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**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT
STATUTES, 1997
CHAPTER I
PRELIMINARY**

1. Short title and commencement :-

(1) These Statutes may be called the Sree Sankaracharya University of Sanskrit Statutes, 1997.

(2) They shall come into force at once.

2. Definitions :-

(1) In these Statutes, unless the context otherwise requires –

(a) "academic year" means a period of twelve months commencing from the first day of June of a year and ending with the thirty first day of May of the succeeding year;

(b) "Act" means The Sree Sankaracharya University of Sanskrit Act, 1994 (5 of 1994);

(c) "Chapter" means a Chapter of these Statutes;

(d) "clear days" means the number of days to be counted excluding the first and the last days;

(e) "department" means a University department of study and /or research or a department functioning for specific purpose maintained at the cost of the "general fund" of the University;

(f) "head of department" means the officer in charge of a department who is responsible for its administration including its day-to-day working.

(g) "laws of the University" means the provisions contained in the Act and the Statutes, the Ordinances, the Regulations, and the orders made there under;

(h) "section" means a section of the Act;

(i) "subject of study" means a subject for which a separate Board of Studies is set up;

(j) "University employee" means every person in the whole time employment of the University (other than a person so employed in the contingent or work establishment) and paid for from the general fund of the University.

(2) Words and expressions used and not defined in these Statutes but defined in the Act or in the Interpretations and General Clauses Act, 1125 (VII of 1125), shall have the meanings respectively assigned to them in those Acts.

**CHAPTER II
OFFICERS OF THE UNIVERSITY
Vice-Chancellor**

1. General supervision and control by the Vice-Chancellor:-

(1) The Vice-Chancellor shall be a whole time salaried officer of the University and shall exercise general supervision and control over the affairs of the University and he shall give effect to the decision of all the authorities of the University.

(2) Where an employee of –

(a) the University, or

(b) any other University or College or Institution maintained by, or affiliated to the University, is appointed as the Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund to which he is a subscriber and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

2. Pay and allowances:-

(1) The pay and allowances of the Vice-Chancellor shall be such as may be determined by Government, from time to time.

(2) He shall be entitled to travelling and daily allowance at such rates as may be fixed by the Government.

(3) Unless otherwise specified in the terms of appointment, he shall be entitled to medical treatment, medical attendance and medical reimbursement benefits applicable to the first grade officers of the State Government from time to time.

3. Accommodation:- The Vice-Chancellor shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

4. Leave:- 1) The Vice-Chancellor shall be entitled to such numbers of casual leave, restricted holidays and earned leave as are allowed to officers of the Government.

(2) He shall be eligible for surrender of earned leave as admissible to State Government officers including surrender of earned leave at credit on the date of retirement.

(3) The Vice-Chancellor shall also be entitled, on medical grounds or, otherwise, to leave without allowances for a period not exceeding four months during the term of his office.

5. Power of Vice-Chancellor to transfer employees and posts:-

The Vice-Chancellor shall be competent to transfer any employee or post from one institution maintained by the University to another.

6. Statutes of the Vice-Chancellor and his powers:-

(1)The Vice-Chancellor shall be the principal academic and executive officer of the University in respect of all matters connected with the University and all the officers are bound to carry out his orders.

(2)In addition to powers conferred under the Act, the Vice-Chancellor shall exercise the following powers, namely:-

- (a) *Academic and administrative*
 - (i) to sanction transfer of students from one Regional Centre to another and combination of their attendance, subject to the conditions prescribed in the Ordinances;
 - (ii) to sanction deputation of delegates to conferences and seminars;
 - (iii) to grant extra time to disabled candidates for answering papers at University examinations, on the recommendations of the head of the department and Dean of the Faculty;
 - (iv) to accept, in deserving cases, applications from candidates for admission to University examinations who could not remit the examination fees within the prescribed time;
 - (v) to declare the satisfactory completion of probation of the officers of the University;
 - (vi) to countersign the Travelling Allowance bills of the Registrar, the Principal Dean, the Deans of Faculties and the Finance Officer when the amount exceeds Rs. 5,000/-
- (b) *Financial*
 - (i) to make arrangements for additional charge in leave vacancy and such other short term temporary vacancies when substitutes are not required;
 - (ii) to open new Heads of Accounts in connection with schemes already sanctioned by the Syndicate;
 - (iii) to accord sanction for all works, original or repairs upto a maximum of Rs.5,00,000/- (Rupees Five Lakhs only), provided.

