderate the answer books assessed by the examiner as per the scheme mentioned below:
 - i) All the answer books wherein candidate has failed by five marks;
 - ii) All the answer books where candidates have scored more than 80% marks;
 - iii) Random 5% remaining answer books;
 - iv) 100% scrutiny of the answer books for totaling and ensuring that there is no answer left unassessed.

BL 532 Post Assessment

- a) After the moderation, CAP Director shall collect all the answer books and reconcile with the Pre-CAP data.

- b) The CAP Director will collect all the marklists and validate them in terms of signatures of the moderator and examiners.
- c) The CAP Director shall seal all the answer book bundles and marklists in a separate envelope and handover the custody of the same to the Controller of Examinations.

BL 533 Result Processing

- a) The results of the examination shall be tabulated in a prescribed form.
- b) All the statements of marks received in the examination division shall be decoded and tallied with the answer books. After the validation the decoded marklist shall be handed over to the officer in charge for data entry.
- c) All the marks received in the examination section will be entered in the system by two data entry operators independently and through the mismatch software, for the mistakes, if any, in the data entry and same shall be verified by the senior officer.
- d) After validation of all the data by the senior officer, result shall be processed.
- e) The result shall be subjected to the double check under the strict supervision of the senior officer.
- f) The result so processed shall be placed before the Ad-hoc Committee constituted by the Vice-Chancellor. Ad-hoc Committee shall consist of following members; namely:
 - i) Dean of the faculty;
 - ii) One Chairman of Board of Studies nominated by the Vice-Chancellor;
 - iii) Controller of Examinations.

- g) The Committee shall scrutinise the result by random checking which includes verification of the marks of the candidates on the result sheet and marklist and thereafter apply gracing rules and prepare the final results.
- h) The proceedings of the Ad-hoc Committee shall be subject to approval of the Vice-Chancellor.
- i) As per the recommendations of the Ad-hoc Committee, Controller of Examinations shall process the result and print ledger, statement of marks, merit list, list of failed candidates in each subjects etc.
- j) The Controller of Examinations shall declare the results on or before the dates approved by the Board of Examination.
- k) After the declaration of the result, Controller of Examinations shall send the ledger and statement of marks to the Principal.

Procedure to be followed while making amendments correction in the Result

(Under Rule 26(g) of MoA)

BL 534 The Unit Head shall keep the original result and the Ledger in his custody.

- a) While entering the marks from the marklist into the system, if, by mistake, the marks of a wrong number are entered or, through oversight, if the last digit of the seat number is taken to be the marks, the unit head shall verify the corrected entry personally and sign it.
- b) If the candidate appearing for the practical examination by paying fees for the out of turn, is shown as absent, but his marks are received, then in such a case the Unit Head shall enter the corrected marks after due verification.

- c) At times, while rechecking, the totals of the marks made in the system are found to be incorrect. In such a case the Unit Head shall make the correction and sign it.
- d) At times, a student appears for a subject not specified in the examination form. In all such cases approval of the Controller of Examinations should be obtained for such case and the entry in the Ledger be corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.
- e) At times, entries against a wrong seat number are found recorded by examiners. In such case, approval of the Controller of Examinations shall be obtained separately for each case. The entries in the ledger shall be corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.
- f) The cases, where the result is being revised as a consequence of the verification of marks, the cases may be referred to the unit concerned by the Asstt. Registrar after obtaining the approval of the Controller of Examinations. The Deputy Registrar concerned shall communicate the result thereon.
- g) The cases, where the result is being altered as a consequence of the revaluation or verification of marks, may be approved by the Deputy Registrar upto 5% marks, by the Controller of Examinations from 5% to 10% marks, and by the Vice-Chancellor above 10% marks. After obtaining the due approval, the cases may be referred to the unit concerned by the Deputy Registrar. The Asstt. Registrar of the section concerned shall communicate the modified result to the student concerned after signing the corrected entries in the ledger.

- h) In case some intentional tampering of the result is discovered in any unit and the person doing it is not traced the responsibility will be fixed on all the employees in the unit collectively and necessary action will be taken against them all.
- i) In case where the result of an examination has been declared and published and it is found that the said result has been affected by any malpractice, fraud or any other improper conducted where the candidate has benefited and that such candidate, has in the opinion of the Board of Examination been party or privy to or connived at such malpractices, fraud or improper conduct, the Board of Examination shall have power at any time, notwithstanding the issue of certificate or the award of a price or scholarship, to amend the result of such candidate and to make such declaration as the Board of Examinations deems in that behalf.

BL 535 Grace Marks for getting Higher Class

- 1) A candidate shall be entitled to grace marks equal to 1% of the maximum marks of the subject(s) in which he has appeared for the examination, subject to a minimum of 3 marks and a maximum of 10 marks.
- 2) The grace marks awarded in a segment of the examination shall not exceed 3% of the maximum marks for the segment (subject to the ceiling given in #10). For this purpose, written examination + Viva Voce + Internal Assessment (Theory) will together constitute one segment while university practical examination + internal assessment (Practical) will together constitute one segment. However, in a subject (e.g.,) ENT or Ophthalmology of Final MBBS Part(I) where the total of both the above-described segments is only 100, the entire examination shall be treated as one segment.

- 3) A candidate may be given grace marks in excess of the ceiling given in #2. (But always limited by the ceilings given in rule #1) Provided by so doing, he shall pass the examination outright.
- 4) On the addition of the grace marks, the marks in the segment should just reach the mandatory minimum for passing in that segment; it would not exceed this minimum.
- 5) Wherever possible, the grace marks awarded to a candidate should be taken from the marks obtained by him in another segment (preferably the other segment of the same subject) so that grand total remains the same. Extremely rarely, this will not be possible and in such a case the grand total has to be revised upwards as necessary.
- 6) If the two segments belong to the same subject (paper), the rule (3) shall be applicable, provided the candidate fails in one subject (paper) only.

BL 536 **Unfair Means Resorted to by the Candidate**

On receipt of a report regarding use of unfair means by any candidate in the examination, including breach of any of the rules laid down by the authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to Academy inquiry and to punish such unfair means or breach of the rules by exclusion of such candidate from any examination or from any course in a college or from any convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the examination result of the candidate for which the student appeared or by deprivation of any scholarship held by him or by cancellation of the award of any prize or medal to him or by imposition of fine, not exceeding than Rs.1000/- or in any two or more of the aforesaid ways within a period of one year.

BL 537 On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination conducted by the Academy or including breach of the rules laid down for proper conduct of examination, the Board of Examinations, shall have power at any time, to initiate inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his case to the Registrar for taking such disciplinary action as deemed fit as per their service conditions.

Provided that, in case of external examiner, Controller of Examinations shall inform the Registrar or his university, for the necessary action.

Competent Authority

BL 538 The Board of Examinations duly constituted under these Bye-Laws shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the Academy.

BL 539 Definition - Unless the context otherwise requires

- a) **“Unfair Means”** mean and includes one or more of the following acts of commission or omissions on the part of student/s during the examination period.
- i) possessing objectionable material and /or copying there from.
 - ii) transcribing any unauthorised material or any other use thereof.
 - iii) intimidating or using obscene language or threatening or use of violence against invigilator

or person on duty for the conduct of examination or man-handling him or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

- iv) unauthorisedly communicating with other candidates or any one else inside or outside the examination hall.
 - v) mutual and /or mass-copying.
 - vi) smuggling-out, or smuggling-in of either blank or written answer books as copying material.
 - vii) smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - viii) interfering with or counterfeiting seal of the Academy or office stationery used in the examinations.
 - ix) insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
 - x) impersonation at the examination.
 - xi) revealing identity in any form in the answer written or in any other part of the answer book by the candidate at the examination.
 - xii) or any other similar act(s) of commission and/ or omission(s), which may be considered as unfair means by the Competent Authority.
- b) ***“Unfair Means relating to Examination”*** means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.

- c) **“Unfair Means Material”** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the candidate or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- d) **“Possession of unfair means material by a candidate”** means having any unauthorised material in his possession or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- e) **“Candidate found in possession”** means a candidate; reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it's being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisors or any other authorised person to the Controller of Examinations.
- f) **“Material related to the subject of examination”** means and includes, the material produced as evidence, certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (e) above, the presumption shall be that the material did relate to the subject of the examination.

- g) 'Senior Supervisor' means Principal of the College where the examination center is located.
- BL 540** During examination, candidate shall be under disciplinary control of the senior and Junior Supervisors.
- BL 541** The Senior Supervisors shall, in the case of unfair means, follow the procedure as under:
- BL 542** The candidate shall be called upon to surrender to the Senior Supervisor, the unfair means material found in his possession, if any, and his answer book.
- BL 543** Signature of the concerned candidate shall be obtained on the relevant materials and list thereon. The Sr. Supervisor and Jr. Supervisors shall also sign on all the relevant materials and documents.
- BL 544** Statement of the candidate and his undertaking in the prescribed format (**Appendix-III**) shall be recorded in writing by the Senior Supervisors. If the candidate refuses to make statement or to give an undertaking (**Appendix-No.IV**), the concerned Sr. Supervisor and Jr. Supervisors shall record their statements accordingly under their signatures.
- BL 545** The Senior Supervisors shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- a) In the case of impersonation or violence, expel the candidate(s) from the examination and not allow him to appear for the remaining examination.
 - b) Obtain undertaking from the candidate to the effect that the decision of the concerned Competent Authority in his case shall be final and binding and allow him to continue with his examination.
 - c) May report the case to the Police Station as per the provisions of IPC an act to provide for preventing malpractices at the University and Board examinations.**Appendix-No.V**

- d) Confiscate his answer book, mark it as “suspected unfair means case” and issue him fresh answer book duly marked.
- e) The copying material found in possession of the candidate, his statement and the statement of Jr. Supervisor and the answer book(s) shall be forwarded by the Sr. Supervisor along with his statement to the Controller of Examinations in a separate sealed envelope marked **“Suspected unfair means case”Appendix - No. VI & VII.**

BL 546 In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor shall record the facts in writing and shall report the same to the Controller of Examinations.

BL 547 Procedure to be followed by Examiner during Assessment

If the Examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the candidate(s) whose answer book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the Examiner shall forward his report, through the CAP Director along with the evidence, to the Controller of Examinations with his statement in a separate confidential sealed envelope marked as **“Suspected unfair means case”**.

BL 548 A prima facie case of unfair means reported to the Controller of Examinations by the Jr. Supervisor/Sr. Supervisor and or Examiner shall be inquired into by the Committee constituted by the Board of Examinations. In the event , cases of unfair means are reported through any other sources, the Controller of Examinations shall scrutinise the case, collect preliminary information to find out whether there is a prima facie case for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor. If the Vice-Chancellor is satisfied that there is a prima facie case, he shall place the same before the Unfair Means Committee for further

investigation. The Controller of Examinations, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and shall deal with the case till it is finally disposed of.

BL 549 The result of such candidate shall be kept reserved until his case is finalised by the Board of Examinations.

BL 550 Appointment of Examination Unfair Means Committee
The Board of Examinations shall constitute a Unfair Means Committee as provided in Bye-Laws No.(307).

BL 551 Procedure to be followed by the Examination Unfair Means Committee should be as under:

- a) The Controller of Examinations or the officer authorised by him, shall inform the candidate concerned in writing of the act of unfair means alleged to have been committed by him, and shall ask him to show cause as to why the charge(s) leveled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
- b) The candidate should personally appear before the Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him therein. The candidate himself only shall present his case before the Committee.
- c) The documents which are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the candidate should be shown to him by the Committee, if the candidate personally presents before the Committee. The evidence, if any, should be recorded in the presence of the delinquent candidate.
- d) Reasonable opportunity, including oral hearing, may be given to the candidate in his defence before the Committee. The reply/explanation given by the

candidate to the show cause notice shall be considered by the Committee before making final recommendation.

- e) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- f) After serving a show cause notice, if the delinquent candidate fails to appear before the Committee on the day, time and place fixed for the meeting, the candidate may be given one more opportunity to appear before the Committee in his defence. If candidate still remains absent or does not appear before the Committee the Committee, shall proceed with the case on the basis of available evidences and decide his case.
- g) The report of the Committee shall be placed before the Board of Examinations for final decision.

Punishment

BL 552 The Board of Examinations after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the benefit of doubt to the candidate; issuing warning or exonerating him from the charges and shall impose any one or more of the following punishments on the candidate(s) found guilty of using unfair means:

- a) Annulment of performance of the candidate in full or in part in the examination he has appeared for.
- b) Debarring candidate from appearing for any examination of the Academy for a stipulated period not exceeding five years.
- c) Debarring candidate from taking admission for any course in the Academy for a stipulated period not exceeding five years.
- d) Cancellation of the scholarship(s) or award(s) or

prize or medal etc. awarded to him by the Academy in that examination.

- e) In addition to the above-mentioned punishment, the Board of Examinations may impose a fine, not exceeding Rs.1000/- on the candidate declared guilty. If the candidate fails to pay the fine, within a stipulated period, the Competent Authority may impose on such a candidate additional punishment/ penalty as it may deem fit.

BL 553 The Board shall ensure that the quantum of punishment imposed on the candidate commensurate with the gravity of the offence committed by him.

BL 554 The candidate may be informed of the punishment finally imposed on him in writing by the Controller of Examinations, under intimation to his Principal.

BL 555 The Broad Categories of Unfair Means Resorted to by candidate at the examinations and the quantum of punishment for each category thereof shall be as follows-

Sr. No.	Nature of Malpractice	Quantum of Punishment
a)	Possession of copying material.	<i>Annulment of the performance of the candidate at the examination in full*</i>
b)	Actual copying from the copying material.	<i>Exclusion of the candidate from examination for one additional examination</i>
c)	Possession of another student's answer books.	<i>Exclusion of the candidate from examination for one additional examination. (Both the candidates)</i>
d)	Possession of another candidate's answer book and actual evidence of copying there from	<i>Exclusion of the candidate(s) from examination for two additional examinations. (Both the candidates)</i>

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|----|--|---|
| e) | Mutual/Mass copying. | <i>Exclusion of the candidates from examination for two additional examinations.</i> |
| f) | Smuggling-out or smuggling in answer book as copying material. | <i>Exclusion of the candidate from examination for two additional examinations.</i> |
| g) | Smuggling-in of written answer book based on the question paper set at the examination. | <i>Exclusion of the candidate from examination for three additional examinations.</i> |
| h) | Smuggling-in of written answer book forging signature of the invigilator on the answer book or supplement | <i>Exclusion of the candidate from examination for four additional examinations.</i> |
| i) | Attempt to forge the signature of the invigilator on the answer book or supplement | <i>Exclusion of the candidate from examinations for four additional attempts.</i> |
| j) | Interfering with or counterfeiting of Academy seal or answer books or office stationery used in the examinations. | <i>Exclusion of the candidate from examination for four additional attempts.</i> |
| k) | Answer book, main or supplement written outside the examination hall or any book. | <i>Exclusion of the candidate from examination for four additional attempts other insertion in answer</i> |
| l) | To bribe or attempting to bribe any of the person/s connected with the conduct of examinations. | <i>Exclusion of the candidate from examination for four additional attempts.</i> |
| m) | Using obscene language/ violence/threat at the examination centre by a candidate at the examiners. | <i>Exclusion of the candidate from examination for four additional attempts. examination to invigilators/ centre-in-charge or</i> |

- | | | |
|----|---|--|
| n) | Impersonation at the examination. | <i>Exclusion of the candidate from examination for five additional attempts (both the candidate if impersonator is student of the Academy).</i> |
| o) | Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination | <i>Annulment of the performance of the candidate at the examination in full.</i> |
| p) | Found having written on palms or on the body, or on the clothes while in the examination | <i>Annulment of the performance of the candidate at the examination in full.</i> |
| q) | All other malpractices not covered in the aforesaid categories | <i>Annulment of the performance of the candidate at the examination in full and severe punishment depending upon the gravity of the offence.</i> |

BL 556 If on a previous occasion a disciplinary action was taken against a candidate for malpractice used at examination and he is caught again for malpractices used at the examination, in this event, he shall be dealt with severely. Enhanced punishment shall imposed on such candidate. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

BL 557 Practical/Dissertation/Project Report Examination: candidate involved in malpractices at practical/dissertation/project report examination shall be dealt with as per the punishment provided for the theory examination.

BL 558 The Competent Authority, in addition to the above mentioned punishments, may impose a fine, not exceeding Rs.1000/- on the candidate declared guilty.

*(Note: The term "**Annulment of Performance in full**" includes performance of the student at the theory as well as annual

practical examination, but does not include performance at internal examinations, term work, project work with its term work, oral or practical and dissertation examination unless malpractice is used thereat.)

Malpractices used or Lapses Committed by any Paper-setters, Examiners, Moderators, Referees, Teachers or any other person connected with the Conduct of Examination

BL 559 Competent Authority

The Board of Examinations shall be the Competent Authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the Academy.

BL 560 **Definition:** Unless the context otherwise requires:

- a) **“Paper-setter, Examiner, Moderator, Referee”** means and includes person(s) duly appointed as such for the examination by the Competent Authority and the term “any other person connected with the conduct of examination” means and includes person(s) appointed on examination duty by the Competent Authority.
- b) **“Malpractice/Lapse”** Means and includes one or more of the following acts of commission or omission on the part of the person(s) included in (a) above relating to the examination:
 - i) Leakage of question(s) or question paper set at the Academy examination before the time of examination.
 - ii) Examiner/Moderator intentionally awarding marks to candidate in assessment of answer

books, dissertation or project work, which are glaringly higher or lower than the student deserves or awarding no marks at all to the student.

- iii) Paper-setter omitting a question, serial number of question, repeating question or setting question(s) outside the scope of syllabus.
 - iv) Examiner/Referee showing negligence in detecting malpractice used by candidate(s).
 - v) Jr. Supervisor, Sr. Supervisor, Centre-in-charge showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s).
 - vi) Any other similar act(s) of commission and/or omission(s), which may be considered as malpractices or lapses by the Competent Authority.
- c) ***“Malpractice or lapse relating to examination”*** means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself or for any other person or causing wrongful loss to other person/s or omitting to do what he is bound to do as duties.

Investigating Committee

The Committee constituted under Bye-Law No.(307) to investigate into unfair means resorted to by candidate(s) at the examination shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination conducted by the Academy.

BL 561 Procedure for Investigation

- a) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination, reported to the Academy shall be scrutinised by the Controller of Examinations who will also collect preliminary information to find out whether there is a prima facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor. If the Vice-Chancellor is satisfied that there is a prima facie case, then he shall place the same before the Committee for further investigations through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Committee, Police authorities and Court and shall deal with the case till it is finally disposed of.
- b) The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him at the examination and shall ask him to show cause as to why the charge(s) leveled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be inflicted on him.
- c) The concerned person be asked to appear before the Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him therein. The concerned person himself only shall present his case before the Committee.

- d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge(s) against the concerned person shall be shown to him by the Committee if he presents himself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- e) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- f) The Committee shall follow the above procedure in the spirit of principle of natural justice.
- g) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he be given one more opportunity to appear before the Committee in his defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his case in his absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.
- h) The Committee shall submit its report to the concerned Competent Authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

BL 562 Punishment

The Competent Authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charge(s) and shall inflict any one or more of the following

punishments on the implicated person found guilty of using malpractice(s) or committing lapses at the examination:

- a) Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, disqualified from any examination work either permanently or for a specific period.
- b) Imposing fine, not exceeding Rs.1000/-. If the concerned person fails to pay the fine, within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- c) Referring his case to the Registrar for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- d) The Competent Authority or the officer authorised in his behalf, shall inform the concerned person about the decision taken in his case and the punishments imposed on him.
- e) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause (a) and (b), the decision of the Board of Examinations shall be final and binding.
- f) The Competent Authority shall supply a typed copy of the relevant extract of the fact finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his case to the appellant/petitioner, if applied for in writing.
- g) The court matters in respective cases of malpractices/lapses should be dealt with by the respective Competent Authority.
- h) As far as possible the quantum of punishment should commensurate with the gravity of the offence.

BL 563 The nature of the malpractices and / or lapses on the part of the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of the examinations are as below.

Sr. No.	Nature of Malpractice/Lapse	Punishment
a)	Paper-setter found responsible for leakage of the question set in the examination(s) whether intentionally or due to the negligence before the time of the examination.	<i>Disqualification from any examination work and disciplinary action by concerned authorities as per the rules applicable.</i>
b)	Leakage of question/question paper set in the examination before the time of examination at the centre by any person/s connected with the conduct of the examination.	<i>Disciplinary action against the guilty/responsible person(s) as per the prevailing service conditions laid down by the Academy</i>
c)	Favouring to the candidate by examiner, moderator, referee in assessment of answer books/ dissertation/project report/thesis by assigning the candidate marks for which he is not entitled at the examination.	<i>Disqualification from any examination work and disciplinary action by the concerned authorities.</i>
d)	Examiner/Moderator/Referee intentionally/negligently not assigning the marks to the candidate in assessment of his answer books/dissertation/ project work	<i>Disqualification from any examination work and disciplinary action by the concerned authorities.</i>
e)	Paper-setter omitting question at the time of finalisation of question paper set at the examination or repeating the while writing.	<i>Disqualification from any examination work for a period of three years. question and Sr. No. of question</i>

- g) **Paper-setter setting questions outside the scope of the syllabus.** *Disqualification from any examination work for a period of three years.*
- h) **Examiner showing negligence in detecting malpractices used by the candidate(s) while** *As decided by the Board of Examinations. assessing answer books.*
- i) **Guiding Teacher showing negligence in supervision of dissertation /project work by the student).** *As decided by the Board of Examinations. (e.g. use of manipulated data*
- j) **Invigilator/Sr. Supervisor showing apathy in carrying out duties related to examination (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time).** *As decided by the Board of Examinations.*
- k) **Invigilator helping candidate in copying answers while in the examination or showing negligence in reporting cases of copying answers by students while on supervision duty.** a) *Disqualification from any examination work upto a period of three years and*
b) *Disciplinary action imposed by the Board of Examinations.*
- l) **Invigilator candidate in mass copying while on examination duty.** a) *Permanent disqualification from any examination work and*
b) *Disciplinary action by imposed the Board of Examinations.*

The Competent Authority, in addition to the above mentioned punishment, may impose a fine, not exceeding Rs.1000/- on the concerned person, if declared guilty.

The Competent Authority, may report the case of the concerned implicated person to the appropriate Police authorities as per the provision of IPC.

BL 564 Verification of Marks

Information as to whether the candidate's answer in any particular head or heads of examination have been examined and marked will be supplied to the candidate on his forwarding, an application accompanied by required fee for each head within fifteen days of the declaration of the results of the said examination.

The fee for verification shall be refunded to the applicant if it is found that there is (i) an omission to examine and/or mark any answer/answers, (ii) mistake in totalling of marks, (iii) mistake in transfer of marks from respective question to the first page of the answer book or transferring marks on marklist..

Provided that, the candidates applying for verification are not eligible for applying for revaluation in the same head or heads of examination.

Miscellaneous

BL 565 The character certificate shall be supplied to the final year undergraduate and post-graduate students on payment of the charges to be decided, from time to time.

BL 566 The fee for any certificate not provided for in any of the Bye-laws shall be decided, from time to time.

The fee paid by a person for obtaining a certificate shall not be refunded.

BL 567 No candidate shall be eligible for any fellowship, prize, medal or other award who presents himself for the examination to which the award relates, after the expiry of the minimum period prescribed for that examination. The computation of the period for this purpose, shall begin from the date of passing of the preceding examination which qualified the candidate to enter on the course for the higher examination.

**BL 568 Revaluation of the answer scripts of the candidates
at the examination conducted by the Academy**

- a) Where the Vice-Chancellor is satisfied that there is a *prima facie* case warranting revaluation of the answer books of any candidate for any reason deemed satisfactory, he may arrange for revaluation of the answer books of the candidate through some other Examiner who could be either Internal or External examiner of his choice. Where the Vice-Chancellor finds that the difference in marks awarded by the First and Second examiners is more than 15%, then he may arrange for a second revaluation of the said answer book by Third examiner either Internal or External of his choice. The average of marks awarded by the three examiners shall then be taken as the final marks.

Provided that, a candidate applying for revaluation is not eligible for applying for verification in the same head or heads of examination.

- b) A candidate who has failed in not more than three papers at the examination, shall be eligible to apply for revaluation. However, not more than two papers as indicated by the candidate shall be revalued. In case where the examination are held in part, the candidate may have four papers revalued every year. He must, however, have not failed in more than six papers in a year to be eligible to apply for revaluation.
- c) The applications for revaluation of answer scripts along with original statement of marks addressed to the Controller of Examinations shall be submitted through the Principal. The application for revaluation must reach in the Academy office within fifteen days of the declaration of the result of the said examination.

In case where the delay in the declaration of the result is due to the mistake (Commission or

Omission) of the candidate, the application of such candidate for revaluation may not be considered after the due date. The result of revaluation will be communicated to the candidates by the Academy within a period of six weeks from the last date of receipt of application for revaluation.

- d) The fees for revaluation of the answer book for each paper shall be decided by the Academy, from time to time. This fee shall not be refunded. However, if the application for revaluation is disposed of for want of eligibility three-fourth of the fees paid shall be refunded.
- e) The candidate applying for revaluation of his answer book shall have to give an undertaking to the effect that the result of revaluation shall be binding on him, subject to the Bye-laws and also that he knows it well that the Academy shall not be responsible for delay in declaration of revaluation result due to unavoidable circumstances.
- f) The revaluation of the answer books shall not be permitted in respect of script of practical examinations/term work/internal assessment/sessional marks/ dissertation/thesis and viva-voce etc.
- g) The candidate applying for revaluation shall submit the original statement of marks alongwith the application. In case, if the result of the candidate is changed due to revaluation then he shall be given a fresh statement of marks otherwise original statement of marks shall be sent back to the candidate.
- h) If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% or more the marks after revaluation shall be accepted for the revision of the result and

the marks originally obtained by the candidate in the paper shall be treated as null and void.

In case where there is a variation of less than 10% the original marks shall remain unchanged.

The Vice-Chancellor may arrange for reassessment centrally at the Academy depending upon the bulk of answer books in a subject or he may set them assessed the external examiners.

- i) As a result of revaluation -
 - i) If the candidate attracts the provisions of condonation of deficiency and of exemptions and compartments, the same shall be applied to him.
 - ii) the candidate, however, shall not be eligible for merits, medals, prizes or any other award, as a result of revaluation.
- j) The memorandum of instructions for guidance of the examiners if prepared by the paper setters including the scheme of marking, and model answers, if any, shall be sent to the revaluer to enable him to evaluate the concerned answer book objectively and in accordance with instructions/scheme of marking.
- k) The examiner shall be paid remuneration for the revaluation of the answer book as per the rules, from time to time, .
- l) Postal charges will be paid separately on production of postal receipts by the examiner concerned.

BL 569 Rules and Procedure for supply of xerox copy(ies) of answer script(s) to the candidates

- a) The facility of obtaining xerox copy(ies) of assessed and/or moderated answer book(s) by the candidate(s) is/are extended with a view to bring

transparency in the conduct of examination and ensure its credibility.

- b) This facility, provided, shall be restricted to theory papers only.
- c) The xerox copy(ies) of answer book(s) of practical examination, sessional marks, viva-voce, dissertation, thesis shall not be supplied to the candidate(s). The xerox copy(ies) shall be supplied on the payment of non-refundable fee which shall be decided by the Academy, from time to time by cash or by DD drawn in favour of the Registrar.
- d) The prescribed application form for obtaining the xerox copy of answer book can be obtained from the examination division.
- e) The candidate shall fill-up the prescribed application form for obtaining xerox copy of answer book and sign and submit to the Controller of Examinations or an Officer authorised to receive it within fifteen days from the date of the declaration of general result of the examination. Incomplete form shall be rejected without assigning any reason and the fees paid alongwith the application form shall not be refunded.
- f) The Academy shall endeavour to supply photo copy of answer books within twenty one days from the date of receipt of application.
- g) The xerox copy shall be supplied only to the candidate by registered post AD and not to any other person.
- h) For obtaining the xerox copy(ies) of the answer book(s), candidate will have to submit his application through the Principal along with authenticated/attested copy of the identity card and hall ticket.

- i) On receipt of xerox copy(ies), the candidate shall be the sole custodian of it and under no circumstances he shall transfer the same to any other person or for any other purpose(s).
- j) The xerox copy(ies) so obtained by the candidate shall be for his exclusive and relevant use. If the candidate so desires, he can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the Academy under these Bye-Laws.
- k) If the candidate is found guilty of indulging in any unfair act/attempt, he shall liable to be tried before the Committee constituted under Bye-Law No. (307), and the decision of Board of Examinations based on the recommendation of said Committee shall be final.
- l) If his indulgence/commission in unfair act/attempt is proved, the candidate shall be liable for the punishment which shall include : (i) cancellation of his appeal before the Redressal Committee and in case the appeal is favourably decided, such decision shall stand revoked, (ii) annulment of examination(s) for a stipulated period of maximum upto five examinations, (iii) cancellation of his result of the examination.
- m) While obtaining the xerox copy(ies) of answer book(s) the candidate shall have to submit application in prescribed form.
- n) On receipt of xerox copy(ies) of desired answer book(s), if the candidate is not satisfied with the marks awarded to him by the original examiner or in accordance with relevant Bye-Laws he may apply for redressal of grievance to the Controller of Examinations in the prescribed form, challenging the valuation done.

- o) The prescribed form for redressal of grievances regarding valuation of answer books can be obtained from the examination division. **Appendix - No. VIII.**
- p) The candidate shall have to mention clearly in the application form, the reasons of his grievances and specify clearly the question wise his points of objection to the valuation done with proper justification.
- q) The prescribed application form duly filled in shall be accompanied by a fees which shall be decided by the Academy; from time to time, per paper payable in cash at the Academy office alongwith the certified xerox copy of marklist.
- r) The candidate shall fill up and sign prescribed application form and submit the same to the Controller of Examinations within seven days from the date of the receipt of the concerned xerox copy. Incomplete application form(s) in any respect shall be rejected without assigning any reason and the fees paid alongwith the application form shall not be refunded.
- s) The application for redressal of grievances received after the last date shall not be accepted under any circumstances, whatsoever.
- t) The application(s) for redressal of grievances, so received shall be placed before the Redressal Committee, consisting of the following:
 - a) Dean of the faculty concerned; - Chairman
 - b) Chairman of the Board of Studies - Member in the subject concerned;
 - c) One teacher having twenty years of teaching experience in the subject/ paper, nominated by the Vice-Chancellor; - Member
 - d) The Controller of Examinations - Secretary

- u) No person shall be nominated on such Committee whose near relatives case is being heard.
- v) The presence of subject expert in the meeting of Redressal Committee shall be mandatory.
- w) The Controller of Examinations shall convene the meeting in the subject concerned and place all the answer books of the subject concerned.
- x) The Committee, shall verify the original answer book(s) and xerox copy(ies) of the same and evaluate the mark(s) allotted to the answer(s) in the light of the reasons of the grievance and the claims of the candidates and shall make specific recommendations in writing, as to whether the claims of the candidates have any merit and thereby justifies re- assessment or the claims are baseless and deserves to be rejected. The decision of the Committee shall be final.
- y) Subjectwise / paperwise answer books recommended for re-assessment by the Committee, shall be reached centrally by masking the identity of the candidate and marks given by the first examiner.
- z) These answer books shall be assessed by other senior teacher who has twenty years teaching experience for paper concerned.
- za) After the assessment of the papers the same shall be moderated as per the Bye-Laws.
- zb) The marks given by the moderators shall be placed before the Committee and after the meeting of the Committee the same shall be communicated to the candidate and the Principal.
- zc) In case original marks are changed, shall supply fresh statement of marks to the candidate after receipt of the original marklist. Original marklist after

making necessary entry shall be shredded by the Controller of Examinations.

- zd) The process of redressal of grievances shall be completed as far as possible within a period of thirty days from the date of the receipt of application for redressal of grievances.
- ze) The xerox copy(ies) of the answer books, re-assessed by the subsequent examiner(s) shall not be supplied to the candidate.
- zf) The proceedings of the Committee shall be placed before the Board of Examinations along with its specific recommendations about the examiners, if any, for further action.

Funds, Accounts, Audit and Annual Report

(Under Rule 33 of MoA)

BL 570 Budget

- a) The annual financial estimates or budget of the Academy for the ensuing financial year shall be prepared by the Finance Officer under the direction of the Finance Committee at least three months before the commencement of the financial year.
- b) Every year, the Finance Officer shall initiate the process of preparation of budget in the month of January. He shall send the blank formats to the Principal, Head of the Departments and section heads with the position of the receipt and expenditure upto end of December of the different budget heads.
- c) The Principals, department/section heads, taking into account the receipt and expenditure upto the month of December and probable receipt and expenditure of the next year, shall prepare the budget of their college, department/section and forward the same to the Finance Officer by 15th January.

- d) The Finance Officer based on the information received from different colleges, department/sections shall prepare budget and place before the Finance Committee for its approval.
- e) The Finance Committee, after due scrutiny, shall pass the budget and recommend the same to the Board of Management for final approval.
- f) Every year, in the month of October, the Finance Officer shall prepare supplementary demands, if any, and place before the Finance Committee.
- g) The Finance Officer, after getting the approval of the Board of Management, shall forward the copies of the budget to the University Grants Commission and the Chancellor.
- h) The financial year of the Academy shall be the same as that of the Government of India.

BL 571 Funds of Academy

The Academy shall establish following funds, namely:

- a) general fund;
 - b) salary fund;
 - c) trust fund;
 - d) development and programme funds;
 - e) contingency fund; and
 - f) any other fund which, in the opinion of the Academy, is deemed necessary to establish.
- a) General Fund**

The following shall form part of, or be paid into the general fund:

- i) any grant received from the UGC, Government of India;

- ii) all income of the Academy from any source whatsoever, including income from fees and charges;
- iii) any sum borrowed from the banks or any other agency;
- iv) sum received from any other source or agency;

b) Salary Fund

The salary fund shall consist of all amount drawn from the general fund which is earmarked for the salary of the employees and the amount received from various funding agencies against the salary of the employees under the scheme.

c) Trust Fund / Corpus Fund

All income or moneys from trust, bequests, donations, endowments, subvention and similar grants shall form the trust fund.

d) Development and Programme Fund

The Academy shall consists of all infrastructure development received from UGC and other national and international funding agencies, industry, banks, financial institutions or any persons;

The development and programme funds shall be utilised for the purpose for which it is sanctioned or received.

e) Contingency Fund

The Academy shall have and maintain in a contingency fund under a separate head of Academy accounts, which shall be used only for the purpose of meeting any unforeseen expenditure.

The surplus moneys at the credit of these funds, which cannot immediately or at any early date be

applied for the purpose aforesaid shall, from time to time; be deposited in the bank(s) as directed by the Board of Management.

BL 572 Annual Accounts and Audit

The accounts of the Academy shall be audited at least once every year and in any case within three months of the close of the financial year by the auditors appointed by the Board of Management and who have no interest in any of the authorities of affairs of the Academy.

The Academy shall also appoint an internal auditor who will carry out day to day internal audit.

The audited accounts shall be published by the Academy and a copy thereof, together with the auditors report shall be sent to the UGC and the Chancellor.

BL 573 Annual Report

The Academy shall prepare and publish the annual report of the Academy and copies of the same may be sent to the UGC and the Chancellor.

The annual report may include the detailed academic, administrative, co-curricular activities of the Academy. The Registrar shall prepare the annual report and place before the Board of Management for its approval.

Establishment of College, Department or Centre

(Under Rule 26(a) and (c) of MoA)

- BL 574** a) The Planning and Monitoring Board, taking into consideration the manpower requirements at regional and national level, shall prepare the perspective plan. The perspective plan shall consist of the specific recommendation like starting of a college, twinning arrangements and collaboration with other institutions at national and international level.

- b) The perspective plan prepared by the Board shall be placed before the Academic Council for its consideration.
- c) The Academic Council, after detailed discussions, shall recommend the same to the Board of Management for its approval.
- d) The Board of Management, may approve the plan or amend the same.
- e) The perspective plan as approved by the Board of Management shall be sent to the University Grants Commission and Chancellor for their information.
- f) The Academy, if required, may amend, repeal the perspective plan as and when required, depending on the educational needs of the region and the state.
- g) The programmes/courses to be started by the colleges shall be initiated at the Board of Studies level and shall be in tune with the perspective plan of the Academy.
- h) The Board of Studies shall prepare the detailed programme/course structure that includes detailed unitised syllabus, number of classroom, teaching hours, standard of passing, gracing rules, nature of theory and practical examination, additional teachers and infrastructural facilities required for the programme course to be launched, etc.
- i) The programme or course structure prepared by the Board of Studies shall be placed before the Academic Council for its approval.

However, in case of the post-graduate programme the same may be placed before the Board of Post-graduate Research and Teaching for its approval.

- j) The recommendations of the Academic Council or Board of Post-graduate Research and Teaching, as

the case may be, shall be placed before the Board of Management for its approval.

- k) After the approval of the Board of Management, the item may be placed before the Finance Committee for making budgetary provisions.

Procedure for Conduct of All India Entrance Test (AIET)

- BL 575**
- 1) These guidelines may be called "Bye-Laws for conduct of All India Entrance Test" by the Academy.
 - 2) In these Bye-Laws, unless the context requires otherwise-
 - i) '**AIET**' means All India Entrance Test or any other similar test with any other name, conducted by the Academy for selection of students to any programmes run by the Academy.
 - ii) '**Competent Authority**' means the Authority so designated by the Academy.
 - iii) '**Candidate**' means a person who has submitted his application in the prescribed form with prescribed fees to the Competent Authority and, who is found eligible to appear for the AIET.
 - iv) '**Chairman**' means Chairman of the Board of Paper Setters,
 - v) '**Day and Date of Examination**' means Day and Date of the AIET examination as fixed and notified by the person appointed by the Competent Authority,
 - vi) '**Examination Centre**' means the examination centre and/ or the location identified by the Competent Authority at various places as per the existing requirement, from time to time,

- vii) **'Paper Setter'** means the person appointed by the Competent Authority to set the question papers,
- viii) **'Presiding Officer'** means the person(s) so designed by the Competent Authority to monitor the conduct of AIET at an examination centre,
- ix) **'Printer'** means the confidential press identified for the printing of question papers and blank answer sheets by the Competent Authority,
- x) **'Schedule of AIET'** means and includes the day, date, time and AIET examination centre and such other information related to conduct of the AIET.

Pre-examination related guidelines

3)

The Competent Authority shall:

- i) Prepare the scheme of the AIET and place before the Board of Examination for its approval.
- ii) By Notification, publish the schedule of the AIET examination in leading news papers both at the National and State levels,
- iii) Mention in the Notification, information such as cost of prospectus, last date for sale of prospectus, last date for receipt of the duly filled application, AIET fees, examination centres, syllabi for the various subjects included in the AIET, AIET schedule, date of declaration of result, date of counselling, number of seats available to the candidates belonging to the socially disadvantaged class etc.
- iv) Prepare after the last date for the sale of prospectus, a 'reconciliation report' which shall include the total number of prospectus printed, total number of prospectus sold, amount received there from, etc.

- v) Prepare centre-wise bundles of the application forms received by the last date prescribed for the purpose including the late date with last fees, if any,
- vi) Scrutinize all the applications and prepare centre wise bundles of applications of eligible candidates, for further processing on ICR,
- vii) Get the centre wise name list of the candidates and their hall tickets printed in duplicate or in triplicate as deemed necessary.
- viii) Arrange to send the hall tickets, time table, name of the examination centre, instructions, if any to the candidates by Registered Post and e-mail and ensure that all this information is also available on the WEBSITE of the Competent Authority.

Syllabus of AIET

- 4) The detailed syllabus for the AIET with respect to all the relevant subjects shall be framed and the nature of the question paper along with the component wise (subject wise) marks shall be clarified in full detail and the same shall be made available along with the prospectus, and also on the authorized WEBSITE.

5) Appointment of Paper Setters and Question Paper Setting

- i) A subject wise Board of Paper Setters shall be appointed by the Competent Authority, each such Board consisting of five members.
- ii) The Competent Authority shall also appoint a Chairman for each Board of Paper setters. The Chairman, apart from being a subject expert, will be the moderator for the Board of Paper Setters working under him.
- iii) In addition to the detailed syllabus and structure of the question paper to be set, the Paper Setters shall

be provided with information regarding the 'Content wise weight ages' (Marks) to be given to each topic in the syllabus while drawing up a question paper for the concerned subject.

- iv) Each Board of Paper Setters for a given subject shall set three independent parallel sets of question papers in accordance with the approved structure as well as the pre-determined content wise weightages. Besides, in addition to these sets, each Board shall also submit additional 25% questions (items) per set on various topics in the syllabus as 'Extra Questions'. Each question paper set shall also be accompanied by a separately packed and sealed envelope containing the answer keys for the given questions. Only multiple choice type objective items, each having four answers choices, will be the accepted questions format in the AIET.
- v) All the question paper sets (manuscripts) shall be submitted by the Board of Paper Setters to its Chairman who in turn, will check the content as well as language accuracy of each paper set as well as its coverage of the syllabus in accordance with the given topic wise weightages. If felt necessary, he may replace certain questions from among those given as 'Extra Questions'. He shall then finalize for a specific subject, three parallel question paper sets with their respective answer keys, ensuring that these three sets of question papers are fully independent sets without any repetition and that each set as a whole does justice to the prescribed syllabus.
- vi) The finalized and sealed manuscripts of the three sets of question papers along with their answer keys shall then be handed over by the Chairman to the Competent Authority for further necessary action.

- vii) The Competent Authority, shall then select at random any ONE SET from among the three in his custody as the final set to be taken a for printing.
- viii) The balance sets along with the unused 'Extra Questions' shall be kept as 'Reserve Sets' to deal with emergency situations requiring immediate printing of a fresh set of Question Papers.
- ix) The Competent Authority shall identify the printer for printing of question papers and blank answer sheets. While selecting the printer, the Competent Authority shall ascertain the credentials and the track record of the printer and shall, as far as possible, select the printer from outside the State. The printer shall be RBI approved printer for confidential work.

6) The PRINTER shall:

- i) Scramble (vertically and horizontally), through software, the question paper handed over to him and make four versions of the same, with clear indications regarding the Version number or code printed both on the question paper as well as the answer sheet accompanying it.
- ii) Print the required number of copies of each version along with their answer sheets, duly arrange the four versions sequentially as per the seating arrangements provided to him and prepare center wise parcels of different denominations as instructed to him and in accordance with the requirements of the exam. centers.
- iii) Seal each question paper packet along with the corresponding answer sheets in a plastic cover and further seal them in cloth-lined bags, as per the instructions given to him. He shall use only computer seals on both sides of the cloth-lined bags.

- iv) Paste a slip on each cloth-lined bag. The slip shall contain matter as given below:

“This is to certify that the packet containing.... (numbers) question papers and answer sheets has been opened in our presence. We further certify that before opening the packet, we have ascertained that the computerized seal is intact.”

Signatures

Candidate (with seat number appearing for the examination	Internal Senior Supervisor	External Senior Supervisor
--	----------------------------------	----------------------------------

- v) Deliver all the packets to the Competent Authority or to such other person(s)/ Presiding Officer at different centres that are authorized to receive the same on his behalf.
- 7) The Competent Authority or person(s)/Presiding Officer shall keep all the packets received from the printer in safe custody and seal the same. He should, if deemed necessary, arrange for armed police guards for the safe custody of the question papers and answer sheets.
- 8) The Competent Authority shall prepare an exhaustive Instructional Manual for the smooth conduct of AIET which shall include among other matters, the instructions to the Examination Centre, Presiding Officer, Invigilators, rates of remuneration for the staff, sealing of used answer sheets and question papers, return of unused question papers and answer sheets, etc.

On Examination (Conduct of AIET)

- 9) All the candidates shall be asked to take their seats at least 30 minutes before the commencement of the examination and shall be appraised in advance about

the rules to be followed during the conduct of the examination.

- 10) The Presiding Officer of the Examination Centre shall make arrangements for video shooting during the opening of the question paper packets and during the conduct of the examination at the Exam Centre so that there is a record of the examination process operating at each exam centre.
- 11) Opening of the sealed question and answer sheet packets at any Examination Centre shall be done in the presence of one candidate appearing for the AJET, the Presiding Officer and the External Senior Supervisor and the Certificate pasted on each packet shall be duly signed after requisite verification.
- 12) The Presiding Officer, after the examination is over, shall collect the Answer sheets- both used and unused –and seal them in different bags in the presence of one of the candidates appearing for the examination and each such bag shall be signed by the Presiding Officer, a candidate and the External Senior Supervisor.
- 13) The Presiding Officer shall immediately thereafter arrange to dispatch the sealed packets to the Competent Authority and the Competent Authority shall issue a receipt for the same.
- 14) The Competent Authority shall thereafter prepare the "Reconciliation Report" of used, unused question papers and answer sheets and shall keep this record ready for the inspection of the Committee, as and when required.

Post-examination-related Guidelines

- 15) The Competent Authority shall do the following:
 - i) Open the bundles received from the examination centers, count the number of answer sheets and tally them with the reconciliation report.

- ii) Arrange serially, version wise, all the answer scripts and keep them ready for assessment,
- iii) Before beginning the assessment, however, he shall collect all the queries/complaints received from the candidates and/or parents related to the question papers and shall place them before the Board of Paper Setters for their consideration.
- iv) The Chairman and the Paper Setters, after giving due consideration to the queries/complaints received from the students shall discuss objectively, the merits of each case and decide whether suitable benefit needs to be given with regard to a specific question/questions.
- v) Once the appropriate decision regarding the queries/complaints raised are taken, he shall arrange to prepare the answer keys of all the four scrambled versions and have them integrated into the assessment system using the ICR.
- vi) After suitable verification regarding the accurate use of the appropriate answer keys on the ICR through a process of sample checking, he shall get the scanning completed version wise using the ICR. This shall be followed by obtaining the consolidated, category wise result sheet, arranged in descending order. After again verifying the accuracy of the result-sheet-including the scanning and assessment processes through sample-checking, he shall place the same before the Committee for its approval.
- vii) After obtaining the approval of the Committee, he shall declare the result by giving the notification of the same in the newspapers and shall also make the same available on the official WEBSITE.
- viii) If possible, he shall arrange for a complete video shooting of the scanning of answer sheets.

16) Preservation of the record and custody of scanned answer sheets:

- i) The Competent Authority, after the scanning is over shall arrange serially all the answer scripts, version wise, make bundles containing 100 papers and seal them properly and keep the same in safe custody.
- ii) The electronic back-up of the scanned data regarding the answer sheets shall be stored on CD-ROM and the same shall be sealed and kept again in safe custody.

All the answer sheets shall be preserved for three months and thereafter they shall disposed shredding.

The CD-ROM with back up shall form a part of the permanent record and shall be kept in proper custody.

17) Verification and Validation of Result

The scanned images of all the answer sheets in electronic form shall be available for viewing by the interested candidates on the website of Competent Authority after proper login identification. In addition to the scanned image of the candidates answer sheets, the correct applicable answer key will also be available for viewing and for settling any doubts regarding the accuracy of assignment and also to ensure transparency in the overall system.

18) Counseling:

- i) The counseling of the students for actual admission shall be done on the dates already declared in the prospectus.
- ii) The Competent Authority shall arrange for the verification of documents during the counseling session. These shall include the Statement of Marks

of at the plus 2 level, school leaving certificate, attempt certificate, birth certificate, and other certificates such as domicile, caste validation and such other documents that may be deemed necessary for verification before admitting the candidate for the professional courses.

- iii) In case of NRI and/ or IOP candidates, verification of VISA. Passport, equivalence certificate issued by AIU shall also be done carefully.

19) No candidate shall be admitted to the professional programme after the last date(s) declared by the respective Central Council.

20) The performance of the candidate in AIET and his subsequent admission to any of the programme of the Academy shall stand cancelled if he-

- i) Has submitted false information or record.
- ii) Has resorted to any unfair means during the AIET.
- iii) Has tried to bribe any of the employees of the Academy for the purpose of the admission.
- iv) Has paid any sum to any person who is not the employee of the Academy for the purpose of the admission.

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

(Under Bye-Law No.427)

Application for the Grievances Redressal

From :

.....
.....
.....

Date :

To
The Chairman,
Grievance Redressal Committee
KLE Academy of Higher Education and Research
BELGAUM

Subject : Grievance Redressal.....

Sir,

With reference to the subject referred above, the details of my grievance is as below:

1. Name: _____
2. Address : _____
3. Name of the College: _____
4. Designation : _____
5. Please indicate nature of your grievance in brief:

(If required, separate sheet may be used.)

Grievance against whom : Head/Principal/Registrar

6. Have you approached the person concerned : Yes/No

7. If Yes, please attach the copy of complaint :
8. What was the action taken on your complaint by the Head/Principal/Registrar :
9. Have you filed a case in any Court. If Yes, please give all the details and attach the copy of your affidavit. :
10. Declaration by the complainant :

I hereby declare that the information given above is true and is based on the facts. I am attaching herewith the necessary documents/evidence.

I am aware that if the information given by me is not correct or false, then I may be subjected to disciplinary action.

(Name: _____)

11. Details of the grievance of employee :

12. Opinion of the Principal/Registrar on the complaint of the employee:

Signature

13. Resolution of the Grievance Redressal Committee

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

Annual Convocation for Conferring Degrees, Diplomas and Certificates
(Under Bye-Law No.472)

IN PERSON

IN ABSENTIA

Computer Scanning Form

IMPORTANT INSTRUCTIONS :

- READ ALL THE INSTRUCTIONS CAREFULLY BEFORE FILLING THIS FORM
- This form will be Computer Scanned.
- Please fill the details very neatly in CAPITAL letters with Dark BLACK PEN only.
- Paste the Photograph in the box provided.
- Write one letter in each box and leave a blank box between each name.
- Do not staple or pin the photograph below the dotted line.

01. Code

02. Faculty

Course Code

03. PRN Number

04. Seat No.

- 1. IN PERSON (Refer Code List)
- 2. IN ABSENTIA (Refer Code List)

05. Applicant's Full Name in English beginning with Surname
(in CAPITALS only)

07. Sex 1 = Male, 2 = Female

08. Applicant's Full Address (in CAPITALS only)

09. Name of Examination

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**Statement of the Candidate who is alleged to have used
Unfair Means at the Academy Examination**

(Under Bye-Laws No.544)

Name in Full :

:

Address :

:

Examination :

:

Seat No. :

Paper No. & Subject :

To
The Controller of Examinations
KLE Academy of Higher Education and Research
BELGAUM

Sir,

I, appeared at the above examination held on _____ at the
_____ College (Centre) in
the Morning/Evening session.

I give below my statement as follows :

Place : Belgaum

Date : _____

Time : _____

Signature of the Candidate

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**FORM OF UNDERTAKING
(Under Bye-Laws No. 544)**

Full Name of the Candidate : _____

Permanent/Local Address : _____

: _____

To

The Controller of Examinations

KLE Academy of Higher Education and Research

BELGAUM

Sir,

I, the undersigned, student of _____ College
appearing for _____ Examination
at the _____ College (Centre) do
hereby state, on solemn affirmation as under:

I understand that I am involved in respect of an alleged use of Unfair
Means in the Examination Hall and therefore, a case against me is
being reported to the Academy.

That in spite of the registration of a case of Unfair Means against me I
request the Authorities to allow me to appear in the present paper and
the papers to be set subsequently and/or for the Examination to be held
hereafter.

In case my request is granted, I do hereby agree that my appearance in
the examination will be provisional and subject to the decision of the
Authorities in the matter of disposal of the case of alleged use of Unfair
Means referred to above.

I also hereby agree that in the event of myself being found guilty at the
time of investigation of the said case, my performance at the examination
to which I have been permitted to appear provisionally, consequent upon
my special request, is liable to be treated as **null and void**.

In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date : _____

Before me

Chief Superintendent of the Centre and

Rubber Stamp of the College

Date : _____

PROFORMA 'A'

KLE Academy of Higher Education and Research, Belgaum

(Deemed University)

(Under Bye-Laws No. 545) (c)

To
The Inspector/Sub-Inspector,
Belgaum Police Station

Sub : Complaint against the student for the alleged
use of Unfair Means at the examination
held in April/October _____

Sir,

On behalf of the KLE Academy of Higher Education and Research,
Belgaum the _____ Examination held in the First
Half/Second Half of 200 _____ is conducted in the premises of the
_____ College, I have been authorised by
the KLE Academy of Higher Education and Research
Belgaum vide letter No. _____ dated _____
addressed to the Principal by _____
to take action under the provisions of IPC an Act to provide for
preventing malpractices at the Academy and other specified
examinations.

I furnish herewith the details of the following student(s) who has/have
used Unfair Means at the _____ examination.

1. Full Name of the Student : _____
2. Examination Seat No. : _____
3. Name of the College through
which he/she appeared for the
examination : _____
4. Name of the Subject,
Date and Time : _____
5. Full Name of the complainant : _____

6. Material found with the Candidate : _____

7. Other Information if any in connection with the case : _____

Shri/Kum. _____ has committed the offence of the _____ examination and therefore I lodge a complaint against him/her with the Belgaum Police Station (Authority).

(_____
(Name of the Police Station)

Yours faithfully,

Chief Superintendent

Name of the Centre _____

Place : Belgaum

Date :

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**Report of the Jr. Supervisor/Sr. Supervisor
(Under Bye-Laws No. 545(e))**

Block No. :
Examination:
Subject :

To
The Controller of Examinations
KLE Academy of Higher Education and Research
BELGAUM.

Sir,

I, the undersigned, Jr. Supervisor appointed on the above mentioned Block at the _____ examination held at _____ College (Centre) am hereby making report against Candidate No. _____ Shri/Kum. _____ at the examinations, as follows

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. _____ and therefore, the case be forwarded to the Academy for investigation.

Name & Address of the Jr. Supervisor

Date: Yours faithfully

Time: Jr. Supervisor

Signature of Sr. Supervisor

Date : _____ Name : _____

Forwarded to the Controller of Examinations for necessary action.