- (a) The work is one included in a scheme approved by the Syndicate; and
- (b) Funds have been provided in the University budget.
- (iv) to sanction permanent advance to officers and heads of institutions under the University;
- (v) to sanction, subject to rules, all loans and advances to employees of the University;
- (vi) to sanction advances upto a limit of Rs. 1,00,000/- (Rupees One Lakh only) for departmental purpose where the concerned scheme has been sanctioned by competent authority;
- (vii) to accept tenders for works and tenders of quotations for supplies required upto Rs. 3,50,000/- (Rupees three lakhs and fifty thousand only) when they are the lowest and in other cases upto Rs. 1,25,000/- (Rupees One lakh and twenty five thousand only);
- (viii) to sanction refund of deposits of earnest monies, securities etc. on the basis of the recommendations of the heads of departments;
- (ix) to sanction re-appropriation of funds upto Rs. 25,000/- (Rupees twenty five thousand only), from one major head to another, provided that such re-appropriation does not involve any recurring liability, that is, a liability which extends beyond the financial year in question;
- (x) to sanction reimbursement of amounts spent by the employees of the University for the purchase of medicines according to the rules.
- (3) The Vice-chancellor shall have such other powers as may be delegated by the Syndicate from time to time.

7. Delegation of Powers:-

The Vice-Chancellor may delegate any of his administrative powers and functions other than the powers which are to be exercised by the Vice-Chancellor himself under the laws of the University to any of his subordinate officers. The delegation of such powers shall be reported to the Syndicate at its next meeting.

8. Vice-Chancellor to represent the University:-

(1)The Vice-Chancellor shall be the representative of the University in the Association of Indian or Commonwealth Universities and other similar bodies or associations or India or abroad. In case he is unable to attend meetings of these bodies he may depute a person to represent the University at such meetings.

(2)The Vice-Chancellor may be deputed by the Syndicate for the purpose of the business of the University to any part of India or abroad, provided such deputation abroad shall have the approval of the Chancellor.

9. **Grant of leave:-** The Chancellor shall be the authority to sanction leave to the Vice-Chancellor.

PRINCIPAL DEAN OF STUDIES

10. **Condition of Service:-** The salary and allowances and other conditions of service of the Principal Dean of Studies shall be determined by the Chancellor.

11. **Qualifications:-** The Principal Dean of Studies shall be an eminent scholar with Doctorate Degree and published work, actively engaged in research with ten years of experience in post-graduate teaching and/or research at University or National level institutions, including experience of guiding research at doctorate level.

12. **Resignation:-** The Principal Dean of Studies, may, by writing under his hand addressed to the Chancellor resign his appointment after giving one month's notice of his intention to do so. The resignation will take effect from the date of acceptance by the Chancellor.

13. **Termination of appointment:-** The Chancellor shall be competent to terminate the appointment of the Principal Dean of Studies for grave irregularities and mis-conduct in the discharge of his official duties:

Provided that the Chancellor, shall not terminate the service of the Principal Dean of studies without conducting or causing to be conducted an inquiry after informing him of the charges against him and also giving him a reasonable opportunity of being heard in respect thereof.

14. **Duties and Powers:-** In addition to the duties prescribed in section 27 of the Act-

(i) the Principal Dean of Studies shall be the disciplinary authority to impose the minor penalties specified under Part III of Chapter IV of the Statute in respect of all academic staff of the University.

(ii) He shall carry out such other duties as may be assigned by the Vice-Chancellor, the Syndicate or the Academic Council, from time to time.

REGISTRAR

15. **Mode of appointment:-** (1)The Registrar shall be appointed by the Syndicate for a period of one year in the first instance on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman, two other Syndicate members and one expert to be nominated by the Syndicate. He shall be a whole time salaried officer of the University and be appointed by a written order. In case his appointment is continued beyond a period of one year, he shall be deemed to be on probation for a period of one year within a continuous period of two years commencing from the date of his appointment. The order of his appointment shall be lodged with the Vice-Chancellor; Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year.