Seal of the College (Centre)

Place : Belgaum

Date : _____

Encl. _____

Signature of Chief Superintendent

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

PROFORMA 'B'

Proforma for submission of the information regarding prosecution of candidates appeared at the Centre as provided in Bye-Laws No. 545(e)

01. Name of the Centre _____
02. Examination _____
03. Name and Seat No. of the Candidate prosecuted _____
04. Date of Prosecution _____
05. Report of which the candidate was found malpractising and nature of malpractice in brief _____
06. Name of the person who detected the malpractice _____
07. Signature of the Jr.Supervisor _____
08. Signature of the Sr.Supervisor _____
09. Remarks _____

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

(Under Bye-Law No. 569(o))

Application for the Redressal of Grievances after getting photo/xerox copy(ies) of the Answer book(s)

Date :

To
The Controller of Examinations
KLE Academy of Higher Education and Research
BELGAUM

Sir,

I, request to reevaluate the answer book(s) of _____ examination solved by me _____ examination. The details of examination are given below. The reasons of grievances are also mentioned clearly with points of objections to the valuation of my answer book(s) questionwise with justification.

Yours faithfully,

(Signature with Name of the Student)

Name of the Student : _____

Address : _____

: _____

Name of the Examination: _____ Part/Semester _____

Centre : _____ Seat No. _____

Subject : _____

1. Paper _____ Marks Obtained: _____ Out of _____

2. Paper _____ Marks Obtained: _____ Out of _____

Reasons of grievances with points of objections should be submitted in the following format with questionwise justification for each answerbook(s) to be reevaluated.

Question/Sub-question No. of Paper Points of grievances
Justification

1. Student shall use separate sheet if required of the above format to provide the detailed information regarding the points of grievances and its questionwise justification.
2. The charge for reevaluation (Rs. 500/- per paper) are to be paid in cash at Academy office or by DD in favour of 'The Registrar, KLE Academy of Higher Education and Research, Belgaum.
3. The application must be accompanied along with the Xerox copy of the Answer book(s) obtained from the Academy Office and should reach the Academy Office within seven days from the receipt of photo/xerox copy.
4. The applications incomplete in any respect and without justification will be rejected, without giving any reason and the fees once paid shall not be refunded.

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH
UNIVERSITY**

*Established under Section 3 of the UGC Act, 1956**



***Terms and conditions of service of
Employees working in the Academy
and its constituent colleges
- Bye-laws prepared under
Rule No.26 of the
Memorandum of Association***

**KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH
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*vide MHRD, Government of India Notification No.F.9-19/2000-U.3(A) dated 13th April 2006.

(i)

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(1)

**KLE Academy of Higher
Education and Research,
Belgaum, (Deemed University)**

In exercise of the powers conferred by Rule 5(iv) of the Memorandum of Association of the KLE Academy of Higher Education and Research, Belgaum, (Deemed University) hereby makes the "**SERVICE CONDITIONS**" providing for the Terms and Conditions of Service of the employees of the KLE Academy of Higher Education and Research, Belgaum, (Deemed University) (including its Officers).

CHAPTER - I

**Short title, commencement and
definitions**

Short Title and Commencement	BL 151	These Bye-Laws may be called KLE Academy of Higher Education and Research, Belgaum, (Deemed University), (Employees) Service Conditions.
Extent of Application	BL 152	The employees including officers working in the Academy except where it is otherwise expressed or implied shall apply to all the full-time employees of the Academy.
Right to interpret	BL 153	The Chancellor of the Academy shall have the right to interpret these Bye-Laws.
Powers of relaxation	BL154	The Chancellor may, at his discretion; exempt any such employees or class of employees from any provisions of these Bye-Laws or may direct that such provisions shall apply to said employees with such modifications not affecting the substance thereof as may be specified.

(2)

Validity of Terms of Contract	BL 155	The terms of specific contract enforceable as provided by the Memorandum of Association, 2004, necessarily override the provisions of these Bye-Laws.
Exercise and Delegation of Powers (under these Bye-Laws)	BL 156	No powers may be exercised or delegated under these Bye-Laws, except in consultation with the Appointing Authority, as mentioned in the Memorandum of Association of the Academy.
Definitions	BL 157	<p>The definitions given in the Memorandum of Association of the Academy shall hold good for the purpose of these Bye-Laws. In these Bye-Laws, unless the context otherwise requires.</p> <p>(01) "Academy" means the KLE Academy of Higher Education and Research a Deemed to be university established by the official gazette by the Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India.</p> <p>(02) 'Agreement' means the contract entered into in writing between the employee and the Competent Authority/officer or the person authorized by the Academy;</p> <p>(03) 'Appendix' means appendix appended to these Bye-Laws;</p> <p>(04) 'Appointing Authority' means the Authority competent to make the appointments under the Memorandum of Association of the Academy;</p>

(3)

- (05) '**Authority**' means the Authority(ies) of the Academy as provided by or under the Memorandum of Association of the Academy;
- (06) '**Board of Management**' means the Board of Management of the Academy;
- (07) '**Chancellor**' means the Chancellor of the Academy;
- (08) '**Cadre**' means strength of the service or a part of service, sanctioned as a separate unit, by the Academy, from time to time;
- (09) '**College**' means constituent college of the Academy;
- (10) '**Competent Authority**' means the Authority competent to exercise different powers in the Bye-Laws specified herein;
- (11) '**Continuous Service**' means service rendered by the employee, under the same Appointing Authority without any break.
- (12) '**Controller of Examinations**' means the Controller of Examinations of the Academy;
- (13) '**Disciplinary Authority**' means the Authority or the officer authorised to take disciplinary action against the employee, except otherwise as provided in the Memorandum of Association of the Academy;

(4)

- (14) **'Duty'** means the compliance of the things the employee is expected to do by virtue of taking a job or assuming an office and as explained in these Bye-Laws;
- (15) **'Employee'** means a employee including officers duly appointed in the employment of the Academy and/or its colleges.
- (16) **'Employer'** means the KLE Academy of Higher Education and Research, Belgaum, (Deemed University)
- (17) **'First Appointment'** means the appointment of a person who has not held any appointment, for the time being, under the Academy;
- (18) **'Finance Officer'** means Finance Officer of the Academy;
- (19) **'Funds of Academy'** means the funds created by the Academy;
- (20) **'Grievances Redressal Committee'** means a Grievances Committee constituted under the Memorandum of Association;
- (21) **'Holiday'** means a Sunday, a weekly off or any other day declared as holiday by the Academy;
- (22) **'Joining Time'** means the time limit prescribed for and the period availed of by the employee to join a new post to which he is transferred or

(5)

appointed and includes period of travel to or from a place to which he is posted;

- (23) **'Leave'** means permission granted by the Competent Authority to the employee to remain absent from duty;
- (24) **'Medical Authority'** means the Medical Officer appointed by Competent Authority or Medical Board constituted by the Competent Authority, as the case may be, or the registered medical practitioners included in the panel approved by the Board of Management;
- (25) **'Month'** means a calendar month i. e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
- (26) **'Officiate'** means to carry out function and/or duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien;
- (27) **'Permanent Post'** means the post, carrying a definite scale of pay, sanctioned without time limit, by the Academy, from time to time;
- (28) **'Principal'** means a Head of the College duly appointed by the Board of Management and shall include Director or Dean.

(6)

- (29) '**Proforma**' means a form appended to these Bye-Laws;
- (30) '**Provident Fund**' means the Academy Staff Contributory Provident Fund as per Government of India Rules;
- (31) '**Post Retirement Benefits**' shall mean and include the contributory provident fund and gratuity, as decided by the Academy, from time to time;
- (32) '**Registrar**' means the Registrar of the Academy;
- (33) '**Salary**' means total monthly emoluments drawn by the employee and includes pay and allowances admissible from time to time;
- (34) '**Scale of pay**' means pay which, subject to any conditions prescribed in these Bye-Laws, rises by periodical increments from a minimum to a maximum;
- (35) '**Scheme**' means a research programme sanctioned or approved by the funding agencies for a definite period;
- (36) '**Subsistence Allowance**' means monthly payment made to the employee, who is not in receipt of pay or leave salary during the period of his suspension;
- (37) '**Substantive Appointment**' means an appointment made in a substantive or a permanent

(7)

capacity in a permanent post which is clearly vacant;

(38) '**Temporary Appointment**' means an appointment on a purely temporary basis or for a stipulated period;

(39) '**Tenure Post**' means a post which the employee may not hold for more than a limited time without reappointment or a temporary post which is sanctioned/created for specified limited period only;

(40) '**Transfer**' means the transfer of the employee from one post to another post in the same or different cadre at the same or another station, either to take up the duties of other post or in consequence of change of headquarters;

(41) '**Trainee**' means the employee appointed purely as a trainee in the Academy or its colleges for specific period;

Provided that, such a employee shall not have a right on the permanent post.

(42) '**Vice-Chancellor**' means the Vice-Chancellor of the Academy.

(43) '**Working hours**' means the working hours prescribed by the Board of Management for the employees working in the Academy and/or its colleges, from time to time;

CHAPTER - II

CLASSIFICATION AND RECRUITMENT

Appointment **BL 158** All the appointments of employees whether full-time, part-time, trainee, honorary or on contract basis shall be made by the Registrar on the recommendations of the selection committees and after the approval of the Board of Management under these Bye-Laws;

Classification **BL 159** The employees of the Academy shall be classified as follows :

- (1) Class I officers shall include Registrar, Finance Officer, Law Officer, Executive Engineers, Controller of Examinations, Deputy and Assistant Registrars and such other employees so designated by the Academy as class I officers, from time to time;
- (2) Class II Officers shall include such employees as Superintendents, and/or Section Officers and such other employees so designated by the Academy as Class II officers, from time to time;
- (3) Class III employees of the Academy shall include Junior Clerks, Senior Clerks, Assistant Superintendents, Head Clerks, Assistant Section Officers, Laboratory Assistants and Technicians and such other employees so designated by the Academy as class III employees, from time to time;

(9)

- (4) Class IV employees shall include the employees such as Peons, Watchmen, Sweepers and such other employees so designated by the Academy as class IV employees, from time to time.

Recruitment

BL 160

The appointments to the post(s) included in class I to IV shall be made by the Registrar on the recommendations of the selection committee and after the approval of the Board of Management..

Appointment of
Class I, II, III
& IV posts

BL 161

- (1) The appointments to the post(s) of class I, II, III and IV shall be made either by selection or promotion;
- (2) The Board of Management shall be the Appointing Authority for the employees in class I, II, III and IV;

A) by Promotion:

- (3) The appointment by promotion in class I, II, III and IV shall be made on the basis of seniority cum-merit from amongst the person(s) in the immediate lower cadre;
- (4) The person who is to be promoted to class I, II, class III or post(s) within class IV, shall have three years experience in the immediate lower cadre or in case of class IV, in the post next below the post to be promoted;
- (5) For determining the merit, the annual confidential reports for immediate past three reporting years shall be taken into account.

(10)

B) by Selection :

- (1) i) Every post of employee, to be filled by selection, shall be advertised in a local news paper, according to the draft approved by the Board of Management together with the minimum and desirable qualifications, as prescribed, the scale of pay and number of posts to be reserved for the members of the socially disadvantaged class of the society and women candidates, reasonable time, to be determined by the Board of Management, normally which shall not be less than twenty one days, within which the applicant may, in response to the advertisement, submit their applications.

After the last date is over, the Registrar shall prepare the summary of each candidate with his date of birth, caste, qualification, experience, present emoluments, etc. and shall place the same before the scrutiny committee. The constitution of the scrutiny committee shall be as below :-

- i) Vice-Chancellor
- ii) Pro-Vice-Chancellor, if any
- iii) Registrar

(11)

- ii) The scrutiny committee shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.
- iii) Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed the following ratio and of number of posts to number of candidates : 1:8, 2:14, 3:20, 4:26, 5:32, and for more than five vacancies, the candidates invited shall be upto five candidates per vacancy to be filled in.
- iv) The date of the meeting of the selection committee shall be fixed so as to allow a notice of at least thirty days of such meeting; being given to each candidate; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least fifteen days before the date of the selection committee meeting.

- (2) The appointments to lowest post(s) in class I, II, class III and class IV; shall be made; out of the applications of the eligible candidates who possess the required qualifications and/or experience for the post(s); received in the office of the Academy;

(12)

- (3) The appointment to the posts of all categories shall be made by following the duly accepted selection procedure as laid down in these Bye-Laws, from time to time;
- (4) The appointments to various posts of class I to IV categories shall be made by the Registrar on the recommendations of the selection committee and after the approval of the Board of Management.
- (5) The constitution of the selection committee for the class I and II employees shall be as below :
 - i) The Vice-Chancellor - Chairman
 - ii) A nominee of the Chancellor on the Board of Management
 - iii) Two experts not connected with the Academy not below the rank of Registrar nominated by the Vice-Chancellor.
 - iv) Registrar - Member Secretary
- (6) The constitution of the selection committee for class III and IV employees shall be as below:
 - i) The Vice-Chancellor - Chairman
 - ii) A nominee of the Chancellor on the Board of Management
 - iii) One expert nominated by the Vice-Chancellor
 - iv) Registrar - Member Secretary

(13)

- (7) The report of the selection committee shall be placed before the Board of Management for approval.
- (8) The Registrar shall appoint the employee strictly as per the recommendations of the selection committee and as approved by the Board of Management.

Deputy
Registrar of
equivalent post

C) Qualifications

- 1) The appointment by selection to the post of Deputy Registrar or equivalent post shall be made from amongst the persons:
 - i) who possess post-graduate degree of any statutory university and diploma in computer.
 - ii) who are not less than thirty five years of age and not more than forty five years of age, unless already in the service of the Academy or any other organisation.
 - iii) who have administrative experience of at least three years in the cadre of Assistant Registrar or equivalent cadre in the Academy or any other organisation.
 - iv) The selected candidate shall be on probation for a period of two years, during which he shall have to pass the Departmental Examination, as prescribed.

Assistant
Registrar or
equivalent post

(14)

2) The appointment by selection to the post of Assistant Registrar or equivalent post shall be made from amongst the persons:

- i) who possess a post-graduate degree of statutory university and in addition the diploma in computer and any other desirable qualifications if any, prescribed by the Appointing Authority.
- ii) who are not less than thirty years of age and not more than forty years of age, unless already in the service of the Academy and its colleges or any other organisation.
- iii) who have administrative experience of at least three years as a Superintendent, Section Officer or equivalent cadre in the Academy or any other organisation.
- iv) The selected candidate shall be on probation for a period of two years; during which he shall have to pass the Departmental Examination as prescribed.

Ministerial and
Technical Post
in class III

3) The appointment by selection to the post of Superintendent or Section Officer or equivalent post shall be made from amongst the persons:

- i) who possess degree of statutory university with diploma in computer and

(15)

any other desirable qualification prescribed by the Appointing Authority for a specific post.

ii) who are not less than twenty five years of age and not more than thirty five years of age, unless already in the service of the Academy and its college or any other organisation.

iii) who have administrative experience of at least three years as Assistant Superintendent, Assistant Section Officer, or equivalent cadre in the Academy or any other organisation.

iv) The selected candidate shall be on probation for a period of two years, during which he will have to pass the Departmental Examination as prescribed.

Superintendent
or Section
Officer or
equivalent post

BL 162

The appointment to the junior post carrying the lowest scale of pay in class III posts shall be made by selection from amongst the persons:

i) who have passed degree, equivalent or higher examination with diploma in computer and in respect of the technical posts(s) where degree is not required and desirable qualifications if any, prescribed by the Competent Authority.

(16)

- ii) who are not less than eighteen years of age and not more than thirty years of age.
- iii) who possess the minimum technical qualifications if any, prescribed for the post by the Appointing Authority, and
- iv) The selected candidate shall be on probation for a period of two years; during which he will have to pass the Departmental Examination as prescribed.

Non-Ministerial
Posts included
in Class IV

BL 163

The appointments to posts in the lowest cadres of class IV shall be made by selection from amongst the candidates:

- i) who have passed H. S. C. examination.
- ii) who are not less than eighteen years of age and who are not more than thirty years of age; and
- iii) The selected candidate shall be on probation for a period of two years.

CHAPTER - III

APPOINTMENTS

Appointment

BL 164

Appointing Authority for all the employees shall be the Board of Management.

- (1) The Appointing Authority shall appoint the person(s) to various

(17)

posts by selection from amongst the persons as recommended by the selection committee strictly in order of merit.

- (2) The appointment order shall be in the proforma given in the **Appendix No. I.**
- (3) The person appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, before joining the post.
- (4) The person appointed on a post shall produce the authentic proof of the date of his birth before joining the post.

Service **BL 165**

- (1) The person appointed in the service of the Academy shall sign a contract in the proforma given in the **Appendix No. II.**
- (2) The service of the employee shall commence from the date on which he joins the duties before 12 noon, otherwise from the next date.
- (3) The service of the employee shall cease from the date on which he relinquishes his post before 12.00 noon, otherwise from the next date.
- (4) If the employee expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he died.

Probation **BL 166**

- (1) (a) The appointment to a permanent post by selection

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shall be on probation for a period of two years which may be extended by one year.

- (b) The employee appointed by promotion to a permanent post due to be filled in by promotion, shall, subject to the provisions of this Bye-Laws, be confirmed after a period of two years, subject to his satisfactory performance.
- (2) During the period of probation, the employee shall comply with the conditions of successful completion of the probation as prescribed.
- (3) (a) Head of the College or Division, shall be the Assessing Authority under whom the employee on probation is working. He shall submit employee's assessment report to the Appointing Authority every six months from the date of his joining as prescribed in **Appendix No. III.**
- (b) Deficiencies, adverse remarks, if any, mentioned in the assessment report shall be communicated to the employee for his guidance and improvement.
 - (c) The last assessment report shall be submitted at least three months prior to the

(19)

expiry of probationary period with specific recommendations of confirmation or otherwise.

- (4) On receipt of assessment reports, and consideration of them and subject to condition of passing departmental examination, if any, during the probationary period, the Appointing Authority may -
- (a) confirm the employee on probation in the service from a specific date.
 - (b) extend the period of probation for not more than a year, six months at a time, on expiry of which he shall either be confirmed or his services shall be dispensed with.
 - (c) terminate his services after giving him one month's notice in writing.
 - (d) revert the employee to the post held by him, if any, under the Academy or its colleges prior to his appointment on probation.
- (5) If the employee on probation avails any leave, other than casual leave, his period of probation shall be deemed to have been extended to that extent and such an absence shall be treated leave without pay.

Working Hours

BL 167

- (1) The working hours of the employee shall be as laid down by the Board of Management, from time to time.

(20)

(2) The appointing or Competent Authority may change the working hours and weekly holidays as per the administrative convenience. The employee shall discharge the duties and functions during the working hours prescribed by the appointing or Competent Authority.

(3) The supervising officer may, if necessary, require the employee under him to work either before or after the working hours then the employee shall comply with his orders.

Duties

BL 168

(1) It shall be the duty of the employee to lawfully discharge the functions and perform the official tasks assigned to him in accordance with the provisions made in these Bye-Laws and the orders issued, from time to time. The employee shall comply with the obligations attached to the post he holds and perform the specific functions, shall call for specific norms of behaviour and avoid the prohibited conduct.

(2) The period spent on duty as incorporated in these Bye-Laws shall be treated as the duty period and include-

(a) Service as a probationer

(b) Joining time.

(c) A course of instructions or training authorised by the Competent Authority.

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(d) A course of instructions or training authorised by the Authorities like Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations and Principal, as the case may be.

(3) Subject to the provisions of these Bye-Laws, the duties of the employees including the officers shall be as specified in **Bye-Laws No. 221**. The appointing and/or Competent Authority may assign additional specific duties and functions to the employee as and when required and the employee shall comply.

Transfer **BL 169**

(1) The Appointing Authority may transfer the employee on a post in the cadre in which the employee is serving. Such employee may be transferred

- (a) as administrative exigencies,
- (b) as a routine periodical transfer,
- (c) as a measure of disciplinary action, or
- (d) on specific request of the employee.

The transfer may involve change in the headquarters/ station of work of the employee and the employee may be transferred to any colleges run by the Academy.

(22)

- (2) The Appointing Authority may, subject to the provisions of these Bye-Laws or on specific request by the employee, transfer the employee to another post in a lower cadre.
- (3)
 - (a) If the employee requests specifically for a transfer to another equivalent cadre, the Appointing Authority may examine the merits and relative utility in granting the request and issue the orders accordingly.
 - (b) If the Appointing Authority is of the opinion that the service of the employee is more useful in another equivalent cadre, it may transfer him to any such cadre.
- (4) Joining time on transfer:
 - (a) When the transfer involves change from one station to another, joining time of seven days including Sunday and holidays will be given.
 - (b) Joining time of one day is permissible when the transfer is to a new office but does not involve change of residence or when there is change of office in the same station.
 - (c) Joining time shall not be admissible when the transfer does not involve actual change of office.

(23)

Assessment **BL 170**

- (1) The Assessing Authority shall prepare the assessment report in the proforma prescribed in the **Appendix No. IX**, in respect of employee placed under his control. If the employee has worked under the Assessing Authority for a part of the year, that Authority shall write the report for such a period.
- (2) The assessment report shall be reviewed by the officer as prescribed in the Bye-Laws. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character, verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about the work and conduct of the employee.
- (3) The following shall be the assessing and reviewing Authorities

Sr. No.	Employee	Assessing Authority	Reviewing Authority
1	2	3	4
(i)	Class I	Registrar	Vice-Chancellor
(ii)	Class II, III & IV in the office of the Academy	Deputy Registrar	Registrar
(iii)	Employee in Class II, Class III and Class IV in colleges	Principal	Registrar

(24)

- (4) The adverse remarks in the assessment report, if any, shall be brought to the notice of the employee, in writing, within three months from the end of assessment year. The adverse remarks not duly communicated to the employee shall be disregarded.
- (5) The employee, who has been communicated the adverse remarks, may within fifteen days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his decision shall be final, which shall be recorded in writing.
- (6) The assessment report of the employee shall be the basis for determining his merit. Her record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years. The adverse remarks not duly communicated in writing to the employee within three months shall be disregarded for the purpose.
- (7) In case of class IV employee the Competent Authority may not follow the procedure of writing the confidential assessment report. However, information regarding his outstanding performance, misconduct or any other lapses on the part of such employee be

(25)

obtained from the concerned Head and communicated to that employee in writing and the same shall be recorded in his service book.

Provided that, in case of the class IV employee, if such record is not available, the Competent Authority shall presume that his conduct is good and he shall be given all the benefits such as promotion, increments, etc. However, he shall not be eligible for advance increments or preferential promotion without express record of his outstanding performance. Similarly he shall not be compulsorily retired from the services unless there is an adverse documentary evidence to that effect in his personal file.

- Service Book **BL 171**
- (1) A service book, as prescribed by the Board of Management, shall be maintained by the Registrar for every employee working in the college or Academy.
 - (2) The service book shall contain the record of service of each employee covering all essential events in his official career such as (a) date of birth (b) caste (c) marks of identification (d) permanent address (e) date of first appointment, (f) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (g) substantive or officiating nature of appointment, (h) the scale of pay applicable (j) basic pay, (k) increment(s)

(26)

sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offence or misconduct, (n) leave, except casual leave, granted from time to time, (p) name(s) of the legal successor; (q) such other relevant entries.

- (3) The date of birth of the employee shall be carefully recorded in the service book at the time of joining the service in the Academy or its colleges and shall be verified with reference to the documentary evidence such as school leaving certificate; S.S.C. certificate or extract of birth register from appropriate Authority, such as municipal council or corporation, village record etc. However, any other document such as horoscope or an affidavit shall not be considered as an authentic document for this purpose.
- (4) Whenever the employee is reduced to a lower rank, removed or dismissed from the service or suspended from services, action taken and the reasons thereof shall be briefly recorded in the service book with due authentication by the Competent Authority.
- (5) The Appointing Authority shall keep the service book in safe custody and shall not be allowed it to remain with the employee.

(27)

- (6) The employee may peruse the entries in his service book to ensure that the service record is correctly maintained. All the entries shall be shown to the employee at the end of every year and his signature obtained thereon.
- (7) A duplicate copy of the service book may be supplied to the employee on a specific request.
- (8) The Appointing Authority may cause to verify periodically the service book of each employee for correctness of entries.
- (9) The service book shall be retained in the office after the employee ceases to be in service permanently.

Service Record

BL 172

- (1) The appointing/Competent Authority may retain the assessment reports and other reports of the employee in a separate confidential file. The copies of letters of appreciation for good work or memos for misdemeanor, orders granting additional increment(s) or promotion, orders inflicting penalty or punishment, shall be kept in such confidential file.
- (2) A personal file shall be maintained for every employee immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

Seniority

BL 173

- (1) The seniority of the permanent employees of the Academy and/or

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its colleges shall be with reference to the date of confirmation.

- (2) The seniority of the employees selected at the same interview shall be as per order of preference given by the selection committee, irrespective of the dates of their joining. If these employees complete the probation satisfactorily and are confirmed within the stipulated period, their seniority shall not be affected.

However, if the period of probation and date of confirmation of an employee are postponed due to the leave availed of, or due to unsatisfactorily performance, the seniority of the employee shall be determined with reference to the date of his confirmation.

- (3) The employee reverted to the lower cadre shall regain his seniority in that cadre which he would have acquired had he not been so promoted.
- (4) If the employee requests for change in the cadre of equivalent level, the Competent Authority, may examine the merit of the request and relative utility in granting the request, and may grant the same.
- (5) The seniority list of all the employees in a cadre shall be prepared, as on 31st March of every year. The provisional seniority list shall be made available to the employee for a reasonable

(29)

inspection and for submission of claim(s) and/or objection(s), if any. After consideration of claims and objections, if any, of the employee(s) in the cadre, the Appointing Authority shall prepare the final seniority list and display the same at the end of every calendar year. The employee not satisfied with his entries in the final seniority list may appeal to the grievances redressal committee, whose decision shall be final and the same shall be incorporated in the subsequent seniority list.

Incapacity **BL 174**

The employee shall be considered to be incapacitated to discharge his duties either on physical or mental grounds and for the reasons stated below or otherwise as may be determined by the competent Medical Authority.

- (1) The employee may be considered as physically incapacitated,
 - (a) if he has been seriously injured or lost his limb and thereby has become unable to perform his duties;
 - (b) it has become incapable to perform his duties due to severe illness such as paralysis, heart attack, cancer, leprosy, AIDS, etc.
- (2) The employee may be considered mentally incapacitated to render his services, if,
 - (a) he has become insane.

(30)

- (b) he is not capable of meeting with the requirement of the post to which he is appointed, despite of his mental equilibrium having been properly set.
 - (c) he has lost his control on his mental functions and is incapable of foreseeing the consequences of any of his actions.
- (3) Wherever employees is to be declared incapacitated either physically or mentally his case be referred to the Medical Board which is to be constituted by the Board of Management.
- (4) After receiving of the medical report from the Medical Board, the Competent Authority shall take the final decision.
- (5) The mental or physical incapacity to function efficiently in his existing post may be treated as incapacity for continuing him in the same post or appointment in higher or lower posts, provided the incapacity is well proved. The Competent Authority may adopt such a procedure judiciously. The Competent Authority shall, however, endeavour to see whether the employee can perform the assigned duties if he is provided with alternate service in an equivalent post or any other post. The employee or his representative shall be given full opportunity to represent his case.

(31)

- (6) The employee declared incapacitated either physically or mentally shall be retired from the service of the Academy and/or its colleges by the Appointing Authority with effect from the date of medical report. The employee concerned shall be eligible for the gratuity, provided if he fulfills the minimum requirements as laid down by the Academy, from time to time.

CHAPTER - IV

PAY AND ALLOWANCES

- Pay **BL 175**
- (1) The employee of the Academy and/or its Colleges shall, unless otherwise directed, be entitled to receive the pay, for the services rendered, in the scale of pay prescribed for the cadre in which the employee is appointed, with effect from the commencement upto the cessation of the service in the Academy.
 - (2) The Pay scales for all the employees shall be as prescribed by the Academy, from time to time.
 - (3) The initial pay of the employee appointed in the Academy and/or Colleges shall be minimum of the scale of pay;

- Pay on Reversion **BL 176**
- (1) A promoted employee on reversion shall draw pay in the lower scale of pay, which may not be less than that which he would have drawn, had he not been so promoted.

(32)

- (2) In case the employee is reverted as a measure of punishment on account of misconduct, the Appointing Authority may fix his pay at any lower stage in the lower scale of pay.

Provided that, the subsistence allowance already paid to the employee shall be fully recovered either from the pay and allowances, as the case may be or from the leave salary payable to him.

- (3) When the employee is reverted on account of misconduct or inefficiency to a post carrying lower scale of pay, and is subsequently promoted or reinstated, his previous service in the post from which he was reverted, shall be counted for increment unless the Competent Authority declares that it shall not be so counted either in whole or in part.

Increment

BL 177

- (1) The employee, having his pay in a scale of pay, shall draw increment every year unless it is withheld for some reason(s). The benefit of increment falling due on any date of the calendar month shall be extended to the employee from the first date of that calendar month, without affecting the date of increment(s).
- (2) The Competent Authority while withholding an increment(s) shall expressly state in the order the period for which increment has been withheld, and whether it shall

(33)

be inclusive or exclusive of any interval spent on leave before the period is completed.

- (3) If the employee is promoted to a higher grade/post, he shall draw the increment on completion of full period for increment in the higher post and higher scale of pay.
- (4) Service rendered, by the employee on probation, in the circumstances mentioned below, shall be counted for increment in the scale of pay :
 - (a) The employee on probation shall draw the first increment on completion of one year;
 - (b) He shall draw the second increment only on completion of probation satisfactorily, irrespective of the period from the date of first increment;
 - (c) The first and/or second date(s) of increment shall be extended to the extent of the period for which the employee has availed any leave, while on probation except the casual leave.
 - (d) The date on which the employee completes the probation satisfactorily shall be the date of subsequent increment(s), unless the same is modified later due to some reason such as revision of pay, period of extraordinary leave, etc.

(34)

- (e) The employee whose probationary period is extended on account of his failure to pass departmental examination, if any; within the prescribed time limit or on account of leave taken by him during the probationary period, shall be allowed to draw, second increment on the completion of the probationary period satisfactorily.
 - (f) The employee whose probationary period is extended on account of unsatisfactory performance shall be allowed to draw second increment only with effect from the date of satisfactory completion of the probationary period.
- (5) Service rendered in the circumstances mentioned below shall count for increment.
- (a) All duties performed by the employee whether continuous or otherwise in a post on a scale of pay,
 - (b) Authorised leave other than extraordinary leave,
- (6) The employee on authorised leave shall draw the annual increment falling due, during the leave period, on the date due, however, shall receive the effect on resumption of duty after expiry of leave, alongwith the

(35)

arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.

- (7) The Competent Authority may withhold, by an order in writing, an increment(s) of the employee if his conduct has not been found to be satisfactory, and/or his work has not been satisfactory. The Competent Authority while ordering the withholding of the increment shall state the period for which it is to be withheld and whether the withholding shall have effect on future increments.

Allowances

BL 178

The employees working in the Academy and/or its colleges, shall be entitled to only such allowances which are sanctioned by the Board of Management, from time to time.

The Appointing Authority may grant personal pay to the employee to save him from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

Subsistence
Allowance

BL 179

- (1) The employee under suspension shall be paid the subsistence allowance at the rate of half the pay for a period of the first six months, at the rate of 75% of the pay for the period of next six months and at

(36)

the rate of full pay thereafter, if the period of suspension is prolonged, for reasons not directly attributable to the employee; and the allowances admissible thereon from time to time.

- (2) The employee under suspension shall be paid the subsistence allowance at the rate of half the pay and the allowances thereon, if the period of suspension is prolonged for the reasons directly attributable to the employee.
- (3) The employee shall furnish every month the following certificate before he is paid the subsistence allowance-

"I certify and declare that I did not engage myself in any private and/or other paid employment, trade or business during the period -----"

Provided that, if the Competent Authority suspects genuineness of the certificate, he may get the same duly verified, if necessary through the police Authorities, and if the employee is found to have furnished a false certificate it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him.

- (4) Any other compensatory allowance payable to the

(37)

employee shall be subject to the extent and the conditions as may be prescribed by the Competent Authority.

- (5) (a) If the employee, under suspension is undergoing a trial in a criminal court or departmental inquiry under these rules, he shall be provided with the subsistence allowance under clause (1) or (2) above.
- (b) If the employee under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re.1/- (Rupee One) per month till he undergoes punishment or till he deems to be in service of the Academy and/or its colleges, whichever is earlier.
- (c) If the employee under suspension is acquitted in appeal he shall draw subsistence allowance at the normal rate under clause (1) or (2) from the date of acquittal till the disposal of inquiry under these Bye-Laws.
- (6) If the employee under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any subsistence allowance

(38)

thereafter. The employee shall be entitled to his own share of contributory provident fund but shall not be entitled to the Academy share. The CPF share of the Academy and the gratuity shall be paid to him after final decision of proceedings against him.

- (7) If the employee under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the employee shall receive full pay and allowances to which he would have been entitled had he not been so suspended.
- (8) When the employee under suspension is reinstated, after undergoing the punishment/penalty under these rules, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state,
 - (a) whether the said period be treated as duty, leave or leave not due and
 - (b) the nature of pay and allowances to be paid for the period.

T.A. and D.A.

BL 180

The employees required to undertake official tour in the course of discharge of his duty, shall be entitled to travelling and daily allowances as prescribed by the Board of Management, from time to time.

CHAPTER - V
LEAVE

General
Conditions

BL 181

- (1) The employee shall earn and be entitled to the leave, generally in proportion to the period of service/ duty and of the kind specified hereinbelow. However, the leave of any kind shall not be claimed as matter of right.
- (2) The employee may be granted leave only on his request. The employee may curtail period of sanctioned leave, with the approval of the Competent Authority.

Provided that, in case the employee is contesting the election or has contracted any contagious disease, the Competent Authority may require him to proceed on leave and the employee shall comply.
- (3) The Competent Authority may sanction or refuse the leave applied for, but shall not alter the nature of leave, except with the request / consent of the employee.
- (4) The Competent Authority may not grant leave to the employee so as to deplete the strength of service or department below essential minimum.
- (5) The employee may combine one kind of leave with another, except casual leave, subject to the limit of aggregate period of absence as may be prescribed by the Board of Management.

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- (6) Application for leave on medical ground shall be accompanied by a certificate of Medical Authority, indicating the nature and probable duration of illness. The employee returning from leave on medical ground, shall produce a certificate of fitness.
- (7) If the employee frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after the rest and treatment.
- (8) The employee, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time.
- (9) The employee shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct.
- (10) The employee appointed on contract basis in a scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

Casual Leave

BL 182

- (1) (a) The employee shall be entitled to fifteen days casual leave in a calendar year, or as prescribed by the Board

(41)

of Management, from time to time.

- (b) (i) The employee shall obtain a prior permission for casual leave at least one day to the leave applied for. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the employee shall apply for *ex-post-facto* sanction. **(Appendix No. IV)**
- (ii) If the Competent Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.
- (c) (i) Mass casual leave shall not be treated as casual leave. It may be treated as unauthorised absence and dealt with accordingly. The action of going on mass casual leave may be treated as misconduct.
- (ii) In case the employee(s) is/ are unable to attend duty for reasons of natural calamity, the Competent Authority may sanction the same as casual leave and it shall not amount to mass casual leave.
- (d) The employee shall be entitled to not more than three days casual leave at a time.

(42)

The Sundays and/or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed five days, save only in exceptional circumstances, may be extended upto seven days.

(e) The casual leave cannot be combined with any other kind of leave.

(3) Account of casual leave availed of by the employee shall be maintained separately.

(4) The Competent Authority may refuse casual leave if it is requested on flimsy pretext. The competent Authority shall have the power to grant casual leave in proportion to the period of the calendar year and the casual leave availed of until then. The Competent Authority may grant leave without pay of a shorter duration if no casual leave is left to the credit to the employee.

Earned Leave **BL 183**

(1) The non-vacational employee, shall be entitled to earned leave for the period spent on duty, at the rate prescribed by the Board of Management, from time to time.

(2) The employee shall apply, in a prescribed form, for the leave from

(43)

his account of earned leave and proceed only after the approval and he is relieved. The employee may be granted not more than 120 days earned leave at a time.
(Appendix No. V)

- (3) Ordinarily, employees shall not be allowed to accumulate the earned leave.

Provided that, if employee asks for the earned leave, the same shall not be refused by the Appointing Authority.

Provided further that, if Appointing Authority refuses to sanction the earned leave on administrative grounds, the same shall be sanctioned in the subsequent year.

- (4) The employees shall not be allowed to encash their earned leave either during the service or at the time of retirement.

Leave on
Half Pay

BL 184

The employee shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The employee shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the employee either on medical ground or for private reason. The leave requested for on medical ground shall be supported by the certificate from the Medical Authority.

Commuted
Leave

BL 185

The employee may, with the approval of Competent Authority, commute leave on half pay at his credit on the following conditions:

(44)

- (1) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- (2) Commuted leave shall not be granted under this Bye-Law unless the Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

Special
Disability
Leave

BL 186

The employee disabled by injury or illness caused in, or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the Medical Authority, covering the requirement and the period, the Competent Authority shall sanction the said leave not exceeding twenty four months in entire service. Such leave shall not be debited to any other kind of leave. It may be combined with leave of any other kind. The period of such leave shall be treated as duty for pay.

Maternity
Leave

BL 187

- (1) The permanent female employee, who has less than one or two living children, on the date of the application, shall be entitled to maternity leave for a period of ninety days. Such leave shall not be debited to her leave account. In the case of the vocational employee, if the confinement takes place during a vacation,

(45)

the maternity leave shall run concurrently with it.

- (2) The temporary female employee who has put in at least two years of continuous service shall be eligible for maternity leave referred to in clause (1).
- (3) The temporary female employee who has put in continuous service for a period exceeding one year, but less than two years, shall be entitled to maternity leave of 90 days, on half pay, which shall not be debited to her leave account.
- (4) The temporary female employee with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as extraordinary leave.
- (5) The application for maternity leave shall be supported by medical certificate indicating the probable dates of confinement. The employee shall report the date of confinement. In case of a Class IV employee in which insistence on a regular medical certificate is likely to cause hardship, the Competent Authority may accept such certificate as it may deem sufficient.
- (6) The female employee may avail other leave, including commuted leave, if she so desires, in continuation of the maternity leave, upto a maximum period of sixty days without production of a medical certificate.

(46)

- (7) Leave under this Bye-Laws shall be admissible in a case of miscarriage or abortion including medical termination of pregnancy, subject to the following conditions:
- (a) the leave does not exceed more than forty five days during the entire service,
 - (b) the leave may be sanctioned to female employee irrespective of the number of living children,
 - (c) after the medical termination of pregnancy, if female employee requires rest for more than the leave admissible as per clause (a) above, she can avail of the other leave due or not due,
 - (d) the application for the leave shall be supported by medical certificate.

Leave
Preparatory
to Retirement

BL 188

- (1) The employee may avail of leave, as the leave preparatory to retirement on superannuation or on voluntary basis, to the extent of earned leave due.
- (2) The leave preparatory to retirement shall not extend beyond the date of his retirement.
- (3) The employee on the leave preparatory to retirement shall not be required to join his duties before he actually retires.

Leave
Sanctioning
Authority

BL 189

Subject to the overall control of the Appointing Authority, the following shall

be the Competent Authorities to sanction leave under these Bye-Laws.

Sr. No.	Category	Kind of leave	Competent Authority
<i>For the Academy:</i>			
(1)	Class I employee of leave	All kinds	Vice-Chancellor
(2)	Class II, III, IV	All kinds of leave	Registrar
<i>For the Colleges:</i>			
(3)	Class II, III or IV employee	Casual leave	Principal
(4)	Class II, III or IV employee	All other leaves	Registrar

Provided, that the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

Leave on
Re-employment

BL 190 In the case of a person re-employed after retirement on superannuation, the provisions of these rules shall apply as if he had entered in the service of the Academy and/or its colleges for the first time on the date of his re-employment.

CHAPTER - VI

CONDUCT, DISCIPLINE AND APPEALS

- Conduct **BL 191** (1) The employee shall be at the disposal of the Academy for full-time and shall serve in such capacity and at such place, as he may from time to time, be so directed.
- (2) The employee shall conform to and abide by the provisions of these Bye-Laws and directives

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and decisions of the Competent Authority. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

- (3) The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and Authority for the time being.
- (4) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the Academy and/ or its colleges.
- (5) The employee shall not in the discharge of the official duties, deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he or any member of his family is interested, except with a prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantages or benefits to such company, firm or body, as the case may be.

(49)

- (6) (a) The employee shall not, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Academy, and/or colleges or to an outsider, to whom he is not authorised to communicate such document and information, or shall not himself make any use thereof.
- (b) The employee shall not contribute to the media any matter connected with the Academy and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He shall also not try to obtain unauthorisedly any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.
- (c) The employee shall not air or vent his personal grievances or any matter related to his

(50)

service through the media or through any mode other than those as may be provided by or under these Bye-Laws.

- (7) The employee shall not, directly or indirectly, take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the Academy or bring the Academy in disrepute.

The employee shall not be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in or subscribe in aid of or assist in any other manner, any political movement or activity.

- (8) The employee shall not, without the express sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
- (9) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Academy.

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Explanation : The expression "gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

- (10) The employee shall not accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.
- (11) The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his family except co-operative consumers, housing or credit societies.
- (12) The employee shall intimate to the Competent Authority, if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this

(52)

sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Academy.

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including T.V./Radio talk, without affecting the interest of college and/or Academy and his official duties.

(13) (a) The employee shall seek a prior permission of the Competent Authority before applying for job, post, outside the Academy, as the case may be.

(b) The employee shall seek a prior permission of the Competent Authority before applying for any course of study leading to diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Academy or other bodies, without such a permission.

(14) The employee shall not, without prior permission of the Competent Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence,

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failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit;

Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.

- (15) (a) The employee or his relative shall neither bid directly or indirectly, at any auction of property of the college or Academy nor submit any tender for any supply to the Academy.
- (b) The employee shall not use the Academy and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him or put to his charge.
- (16) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.

(54)

- (17) The employee shall not, without a prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or Authority and shall not criticize any policy or action of the Competent Authority and appointing or any other Authority of the Academy and/or its colleges.

Provided that, the employee may give evidence at :

- (a) an inquiry before Enquiry Authority appointed by the Competent Authority.
- (b) a judicial inquiry, or
- (c) a departmental inquiry ordered by the Competent Authority.

Misconduct

BL 192

The breach of any of the provisions of the these Bye-Laws or any one or more of the following acts on the part of the employee shall be deemed as a misconduct and include :

- (1) any action by the employee contrary to the provisions prescribed in these Bye-Laws,
- (2) going on illegal strike, abetting including instigation or action in furtherance thereof,
- (3) theft, fraud or dishonesty,
- (4) habitual break of standing orders, rules, etc.
- (5) willful or negligent damage caused to the Academy and/or its colleges property.

(55)

- (6) refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws,
- (7) any action, involving moral turpitude and attracting conviction in court of law.
- (8) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Academy.
- (9) wilful neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- (10) involvement in violence or inciting violence,
- (11) stopping the work either singly or with other employees or inciting anyone else not to work,
- (12) allowing anyone within the prohibited premises of the College or Academy, whose entry is prohibited without a permission of the Competent Authority.
- (13) falsification of or tampering with any paper or record of the College or Academy,
- (14) obtaining employment under other Academy or any other private, semi-government or government organisation by misleading or by misrepresenting the facts,
- (15) making any false or exaggerated allegations against any superior officer or Authority or co-employee,

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- (16) attending the duties in intoxicated state.
- (17) committing nuisance during the working hours under intoxicated state or otherwise.
- (18) misappropriation of any amount, and/or movable and immovable property, of the College or Academy or late crediting the amount received for respective Academy and its colleges in the account of Academy beyond the reasonable time to be decided by the concerned Authority.
- (19) committing any act involving moral turpitude.
- (20) misbehaviour with another employee or member of public.
- (21) proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control.

Disciplinary Authority **BL 193** Disciplinary Authority for the Class I, II, III and IV employees shall be the Board of Management.

Penalties **BL 194** Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the employee found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself.

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- (a) Minor Penalties -
 - (i) censure,
 - (ii) fine,
 - (iii) withholding of increment of pay,
 - (iv) withholding of promotion,
 - (v) recovery from his pay, or such other amounts as may be due from him,

- (b) Major penalties -
 - (i) withholding of promotion for longer period.
 - (ii) reduction to a lower stage in the pay scale.
 - (iii) reduction to a lower scale of pay, grade, post or services.
 - (iv) compulsory retirement,
 - (v) removal from service.
 - (vi) dismissal from service.

Explanation (1) : *The order under (a) (iii) of withholding increment shall not affect subsequent increment(s). The order under (a) (iv) shall have effect on consideration of the employee for promotion on one occasion only.*

Explanation (2) : *The order under clause (a) (v) for recovery shall expressly state the amount of the whole or part of any*

pecuniary loss caused by him to the Academy, by negligence or by breach of orders.

Explanation (3) : *Reduction under clause (b)(ii) in the scale of pay, shall be for specified period, with further direction as to whether or not the employee shall earn increment(s) during the period and whether on the expiry of such period, the reduction shall or shall not have the effect of postponement of future increments in his pay.*

Explanation (4) : *Reduction under clause (b) (iii) shall ordinarily be a bar to the promotion of the employee to the scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.*

Explanation (5) : *The order of penalty of reduction, under clause (b) (ii) or (b) (iii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.*

Explanation (6) : *Removal under clause (b)(v) shall not be a disqualification for future employment under the Academy or colleges.*

Explanation (7) : *Dismissal under clause (b)(vi) shall be a disqualification for future employment under the Academy or colleges.*

Procedure
of Imposing
Minor Penalty

BL 195 If the Disciplinary Authority is satisfied that the misconduct committed by the employee is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

- (a) issue notice to the employee in writing alongwith the imputation(s) of misconduct and require him to show cause as to why the action proposed be not taken against him.
- (b) give reasonable opportunity to the employee to furnish the explanation;
- (c) take into consideration the explanation of the employee and record findings on each imputation of misconduct; and
- (d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charge(s).

Action not
amounting
to Penalty

BL 196 The following shall not amount to penalty within the meaning of **Bye-Laws 194**, namely :

- (a) withholding of increment of pay of the employee for his failure to pass

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departmental examination; if any, in accordance with the Bye-Laws or orders, or the terms of his appointment on probation;

- (b) non-promotion of the employee, whether in substantive or in officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible, on administrative ground not connected with his conduct;
- (c) reversion of the employee officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with his conduct;
- (d) reversion of the employee, appointed on probation to any other service, grade or post; to his permanent service, grade or post held by him under the Academy, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing such probation.
- (e) repatriation of the service of the employee whose services have been borrowed from outside Authority or recalling the employee from the foreign employment to such Authority;

(61)

- (f) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;
- (g) termination of the service (i) of the employee appointed on probation, during or at the end of his probation, in accordance with the terms of his appointment or Bye-Laws or orders governing such probation; or (ii) of a temporary employee on grounds unconnected with his conduct or (iii) of the employee under an agreement, in accordance with the terms of such agreement or (iv) on abolition of the post(s).

Suspension **BL 197**

- (1) The Disciplinary Authority may, by an order in the proforma prescribed in the Proforma **Appendix No. VI**, place the employee under suspension.
 - (a) (i) where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (ii) where in the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the Academy, and
 - (iii) where there is reason to believe that his continuance in service is likely to cause

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embarrassment or to hamper the investigation of the case, or likely to tamper with the official record or document(s); or

(b) where case against him in respect of any criminal offence is under investigation, enquiry or trial in a court of law.

(2) The employee shall be deemed to have been placed under suspension;

(a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty eight hours,

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.

(3) While under suspension, the employee shall neither be allowed to resign nor granted leave.

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- (4) The employee under suspension shall not engage himself in any private or gainful employment, trade or business during the period of suspension.
- (5) The employee under suspension shall not leave the headquarters during the period of suspension without a prior written permission of the Competent Authority.
- (6) If the employee under suspension attains the age of superannuation, during the period of suspension, he shall be deemed to have been retired from the date of his superannuation. However, the departmental or judicial proceedings pending against him shall continue even after his retirement.

Procedure
of Enquiry

BL 198

- (1) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiry into the truth and/or substance of imputation(s) of misconduct on the part of the employee(s), which may result in major penalty, it may itself enquire into or appoint an enquiry officer or committee to enquire into the truth thereof. The appointment order of the enquiry officer or committee shall be issued in the proforma appended in **Appendix No. VII**.
- (2) Where it is proposed to hold enquiry against the employee, the Disciplinary Authority shall draw up or cause to draw up :
 - (a) the substance of imputation(s) of misconduct into definite

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and distinct article(s) of charge(s).

(b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain :

(i) a statement of all relevant facts including any admission, or confession by the employee, and

(ii) a list of documents by which, and list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

(3) The Disciplinary Authority shall deliver or cause to deliver to the employee, in the proforma appended in **Appendix No. VIII**, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall; by a written notice require the employee to submit to it, within fifteen clear days, a written statement of his defence and to state whether he desires to be heard in person.

(4) On receipt of written statement of defence and on admission of any or all article(s) of charge(s) by the employee, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account

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as it may think and shall act in the manner as prescribed.

- (5) On receipt of written statement of defence of any or all of the article(s) of charge(s) by the employee or on its non-receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Authority, it may by an order appoint another employee or any other suitable person to present the case in support of the article (s) of the charge(s) before the Enquiry Authority. The employee may take assistance of any other employee or any other suitable person to represent the case on his behalf. In case the Enquiry Authority permits the employee to engage a legal practitioner to represent on his behalf the Disciplinary Authority may appoint a legal practitioner as presenting officer.
- (7) The Disciplinary Authority shall forward to the Enquiry Authority.
 - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
 - (b) a copy of the order appointing the presenting officer
 - (c) copies of the statements of witnesses

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- (d) evidence proving the delivery of documents to the employee, and
 - (e) a copy of the written statement of defence by the employee, if any.
- (8) The employee shall appear in person before the Disciplinary Authority or the Enquiry Authority on such day and at such time within ten working days from the date of receipt by the employee of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the disciplinary or the Enquiry Authority may, by notice in writing specify, or such further time not exceeding ten days as the Enquiry Authority may allow.
- (9) The Disciplinary Authority may, *suo motu* or on being moved by the employee against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Authority constituted for the purpose.
- (10) If the employee who has not admitted any of the article(s) of charge(s), in his written statement of defence, or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Authority, it shall ask him whether he is guilty or has any defence to make and if he pleads guilty of any of the article(s) of charge(s), it shall be

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so recorded under the signature of the employee and of that Authority.

- (11) The Enquiry Authority shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the employee pleads guilty.
- (12) If the employee fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Authority shall require the presenting officer of the employee to produce the evidence by which he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the employee may, for the purpose of his defence,
 - (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Authority may allow, the documents specified in the list,
 - (b) submit a list of witness(es) to be examined on his behalf,
 - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Authority may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).

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(13) The employee may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list, and the Enquiry Authority shall furnish him the same as early as possible, and in any case not later than three days before the commencement of the examination of the witness(es) on behalf of the Disciplinary Authority.

(14) (a) The employee may, by notice to the enquiry Authority, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Authority, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date :

(b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Authority:

Provided that, the Enquiry Authority may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case, and the

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Enquiry Authority may withdraw the requisition or may not press for the same. Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Enquiry Authority, and the Enquiry Authority shall, on being so informed, withdraw the requisition and communicate the information to the employee.

- (15) (a) The enquiry shall commence on the date fixed by the Enquiry Authority and shall continue thereafter on the dates as may be fixed, from time to time.
- (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Authority, in a narrative form and not in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the witness and the enquiry officer. The copy(ies) of the deposition(s) may be made available to the Disciplinary Authority and to the employee(s) on request and on payment of charges.

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- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross examined by the employee. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Authority may also put questions to the witnesses.
- (d) Before the close of the case by the Disciplinary Authority, the Enquiry Authority may allow the presenting officer to produce fresh evidence, and include the same in the list, or may itself call for the new evidence or recall and re-examine any witness(es), and in such cases, the employee shall be entitled to have a copy of the list of further evidence. The Enquiry Authority shall give the employee an opportunity of inspection of document(s) before they are taken on record.

Provided that, no new evidence shall be permitted unless there is

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inherent lacuna(e) or defect(s) in evidence originally produced.

- (e) When the case of the Disciplinary Authority is closed, the employee shall state his defence orally and/or in writing. The employee may examine himself and the witness(es), may be cross-examined by the Disciplinary Authority, re-examined by the employee and examined by the Enquiry Authority.

The Enquiry Authority may also allow the employee to produce new evidence, if it is necessary in the interest of justice.

- (f) After the employee closes his case and if the employee has not examined himself, the Enquiry Authority may generally question him on the circumstances appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (g) The Enquiry Authority may, after the completion of production of evidence, hear the Disciplinary Authority or the presenting officer, and the employee and/or permit them to file written statements of

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argument of their respective cases.

(16) If the employee to whom a copy of the article(s) of charge(s) has been delivered, does not submit a written statement of defence on or before the date specified or does not appear in person before the Enquiry Authority or otherwise fails or refuses to comply with the provisions of these Bye-Laws, the Enquiry Authority may hold the enquiry ex-parte.

(17) (a) Wherever the Enquiry Authority, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon, and is succeeded by another Enquiry Authority, it shall act on the evidence so recorded by its predecessor and partly recorded by itself.

Provided that, if the succeeding Enquiry Authority is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, it may recall, examine, cross-examine and re-examine him:

Provided further that, if the witness is recalled, he may be cross-examined and/or re-examined by the employee or the presenting officer.

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- (b) Where in the opinion of the Enquiry Authority, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), it may record its findings on such article(s) of charge(s):

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the employee has either admitted the facts on which such article(s) of charge(s) is based and has been provided a reasonable opportunity of defending himself against such article(s) of charge(s).

Common
Procedure

BL 199

Where two or more employees are concerned in any case, the Disciplinary Authority, for the highest ranking employee amongst those concerned, shall take all actions and proceed as per provisions of these Bye-Laws in respect of employees concerned.