(2)On satisfactory completion of probation, his appointment shall be confirmed by a written order. He shall hold office for a period of four years or till he attains the age of fifty five years whichever is earlier and shall be eligible for reappointment for another term provided he is within the age limit.

(3)If, on the expiry of the prescribed period or extended period of probation, the Syndicate decides that the Registrar is not suitable for continuance in the post, it shall discharge him from service or revert him to his original appointment, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(4)Notwithstanding anything contained in sub-clause (1) to (3), the Syndicate may, in the interest of the University and for reasons to be recorded in writing, appoint a person as Registrar by deputation from the service of the State Government or the Central Government, on such conditions as it thinks fit.

16. **Emoluments:-** The Registrar shall receive such salary as may be determined by the Syndicate.

17. **Temporary absence:-** The Registrar shall devote his whole time to the duties of his office and shall not absent himself from work without the permission of the Vice-Chancellor if the period of absence is ten days or less, and of the Syndicate, if the period of absence is more than ten days. When the period of absence is ten days or less, the Vice-Chancellor, and when it is more than ten days, the Syndicate, shall make arrangements for the performance of the duties

of the Registrar in such manner and on such terms as the Vice-Chancellor or the Syndicate, as the case may be, may determine.

18. **Ex-officio Secretary:-** The Registrar shall act as the Secretary to the Syndicate, the Academic Council, the Faculties, the Boards of Studies and the Committees appointed by the said authorities.

19. **Powers:-** The Registrar shall have the following powers, namely:-

(i) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the general administration of the University office and shall have power to fix and define the functions and duties of all the non-teaching staff of the University.

(ii) To take prompt steps for the efficient working of the University office, subject to the prior approval of the Vice-Chancellor.

(iii) The sanction expenditure on the printing of reports, proceedings etc., at private presses when the works are based on the lowest among the quotations, subject to budget provision.

(iv) To sanction expenditure on account of bills in respect of notifications published in the Government Gazette and newspapers, subject to budget provision.

(v) To sanction expenditure on account of bills for printing works done at the Government Press, subject to budget provision.

(vi) To call for and accept quotations for printing minutes of meetings reports etc. from private presses, when acceptance is based on the lowest among the quotations.

(vii) To sanction the printing of new forms and registers.

(viii) To sanction purchase of 'service' postage stamps.

(ix) To sanction petty items of contingent expenditure upto Rs. 1,000/- (Rupees one thousand only) on each occasion in the University Office under the allotment 'Office Expenses and Miscellaneous'.

(x) To grant leave of all kinds (except for higher studies and special disability) according to relevant service rules to all non-gazetted officers serving in the University office and institutions under the management of the University.

(xi) To sanction the indents for stationery articles from the Government Stores and to issue articles to the institutions under the management of the University according to necessity.

(xii) To forward applications from non-gazetted employees of the University for appointment outside the University, subject to the service conditions laid down in the Statutes.

(xiii) To sanction expenditure on special contingencies for amounts not exceeding Rs. 1000/- (Rupees One thousand only) in each case, provided –

(a) The purchase has been previously approved administratively by a competent authority; and

(b) The expenditure proposed for sanctioning is derived from quotations approved by the Stores Purchase Committee and the Vice-Chancellor;

(xiv) To sanction, according to the rules, refund or release of deposits (other than security deposits for works) after satisfactory fulfillment of contract.

(xv) To sanction claims for refund of revenue, like examination fees and other fees, according to the rules, upto Rs. 100/- (Rupees One Hundred only) in each case.

Explanation:- For the purpose of this clause the monetary limit of Rs. 100/- shall not apply to cases of refund of receipts erroneously credited to the University Account and claimed for refund. In such cases, the refund shall be sanctioned fully by the Registrar.

(xvi) To engage coolies for carrying out office work on a casual basis and not on monthly or other long term or semi-long term basis.

(xvii) To sanction payment of salary and pension contribution to Government on account of deputation of staff to the University from Government Departments.

(xix) To sanction provisional payments upto a maximum of Rs. 500/- (Rupees Five hundred only) to meet expenditure of an urgent nature, subject to the rules and procedures followed by the University.