Enquiry Report

BL 200

- (1) After the conclusion of enquiry, the Enquiry Authority shall prepare a report. Such report shall contain -
- (i) article(s) of charge(s) and the statement of imputation (s) of misconduct;
 - (ii) the defence of the employee in respect of each article of charge;

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- (iii) an assessment of the evidence in respect of each article of charge; and
 - (iv) the findings on each article of charge and the reasons thereof;
- (2) The Enquiry Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of enquiry which shall include -
- (i) the report prepared by it;
 - (ii) the written statements of defence submitted by the employee;
 - (iii) the oral and documentary evidence produced in the enquiry;
 - (iv) the written statements of argument filed by the presenting officer and the employee, if any and
 - (v) the orders, made by the Disciplinary Authority and Enquiry Authority in regard to the enquiry.
- (3) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es), and

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impose on the employee such penalty as it may deem fit in accordance with these Bye-Laws:

Provided that, if any witness is so recalled, he may be cross-examined by the employee :

Action on
Enquiry Report

BL 201

- (1) The Disciplinary Authority, shall consider the report and record its findings on each charge.
- (2) The Disciplinary Authority, if itself is not being the enquiry officer, shall consider the enquiry report and if it disagrees with the Enquiry Authority on any article(s) of charge(s), it shall record its reasons for such disagreement, and refer the case back to the Enquiry Authority for further enquiry and report. The Enquiry Authority shall thereon proceed to hold further enquiry according to the provisions of the preceding Bye-Laws; as far as may be.
- (3) If the Disciplinary Authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the employee be exonerated, it shall so order.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the decision that any of the minor penalties be imposed on the employee, it shall notwithstanding anything contained in these Bye-Laws, determine what penalty shall be imposed, it shall so order.

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- (5) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the decision that any of the major penalties be imposed on the employee, it shall -
- (i) furnish to the employee, a copy of the enquiry report and its findings on each article of charge, expressly stating whether or not it agrees with the findings of the Enquiry Authority, together with brief reasons for its disagreement, if any, and
 - (ii) give to the employee a notice stating the penalty proposed to be imposed on him by calling upon him, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him.
- (b) The Disciplinary Authority shall consider the representation, if any, made by the employee and determine the quantum of penalty that be imposed on him on the basis of the evidence adduced.

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- (6) The final orders made by the Disciplinary Authority under this rule shall be communicated to the employee and the Enquiry Authority. A second show-cause notice shall be issued to the employee before the penalty is executed.

Appeal **BL 202**

- (1) Notwithstanding anything contained in these Bye-Laws no appeal shall lie against-

- (a) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
- (b) any order passed by an Enquiry Authority in the case of an enquiry under these Bye-Laws.

- (2) Subject to the provisions of clause (1), employee may prefer an appeal against all or any of the following orders, namely :

- (a) an order of suspension or deemed suspension made under **Bye-Law 197**.
- (b) an order imposing any of the penalties, whether made by the Disciplinary Authority or by the appellate, or by the Reviewing Authority;
- (c) an order enhancing any penalty, imposed under these Bye-Laws,

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- (d) an order which -
- (i) denies or varies to his disadvantage his pay, allowances or any other conditions of service;
 - (ii) denies promotion to which he is otherwise eligible according to the recruitment and promotion Bye-Laws and which is due to him according to seniority;
 - (iii) interprets to his disadvantage the provisions of any such Bye-Laws;
 - (iv) reverts him while officiating in a higher service, to a lower service, grade or post, other than as a penalty;
 - (v) reduces or withholds the post retirement benefits, if any;
 - (vi) determines the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
 - (vii) determines his pay and allowances, for the period of suspension,

or, for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade, or post as the case may be, or

(viii) determines nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc. as the case may be.

(3) The Appellate Authority may, on application or *suo motu*, take upon itself to review any departmental proceeding and treat the same as appeal and dispose it of as per clause (1) or (2) above. The case for review may be taken up only if the period of appeal has expired but shall not be later than one year from the date of imposition of penalty finally.

Appellate Authorities	BL 203	The Appellating Authority for all the employees shall be the Chancellor of the Academy.
Period of Limitations	BL 204	<p>The employee aggrieved by the decision of the Disciplinary Authority may appeal under these Bye-Laws within a period of thirty days from the date of receipt of the order:</p> <p>Provided that, the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.</p>
Mode, Form & Contents of Appeal	BL 205	<p>Subject to the provisions of the law for the time being in force-</p> <ol style="list-style-type: none">(1) every employee preferring an appeal shall do so separately and in his own name and shall address it to the Authority to which the appeal lies with a copy to the Disciplinary Authority.(2) the appeal shall be complete in itself and shall contain all material, statements and arguments on which the appellant relies, but shall not contain any disrespectful, improper language or allegation.
Submission of Appeal	BL 206	Every appeal shall be submitted to the Appellate Authority through the proper channel. An advance copy may be submitted direct to the Appellate Authority.
Transmission of Appeal	BL 207	The Authority which made the order appealed against shall, on receipt of a copy of the appeal; without any avoidable delay and without waiting for any direction from the Appellate

Authority, transmit to the Appellate Authority every appeal together with its comments thereon and the relevant records.

Consideration
of Appeal

BL 208

- (1) In the case of appeal against an order of suspension, the Appellate Authority shall consider whether the order of suspension is justified or not and confirm or revoke the order accordingly.
- (2) In the case of appeal against an order imposing any of the penalties specified in the Bye-Laws or enhancing any penalty imposed under the Bye-Laws, the Appellate Authority shall consider -
 - (a) whether the procedure laid down in these Bye-Laws has been followed, and if not whether such non compliance has resulted in the violation of any provisions of the Memorandum of Association or in the failure of justice;
 - (b) whether the findings of the Disciplinary Authority are warranted by the evidence on the record; and
 - (c) whether the penalty imposed is adequate, inadequate or severe.
- (3) The Appellate Authority may pass orders
 - (a) confirming, enhancing, reducing or setting aside the penalty; or

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- (b) remit the case to the Authority which had passed the order appealed against, with such directions as it may deem appropriate in the circumstances of the case;
- (4) The Appellate Authority shall not impose any enhanced penalty which neither such Authority nor the Authority which made the order appealed against is competent to impose;
- (5) If the Appellate Authority proposes to enhance the penalty and to impose one of the major penalties and an enquiry under the Bye-Laws has not already been held in the case, the Appellate Authority may itself hold or cause to hold such enquiry as per the provisions prescribed and thereafter on consideration of the proceedings of such enquiry, by following the procedure prescribed in the foregoing Bye-Laws, as if the enquiry is being held afresh.
- (6) If the Appellate Authority proposes to enhance the penalty and to impose any of the major penalties and an enquiry under these Bye-Laws has already been held, the appellate Authority shall give to the employee a notice, stating the enhanced penalty proposed to be imposed on him, and calling upon him to submit within fifteen days of receipt of the notice or such further

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time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the enhanced penalty and make orders as it may deem fit.

- (7) No order imposing an enhanced penalty shall be made in any other case unless the appellant has been served with a notice.
- (8) The Appellate Authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.
- (9) The Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.

Service of
Orders,
Notices etc.

BL 209

Every order, notice and other process made or issued under these Bye-Laws shall be served in person on the employee concerned or shall be communicated to him by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local news paper.

Power to relax
time limit and
condone delay

BL 210

Save as otherwise expressly provided in these Bye-Laws, the Authority competent under these Bye-Laws to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these Bye-Laws for anything required be done under these rules or condone any delay.

CHAPTER - VII
RETIREMENT

- Retirement **BL 211** (1) The employee after confirmation, shall continue in the service of the Academy till he attains the age of superannuation.
- (2) The Competent Authority shall require the employee to retire from the service of the Academy, if -
- (a) he has reached the age of superannuation.
 - (b) he has committed misconduct and imposed with the penalty under sub-clause (iv), (v) or (vi) of clause (b) of **Bye-Law 194** has been found to be inefficient.
 - (c) he is found by the Medical Authority to be incapacitated for further service of any kind. This includes the retirement on account of mental or physical infirmity; and
 - (d) the post held by the employee is abolished and there is no suitable post equal to his post in which he can be absorbed.
 - (e) he has remained absent unauthorisedly from duties for five years or more.

- Age of Retirement **BL 212** (1) The age of superannuation of the employee in class I, II or III, shall

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be fifty eight years; however, he shall retire from service on the afternoon of the last day of the month in which he attains the age.

- (2) The age of superannuation of the employee in class IV service shall be fifty eight years; however, he shall retire from service on the afternoon of the last day of the month in which he attains the age.

Explanation : The employee whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight years or sixty years, as the case may be.

Voluntary Retirement

BL 213

The employee who has put in at least twenty years of service, may at his sole discretion, opt to retire from the services of the Academy, as the case may be, by giving three clear month's notice to the Appointing Authority.

Retirement on Medical Grounds

BL 214

If the employee is declared invalid for service, by the medical Authority, on physical or mental incapacity, the employee shall be asked to retire from the service of the Academy with effect from the date of such declaration and shall be entitled to post retirement benefits such as contributory provident fund and gratuity proportionate to the number of years of service he has put in.

Removal or Compulsory Retirement

BL215

- (1) Subject to these Bye-Laws, the Competent Authority may remove any employee from the service of the Academy or may required him

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to retire on the ground of misconduct, insolvency or inefficiency.

- (2) In respect of the employee retiring for reasons other than by way of superannuation, the Registrar shall promptly inform the Board of Management, as soon as the cause thereof arises.
- (3) While forwarding such proposal, the Registrar shall specifically mention whether any dues either to the Academy are outstanding in the name of the employee who is due for retirement.

Claims for
Compensation
for retirement

BL 216

No claim made as compensation by the employee who is required to retire under these provisions shall be entertained.

Post Retirement
Benefits

BL 217

- (1) The employees working in the Academy shall be eligible for contributory provident fund and gratuity.

Provided that, the scheme of the contributory provident fund shall be as prescribed by the Competent Authority of the Academy, from time to time.

Provided further that, the amount of gratuity and qualifying period for getting gratuity, shall be as decided by the Academy, from time to time.

- (2) The employee shall clear all dues payable to the Academy and/or its colleges, as the case may be, outstanding to his account and vacate the residential

(87)

accommodation, if he has been provided, before the post retirement benefits are extended to him, as may be prescribed by the Academy, from time to time.

- (3) The employee who has been declared as deserter, or who ceases to be in service, may be entitled to the post retirement benefits, as prescribed by the Academy, from time to time, pro-rata upto the date he attended his duties regularly, provided the said period qualified for such benefits.

CHAPTER - VIII

MISCELLANEOUS

- Tenure Post **BL 218** (1) If the employee is appointed on a post which is sanctioned/ created for a specific period of time, the employee shall be governed by the specific provisions of the terms of contract and not by the provisions of the Bye-Laws. He shall have no legal claim on the said or similar post in the Academy and/or its colleges, except those specified in the contract.
- (2) The employee may be appointed for a fixed period against permanent or a temporary post, by a contract, and shall be governed by the terms of contract and not by the provisions of these Bye-Laws.
- Deserter **BL 219** If a permanent employee absents himself from duty without any permission

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for a period of more than thirty days, he shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of this period.

Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his absence for the reasons beyond his control, the Appointing Authority may, by a special order condone his absence.

Provided further that, before terminating the services of the deserter, the Appointing Authority shall first give thirty days notice to the deserter in a local newspaper, send a copy of the said notice to deserter on his permanent address by a registered post and paste the copy of the notice on the door of his residence. After expiry of the notice period, if the deserter fails to join his duties, the Appointing Authority shall terminate the services of the deserter.

Discontinuation
and Termination

BL 220

- (1) The employee shall not leave or discontinue his service in the Academy without giving a prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of notice shall be -
 - (a) three calendar months in the case of employee in class I, II and III, who have been confirmed in their post.
 - (b) one calendar month in the case of employee in class IV,

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In case of breach of these provisions, the employee shall pay to the Academy and/or its college an amount equal to his basic pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.

- (2) If the Disciplinary Authority, after completing the procedure of a departmental enquiry, comes to the conclusion that the employee should be compulsorily retired or removed from service, it shall give three months' notice in case of the permanent employee in class I, II, or III and one month's notice in case of the employee in class IV or to those who are on probation or in temporary service or pay the salary for the period in lieu thereof.
- (3) The employee on probation shall not leave or discontinue his service without giving one month's prior notice in writing or one month's salary in lieu thereof.
- (4) The Competent Authority shall not terminate the service of the employee on probation without giving one month's prior notice in writing to the employee or one month's salary in lieu thereof.
- (5) The employee shall cease to be in the service of the Academy and/or its Colleges; as the case may be, in case he absents himself; even with the permission of the

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Competent Authority; continuously for a period of five years:

Provided that, the period spent by the employee on medical leave or study leave shall not be counted as absence for this purpose.

- (6) The employee suffering from contagious or infectious disease and who is declared as unfit for the service by the Medical Authority shall be discharged from the service of the Academy.

CHAPTER IX

DUTIES AND RESPONSIBILITIES OF THE EMPLOYEES

In addition to the powers, duties and responsibilities provided for under the Memorandum of Association, the officers and employees mentioned hereinbelow shall perform the duties and carry out the functions as prescribed below and as may be directed by the Competent Authority/ Authorities, from time to time.

BL 221 Employees of the Academy

- Registrar 1) (1) The Registrar, as the chief administrative officer of the Academy, shall regulate the work, conduct the affairs of the departments, branches, sections, units placed under his charge as well as of the officers and other employees of the Academy in accordance with the provisions of the Memorandum of Association and Bye-Laws. The Registrar shall

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assess and evaluate the performance of the officers, employees and others connected thereto and take such measures as he may deem fit to regularise and to improve the working of the Academy.

- (2) The Registrar shall, subject to the decision of the Academy Authorities, enter into agreement, sign document and authenticate record on behalf of the Academy.
- (3) The Registrar shall be the custodian of the records, common seal and such other property of the Academy as the Board of Management may commit to his charge.
- (4)
 - (a) The Registrar shall issue notice, agenda, furnish information on the items of the agenda and keep the minutes of all the meetings of the Board of Management, the Academic Council and the Boards and Committees constituted under the Memorandum of Association or by the Authorities of the Academy, of which he is or deemed to be the Secretary.
 - (b) The Registrar shall implement the decisions of such Authorities faithfully, effectively and expeditiously.
 - (c) The Registrar shall refer the decision of the Authority to such other body or Authority as may be necessary for

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consideration, approval, sanction or ratification, as the case may be.

- (d) The Registrar shall submit to the Vice-Chancellor the decision of the Authority or the body, which according to him is not consistent with the provisions of the Memorandum of Association, and Bye-Laws or is not in the interest of the Academy.
- (5) The Registrar, after the approval of the Board of Management, shall make the appointments of the employees in class I, II, III and IV, against the approved posts, by following the procedure prescribed. He shall allot the post(s) available amongst various departments, branches, sections, units, etc. as well as sub-centre(s), so as to ensure smooth and efficient functioning of the departments, branches, sections, units, sub centres of the Academy.
- (6) The Registrar shall be competent to transfer, promote, revert the employees in class II, III and IV in accordance with the exigency and the procedure prescribed.
- (7) (a) The Registrar, as the chief administrative officer, shall supervise the working of all the employees in class I, II, III and IV so as to ensure that they function efficiently and

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yield maximum of their capacity.

- (b) The Registrar, in consultation with the Head of the colleges, branch or section, shall ensure that the employee complies with the requirements of the Memorandum of Association and Bye-Laws, orders of the Government of India, UGC and the Authority and serves well in furtherance to objectives of the Academy.
- (8) The Registrar shall have the power to visit and examine records, papers, documents of any branch, section, unit of the Academy as well as colleges in connection with the administrative matters.
- (9) The Registrar shall deal with all legal matters connected with the sections which are directly under his control including signing vakalatnama and executing affidavit(s) etc.
- (10) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or as may be directed by the Vice-Chancellor from time to time.

Finance Officer 2)

The Finance Officer shall perform following duties and responsibilities.

- (1) As the Receiving and Paying Officer - The Finance Officer shall receive all moneys (other than moneys received in colleges) due

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to and receivable on behalf of the Academy and bring them promptly to the account and pay or otherwise settle all claims preferred against the Academy.

- (2) As the Accounting Officer - The Finance Officer shall compile accounts of the Academy in accordance with the rules and procedure prescribed in the Accounts Code.
- (3) As the Primary Auditor - The Finance Officer shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the Academy.
- (4) As the Financial Advisor - The Finance Officer shall be the chief financial advisor to Vice-Chancellor and to the Academy in all matters relating to the accounts and budget estimates or to the operation of the Accounts Code generally. No financial sanction shall, therefore, be issued by any Authority without prior consultation with him and no transaction project or proposal shall be transacted, undertaken or made without obtaining his prior opinion regarding its financial propriety.
- (5) The Finance Officer shall keep himself fully conversant with all sanctions and orders made by the office and with other proceedings of the university which may affect the estimates or accounts of actual

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or anticipated receipts and charges. He shall advise the Vice-Chancellor and the Academy on the financial effects of all the proposals for expenditure and keep a watch as far as possible, over all the liabilities as soon as they are incurred, particularly in respect of liabilities incurred against the grants of the funding agency.

- (6) The Finance Officer shall be consulted on all matters relating to finances, budget and accounts and copies of all sanction orders of proceedings involving financial implications shall be supplied to him as and when they are issued.
- (7) The Finance Officer shall be the principal controlling and supervising officer of the staff in the Finance Branch as well as in the decentralised finance units and the staff dealing with the accounts placed under various departments, branches, sections, units of the Academy. The Finance Officer shall be competent to effect internal transfer of the staff under his control in consultation with the Registrar.
- (8) (a) The Finance Officer shall issue notice, prepare agenda, furnish information on the items of the agenda and keep the minutes of the Finance Committee, purchase and sales committee and any other committee appointed either by the Board of Management, Finance

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Committee or the Purchase Committee or any other body of which he is or deemed to be the Secretary.

- (b) He shall implement the decision of the Finance Committee, purchase and sales committee or any other committee or body faithfully, effectively and expeditiously.
 - (c) He shall refer the decision of the Finance Committee, purchase and sales committee, or such other Authority or body to appropriate body or Authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.
 - (d) He shall submit to the Vice-Chancellor the decision of the Authority or the body which according to him is not consistent with the provision of the Memorandum of Association and Bye-Laws or is not in the interest of the Academy.
- (9) The Finance Officer shall, subject to the proper implementation of the project, programme, scheme or activity and completion of the formalities thereto as the case may be, and in consultation with the officer In-charge by whatever designation, prefer timely claims to the funding agencies, sanctioning

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the project, programme, scheme or activity to the Academy; disburse the amount received thereunder to the officer in-charge of the said project, programme, scheme or activity as the case may be, account for the same, audit or cause to audit the expenditure and certify the utilization of the said amount and/or completion of the same.

- (10) The Finance Officer shall be responsible to look into the court cases concerning the sections which are directly under his control and shall take steps to deal with all the legal matters, such as signing vakalatnama, executing affidavit(s), furnishing necessary information to the Advocate in consultation with the Law Officer.
- (11) The Finance Officer shall ensure that the Bye-Laws and orders for the time being in force, are observed in relation to all transactions of the Academy which come within his purview of duties. If he considers that any transaction or order relating to receipt or expenditure, is likely to be challenged on the application / completion / compilation of the primary audit, he shall bring it to the notice of the Vice-Chancellor or other Authority through the Vice-Chancellor which sanctioned the transaction or issue the order, with a statement of his reasons and obtain the orders of that Authority. If the Vice-Chancellor or the other

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Authority over-rules him and he is not satisfied with the decision, he shall forthwith make a brief note of the case in the register of the audit objections, and submit the register to the Vice-Chancellor or the other Authority who may either reconsider, accept his advise and order accordingly or reject the same giving the reasons in writing in the said register.

- (12) All the papers, files related to income or expenditure or which has direct bearing on the Academy finances shall invariably be routed through the Finance Officer.
- (13) The Finance Officer shall keep a timely watch on the interest bearing securities and other investments of the Academy. He shall maintain the register(s) of the investments and the securities and submit the detailed report to the Finance Committee.
- (14) The Finance Officer shall prepare monthly trial balance of the receipts and expenditure and place the same before the Vice-Chancellor or the Authorities as the case may be.
- (15) The Finance Officer shall monitor purchases and sales of moveable property of the Academy in accordance with the decisions of the purchase and sales committee and shall maintain record of the said purchases and sales made.

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- (16) The Finance Officer shall sign the daily cash book and monthly trial balance.
- (17) He shall report to the Registrar any misconduct committed by the employee working in the Finance branch for further necessary action.
- (18) He shall write the confidential assessment report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.
- (19) He shall sanction casual leave and issue memo to the employee under his charge for any misdemeanour.
- (20) The Finance Officer shall exercise such other duties as prescribed, from time to time, by the Vice-Chancellor.

Controller of
Examinations

3)

- (1) The Controller of Examinations shall prepare various programmes of the Academy examinations well in time and adhere to the schedule of declaration of results as prescribed in the Memorandum of Association.
- (2) He shall assign the duties and responsibilities to the officers working in the examination branch of the rank of Deputy Registrar and Assistant Registrar, from time to time.
- (3) (a) He shall convene regular meetings of the Board of Examinations or other statutory bodies relating to the examination as per the

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programme approved by the chairman. He shall issue notice, agenda, furnish information on the items of the agenda and keep minutes of the meetings of such Authority or body.

- (b) He shall implement the decisions of such Authority or body faithfully, effectively and expeditiously.
 - (c) He shall refer the decision of the Authority to such other body or Authority as may be necessary for consideration, approval, sanction or ratification as the case may be.
 - (d) He shall submit to the Vice-Chancellor the decision of the Authority or body which according to him is not consistent with the provisions of the Memorandum of Association and Bye-Laws or is not in the interest of the Academy.
- (4) (a) He shall supervise and regulate the work of the examination branch, the examination centres and central assessment programme centres as well as such other activities related to the examination, like computer centre.
- (b) He shall report to the Registrar any misconduct

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committed by the employee in connection with the examination for further necessary action.

- (c) He shall obtain the action taken by the Vice-Chancellor, the Registrar against the employee or the teacher who has committed misconduct in connection with the examination and report the same to the Board of Examinations and maintain the register thereof.
 - (d) He shall write the confidential assessment report of the employee placed under his control and forward the same to the Registrar within the stipulated period.
 - (e) He may for administrative exigency transfer any of the employee placed under his charge within the examination branch in consultation with the Registrar.
 - (f) He shall sanction the casual leave and issue memos to the employee under his charge for any misdemeanour.
- (5) (a) He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results from time to time.
- (b) He shall inform the Chancellor through the Vice-Chancellor

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about the position of declaration of results of examinations.

- (c) He shall report to the Academic Council regarding the results of the examinations.
- (6)
- (a) He shall ensure that the work of confidential printing is carried out as per the schedule and that the manuscripts are delivered to the examination centres well in time.
 - (b) He shall maintain absolute secrecy as regards to printing of question papers.
- (7) He may visit examination centres as well as central assessment programme centres as and when required.
- (8) He may visit the examination centre(s) as well as central assessment programme centre(s) and ensure that proper arrangements of examinations or evaluation are made by the college and recognised colleges concerned for the smooth conduct of the examinations and of the central assessment programme.
- (9) He shall, in consultation with the Vice-Chancellor, constitute one or more flying squads for each district to maintain the strict vigilance during the university examinations.

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- (10) He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, vakalatnamas, affidavits, agreements, etc. arising out thereof.
- (11) He shall prepare and present the budget of the examination branch to the Board of Examinations.
- (12) He shall have the financial powers as delegated by the Vice-Chancellor, from time to time.
- (13) In addition to the above duties, he shall perform such other duties and responsibilities assigned by the Vice-Chancellor, from time to time.

Director of
Students'
Welfare

4)

Following shall be the duties and responsibilities of the Director of Students' Welfare:

- (1) He shall organise and co-ordinate the student's welfare activities at the Academy and colleges.
- (2) He shall organise specific students activities (at Academy level) like leadership training, inter-collegiate and inter-university youth festivals, cultural activities, talent shows, tours and the like, subject to the approval of the Vice-Chancellor.
- (3) He shall as co-ordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature, as may be assigned by the Vice-Chancellor/Board of Management from time to time.

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- (4) He shall organise various functions of national importance and important functions like Independence Day, Republic Day, Foundation Day of the Academy, etc.
- (5) He shall encourage cultural; social and literary activities with a view to fostering healthy corporate life in the student community;
- (6) He shall act as a secretary of the students' welfare board;
- (7) He shall issue notices or to cause to issue notices of the meetings of the students' council.
- (8) He shall advise, guide and supervise in general the activities of the students' council.
- (9) He shall maintain accounts and hold and manage the funds and property of the students' council in his capacity as a treasurer of the students' council and submit the same or cause to submit the same;
- (10) He shall ensure that the accounts of the students' council are duly audited and the auditor's report along with a statement of accounts submitted to the Board of Management on or before the 31st of March of the following year or on the date that may be specified by the Vice-Chancellor.
- (11) He shall accord sanction and regulate the expenditure with the provisions made in the budget for the students' council.

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- (12) He shall notify as per the Bye-Laws governing the election/nomination to the students' council, to the Principals/Directors and inform the date and the time and the manner of holding the election of students' council.
- (13) He shall bring to the notice of the Vice-Chancellor any of the activities of the students' council or any other students organization if prejudicial to the Academy or/and is not in the interest of the student.
- (14) The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' welfare and/or approved by the students' council act as a liaison between the Government of India, Government, other Universities, national and cultural organizations etc.
- (15) He shall be responsible for the smooth conduct and co-ordination of students' council elections.
- (16) He shall issue the notice of meetings of the student's council, prepare the agenda and keep the minutes of the student's council.
- (17) He shall co-ordinate the curricular, co-curricular and extra curricular activities of different Students Associations for a better corporate life.
- (18) He shall arrange for the periodical medical examinations of students

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and to ensure medical assistance to them.

(19) In addition to the duties and responsibilities mentioned above, he shall perform such other duties and perform such other functions as assigned by the Vice-Chancellor, from time to time.

(20) He shall perform such other duties as may be assigned to him by the Authorities and assist in any other work that may be allotted to him by the Authorities of the Academy.

Deputy
Registrar &
equivalent
Cadres

5)

(1) Subject to the overall direction, control and supervision of the Class I officer, who shall be controlling officer, the Deputy Registrar incharge of Branch / Section / Unit Department, ('Branch' in brief) shall be responsible for the smooth conduct and working of his Branch for the allotment of work to the Assistant Registrar(s), Superintendent(s), Asstt. Superintendent(s), Head Clerk(s), etc. who shall be directly responsible to him.

(2) He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and

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guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.

- (3) He shall issue warnings and reprimand to erring employee. He shall also maintain or cause to maintain leave register, movement register and all other official registers etc.
- (4) He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings in writing and recommending to the Registrar through his controlling superior officer for the disciplinary action of severe nature, in case, the same employee shows no improvement.
- (5) He shall communicate in writing, from time to time, about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money, his Branch spends. He shall submit periodical returns and reports, and shall prepare the budget for his Branch every year and place it for approval of the appropriate Authority.

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- (6) The Deputy Registrar shall maintain cordial public relations and attend the queries of the members of the public and supply the information through the concerned officer to the Government, U.G.C., Chancellor etc. The Deputy Registrar shall help the members of the public to solve their difficulties concerning his Branch and entertain the complaints, if any, against the staff working under him.
- (7) He shall carry out his duties and responsibilities in a just manner without any discrimination; and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- (8)
 - (a) The Branch where the Assistant Registrar is not provided, the Deputy Registrar shall carry out the functions, which are prescribed for the Assistant Registrar, as those of the Deputy Registrar.
 - (b) The Deputy Registrar shall ensure that the Assistant Registrar(s) and the subordinate staff in his Branch dispose of the cases, exercise the powers and carry out the functions as per provisions of the Memorandum of Association and Bye-Laws, the decision of the Authorities, the order

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of the Government and the guidelines of the bodies like UGC, AICTE, MCI, DCI, etc.

- (9) He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his sections. He shall be responsible for preserving the documents, deeds etc. concerning his Branch.
- (10) The Deputy Registrar shall personally look into the court cases of his Branch and shall take steps to deal with the legal matters adequately. He shall keep the controlling officer informed about the cases and obtain his orders wherever necessary.
- (11) He shall carry out any other work assigned to him by the higher officers of the Academy from time to time.

Executive
Engineer

6)

The Executive Engineer, by whatever designation, shall be overall incharge of the new constructions, maintenance, of the building and the property of the Academy and shall work under the control of the Registrar and perform the duties and carry out the functions as follows :

- (1) (a) He shall be responsible for all new construction works of the buildings, roads, electrical installations and other structures on the campus or the property of the Academy.
- (b) He shall prepare or cause to prepare the plans and

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estimates either himself or through Architect, scrutinise the estimates, ensure approval thereof by the respective Authorities, publications and/or issuance of tender papers, due scrutiny and analysis of the tenders and their submission to the respective Authorities for approval.

- (c) He shall ensure completion of all the preliminary formalities before the commencement of construction of new building/ electrical installation.
- (d) He shall, personally, through his subordinate staff and the Architect, ensure that the construction/installation is as per the design and plans approved; as per the specifications prescribed and of the quality expected.
- (e) He shall measure or cause to measure the work done and ensure that the same is recorded in the measurement book.
- (f) He shall issue instructions to the Architect and/or to the contractor about the proper implementation and proper progress of the construction/ installation.
- (g) He shall verify the work with the measurement book,

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scrutinise the payment bills and certify the progress of construction/installation and recommend/approve the payment thereof.

- (2) He shall prepare and submit commencement certificate, compliance report, completion certificate, progress report and utilisation certificate to the Government, U.G.C., and other funding agencies, as the case may be.
- (3) He shall obtain permission and certificates from the local municipal Authorities, the Government etc. before the commencement and after the completion of the construction/ installation and obtain their permission to put the building into use.
- (4) He shall maintain and preserve the documents like plans, blue prints, estimates, architectural drawings, municipal permission, agreement with the architecture, agreement with the contractor etc. properly and safely.
- (5) He shall maintain all the buildings, public utility services like electricity, water supply, drainage, telephone lines etc. on the campus and the property of the Academy.
- (6) He shall prepare the annual budget of recurring and non-recurring expenditure of his section.

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- (7) He shall periodically verify the stocks of the buildings, equipments, machinery and such articles put under his control.
- (8) He shall supervise the work of the staff working under his control.
- (9)
 - (a) He shall issue notice of the meeting of the Buildings and Works Committee and other committee thereunder, prepare agenda and keep the minutes of the meeting.
 - (b) He shall refer the decisions of the Buildings and Works Committee or other committee to proper Authority or body for approval or ratification and if necessary to the Chancellor for his concurrence.
 - (c) He shall implement the decisions of the Authorities faithfully, effectively and expeditiously and periodically submit the compliance thereof to the Registrar.
- (10) He shall maintain and update the history sheet of every building/property.
- (11) He shall deal with all legal matters and disputes connected with his branch.
- (12) He shall exercise such other duties and carry out such other functions as may be directed/entrusted to him from time to time.

Public
Relations
Officer 7)

- (1) The Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.
- (2) He shall be responsible to ensure that the information relating to the Academy is disseminated properly. He shall have to co-ordinate the services of media for communication purposes, publicizing of social events, academic achievements of the Academy as concurred by the Registrar.
- (3) He shall maintain the enquiry service for students; staff and also for visitors to the Academy regarding courses being conducted, the examination, the admission rules etc.
- (4) He shall forward information about the views and reaction of the community on the various decisions taken by the Academy, feed back, to review its existing programme and plan for the future. He shall keep liaison with colleges of academic, research and development organization or similar colleges and disseminate information through periodicals, booklets, press advertisements and audio visual media.
- (5) He shall acquaint himself with printing techniques.
- (6) He shall assist the Registrar in organizing press conferences

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as and when required by the Vice-Chancellor, or other Authorities.

- (7) He shall supervise, control the staff working under him.
- (8) He shall arrange to publish advertisements in newspapers approved by the Authorities and scrutinize the bills received from the newspapers and arrange the payment thereof.
- (9) He shall provide assistance and guidance to the students, parents and public in respect of the affairs of the Academy.
- (10) He shall receive, welcome and entertain the dignitaries and arrange their accommodation and appropriate conveyance with the approval of the Registrar.
- (11) He shall prepare and arrange the distribution of invitation cards of various functions, programmes arranged or organized by the Academy.
- (12) He shall supervise and control the working at reception/inquiry counters.
- (13) He shall prepare the information brochure of the Academy based on the factual information and academic calendar of the Academy consisting of the various events which are scheduled during the academic year.

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(14) In addition to the above duties and responsibilities, the Public Relations Officer shall perform the duties and responsibilities as may be entrusted to him by the Registrar.

Assistant
Registrar &
equivalent
cadres

8)

- (1) The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, the Registrar, the Deputy Registrar or Head of the concerned Branch under whom he is working as a Head of the Section and he shall have the powers and responsibilities assigned by the Deputy Registrar.
- (2) He shall be incharge of the section and shall be responsible for their normal and smooth working.
- (3) He shall look after day to day work of the section of which he is incharge as per the instructions of the higher Authorities. He shall hold periodical meetings of his staff to ensure proper implementation of tasks entrusted to his section and in accordance with the provisions of the Memorandum of Association and Bye-Laws, decision of Authorities, Government orders and guidelines of the bodies like U.G.C. He shall take review of the difficulties faced and assist the staff to remove them or place them before higher Authorities for solution.

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- (4) He shall be responsible for planning and scheduling of the entire work of the section well in advance and shall take the periodical reviews of its execution.
- (5) He shall assign/reassign specific jobs to his subordinates, and shall also decide the time-dimension in respect of the jobs so assigned where the norms are not laid down.
- (6) He shall ensure and maintain proper co-ordination and follow-up with other Department/Branch/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the Authorities.
- (7) He shall be responsible for smooth and efficient running/working of the section and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
- (8) He shall ensure that the cases/ letters requiring immediate and urgent disposal are dealt with immediately.
- (9) He shall deal with non-routine cases referred to him by the supervisory staff working in his section. He shall call meetings of his staff periodically, train the members of his department and provide guidance to all.
- (10) He shall dispose off cases of importance quoting the authorisation(s) clearly applicable

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and submit the same to higher officer, with clear and specific comments for their approval and sanction, if required.

- (11) He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
- (12) He shall exercise constant vigilance which is sine-qua-non of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.
- (13) He shall prepare as per rules and specifications the confidential and assessment report and submit them to the Deputy Registrar. The Assistant Registrar may issue warning, in writing, to the erring staff working under him and if there is no improvement report the case of such employee to the Registrar through the Deputy Registrar for suitable disciplinary action.
- (14) He shall record verbal discussions, orders and instructions, which shall be attested by the concerned higher officer.
- (15) He shall prepare item for consideration of the Board of Management, Academic Council or for other Authorities/bodies of concerned with his section, and

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execute the decision of the Authority faithfully, effectively and expeditiously.

(16) He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, show no discrimination on whatever ground and look after the welfare of the employees working under him.

(17) He shall carry out any other work assigned to him from time to time by the higher officers.

Security Officer

9)

The Security Officer shall be overall incharge of the safety and security of the employees, teachers, students and the property of the Academy and shall work under the control of the Registrar or such other officer as may be directed by the Registrar.

(1) He shall be personally responsible for the safety of the staff, teachers, students, officers and the property. The Security Officer shall ensure that no encroachment on the Academy property/campus or building takes place and that no unauthorized persons are allowed to enter the premises of the Academy. In case of such encroachment and insecurity or of

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the situation created by riot etc. he shall have to take help of the police in emergency and in ordinary course with the permission of the Registrar.

- (2) He shall be responsible in respect of all routine matters pertaining to the recruitment, optimal utilisation and deployment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the watchman from one place to another and to take the disciplinary actions, if any, in order to ensure proper security. In case of major disciplinary action, the matter shall be submitted to the Registrar.
- (3) He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.

Superintendent,
Section
Officers &
equivalent
cadres

10)

- (1) He shall receive the mail, the papers and files and initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
- (2) He shall deal with correspondence which he himself can dispose off without the assistance and guidance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instructions.

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- (3) He shall mark and distribute the correspondence to the subordinate staff dealing the matter/subject.
- (4) He shall exercise, check and follow the correspondence received from the Government of India, U.G.C., the other Universities, statutory councils, etc.
- (5) He shall draft notes and independently deal with cases which are routine in nature. He shall prepare notes with reference to relevant rules, regulations, precedences and future implications etc. on special cases and submit the same to higher officers.
- (6) He shall maintain the muster roll of the members of the staff working under him and inform the Registrar/Principal about late attendance, absentees etc.
- (7) He shall scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Registrar and/or Principal, as the case may be.
- (8) He shall attend meetings, issue notice of meetings, prepare agendas, prepare draft minutes of the meetings and take follow-up actions.
- (9) He shall supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.

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- (10) He shall give instructions regarding destruction of old records according to the directives of Branch Officers/ Section Head.
- (11) He shall attend to such other work as may be given to him with the approval of the higher officer/Head of the Department.

Junior
Engineer

11)

The Junior Engineer shall work under the direction of the Executive Engineer and carry out the following functions.

- (1) He shall be responsible for check-up of each building at least once in a month and reporting observations with suggestions of maintenance to higher Authorities. While inspecting, he shall keep liaison with the representative of the user department.
- (2)
 - (a) He shall prepare plans and estimates for minor repair works after inspection and as directed, and carry out the repairs under directions of the Registrar, exercise control quality and economy.
 - (b) He shall attend emergent repairs especially in residential buildings, where safety is a problem he should not wait only on reporting but take quick remedial measures.
 - (c) He shall keep proper maintenance of internal roads, gardens cleanliness of building etc.

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- (d) He shall chalk-out weekly repairs programme and get them executed from mukadams and subordinate staff.
- (3)
 - (a) He shall keep record, plans, record of lands of all the buildings in his charge.
 - (b) He shall keep accounts of stores, tools and plans which are under his custody.
 - (c) He shall maintain the register of masonry works and printed return of buildings.
 - (4) He shall check maintenance book kept by the beat-in-charge including checking mazdoors attendance periodically.
 - (5) He shall prevent and remove encroachment on Academy lands.
 - (6) He shall attend electrical deficiencies with the help of the electrical wing. Inform well in advance where electrical installation needs to be attended while doing civil work so that delay and accidents are avoided.
 - (7) He shall report damages if any, due to any reason promptly.
 - (8) He shall attend all the duties as prescribed in public works manual, government circulars etc.
 - (9) He shall carry out any other duties assigned by the Registrar and/or Executive Engineer, from time to time.

(123)

Personal Assistant 12)

- (1) The Personal Assistant shall be responsible to the officer under whom he is working.
- (2) He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
- (3) He shall perform the duties and responsibilities assigned to him by the concerned officer from time to time.
- (4) He shall maintain programme sheets of the officer, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of the officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and despatch it promptly to relevant section alongwith the instruction of the officer. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

Head Clerk, Assistant Superintendent & equivalent cadres 13)

The Head Clerk, Assistant Superintendent and the employee in equivalent cadre shall

- (1) exercise, check and follow up the incoming letters received

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from the Department/Colleges/
Students etc.

- (2) point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
- (3) submit notes/drafts for approval of the officers through the superintendent/section officer.
- (4) scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent, as the case may be.
- (5) ensure the prompt despatch of letters.
- (6) arrange filing of the papers and arrange files in order, year-wise and subject-wise.
- (7) maintain calendar of periodical returns for incoming and outgoing, separately and ensure timely submission of such returns.
- (8) attend to such other work that may be assigned to him with the approval of the Registrar.

Senior Clerk,
Junior Clerk
& equivalent
cadres

14)

The senior clerk, junior clerk and the employee in equivalent cadre shall

- (1) submit notes/drafts for approval of the officers through the superintendent.

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- (2) enter the mail and letters and inter-departmental correspondence/ files etc. letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A's stenographers/Secretaries.
- (3) acknowledge letters received.
- (4) submit dak to the superintendent/ section officer/assistant section officer/assistant superintendent daily, despatch and watch every entry in the register bearing the initials of the recipients of the letter/ documents etc.
- (5) prepare list of letters issued during a week to which replies have not been received and for which reminders are required to be sent.
- (6) send relevant extracts or any part of a receipt, through section officer/ assistant registrar/superintendent to the section, branch concerned for remarks and/or necessary action.
- (7) open and maintain service-book/ new file(s)/note-book(s), do copying work/rubber stamping and to attend to all types of administrative/ clerical work.
- (8) maintain different registers, forms etc.
- (9) keep a note-book to watch timely disposal of urgent papers.
- (10) collect the relevant material required for taking action on a

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receipt viz. file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.

- (11) supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
- (12) prepare routine letters/replies for approval where noting is not required to issue reminders.
- (13) maintain daily work sheet and submit weekly arrears report to the immediate superior.
- (14) prepare monthly arrears report and submit it to the immediate superior officer for perusal and guidance/ instructions.
- (15) carry out any other work assigned from time to time, with the approval of the Registrar.

Chief/Deputy
Accountant

15)

The Chief/Deputy Accountant shall

- (1) ensure that the various payments made from the funds are within budgetary provision and with the sanction of Competent Authorities.
- (2) attend to correspondence with Central Government, U.G.C. and other higher Authorities with the assistance of the Finance Officer.
- (3) ensure proper attendance of staff working under him.
- (4) ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and ensure that

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non-revenue accounts appearing in particular account of fund are reconciled.

- (5) attend to audit queries and to reply audit report to submit necessary statement of accounts.
- (6) recover grants due to the Academy from the outside bodies including the Government of India, U.G.C. etc.
- (7) report to the Finance Officer, about such of the financial provisions of Memorandum of Association and Accounts Code that are followed by the departments/ sections which are attached to him.
- (8) attend to such other works assigned to him by the Finance Officer.

Assistant
Accountant

16)

The employee appointed as assistant accountant shall

- (1) prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
- (2) prepare periodic accounts of funds entrusted to him and to assist the Chief/Deputy Accountant in furnishing of figures of expenditure to higher Authorities.
- (3) maintain books of accounts, payment register and funds entrusted to him.
- (4) attend to all the matters pertaining to deduction of Income Tax,

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Professional Tax and L.I.C. Premia, C.P.F. from the salary of individual employee.

- (5) attend to routine correspondence with Banks and other Departments.
- (6) supervise the work of accounts clerk under him and to pass the bill for payment as per relevant rules.
- (7) attend to such other works as may be assigned to him with the approval of the Finance Officer/ Deputy Registrar (finance and chief or deputy accountant).

Accounts Clerk 17)

The employee appointed as accounts clerk shall -

- (1) write various books of accounts such as ledger, salary register, income tax register, etc.
- (2) ensure proper filing of vouchers and papers.
- (3) prepare bills for payment.
- (4) prepare the returns.
- (5) report to the assistant accountant/ deputy accountant about any mistakes noticed by him in book of accounts.
- (6) attend to such other work as may be assigned to him with the approval of the Finance Officer, accountant, from time to time.

Garden Superintendent 18)

The Garden Superintendent shall be under the direct control of the Registrar, or such other officer as may be directed by the Registrar.

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He shall be responsible for maintenance and development of garden(s) on the campus of the Academy. He shall also supervise the work of gardeners and other persons working under him and regulate the working of the staff working under him. He shall assist beautification of the campus and also for development of the Botanical garden. He shall carry out the plantation programme taking the help of the social forest department of the Government and other relevant body.

Curator 19)

The curator shall perform the following duties :

- 1) shall acquire, register, store, display and conserve museum objects.
- 2) shall publish the results of research.
- 3) shall ensure the safety and security of the museum materials under his charge against damage and degeneration, vandalism, pilferages or burglary and accidents.
- 4) shall offer guide services to the visitors in general and in the modern concept of a museum's functions, fulfil the duties of a teacher and of students at all levels of education.
- 5) shall prepare a detailed plan for the development of the museum for long term as well as short term durations.
- 6) shall develop, update and maintain the museum literature including purchase of new books, framing the rules for issuing the books, preservation of the books.

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- 7) shall prepare ethnographic accounts of the various tribes/ communities, particularly of Karnataka with special emphasis on the use of material culture.
- 8) shall prepare a detailed list of museum articles giving all the details such as local and the English names of the articles, the place of procurement, names of the tribe/community using it; a small sketch photograph indicating different parts etc. A photograph showing the mechanics of the instrument, the activity, date of procurement, etc. providing an index card for future details.
- 9) shall keep the museum presentable, neat and clean.
- 10) shall take suitable steps for creating an awareness among the common people by way of writing popular articles, arranging exhibitions, film shows, preparing brochures, pamphlets providing information about the museum.
- 11) shall maintain registers for the equipments purchased, to ensure its proper use, arrange for their repairs or write off etc.
- 12) shall allocate and supervise the duties and responsibilities of the museum assistant in consultation with the Head of the Department.
- 13) shall acquire modern techniques and methods of preservation of museum exhibits.

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- 14) shall conduct field tours for ensuring the collection of museum artefacts and other exhibits.
- 15) shall perform any other duties that may be assigned from time to time.

Museum
Assistant

20)

The Museum Assistant shall perform the following duties:

- 1) shall maintain museum grants register, acquisition register, accession register, visitor's register, library register etc.
- 2) shall undertake minor replacements, repairs and servicing of the museum equipments,
- 3) shall invite quotations and order for apparatus and equipments required.
- 4) shall withdraw and settle financial advances required for purchases.
- 5) shall arrange for and supervise anti-termite treatment in the museum and laboratory hall.
- 6) shall supervise cleaning and orderly up-keep of the museum.
- 7) shall order books for the museum library, catalogue them and prepare their accession cards.
- 8) shall assist the curator while on collection tours.
- 9) shall receive visitors, school excursions and offer guided tours to them.
- 10) shall do photography work needed for documentation and preparation

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of condition reports of the museum artefacts.

- 11) shall undertake and complete annual stock verification.
- 12) shall assist the Curator in all technical work pertaining to the museum.
- 13) shall perform any other duties assigned from time to time.

Store Keeper **21)**

- (1) The employees appointed as storekeeper, senior storekeeper, assistant storekeeper, assistant to the storekeeper, by whatever designation, shall maintain the store items either consumable or non consumable committed to his charge in proper manner.
- (2) He shall maintain the record of procurement and disbursement of such items alongwith the cost of its procurement, transport, octroi, duty, storage charge in proper manner.
- (3) He shall, keeping in view the demand level, maintain adequate stock of each item and ensure that the stocks are adequately recuperated.
- (4) He shall maintain the accession and store register and bin cards properly and up-to-date.
- (5) He shall in consultation with the appropriate Authorities dispose of the stock of the items which are not required for long time or which are spoiled or rendered useless,

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after following the procedure and complete the procedure for writing the same off.

- (6) He shall undertake periodical and annual stock verification and evaluation and submit the accounts thereof to the Head of the Department. He shall furnish the financial estimates for his annual requirements and shall comply with the audit objections, if any, to the satisfaction of the auditor(s).

Receptionist **22)**

The receptionist shall work under the direct control of the public relation officer.

- (1) He shall receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.
- (2) He shall be well acquainted with examination dates, announcement of result, various programmes of the meetings, publications and other activities of the Academy and furnish such information to the person making enquiries.
- (3) He shall perform such other duties and responsibilities as may be assigned to him by the public relations officer, from time to time.
- (4) He shall display on the notice-board important notices, circulars etc. received from the various sections.

Telephone Operator **23)**

- (1) He shall operate the telephone board and take messages if

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required, inform the telephone department/the mechanic if there is any fault with the board. Follow up the payment of telephone bills, maintain records of the outward calls attended.

- (2) He shall ensure that no unofficial local/STD/ISD/trunk calls are made without prior permission of the higher officer and prior payment of requisite charges.
- (3) He shall carry out any other works as assigned by the concerned officer, from time to time.

Driver 24)

- (1) The driver shall maintain and drive the vehicle, of whatever nature, put to his charge, very efficiently. He shall ensure that the vehicle under his charge is cleaned and washed daily.
- (2) He shall, ensure that the engine of such vehicle is maintained in proper condition by undertaking regular maintenance and care, which would include daily, weekly, monthly and periodically, as may be prescribed by vehicle incharge.
- (3) He shall, ensure that all the parts of the engine as well as vehicle including the body, the wheels are maintained properly and due care is taken to ensure that the parts which are worn out are either repaired or replaced in time. He shall ensure that servicing of the vehicle is carried out after certain period or after certain limit of mileage, running including charge

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or replacement of various oils, maintenance of battery, dynamo, carburetor, gear system, break assembly, electrical fittings etc.

- (4) He shall maintain appropriate log book of using the vehicle and other maintenance repairs carried out.
- (5) He shall report for his duties at a given time and carry out the duties without any grouse.

Laboratory
Assistant

25)

The employee appointed as Laboratory Assistant shall

- (1) assist students and teachers in conducting practicals and experiments.
- (2) maintain dead stock register and register of consumable materials and to undertake at the end of the academic year, a physical stock verification of laboratory materials.
- (3) assist the incharge of laboratory in purchase and procurement of laboratory materials.
- (4) supervise the work of laboratory attendants working under him.
- (5) assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- (6) report about breakages/losses in laboratory, to his superiors.
- (7) report to Incharge of laboratory about misbehaviour by the students inside the laboratory.

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- (8) ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- (9) prepare the chemicals as per the requirement of the practicals, arrange for the plant material, specimen etc. required for the day to day practicals.
- (10) assist the laboratory Incharge during the practical examinations.
- (11) attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department/Principal.

Laboratory
Attendant

26)

The employee appointed as the laboratory attendant shall

- (1) clean laboratory and keep laboratory materials including apparatus and equipments in proper place.
- (2) render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
- (3) assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- (4) render physical assistance to students and teachers in conducting practicals and experiments.

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- (5) report about loss of laboratory equipment and other materials to his superiors.
- (6) open and lock cupboards, doors, windows and gates of laboratory.
- (7) attend to delivery of letters connected with laboratory and its staff.
- (8) clean the instruments, glassware, etc. before the start of the practicals or after the practicals are over.
- (9) assist the laboratory incharge during the practical examinations.
- (10) attend to such other duties which are assigned to him by the laboratory staff, with the approval of incharge of the laboratory.

Watchman **27)**

- (1) The employee appointed as the watchman, shall guard the property committed to his charge during the period of his duty which include both movable and immovable property.
- (2) He shall ensure that, the movable or immovable property of the employee, teacher, student residing at the campus is properly guarded.
- (3) He shall during the hour of the duties remain alert, and ensure that anyone moving around suspiciously or in a manner which he cannot express satisfactorily; is nabbed or apprehended and produced before the security Authority for further investigation.

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- (4) He shall prevent any person from causing bodily hurt to any other person within the jurisdiction of his duty. He shall prevent any person causing harm to any building, tree plants, garden, installation of any kind within his jurisdiction.
- (5) He shall attend any agitation, demonstration or procession within his jurisdiction with alertness and alacrity and ensure that no untoward incident takes place by preventing any damage, or committing any such Memorandum of Association. In case any person commits any such destructive behaviour or damage to any property or any untoward behaviour he shall report the same to the security officer.
- (6) He shall maintain proper turnout, discipline and integrity.
- (7) He shall perform such other duties which are assigned to him by the security officer from time to time.

Jamadar, Naik
and Hawaldar

28)

He shall perform ordinary duties of a peon in addition to the following duties :-

- (1) He shall supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentees, late attendance, misbehaviour etc. to the Authorities.
- (2) He shall see that peons observe office timings.

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- (3) He shall see that peons open windows and blinds at the start of the day, switch on lights, fans etc.
- (4) He shall arrange for distribution of peons and account for their movements.
- (5) He shall arrange for moving of muster rolls to and from administrative branch.
- (6) He shall arrange for distribution of office circulars.
- (7) He shall arrange rest-intervals of peons to suit the convenience of the officers or departments.
- (8) He shall maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the administrative branch by making necessary arrangements during leave etc.
- (9) He shall open and close office premises, where necessary.
- (10) He shall see that cleanliness of the office is maintained by supervision.
- (11) He shall see that peons and all other who are expected to be in uniforms and badges, wear the same punctually.
- (12) He shall get the floor cleaned with water, insecticiding etc. periodically.
- (13) He shall carry out any other work that may be assigned by the

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concerned officer from time to time

(14) Wherever the post of Jamadar is not in existence the naik/hawaldar shall perform the duties of supervising the peons, hamals and sweepers.

(15) He shall perform such other duties and responsibilities as are assigned to him by the concerned officer, from time to time.

Peons 29)

The employee appointed as peon/peon-cum-hamal shall

(1) open and close the doors and windows, etc. switch on and off lights and fans as and when required.

(2) do dusting of office furniture, books, book shelves, files tables equipments, machines, etc.

(3) pack, unpack, stamp, paste, seal, sort, arrange, etc., papers, books, parcels, cards, circulars, agendas, minutes, etc. as per instructions.

(4) carry messages, letters, papers, books, journals, and others library materials, files, registers, etc. from one place to another inside the office or outside as the case may be.

(5) carry furniture items machines, equipment and other portable items from one place to another inside the office or outside as the case may be.

(6) control check counters, and to ensure security of the library,

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laboratory materials and report about loss and damage of books and any other materials to seniors.

- (7) operate franking machines, photocopiers, resograph/xeroxing machines etc. whenever necessary.
- (8) undertake repair of books and other materials.
- (9) carry out work of similar nature which the seniors may assign.
- (10) serve drinking water, tea etc. to employees and visitors when required.
- (11) carry out any other work as may be assigned to him, from time to time, by his seniors.

Sweepers **30)**

Sweeping and cleaning the lavatories, latrines, floors and drainage pipelines in the building and any other office work related to cleaning as assigned by the officer/hawaldar/mukadam.

Collect the garbage and debris and dispose off or store the same at appropriate place assigned by the officer concerned and any other work as may be assigned to him by the concerned officer from time to time.

31)

Technical/
Other Staff

Technical staff such as computer operator, programmer, research officer, stenographer, junior research officer, research assistant, research investigator, cartographer, curator, field collector, artist, photographers, glass blower, technicians (A,B,C and E) fitter, mechanics, typist, animal caretaker, medical record technician, nurse, compounder, dresser,

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x-ray technician, lab. technician etc. shall perform the respective duties and responsibilities assigned to them by the Heads of their Departments/Officer under whose control they are placed, for the time being. They shall not refuse the work/duty assigned to them by the Head of the Department/Officer. Refusal of work/duty shall be treated as insubordination and dealt with according to the provisions made under these Bye-Laws.

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

Proforma of Appointment Order

[Under BL.164 (2)]

No. /

Date :

To,
Shri/Smt.
.....