(xx) Any other power that may be assigned to him by the Syndicate.

20. **Duties:-** 1) It shall be the duty of the Registrar, –

(a) to keep in his custody the records, the common seal and other properties committed to his charge by the Syndicate;

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

(c) to issue all notices convening meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies, and Committees appointed by the said authorities;

(d) to prepare and maintain records of the proceedings of the meetings of the Syndicate, the Academic Council, the Faculties, the Boards of Studies and Committees appointed by the said authorities;

(e) to make arrangements for the conduct of elections to the various authorities or bodies of the University under the direction of the Vice – Chancellor;

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

(g) to manage, under the directions of the Syndicate, the properties and investments of the University and the general fund of the University;

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

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

(2) The Registrar shall be competent to countersign bills the amount of which exceeds Rupees one thousand and does not exceed Rupees two thousand and five hundred.

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

21. **Access to the University Records:-** The Registrar, shall, on application previously made for the purpose of fixing a convenient hour, arrange that any member of the Academic Council shall have access to the proceedings of the Faculty or the Academic Council and to any records other than confidential and privileged documents connected with such proceedings. The members of the Syndicate shall have access to all the documents of the University office except those connected with the question papers:

Provided that it shall be competent for the Vice Chancellor to withhold the availability of any document to any member of the Syndicate, for good and sufficient reasons.

22. **Conditions of Service:-** The Registrar shall be governed, as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceeding, by the Statutes and Ordinances governing the conditions of service of the non teaching staff of the University.

23. **Resignation:-** The Registrar, may, by writing under his hand addressed to the Syndicate, resign his office, after giving three months notice of his intention to do so and the resignation will take effect from the date of acceptance of the same by the Syndicate.

24. **Termination of appointment:-** The Syndicate shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties.

Provided that the Syndicate shall not terminate the service of the Registrar without conducting an inquiry after informing him of the charges against him and also giving him a reasonable opportunity of being heard in respect thereof.

25. **Temporary vacancy:-** In the event of a temporary vacancy occurring in the office of the Registrar, it shall be competent for the Syndicate to make such arrangements as it may deem fit to carry on the duties of the Registrar subject to the provisions of these Statutes.

26. **Ineligibility of membership of the authorities of the University:-** The Registrar shall be ineligible for election or for appointment as a member of any of the authorities of the University.

DEANS OF FACULTIES

27. **Mode of appointment:-** There shall be a Dean for each faculty who shall be appointed by the Vice-Chancellor on the recommendation of a Selection Committee consisting of –

- (i) the Vice-Chancellor;
- (ii) the Principal Dean of Studies;
- (iii) a member of the Syndicate other than a Dean; and
- (iv) a subject expert nominated by the Vice-Chancellor

28. **Qualifications:-** The Dean shall be an eminent scholar with Doctorate Degree and published work, actively engaged in research with ten years of experience in post-graduate teaching and/or research at University or National level institutions, including experience of guiding research at doctorate level.

29. **Term of office:-** The Dean shall hold office for a term of three years or upto the age of sixty and shall be eligible for reappointment on the recommendation of the Selection Committee, provided he is within the age limit.

30. **Chairman of Faculty:-** The Dean shall be the Chairman of each Faculty and in his absence the Vice-Chancellor shall nominate a member of the Faculty to act as Dean of the Faculty.

31. **Duties. —**

- (1) The Dean shall ordinarily preside over the meetings of the Faculty.
- (2) The Dean of each Faculty shall be responsible for due observance of the Statutes, Ordinances and Regulations relating to that Faculty.
- (3) The Dean shall present to the Academic Council the recommendations of the faculty through the Principal Dean.

32. **Powers:-** The Dean shall have power-

- (i) to remit any matter to a Board or Boards of Studies under the faculty for consideration and report;
- (ii) to appoint committees of the faculty to consider and report on matters referred to them;
- (iii) to recommend the syllabi and text books in consultation with the Board of Studies for the course of study in the subjects comprised in the faculty.

33. **Termination of service:-** The Vice-Chancellor shall be competent to terminate the appointment of a Dean for grave irregularities and misconduct in the discharge of his official duties:

Provided that the Vice-Chancellor shall not terminate the service of a Dean without causing an inquiry to be conducted after informing him of the charges against him and also giving him a reasonable opportunity of being heard in respect thereof.