Dear Sir/Madam,

1. With reference to your application dated the Registrar is pleased to inform you that you are hereby appointed to the post of in the KLE Academy of Higher Education and Research, Belgaum, (Deemed University) on a starting pay of Rs..... p.m. in the time-scale of pay of Rs.
2. Your appointment is on probation/temporary upto During the period of probation, your services can be discontinued by giving one month's notice on either side.
3. After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned Head of the College/ Section/Unit/Department.
4. Your appointment is on probation and it shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.
5. Your services will be governed by the provisions of the Service Conditions prescribed by the Academy from time to time and, Bye-Laws prepared thereunder for the time being in force and the Service Conditions (Terms and conditions of service of employee).
6. You will be entitled to receive the allowances as per rules prevailing at present and as may be revised from time to time.
7. If your acceptance is not received upto, your appointment is liable to be cancelled/withdrawn.
8. In case you are accepting the appointment, you shall have to submit the discharge certificate from your present employer, if any, and will have to sign an agreement or give an undertaking in the prescribed proforma (enclosed) before joining the duties.

Registrar

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**PROFORMA OF JOINING LETTER
(Under BL.164)**

Shri/Smt./Kum/.
.....
.....

Date:

To
The Registrar,
KLE Academy of Higher Education and Research,
Belgaum

Sir,

I have received the letter of appointment No.
..... dated and the
conditions mentioned therein and I declare that I agree to abide by the terms
and conditions including pay scales mentioned therein.

Thanking you,

Yours faithfully,

Designation

Name and signature of the Employee

Reference No. of appointment letter and date

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

CONTRACT
[Under BL.165 (1)]

This Contract made on the day of200
between Shri/Smt.and the Registrar
of the KLE Academy of Higher Education and Research, Belgaum, (Deemed
University)

It is hereby agreed by and between the parties hereto as under :

- 1) The Registrar
- 2) Shri/Smt.

Appointed asunder letter No.

Dated

We hereby agree to abide by the provisions of the Memorandum
of Association and Bye-Laws made thereunder from time to time, as also the
provisions of the service conditions.

Signature

Signed and Sealed on behalf of the
KLE Academy of Higher Education and
Research, Belgaum, (Deemed University)

Signature of the employee

Registrar

Place : Belgaum

Date :

Date :

Witnesses :

	Name	Address	Signature
(1)
(2)

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**REPORT ABOUT THE ABILITY, CONDUCT AND
PERFORMANCE OF A PROBATIONER**

[Under BL.166 (3)(a)]

1. Name :
2. Designation :
3. Period of report :
4. Leave taken during the period :

I. Performance

1. Industry :
2. Application :
3. Initiative :
4. Accuracy :
5. Punctuality in work :
6. Promptness :
7. Relations with superiors :
8. Relation with colleagues :
9. Dependability :

II. General

1. General Impression :
2. Leadership qualities :
3. Knowledge :

III. Recommendations

1. Fit to be continued in the post or not.

Signature

Designation

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**ESTABLISHMENT SECTION
[Under BI.182]**

Application for Casual Leave

1. Name
2. Designation Section
3. Period of Casual Leave applied for days
(from to with permission to prefix/suffix Sundays
and
Holidays on
4. Reason

Date : (Signature of Employee)

Remarks of the Section concerned

Casual Leave due days.
Shri/Smt./Kum. may/may not be granted
leave applied for by him/for the reason that

Deputy Registrar/Assistant Registrar/
Principal Concerning Officer

Remarks of the Establishment Section

Casual Leave for days from to
..... is sanctioned/refused.

Casual Leave balance after deduction

Registrar/Principal

N.B. - In case of Colleges Principal.

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

ESTABLISHMENT SECTION

Application for Leave

[Under BL.183, 184, 185]

1. Name
 2. Designation Section/Unit
 3. *Nature of leave and period of leave required from
to
 4. Reason
 5. Address during absence of leave
- * Earned Leave/Commutated Leave/Half Pay Leave

Date : (Signature of Employee)

Remarks of the Section Concerned

Shri/Smt./Kum. may/may not be granted leave applied for by him/her. Shri/Smt./Kum. may please be appointed as substitute to hold additional charge of post of/to act at during the period of leave applied for by him/her for the reason that

Deputy Registrar/Assistant Registrar

Principal

Remarks of the Establishment Unit

E.L. days. H.P.L. days.

Earned Leave for days from to

Commutated Leave for days from to

Half Pay Leave for days from to

may be sanctioned/refused.

It is certified that Shri/Smt/Kum would have continued to officiate as but for proceeding on leave.

Appointment of Shri/Smt./Kum to act as/to hold additional charge of post of as substitute may please be approved during the said period of leave.

Leave sanctioned/Refused

Section Head

Registrar

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**FORM OF SUSPENSION ORDER
(Under BL.197(1))**

1. Shri/Smt. is hereby informed that the charge(s) of (1)
(2)
(3)

etc. have been proved prima-facie.

2. Shri/Smt. is hereby suspended under the provisions of Bye-Law of the Service Conditions, with effect from pending further investigation in the matter. He should hand over the charge of his/her post as directed by his superiors immediately.

Competent Authority

Place: Belgaum

Date :

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**Form of Appointment of Inquiry Authority/Officer/ Committee
[Under BL.198]**

As it has been decided by the Board of Management to hold a Departmental inquiry into the conduct of Shri _____
_____ on the charge(s) mentioned in the margin, an Authority / Officer consisting Shri _____
(Designation) _____ is appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Shri _____ is attached _____ Shri _____
_____ is requested to see that they/he complete/s the inquiry and submit/s their,/his report expeditiously and in any case on or before _____

Competent Authority

Place : Belgaum

Date :

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

**FORM OF CHARGE SHEET
(Under BL.198(3))**

1. (Name and Designation
appointed as Inquiry Authority/Officer by the order No.
dated issued by to hold a
Departmental Inquiry into your conduct do hereby charge
(Shri)
as under :-
(1)
(2)
etc.
2. A statement of allegations on which the charges are based is attached herewith. A list of documents and of the witnesses by which each article of charge is proposed to be sustained is also enclosed.
3. You are called upon to put in your written statement of defence along with such documents as you intend to rely on in your defence in answer to the above charges within ----- days from the date thereof and to state at the same time whether you desire to be heard in person. If you desire to examine any witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your statement to furnish the names and addresses of your witnesses, within the time allowed to you, it will be presumed that you do not wish to make a statement or to furnish the names and addresses of your witnesses.
4. You are further called upon to state as to why the above charges or any of them, if held proved, should not be considered as good and sufficient ground for imposing upon you any one of the penalties specified in the rule _____ of the Service Conditions (Terms and Conditions of service of the non-teaching employees) 2006. Any representation that you may make with regard to the action taken against you would be considered by the Competent Authority before the final order of punishment is passed to you. You may, if you so desire, apply for copies of the relevant documents.

Competent Authority

CONFIDENTIAL

**KLE Academy of Higher Education and Research, Belgaum
(Deemed University)**

(Under BL.170(1))

Form of Confidential Report

Full Name
Father's Name
Date of Birth
Place of Birth (Village/Town/Taluka/District)
Nationality and Religion

Whether belongs to Scheduled Castes
Scheduled Tribes
Other Backward Classes

Home of Family
Permanent Address
Whether any immovable
property held.
If so, what and where?
Date of Joining KLE Academy of Higher Education and Research, Belgaum,
(Deemed University)
If service is not continuous,
Details of previous Service.....
Mother tongue
Languages known

Sr.No.	Qualifications and degrees	University
1.
2.
3.
4.
5.

**(Estimate of General Ability and Character of Grade 'A' to Grade 'C'
Officers and Employees.)**

1. Name :
2. Period of Report :
3. Post or Posts held :
4. Industry and Application :
5. Capacity to get work done by Subordinates. :
6. Relations with colleagues and the public. :
7. General intelligence :
8. Technical ability (where relevant). :
9. Special aptitude :
10. Administrative ability including :
judgement, initiative and drive.
11. Integrity and character :
12. Whether powers delegated are fully utilised ? :
13. General Assessment :

Date :

Signature, Name and Designation
of the Reporting Officer.

Place : Belgaum

Remarks of the Reviewing Officer

1. Length of service under Reviewing Officer. :

2. Do you agree with the Reporting Officer (If not, state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment? :

Date :

Signature, Name and Designation
of the Reviewing Officer

Place : Belgaum

Ephemeral Roll for the Year

Office of the

Full Name :

(In Block Letters)

Post held :

Date of Joining the Office :

To be used by the Reporting Officer for giving CR of the employees

Date	Brief remarks regarding Officer's work , character or conduct deserving to be noted including commendations, warnings, rewards or punishments.	Reference to file or case, if any.	Signature
------	--	------------------------------------	-----------

1	2	3	4
---	---	---	---

To be destroyed one year after the Confidential Report for the period has been sent, if no adverse remarks are given in the Confidential Reports. If adverse remarks are given on the basis of the Ephemeral roll, then the Ephemeral Roll shall be kept with the relevant confidential report till representation if any against the adverse remarks is decided.

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH
(Established u/s 3 of the UGC Act vide GoI (MHRD) Notification No.F.9-19/2000.3(A) dated 13th April 2019)

(Formerly known as KLE University)

Accredited at '**A**' Grade by NAAC (2nd Cycle) Placed in **Category 'A'** by MHRD (GoI)
JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka



MEMORANDUM OF ASSOCIATION

[AS PER UGC (INSTITUTIONS DEEMED-TO-BE-UNIVERSITIES) REGULATIONS, 2019]

English Translation of Order

Registration No: 498/04-05

District Cooperative Societies Office
Cooperative Administrative building, 1 Floor
Near Jakkeri Honda. Belagavi.-01
Dated 14.06.2019

KARNATAKA GOVERNMENT

DEPARTMENT OF CO-OPERATIVE SOCIETIES

As per the Karnataka State Cooperative Societies Rules, 1960 Rule 9*/10*, the Secretary/Chairman of the KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH BELAGAVI T: BELAGAVI has put forth a proposal for amendment to the By-laws of the University as per Clause No. 3.0, 4.02, 7.01, 7.02, 8.0, 9.0, 4.01, 10.0, 10.07, 10.08, 10.11, 11.02(2)(3), 11.03, 15.0, 16.0, 10.0, 13.0 and 20.0. The Amendment has been made as per the resolution passed in the Special General Body meeting of the Society held on 24.05.2019. As per the amendment, the proposal has been submitted to this office. The amended copy of the resolution has been duly registered. The prescribed fees of Rs. 1965 (One Thousand Nine Hundred and Sixty Five) has been paid.

sld

Registrar of District Cooperative Societies
Belagavi District, Belagavi.

Translated and prepared by me

J's Nandgaon
JYOTI S. NANDEGAON
B Com., LL.B
ADVOCATE
Reg. No. KAR/2571/10

ನೋಂದಣಿ ಸಂಖ್ಯೆ: 498/01-05



ಸಂಘಗಳ ಜಿಲ್ಲಾ ನೋಂದಣಾಧಿಕಾರಿಗಳ
ಕಚೇರಿ, ಸಹಕಾರ ಆಡಳಿತ ಭವನ, 1ನೇ
ಮಹಡಿ, ಜಕ್ಕೇರಿ ಹೊಂಡ, ಬೆಳಗಾವಿ-01
ದಿನಾಂಕ : 14-06-2019

ಸಹಕಾರ ಇಲಾಖೆ

1960 ನೇ ಇಸವಿಯ ಕರ್ನಾಟಕ ರಾಜ್ಯದ ಸಂಘಗಳ ಅಧಿನಿಯಮದ 9*/10* ಪ್ರಕರಣಗಳ
ಮೇರೆಗೆ ಅಪೇಕ್ಷಿತವಾದಂತೆ ಪ್ರಸ್ತಾವನೆಯಲ್ಲಿ ನಮೂದಿಸಿದ ದಸ್ತಾವೇಜುಗಳನ್ನು **KLE ACADEMY OF
HIGHER EDUCATION AND RESEARCH BELAGAVI T:BELAGAVI** ಈ ಸಂಘದ
ಕಾರ್ಯದರ್ಶಿ/ಅಧ್ಯಕ್ಷರವರಿಂದ ಸಂಘದ ನಿಬಂಧನೆಗಳಲ್ಲಿನ ಕ್ಲಾಸ್ ನಂ.3.0, 4.02, 7.01, 7.02, 8.0, 9.0,
4.01, 10.0, 10.07, 10.08, 10.11, 11.02(2)(3), 11.03, 15.0, 16.0, 10.0, 13.0, ಹಾಗೂ 20.0 ಗಳನ್ನು
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ಒಂದು ಸಾವಿರದಾ ಒಂಬತ್ತುನೂರಾ ಆರವತ್ತು ರೂ. ಮಾತ್ರ)



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ಬೆಳಗಾವಿ ಜಿಲ್ಲಾ, ಬೆಳಗಾವಿ.

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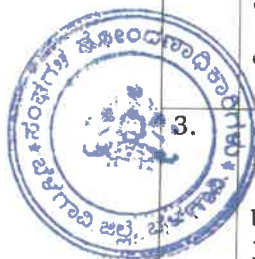


**MEMORANDUM OF ASSOCIATION/RULES OF THE
KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH**

(Formerly Known as KLE University) Reg No. 498/04-05
[Declared as (Deemed-to-be-University) u/s 3 of the UGC Act, 1956 vide GoI (MHRD) Notification
No. F.9-19/2000-U.3(A) dated 13th April 2006]
JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka

Amendment to the Memorandum of Association (MoA), 2016 as per
UGC(Institutions Deemed-to-be-Universities Regulations) 2019,

Sl. No.	Title
1.	<p>Name, Address and Registration details of the Society registered for the Deemed to be university: KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH Reg No. 498/04-05 [Declared as (Deemed-to-be-University) u/s 3 of the UGC Act, 1956 vide GoI (MHRD) Notification No. F.9-19/2000-U.3(A) dated 13th April 2006] JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka, India</p>
2.	<p>Name of the Institution Deemed to be University, its approved constituent units/Off-campuses/Off shore campuses</p> <ol style="list-style-type: none"> 1) Jawaharlal Nehru Medical College Belagavi 2) KLE Vishwanath Katti Institute of Dental Sciences, Belagavi 3) KLE College of Pharmacy, Belagavi. 4) KLE College of Pharmacy, Hubballi (Off Campus Centre) 5) KLE College of Pharmacy, Bengaluru (Off-campus Centre) 6) KLE Institute of Physiotherapy, Belagavi 7) KLE Institute of Nursing Sciences, Belagavi. 8) KLE Shri B.M.Kankanawadi Ayurveda Mahavidyala Belagavi (Off-campus Centre) 9) KLE Homoeopathic Medical College, Belagavi (Off-campus Centre)
3.	<p>Approved constituent units/off-campuses/off-shore campuses with UGC letter/MHRD Notification and dates Approved by MHRD vide Notification No. F.9-19/2000-U3(A) dated 13th April 2006</p> <ol style="list-style-type: none"> 1) Jawaharlal Nehru Medical College Belagavi 2) KLE Vishwanath Katti Institute of Dental Sciences, Belagavi 3) KLE College of Pharmacy, Belagavi 4) KLE College of Pharmacy, Hubballi (Off-campus Centre) 5) KLE College of Pharmacy, Bengaluru (Off-campus Centre) 6) KLE Institute of Physiotherapy, Belagavi 7) KLE Institute of Nursing Sciences, Belagavi. 8) KLE Shri B.M.Kankanawadi Ayurved Mahavidyala, Belagavi (Off-campus Centre) <p>Approved by Government of India, Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH) vide permission letter No. F. R. 12014/02/2013/2017-EP(H)</p> <ol style="list-style-type: none"> 9) KLE Homeopathic Medical College, Belagavi



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4.

DEFINITIONS

In these Regulations, unless the context otherwise requires:

2.01 "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].

2.02 "Campus" means campus of the Institution Deemed to be University at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India; and includes all the campuses situated in the same territorial jurisdiction.

2.03 "Commission" means the University Grants Commission (UGC) constituted under the Act.

2.04 "Category" means the category of Institution Deemed to be University under the University Grants Commission (Categorization of Universities (only) for the Grant of Graded Autonomy) Regulations, 2018; and "Category I" and "Category II" shall be construed accordingly.

2.05 "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.

2.06 "Constituent Unit" means unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University.

2.07 "De-novo Institution" means an institution with the focus on teaching and research in unique and emerging areas of knowledge' so determined by the Commission after a due process,

2.08 "Emerging area of knowledge" in the context of De-Novo Institutions means such specialized areas of knowledge which are considered desirable and useful and not usually imparted in the country.

2.09 "Expert Committee" means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice to be nominated by Chairman of the Commission and include representatives of the Statutory bodies; and there may be as many Expert Committees as the Commission may determine for different purposes.

2.10 "Government", unless the context so specifies, means the Central Government in the Ministry of Human Resource Development allocated with business pertaining to higher education.

2.11 "Institution" means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.

2.12 "Institution Deemed to be University" means an institution of higher education so declared, on the advice of the Commission, by the Government under Section 3 of the Act.

2.13 "Necessary Infrastructure" means infrastructure as required under the norms of concerned Statutory Body/Commission.

2.14 "Off-Campus centre" means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.



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- 2.15 "Off-Shore Campus" means a centre of the Institution Deemed to be University approved by the Government and situated beyond its campus outside India.
- 2.16 "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application.
- 2.17 "Notification" means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.
- 2.18 "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust or Company under Section 8 of Companies Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.
- 2.19 "Statutory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education such as the All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament.
- 2.20 "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- 2.21 "University" means a University defined in the University Grants Commission Act, 1956.
- 2.22 "NAAC" means National Assessment and Accreditation Council.
- 2.23 "NBA" means National Board of Accreditation.
- 2.24 "NIRF" means National Institutional Ranking Framework.



Objectives of the Institution Deemed to be University:

The objectives for which an institution is declared by the Government as an Institution Deemed to be University shall be:

- 3.01 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, at post-graduate and research degree levels, fully conforming to the concept of University as defined herein.
- 3.02 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.
- 3.03 To provide for high quality teaching and research recognized nationally and globally



6.

Powers and Functions:

To carry out the above objectives and for the management of the properties of the Institute, the Institute shall have the following:

Powers and functions:

- i) To establish courses of study and research and to provide instruction in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- ii) To confer degrees and to grant Diploma and / or Certificates to persons who have satisfactorily completed the approved courses of study and / or research as may be prescribed and shall have passed the prescribed examinations;
- iii) To institute and award visitorship, fellowship, exhibits, prizes and medals;
- iv) To provide for instruction, teaching and training in such branches of learning and courses of study as the Institute may, from time to time, determine;
- v) To make provision to enable constituent colleges to undertake specialized studies to organize, maintain and manage departments, laboratories, libraries, museums and equipment's for teaching or research;
- vi) To establish, maintain and manage institutions of research, of specialized studies or of academic services unit;
- vii) To establish, maintain and manage constituent colleges, institutions, hostels, health centers, auditoria and gymnasiums with the prior approval of the UGC / Central Government;
- viii) To provide for establishment of off-campus and off-shore campuses for serving a group of colleges, and also to provide for and maintain common resources centers in such campuses in the form of libraries, laboratories, computer centers, hostels, and the like centers of learning with the prior approval of the UGC / Central Government;
- ix) To create posts of principals, professors, readers, lecturers and other teaching or non-vacation academic posts required by the Institute with the prior approval of the sponsoring Body and to prescribe their qualifications and make appointments thereto;
- x) To appoint or recognize persons working in any other Institute, industry or organization as adjunct professors, adjunct readers, adjunct lecturers, visiting professors of the Institute for specified periods;
- xi) To create non-teaching skilled, administrative, ministerial and other posts and prescribe their qualifications and pay-scales with prior approval of the sponsoring Body and to make appointments thereto;
- xii) To hold examinations and confer degrees and post-graduate diplomas and award post-higher secondary diplomas and certificates and other academic distinctions on persons who,



- a) Unless exempted there from in the manner prescribed, have pursued approved courses of study in the Institute and have passed the examinations prescribed by the Institute.
- b) Have pursued approved courses of study in the Institute and have passed the examinations prescribed by the Institute; or
- c) Have engaged in research under conditions provided by Bye-Laws.
- xiii) To confer honorary degrees or other academic distinctions as prescribed by the Bye-Laws;
- xiv) To monitor and evaluate the academic performance of constituent colleges and their periodical accreditation with the help of accreditation agencies like NBA, NAAC, ISO, EMS, SAS, JCI etc..
- xv) To hold and to manage trusts and endowments and institute and award fellowships, traveling fellowships, scholarships, studentship, medals and prizes for teachers and students of the Institute.
- xvi) To fix, demand and receive or recover such fees and other charges as may be regulated by the Bye-Laws from time to time;
- xvii) To supervise, control and regulate the conduct and discipline of the students of the Institute and hostels;
- xviii) To provide for mobility of students from formal to non-formal stream and *vice-versa*;
- xix) To make arrangements for promoting welfare of the employees of the Institute;
- xx) To co-ordinate and regulate teaching and research in the Constituent colleges;
- xxi) To provide for the training and quality improvement of teachers and non-teaching employees;
- xxii) To provide for periodical assessment of the performance of teachers and non-teaching employees of the Institute in accordance with the provisions of the Bye-Laws.
- xxiii) To regulate and provide for attendance of the teachers on the premises of the Institute during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuition or private coaching classes;
- xxiv) To provide for conduct and discipline rules for teaching and non-teaching staff and the enforcement thereof;
- xxv) To maintain records, documents and returns of the Institute;
- xxvi) To establish, maintain and manage, whenever necessary -
- a) printing and publication department;
 - b) extension boards of the Institute;
 - c) information bureaus;
 - d) employment guidance bureaus; and
 - e) such other activities as may be necessary and possible to fulfill the objects of the Institute;



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- xxvii) To make provision for participation of students in -
- a) the national service scheme;
 - b) the national cadet corps;
 - c) home guards and civil defense;
 - d) the national sports organization;
 - e) physical and military training;
 - f) extra-mural teaching and research;
 - g) Centre for Distance Education;
 - h) programmes related to adult and continuing education, and extension;
 - i) Any other programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible to fulfill the objectives of the Institute.
- xxviii) To provide for special training or coaching for competitive examinations, for recruitment to the public services, public undertakings and other competitive employment opportunities;
- xxix) To co-operate or collaborate with any other Institution, Authority or Organization within and outside India for research and advisory services and for such purposes to enter into appropriate arrangement with other universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand;
- xxx) To organize training programmes for the faculty and supporting staff.
- xxxi) To borrow funds for the purposes of the Institute on the security of the property of the Institute.
- xxxii) To explore the possibilities of augmenting the resources of the Institute by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organisations;
- xxxiii) To undertake academic collaboration and twinning programmes with universities and institutions abroad, with the approval of the Central Government;
- xxxiv) To receive funds for collaboration programmes from foreign agencies subject to rules and regulations of the Central Government.
- xxxv) To lay down for teachers service conditions including code of conduct, workload, norms of performance appraisal, and such other instructions or directions as, in the opinion of the Institute, may be necessary in academic matters;
- xxxvi) To undertake development programmes in higher education, research, consultancy-based projects and training programmes for outside agencies, by charging fees, so as to generate resources;



- xxxvii) To make special provisions for benefit of the Institute, education to be made available to classes and communities which are socially and educationally backward;
- xxxviii) To make special provision for such benefits of the Institute, education to be made available for women students and handicapped students as the Institute may think necessary;
- xxxix) To make special provision for higher education in rural and tribal areas;
 - xl) To implement the national literacy and adult education programme through teachers and students on voluntary basis in the Institute system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;
 - xli) To perform such other functions as Deemed fit by the Institute.

7. **Corpus Fund:**

4.02 Corpus Fund

- i) In the case of Institutions not maintained or financed by the Government a Corpus Fund of Rs.10 Crore for an existing institution and Rs.25 Crore for a de-novo institution, shall be created and maintained permanently in the name of the proposed Institution Deemed to be University by way of irrevocable Government Securities or other forms approved by the Commission.
- ii) The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institution Deemed to be University.

8. **Off-campus centres and Off-Shore campuses**

Off-campus centres and off-shore campus centres shall be started by the deemed to be university only in accordance with the UGC Regulations

OFF-CAMPUS CENTRE(S):

7.01 Institutions Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the "Universities" category of current NIRF ranking shall be permitted to start new Off-Campus Centre(s), following the procedure mentioned hereunder:

7.01.1 Institutions Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the "Universities" category of current NIRF ranking shall submit their application to the Government by way of an Affidavit in the prescribed proforma for approval to start an Off-Campus Centre or, for issuance of Letter of Intent for setting up an Off-Campus Centre, as the case may be.

7.01.2 The Government, after such preliminary scrutiny as it may deem fit, of the application containing details of existing or proposed



infrastructure facilities, Courses/Programmes of study, Students intake, financing arrangements, shall forward to the application to the Commission for its advice. The Institutions applying for Off-Campus Centre(s), shall have to meet the following stipulations:

- (i) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 25 (twenty five) teachers and a minimum of 500 students on its rolls under the regular class-room mode, of which not less than one third being postgraduate/research students; and at least 3 Post Graduate Departments with research programmes.
- (ii) Shall possess such academic and physical infrastructure as may be prescribed by the Commission and/or the relevant statutory bodies.
- (iii) Shall have a built up area of not less than 30 sq. mts. per student which shall include academic (academic buildings, library, lecture hall, laboratories, etc.), administrative (hostels, faculty residences, health care), common and recreational facilities.

7.01.3 In respect of Institutions Deemed to be Universities in Category -I or ranked from 1-50 in the "Universities" category of current NIRF ranking, there shall be no requirement of physical inspection. The Chairman of the Commission may constitute a Standing Committee to undertake examination of the information furnished by the Institution. The Chairman, on behalf of the Commission, shall forward the advice to the Government within thirty days on receipt of the application taking into consideration the observations of Standing Committee. Category-I Institutions Deemed to be Universities or ranked from 1-50 in the "Universities" category of current NIRF ranking can establish only three off-campus in a period of five years provided that not more than one campus can be established in one academic year. These off-campus shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.

7.01.4 In respect of Institutions Deemed to be Universities in Category-II, the information provided with the application may be assessed and verified by an Expert Committee, constituted for the purpose by the Commission. The Chairman, on behalf of the Commission, shall forward the advice to the Government within sixty days on receipt of the application taking into consideration the observations of Expert Committee. Category- II Institutions Deemed to be Universities can establish only two off-campus in a period of five years provided that not more than one campus can be established in one academic year. These off-campus shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.

7.01.5 The Government shall, after taking into consideration the advice of the Commission, ordinarily within a further period of fifteen days from the date of receipt of such advice, either issue a notification for starting of off-campus centres(s) or, as the case may be, a Letter of Intent for setting up of new off-Campus centre(s) or reject the



proposal stating the reasons thereto. The decision of the Government shall be final and binding. 7.01.6 If at any time, the information provided by the applicant Institute is found to be incorrect, the Government may withdraw the approval for starting the off-Campus Centre; and in order to protect the interests of students enrolled at such Centre, the Institution shall be asked to seek affiliation of the Off-Campus Centre to the State/ Central University having territorial jurisdiction. Any information found to be false after due verification shall be liable for criminal prosecution under the Indian Penal Code, 1860, as amended from time to time.

Off-shore Campus:

7.02 Institutions Deemed to be Universities in Category-I shall be allowed to start new Off-Shore Campuses with the prior approval of the Ministry of Human Resource Development after receiving NOC from Ministry of External Affairs and Ministry of Home Affairs. Institutions Deemed to be Universities shall maintain the standards similar to their main campus and shall follow similar admission criteria, curriculum, examination system and evaluation system. All the information about off-shore campus shall be disclosed on the website of the Institution Deemed to be University.

7.03 Existing Off-Shore campus will continue to operate provided they have obtained due permissions

New Courses/Programmes/Departments/School/Centre

8.0 STARTING OF NEW COURSE(S)/PROGRAMME(S)/DEPARTMENT(S)/SCHOOL(S)/ FACULTY(IES) IN THE CAMPUS OR APPROVED OFF-CAMPUS CENTRES OF AN INSTITUTION DEEMED TO BE UNIVERSITY

8.01 Institutions Deemed to be universities in Category-I, Category-II or institutions from 1-50 in "university" category of NIRF ranking may start new Course(s) /Programme(s) /Department(s) / School(s) /Faculty(ies) in any field in their existing campus and approved off-Campus Centre(s), with the prior approval of its Board of Management and, also where applicable, the relevant Statutory bodies. Such Institutions shall inform the Commission about starting of a new course/ programme/ department/ school/ Centre in its existing main campus and approved off-campus within one month of the grant of approval by the Board of Management of the Deemed to be University and concerned Statutory bodies. Provided that where the Institutions Deemed to be Universities in receipt of grants in aid or other funds for maintenance from the Central Government or the State Government or its Agencies, prior approval of the appropriate Government shall also be required.

8.02. Institutions Deemed to be universities, other than those referred to in clause 8.01 herein above, shall start new Course(s)/Programme(s) /Department(s) /School(s)/Faculty(ies) in allied field only in their existing Campus and approved off-Campus Centre(s) only after obtaining permission from its Board of Management and, also where



applicable, the relevant Statutory bodies. In case of starting of new Course(s)/ Programme(s)/ Department(s) / School(s) / Faculty(ies) in other than allied fields, prior approval of the Commission shall be required in addition to approval from the relevant statutory bodies. The Commission shall convey its decision either for approval or rejection as the case may be, within sixty days of receipt of the application from the institution

10. **Monitoring the performance of Deemed to be university:**

9.0 MONITORING THE PERFORMANCE OF DEEMED TO BE UNIVERSITIES

9.01 It shall be the responsibility of the Commission to monitor, annually, the performance and academic outcomes of all institutions Deemed to be universities, based on public disclosures on performance parameters, namely:

- a) The graduate outcomes shall be such that a minimum of 50% of the graduating students secure access to employment/self-employment or engage themselves in pursuit of higher education;
- b) Promote linkage of the students with the society/industry such that at least two-third of the students engage in socially productive activities during their period of study in the institutions;
- c) Train the students in essential professional skills such as team-work, communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents;
- d) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 100 (Hundred) teachers and a minimum of 2,000 students on its rolls under the regular class-room mode, and ensure that not more than 10% of the sanctioned posts of teachers is vacant at any point of time;
- e) Conduct induction programmes for students;
- f) Adopt Learning-outcome based curriculum framework(LOCF)and revise curriculum at regular intervals;
- g) Use Information Communication Technology (ICT) based learning tools for effective teachinglearning processes;
- h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinary learning
- i) Examination Reforms to ensure that the student assessment is based on understanding of the concepts, and application thereof;
- j) Ensure that at least half of the students passing out appear for examinations such as GATE/JAM/UGC-NET, and at least half of those appearing qualify;
- k) Tracking of the student progress after completion of course;
- l) Ensure that all new teachers, immediately after recruitment, are put through an induction course imparting pedagogical aspects;
- m) All existing teachers shall be placed through an annual refresher training;



- n) Compulsory participation in the NIRF ranking;
- o) National level merit-based admission process.
- p) Effective implementation of measures for quality improvement as per the quality mandate of UGC.
- q) To ensure not to start or run any professional courses governed by specific Acts of parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 8 of these Regulations.
- r) To submit the type of courses those are being offered latest by 30th April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc
- s) To adhere to these regulations and other rules / regulations/ directions issued by the UGC and relevant statutory bodies from time to time.
- t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.

9.02. The Commission shall decide on the physical verification of an Institution Deemed to be University, or constitute teams for such verification only on receipt of complaints against the accuracy and veracity of the information placed on the website of the institution in respect of the parameters referred to in clause 9.01



11 GOVERNANCE

10.0 SYSTEM OF INSTITUTIONAL GOVERNANCE

10.01 The proposed/existing Institution Deemed to be University shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013. Provided that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit Society /Trust /Company for the Deemed to be University. However, the sponsoring body shall categorically mention in its Registration Deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in future under it. Provided further that if the sponsoring body of an existing Institution Deemed to be University does not have a Society /Trust /Company exclusively for running educational institutions, it shall form a new not for profit Society / Trust /Company for the Deemed to be University. In such cases, the sponsoring body shall be exempted from transferring of its moveable and immoveable assets to the newly created Society/Trust/Company, if such sponsoring body provides Notarized Affidavit to the effect that the entire moveable and immoveable assets allocated to the Institution Deemed to be



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University shall not be leased or otherwise disposed off without the prior permission of the Commission, and also that all expansion in the future shall be undertaken by the Society /Trust /Company exclusively established for Deemed to be University. Provided also that the sponsoring body shall make available the infrastructure for operating the Institution Deemed to be University without any rental or other such charges.

10.02 All moveable and immovable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institution Deemed to be University.

10.03 The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 15 members.

10.04 The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.



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Composition of Board of Management

10.05 The composition of Board of Management shall be as under: -

- i) Vice-Chancellor.....Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable),
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body;
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- vii) Nominees of the Sponsoring body, not exceeding Four in number;
- viii) The Registrar, who shall be ex officio Secretary of the Board of Management.



13.	<p>Tenure of the members of the Board of Management:</p> <p>10.06 Tenure of the members of the Board of Management</p> <p>10.06.1 All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.</p> <p>10.06.2 Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.</p>
14.	<p>Powers and Limitations of the Board of Management</p> <p>10.07 Powers and Limitations of the Board of Management</p> <p>10.07.1 The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.</p> <p>10.07.2 The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial and developmental matters.</p> <p>10.07.3 The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.</p>
15.	<p>Meetings of the Board of Management</p> <p>10.08 Meetings of the Board of Management:</p> <ol style="list-style-type: none"> i. The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management. ii. Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting. iii. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting. iv. Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote. v. Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members. vi. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution Deemed to be University as soon as maybe possible after the meeting.



16.	<p>Termination of Membership of the Board of Management</p> <p>10.09 Termination of Membership If a member other than the Vice-Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.</p>
17.	<p>Delegation of powers of the Board of Management</p> <p>10.10 Delegation of Powers of the Board of Management The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.</p>
18.	<p>Composition of the Academic Council</p> <p>10.11.1 Academic Council: The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under:</p> <ol style="list-style-type: none"> i. Vice Chancellor Chairperson; ii. Pro Vice-Chancellor (wherever applicable); iii. Dean(s) of Faculties; iv. Heads of the Departments; v. Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority; vi. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority; vii. Two Assistant Professors from the Departments by rotation based on inter-se seniority; viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor; ix. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge



- x. The Registrar, who shall be ex officio the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

19. **Powers and Functions of the Academic Council**

B. The Academic Council shall have the following powers and duties, namely:-

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon;
- ii. To exercise general supervision over all academic work of the institution Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the Institution Deemed to be University, and to acquire reports on such researches from time to time;
- iv. To prescribe courses /programmes of study leading to degree and diploma of the Institution Deemed to be University;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions Deemed to be University;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - d) To frame rules covering the academic functioning of the institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction;



- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules

20. **Meetings of the Academic Council**

- 10.11.1 C Meetings of the Academic Council
- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
 - ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
 - iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
 - iv. Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

21. **Planning & Monitoring Board**

10.11.2 Planning & Monitoring Board:

- i. The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution Deemed to be University.
- v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.



22. **Composition of the Finance Committee**

- 10.11.3 Finance Committee
A. The composition of Finance Committee shall be as under:
- i. Vice Chancellor – Chairperson;
 - ii. Pro Vice-Chancellor (wherever applicable);
 - iii. One person nominated by the Society/Trust/Company;
 - iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
 - v. One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
 - vi. One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;
 - vii. Finance Officer- Secretary ex officio

23. **Tenure of members of the Finance Committee**

B. All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

Powers and Functions of the Finance Committee

- C. Powers and Functions of the Finance Committee:
- i. To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;
 - ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
 - iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.


Note: No expenditure other than that provided in the budget shall be incurred by the Institution Deemed to be University without the approval of the Finance Committee



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25	<p>Meetings of the Finance Committee</p> <p>D. Meetings of the Finance Committee: The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.</p>
26.	<p>Board of Studies</p> <p>10.11.4 Board of Studies: There shall be one Board of Studies for each Department of the Institution Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:</p> <ul style="list-style-type: none"> i. Dean of faculty/ Head of the Department – Chairperson; ii. All Professors of the faculty/ Department; iii. Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority; iv. Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority; v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned. <p>Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution Deemed to be University</p>
27.	<p>Selection Committee</p> <p>10.11.5 Selection Committee:</p> <ul style="list-style-type: none"> i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time. ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee. iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.
28.	<p>Misc. matters pertaining to authorities</p> <p>10.11.6 Miscellaneous matters pertaining to different authorities of the Institution Deemed to be University</p> <ul style="list-style-type: none"> i. If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon



	<p>shall be final and binding.</p> <p>ii. Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.</p> <p>iii. Sudden vacancies among the members of any authority or any Committee of the Institution Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.</p> <p>iv. A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institution Deemed to be University:</p> <p>a) if he/she is of unsound mind</p> <p>b) if he/she is an un-discharged insolvent</p> <p>c) if he/she has been convicted by a court of law for an offence involving moral turpitude.</p> <p>d) if he/she has not been appointed as per the provisions of these Regulations.</p> <p>Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding.</p>
 <p>29.</p>	<p>Chancellor</p> <p>10.12.1 Chancellor</p> <p>i. The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer.</p> <p>ii. The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.</p> <p>iii. Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institutions Deemed to be University.</p>
<p>30.</p>	<p>Pro-Chancellor</p> <p>iv. Pro-Chancellor: The Sponsoring body of the Institution Deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.</p>



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31	<p>Vice-Chancellor</p> <p>10.12.2 Vice-Chancellor</p> <p>A. The Vice-Chancellor shall be a whole time salaried officer of Institution Deemed to be University, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.</p> <p>B. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.</p> <p>C. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:</p> <p>i. Where control of the management of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.</p> <p>ii. Where the financial assistance, by way of grants in aid or otherwise, to the Institution Deemed to be University by the Central Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year accounts) the composition of Search-cum-Selection-Committee shall be as under:</p> <p>a) A nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee;</p> <p>b) A nominee of the Central Government, who shall be an academic of eminence; and,</p> <p>c) An academician, with not less than 10 year service as Professor, nominated by the Board of Management</p> <p>iii. Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search-cum-Selection Committee shall be as under:</p> <p>a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee</p> <p>b) A nominee of the Chairman, University Grants Commission</p> <p>c) An academician, with not less than 10 year service as Professor, nominated by the Board of Management</p>
32.	<p>Tenure of Vice-Chancellor</p> <p>D. Tenure of Vice-Chancellor:</p> <p>i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term; Provided that in no case shall the person appointed as Vice-Chancellor hold office beyond the age of 70years; Provided further that notwithstanding the expiry of the period of 5 years, the Vice Chancellor</p>



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may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

- ii. Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

33. Powers of the Vice-Chancellor

E. Powers of the Vice-Chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over its affairs, and shall be mainly responsible for implementation of the decisions of all its authorities.
- ii. The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii. The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institution Deemed to be University.
- iv. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution Deemed to be University under these Regulations and Rules of the Institution Deemed to be University, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters. Provided that if the relevant authority mentioned in Clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final. Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.
- v. It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institution Deemed to be University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.



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- viii. The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the Institution Deemed to be University.

34. Removal of Vice-Chancellor

E. Removal of Vice-Chancellor

- i. Where there are reasons to believe that the Vice-Chancellor of an Institution Deemed to be University does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice Chancellor after following the due process; Provided that, in respect of Vice Chancellors of institutions Deemed to be universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.



35. Pro Vice-Chancellor

10.12.3 Pro Vice-Chancellor

- i. The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management; Provided that in respect of institutions managed and controlled by Central Government or State Government the prior approval of the appropriate Government shall be obtained before creating the post.
- ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University



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36.

Registrar

10.12.04 Registrar

- i. The Registrar shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - a) Vice Chancellor – Chairperson;
 - b) One nominee of the Chancellor;
 - c) One nominee of the Board of Management; and,
 - d) One expert, not being an employee of the Institution Deemed to be University, to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution Deemed to be University.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be Deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi. The following shall be the duties of the Registrar: -
 - a) To be the custodian of the records and the funds and such other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge;
 - b) To conduct the official correspondence on behalf of the authorities of the institution Deemed to be university;
 - c) To issue notices convening meetings of the authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meetings of all the authorities of the Institution Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities;
 - e) To make arrangements for the examinations conducted by the Institution Deemed to be University;
 - f) To represent the Institution Deemed to be University in suits or proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - g) To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University;
 - h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University;
 - i) To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of management or the Vice-Chancellor from time to time.



37.	<p>Finance Officer</p> <p>10.12.5 Finance Officer</p> <ol style="list-style-type: none"> i. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management. ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University. iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor. iv. He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management. v. He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.
38.	<p>Controller of Examination</p> <p>10.12.6 Controller of Examinations</p> <ol style="list-style-type: none"> i. The Controller of Examinations shall be appointed by the Board of Management. ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution Deemed to be University. iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with. iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.
39.	<p>Dean</p> <p>10.12.7 Dean: The Departments dealing with allied subjects could be grouped into faculties, and every faculty may be headed by a Dean.</p>
40.	<p>Head of the Department</p> <p>10.12.8 Head of the Department</p> <ol style="list-style-type: none"> i. There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department. ii. The term of the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms. iii. The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.



41. **Admissions and Fees Structure**

11.0 ADMISSIONS AND FEES STRUCTURE

11.01 No Institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,-

- (a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
- (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,
- (c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
- (d) without a proper receipt in writing issued for such payment to the student admitted in such institution.

11.02

- (1) No Institution Deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
- (2) Institution Deemed to be University shall be abided by UGC notification regarding refund of fees and non retention of original certificate as amended time to time.

11.03 Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.

11.04 Every Institution Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.

11.05 Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, every Institution Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:

- i. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;



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- iv. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- v. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vi. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

11.06 No Institution Deemed to be University shall retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

Institution Deemed to be University open to all

12.0 INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

12.01 Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.

12.02 All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of institutions Deemed to be universities.

43. **Institution Deemed to be University to be Unitary**

13.0 INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

44. **Reservation Policy**

14.0 RESERVATION POLICY Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website



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45.	<p>Distance Education</p> <p>15.0 DISTANCE EDUCATION</p> <p>Institution Deemed to be Universities may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time. Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.</p>
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46.	<p>Power to conduct enquiry and consequences of violation of Regulations</p> <p>16.0 POWER TO CONDUCT ENQUIRY AND CONSEQUENCES OF VIOLATION OF REGULATIONS</p> <p>16.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.</p> <p>16.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Institution Deemed to be University for the purpose of the enquiry.</p> <p>16.03 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institution Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the institution to present its case.</p> <p>16.04 Where an Institution Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s) :</p> <p>A. Violations leading to issuance of unapproved degrees:</p> <ol style="list-style-type: none"> i. Punishment under Section 24 of the University Grants Commission, 1956. ii. Barring from any expansion in terms of diversification to new Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period. iii. Reducing the intake capacity in student enrolment in a specific
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- course(s) or in all courses, for a limited period or in perpetuity.
- iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
- v. Closure of the Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses.
- vi. Withdrawal of the notification of declaration as Institution Deemed to be University.

B. Violations leading to non-adherence of the Regulations:

- i. Where any deficiencies in complying with the provisions of these Regulations come to the notice of the Commission, it shall issue a warning in that regard to the Institution Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations. Provided that any punishment awarded to the institution Deemed to be university shall be without detriment to the interests of the students.
- ii. Vice-Chancellor of the Institution Deemed to be University may be removed as per the procedure laid down in relevant Clause of these Regulations.
- iii. Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause 16.04A of the UGC (Institutions Deemed-to-be-Universities) Regulations, 2019:

17.0 CONSIDERATION OF PROPOSALS UNDER PREVIOUS REGULATIONS

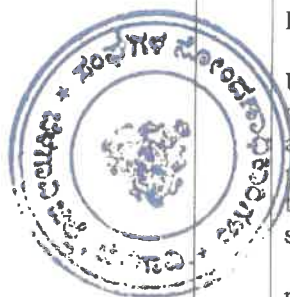
All proposals for seeking declaration as an Institution Deemed to be University or seeking approval for establishing off-Campus Centres or off-shore Campus(es) or for the inclusion of other institutions in the ambit of the Institution Deemed to be University, which are either pending or in process before the Commission or have been received by the Government prior to the date of notification of these Regulations, shall be governed by these Regulations.

Provided that if an applicant, in respect of a proposal prior to notification of these Regulations, desires so in writing that such application be processed under the UGC [Institutions Deemed to be Universities] Regulations, 2016, the Government or the Commission, as the case may be, shall proceed to do so after obtaining an undertaking in writing from the applicant, to become compliant with these Regulations within two years of its notification, failing which the Deemed university status shall be withdrawn by the Government, and the applicant shall have to apply afresh for such status under these Regulations.

47. Funds, Accounts, Audits and Annual Report

18.0 Funds, Accounts, Audits and Annual Report

- i. The books of accounts of the Institution Deemed to be University shall be maintained, managed and operated in the name of the Institution Deemed to be University and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the



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- rules, if any, prescribed in this regard by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.
 - iii. The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of Institution Deemed to be University shall also, where required, be open for inspection by the Commission.
 - iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution Deemed to be University. Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing the Institution Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.
 - v. Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

48. **Miscellaneous**

- 19.0 Miscellaneous
- i. The Institution Deemed to be University shall mention the name with location of campus/off campus /off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
 - ii. The Institution Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.



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- iii. No Institution Deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/ course/ programme of study/ department/ school/ faculty of the Institution Deemed to be University.
- iv. While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or Institution Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.
- v. The income and property of the Institution Deemed to be University shall be utilized solely for promoting the objectives of the Institution Deemed to be University.
- vi. The Commission shall have the powers to issue directions to an Institution Deemed to be University for implementation of any public policy of the Government or in spect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institution Deemed to be University.
- vii. All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or the Institution Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.
- viii. No portion of the income and property of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.
- ix. The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institution Deemed to be University.
- x. Every Institution Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell



	<p>e) Internal Complaints Committee for prevention of Sexual Harassment</p> <p>f) Barrier Free access to persons with disabilities to all its facilities</p> <p>xii Where, an Institution Deemed to be University wishes to surrender its status of 'Institution Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the Institution Deemed to be University from the purview of an Institution Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government. Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.</p> <p>xi. In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.</p>
49	<p>Legal Proceedings</p> <p>20.0 Legal Proceedings</p> <p>(1) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institution Deemed to be University may sue or be sued shall be the Registrar, who shall have the Power to enter into agreements, sign documents and authenticate records on behalf of the Institution Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.</p> <p>(2) No suit or legal proceedings shall lie against the Government, or the Commission, or the Institution Deemed to be University, or an Officer of the Institution Deemed to be University, or a member of the authority of the Institution Deemed to be University, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.</p>



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KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

JNMC Campus, Nehru Nagar, Belagavi

Amendments made as per UGC (Institutions-Deemed-to-be-Universities
Regulations) 2019

As per the resolutions of the Special General Body Meeting held on 24.04.2019

Topics	Clauses		Provisions in UGC Regulations 2016	Provisions in UGC Regulations 2019
	2016	2019		
Objectives	3.0	3.0	<p>Applicable only to post graduate and research degree levels</p> <p>To provide for advancement of knowledge --- etc.,</p> <p>Creation of institutions under 'de-nova' category</p>	<p>Applicable to undergraduate, post graduate and research degree levels</p> <p>Teaching and research recognized nationally and globally</p> <p>Clause deleted.</p>
Corpus fund	7.5	4.02	<p>Corpus fund shall not be liquidated without permission</p> <p>Upward revision of corpus funds</p>	<p>Provision deleted</p> <p>Provision deleted</p>
<p>Starting new courses, dept, programme</p> <p>Off-Shore Centres & Off-shore Campuses</p>	12.0	7.01 7.02 8.0	<p>Accredited by NAAC with highest grade or all eligible courses accredited with the highest grade of NBA may start new course. Approval of authorities of the university and statutory council(s).</p> <p>Information to Commission is necessary within 1 month of grant of approval.</p> <p>Prior approval necessary in all other cases. Approval shall be given within 60 days of application</p> <p>Institutions may start off-campus(es)/ off-shore campus(es) if requirements as per regulations are fulfilled.</p>	<p>Off-shore centres Deemed to be universities in Category-I, Category-II or institutions from 1-50 ranking of NIRF may start new off-shore course.</p> <p>Application shall be submitted to Govt for approval and issuance of LoI. Government shall forward to commission for advice:</p> <p>For courses other than allied fields – approval of Commission. Teacher student ratio not less than 1:20. Faculty strength not less than 25 teachers and a minimum of 500 intake A minimum of 2000 students for regular class room of which 1/3rd PG students and atleast 5 PG Department for at least 3 years research programmes.</p>





An off-shore campus shall be established with prior permission of the Central Government. Provided such shore shall be proposed five years after the institution has attained deemed university status.

No objection from Ministry of External affairs and Ministry of Home affairs.

For off-shore campuses in other country

The Off-campus centre/off shore campus shall be directly administered by the parent institution

They shall offer only those programmes approved by the statutory authorities

If the performance of the off-shore campus does not meet the stds& remains unsatisfactory for 2 reviews, the commission may order to close it down.

The MHRD may give 'in-principle No Objection' for establishing an off-campus centre or campus where required by the statutory councils.

Shall have build up area not less than 30 sq.mtra. per student.

No physical inspection for universities in category-I or ranked from 1-50 NIRF.

Category -I institutions ranked 1-50 can establish 3 offcampuses in 5 years provided not more than 1 in 1 year.

Category -II institutions can establish only 2 campuses in 5 years provided that not more than 1 in 1 year.

Government shall issue a notification or a LoI for setting up new off-campus.

Off-shore campuses

Category-I institutions shall start new campuses with approval of MHRD and NOC from Ministry of External Affairs and Ministry of Home Affairs.

Existing campuses will continue to operate provided they have obtained due permissions.

New course/programme/dept/schools/faculty(ies)

Category-I, category-II or institutions from 1-50 ranking of NIRF may start new course___ with approval of BOM and where applicable relevant statutory bodies.

Information to commission within 1 month of approval.

Other institutions shall start new courses etc only in existing campus and off-campus centres only after permission from BOM and relevant statutory bodies. In other fields prior approval of commission is necessary.



Monitoring the performance		9.0	No provision was made	New provision is included
Maintenance of standards	11.0		Standards were prescribed	Provision is deleted.
Eligibility Criteria	4.01	4.01	<p>Highest NAAC/NBA grade required continuously for two cycles and again for third cycle OR Highest NAAC/NBA grade and should be in top 20 in any specific category or in top 100 of overall ranking of NIRF</p> <p>At least 10 publications in referred journals listed by UGC and 15 per year in faculty of science/medical / engineering</p> <p>Shall have adequate number of full time qualified teachers</p> <p>Has under graduate and atleast five post graduate departments in existence for 3 years with research programmes.</p> <p>2 conditions were imposed</p>	<p>Accreditation by NAAC for 3 consecutive cycles 1/3rd of the programme accredited by NBA</p> <p>Should be top 50 ranks in any specific category or among the top 100 of overall ranking of NIRF</p> <p>The annual per faculty publications in SCOPUS, Web of science or peer-reviewed journals of acceptable quality as per the UGC Reference List of Quality Journals shall not be less than 2 (two)</p> <p>Conditions are deleted</p>
Governance system	5.0	10.0	<p>No mention of use of movable and immovable assets</p> <p>vii) One teacher by rotation of the rank of Assistant Professor</p> <p>Registrar shall be secretary</p>	<p>Movable and immovable assets shall be used for conducting academic activities, promotion of research and administrative requirements of the deemed to be university.</p> <p>deleted</p> <p>Registrar shall be Ex-officio Secretary</p>



Powers of BOM	Anx-14.4 (i) -xxxvi	10.07	Powers were elaborated	The BOM shall be final decision making body in respect of every matter, including academic, administrative. Personnel, financial, developmental matters.
Meeting of BOM	Anx-I 4.5	10.8	8 members shall form quorum Chairman shall preside over the meeting	½ of total numbers of members shall form quorum. Vice-chancellor or pro-vice chancellor shall preside over the meeting
Other authorities	Anx - II	10.11	Academic council 5. All Professors Finance committee meetings 5 members shall form quorum	Academic council v. 10 professors Finance committee meetings 4 members shall form quorum.
Admission & Fee Structure	6.1(2) 6.3 (i) & (ii)	11.02 (2)(3) 11.03	Refund and forfeiture of fees of students who do not join within 7 days Admission process was prescribed as per 6.3(i)	UGC Notification regarding refund of fees and non retention of original certificate shall be regarded. Admission shall be based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified.
Joint programmes	14.0		Joint programmes can be conducted subject to conditions	No provision for joint programmes.
Distance education	18.0	15.0	Not allowed to offer courses in the open & distance learning mode Already offered with approval of UGC are permitted to continue	May open courses in Open, distance learning/on line mode as per UGC regulations Already offering programmes of study are permitted to continue
Consequences of violation of regulations	22.0	16.0	Central government or commission can suo-moto held enquiry in respect of any matters.	The government or commission can held enquiry if any information or complaint is received for violation.



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			<p>The government may</p> <ol style="list-style-type: none"> Direct not to admit new students Reduce the number of students Withdraw notification declaring the institution as deemed to be University. <p>If the institution wishes to withdraw the deemed university status – permission of the central government.</p>	<p>Before holding enquiry a notice shall be issued to the University.</p> <p>The commission may also cause inspection for the purpose of enquiry.</p> <p>Government/commission shall take action if proved guilty of violations</p> <p>The violations have been grouped into 2 categories</p>
Funds, Accounts, Audit & Annual Report:	18.0	10.0	Funds shall not be diverted at any time from the accounts of the institution deemed to be university to any other accounts, including to the accounts of the sponsoring body.	Institutions shall continue to receive the funds from the same funding sources which have been funding them prior to such declaration. Institutions may also supplement their finances.
Institution deemed --- to be unitary	16.0	13.0	Shall not affiliate any other institution	Shall not affiliate any other institution nor shall add any constituent institutions.
Legal Proceedings	Anx-II 23.0	20.0	Registrar can sue or may be sued	Registrar can sue or may be sued in legal proceedings
				Registrar shall have power to enter into agreements, sign documents and authenticate records on behalf of the institution.

Date: 24.04.2019
Place: Belagavi.



Registrar & Secretary
KLE Academy of Higher Education
and Research, Belagavi.

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