FINANCE OFFICER

34. **Mode of appointment:-** (1) The Finance Officer shall be an Officer of the University and shall be appointed by the Syndicate for a period of one year in the first instance on the recommendation of a Selection Committee consisting of the Vice-Chancellor as chairman, two other Syndicate members and one expert to be nominated by the Syndicate. He shall be whole time salaried officer of the University and be appointed by a written order. In case his appointment is continued beyond a period of one year, he shall be deemed to be on probation for a period of one year within a continuous period of two years commencing from the date of his appointment:

Provided that the Syndicate may, for good and sufficient reasons extend the period of probation for a period not exceeding one year.

(2) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership to the post to which he has been appointed, subject to the provision of clause (1).

(3) If the appointing authority decides that the incumbent is suitable for full membership it shall, as soon as possible, issue an order declaring him to have satisfactorily completed his probation. After the issue of such an order, he shall be confirmed by a written order.

(4) If the appointing authority decides that the probationer is not suitable for such membership, it shall unless the period of probation is extended, by order discharge him from service.

35. **Emoluments:-** The Finance Officer shall receive such emoluments as may be fixed by the Syndicate.

36. **Conditions of service:-** The Finance Officer shall be governed as regards disciplinary proceedings, Leave, Provident Fund, Insurance, Pension, Retirement benefits and other matters by the Statutes and Ordinances governing the conditions of service of the non-teaching staff of the University.

37. **Appointment by deputation:-** In case a suitable officer is not available for appointment as Finance Officer it shall be competent for the

Syndicate to request the Government of Kerala or the Government of India to lend the services of an Officer who has not less than ten years experience in matters relating to accounts and financial administration. If a government servant is appointed as Finance Officer, he shall be treated as on deputation and be paid the scale of pay he was receiving in government service, with a deputation allowance not exceeding 20 % of his pay.

38. **Qualifications:-** The Finance Officer shall possess such qualifications as may be specified by the Syndicate.

39. **Duties:-** Subject to the general direction and control of the Vice-Chancellor-

(1) The Finance Officer shall be in charge of the finance, accounts and audit branches of the University.

(2) He shall be the principal adviser of the University on all matters connected with finance, accounts and audit of the University. The advice tendered by him shall generally be followed in the University office unless they are inconsistent with the provisions of the Act. Any exception to this shall be recorded by the authorities concerned and thereafter reported to the Finance Committee.

(3) The Finance Officer, shall, subject to the control of the Syndicate-

(a) ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted;

(b) be responsible for the preparation of annual accounts and budget of the University and for their presentation to the Syndicate;

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

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

(e) ensure that the registers of buildings land, furniture and equipments are maintained up-to-date and that stock verification of equipment and other consumable materials in all departments of the University, University Centres, specialized laboratories, and institutions maintained by the University are conducted;

(f) put forward proposal to the Syndicate for calling for explanation in respect of unauthorized expenditure or other financial irregularities in any particular case and suggest disciplinary action against the persons at fault;

(g) Call for from any Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the discharge of his duties;

(h) make all arrangements for the transaction of business of the meetings of the Finance Committee;

(i) enter into correspondence with the University Grants Commission, Government of India, State Government and other institutions and bodies on matters connected with the finance, accounts and audit of the University;

(j) Scrutinize every item of new expenditure net provided for in the budget estimates of the University;

(k) make recommendations whenever necessary to the Syndicate on all matters relating to the finance, accounts and audit of the University.

(l) Suggest any new accounts or audit form or register considered necessary or to suggest alteration to any existing form or register suitably for the proper working of the University office and the subordinate offices for the approval of the Finance Committee and the Syndicate;

(m) realize and receive grants or other monies due to the University from Central and State Governments, University Grants Commission and other bodies, institutions or individuals;

(n) fix the duties and responsibilities of the Deputy Registrars and Assistant Registrars working under him, and to exercise control over these officers and to assess their work and performance.

(4) The Finance Officer shall be the custodian and disbursing officer of the general fund and all payments received by him shall be credited to that Fund and he shall arrange to issue cheques on behalf of the University.

(5) The Finance Officer shall make all authorized payments out of the general fund.

(6) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University. It shall also be the duty of the Finance Officer to

make arrangements for the audit and payment of bills presented at the University Office.

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

40. **General powers:-** The Finance Officer shall –

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

(b) perform such other financial functions as may be assigned to him by the Finance Committee and the Syndicate.

CHAPTER III

TEACHERS OF THE UNIVERSITY

1. **Institution of Posts:-** The Syndicate shall be competent to institute with prior approval of the Government, Professorships, Readerships, Lectureships and such other teaching and research posts required by the University.

2. **Abolition or Suspension of Posts:-** On the motion of the Syndicate and after report from the Academic Council the Syndicate may suspend or abolish any Professorship, Readership, Lectureship or other teaching post, subject however to the condition that in the case of a post which is not permanently vacant at that time no such suspension or abolition shall take effect until after six months notice has been given to the permanent incumbent.

3. **Appointment:-** Except in the case of short-term contract appointments, teachers of the University shall be appointed by the Syndicate after advertisement inviting applications by issuing notification at least in two prominent newspapers, one English and the other Malayalam. In making appointments by direct recruitment, the University shall observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15,16 and 17 of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time. It shall however be competent for the syndicate to appoint in exceptional cases a Dean without advertisement.

4. **Selection Committee:-** (1) When posts are to be filled up after inviting applications by advertisement, the applications received shall be first screened by a Committee consisting of the Head of the concerned University Department of Study and Research and two members of the Syndicate. The applications found in order by the said Committee shall be referred to a Selection Committee consisting of –

(i) the Vice-Chancellor, who shall be the ex-officio Chairman of the Selection Committee;

(ii) the Principal Dean of Studies; and

(iii) (a) for the posts of Professor and Teaching Posts of similar status, one Syndicate member to be nominated by the Vice-Chancellor, three outside experts chosen by the Syndicate and the Dean of the Faculty, concerned; and

(b) for the posts of Reader, Lecturer etc., one Syndicate member to be nominated by the Vice-Chancellor, two outside experts chosen by the Syndicate and the Head of the concerned University department or the teacher holding charge of the Head of the Department.

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

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

5. **Qualifications:-** No person shall be eligible for appointment as teacher of the University, unless he possesses such qualifications as may be prescribed by the Regulations.

6. **Age limit for direct appointment:-** The upper age limit for appointment by direct recruitment of University teachers shall be as follows:

- (i) Professors and teaching posts of similar status : Not more than 50 years
- (ii) Readers and teaching posts of Similar status : Not more than 45 years
- (iii) Teaching post below the rank of Reader : Not more than 40 years

Notes:- (1) The usual relaxation in the upper age limit shall be allowed in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, Relaxation in the upper age limit may also be allowed in the case of persons already in the teaching service of the University.

(2) Age of the applicants shall be ascertained as on the 1st day of January of the year in which applications for appointment to such posts are invited.

7. **Mode of appointment:-** (1) Every teacher of the University shall be appointed by a written order.

(2) A copy of the written order shall be lodged with the Registrar and the other delivered to the teacher concerned and his acknowledgement obtained.

8. **Probation and Confirmation:-** (1) Every teacher of the University shall in the first instance be appointed on probation. He shall, from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period probation for a period not exceeding one year.

(2) On satisfactory completion of probation the teacher shall be confirmed by a written order.

9. **Head of the Department:-** Subject to the provisions of Sub-section (3) of section 29 of the Act, the Professor in charge of a Department shall be the Head of the Department. The Syndicate, shall nominate the Senior-most Professor as the Professor in charge of a Department. It shall however, be open to the senior-most Professor who has been nominated as such to make a request that he shall be relieved of such a responsibility for academic reasons. In such a case, the next senior most Professor shall be the Professor in charge. The Readers, Lecturers and other members of the teaching staff shall work under the direction of the Professor. If there are more than one Professor, they shall work under the Senior Professor and assist him in the performance of his duties. In Departments which have no professor, the Reader or the Senior Reader, if there are more Readers than one shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties. In

departments which have no professor or Reader, the Lecturer or the senior Lecturer, if there are more Lecturers than one, shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

10. **Age of Retirement:-** The age of retirement of teachers of the University shall be sixty years.

11. **Pension Insurance and Provident Fund:-** The teachers of the University shall be eligible for Pension, Insurance, Provident Fund and such other benefits as may be prescribed by the Ordinances.

12. **Starting Pay:-** The Syndicate may fix the starting pay of a teacher on appointment at any stage in the scale of pay applicable to that post.

13. **Teachers without salary:-** The Syndicate shall have the power to appoint competent persons on payment of such honorarium as it may fix for participating in University work in their respective fields.

14. **Vacation :-** Teachers of the University shall be entitled to a summer vacation of one month between the 15th day of April and the 15th day of June and all gazetted holidays in addition to those fixed by the Syndicate. The Vice-Chancellor may require any teacher to do such work as he may specify other than the normal work during the vacation without any claim for compensation leave, unless the period of leave permitted to be availed of by them is less than a month.

15. **Presence during working days etc:-** Teachers of the University shall be required to be present at their stations of duty throughout the working hours on all working days. They shall also register their vacation address with the University.

16. **Permission to leave station:-** Teachers of the University shall not leave their stations of duty on holidays or during vacation or leave without giving prior intimation to the Head of the Department of their intention to do so. They shall also give their leave or vacation address. The Heads of Departments shall also give prior intimation to the Registrar before they leave their place of duty and also furnish their leave or vacation address to him. The Registrar shall notify the arrangements made for the discharge of their duties, during their absence.

17. **Appointment of part-time teachers:-**

(i) It shall be competent for the Syndicate to appoint part-time teachers, in the exigencies of service, subject to the approval of the concerned Selection Committee constituted under Statute 4 in this Chapter. They shall perform such duties as may be assigned to them.

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

18. **Certain lapses of University teachers to be punishable:-** The following lapses on the part of teachers of the University shall constitute improper conduct inviting disciplinary action namely:—

(i) failure to perform his academic duties such as coming to the class without preparation for conducting lecture classes demonstration, assessment, guidance, invigilation etc.;

(ii) gross partiality in assessment of students, deliberately over marking/ under-marking or attempting at victimization on any ground what so ever;

(iii) inciting students against other students, colleagues or against the University or the State Government or the Central Government:

Provided that a teacher may express his differences on principles in seminars or other places, where students are present.;

(iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above consideration for the improvement of his prospects;

(v) refusal to carry out the decisions taken by appropriate administrative and academic bodies and/or functionaries of the University, subject to the condition that they are not against the provisions of any law for the time being in force.

CHAPTER IV

NON-TEACHING STAFF OF THE UNIVERSITY

PART I

1. **Applicability of the chapter:-** Subject to the provisions of the Act, this Chapter shall apply to all employees of the University, other than teachers

2. **Applicability of the Kerala Service Rules etc.:-** Subject to the provisions of the Act and the Statutes the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959 and the Government Servants Conduct Rules, 1960, as amended from time to time, in so far as may be applicable and except to the extent expressly provided for in these Statutes shall apply in the matter of all the service conditions of the University employees. Provided that the said rules shall, in their application to the employees of the University, be construed as if the employer were the Sree Sankaracharya University of Sanskrit instead of the Kerala State Government.

3. **Travelling Allowance:-** The University employees, shall as regards travelling allowance, be governed by the provisions contained in the Kerala Service Rules for the time being in force.

4. **Disciplinary Procedure:-** Disciplinary action against the University employees shall be taken in accordance with the provisions in Part III of this Chapter.

5. **Authority to sanction leave:-** The authority competent to sanction leave and cognate matters shall be as provided in Part IV of this Chapter.

PART II

6. **Constitution of the Sree Sankaracharya University of Sanskrit Service:-**

There shall be a service called the Sree Sankaracharya University of Sanskrit Service which shall consist of the following classes of posts, namely:-

Class I	—	Posts on the scales of pay with minimum of Rs. 3000 per mensem and above
Class II	—	Posts on the scales of pay with minimum of Rs. 1600 per mensem and above

Class III	—	Posts on the scales of pay with minimum of Rs. 950 per mensem and above
Class IV	—	Posts on the scales of pay with minimum of Rs. 600 per mensem and above

Note:- The employees belonging to classes I and II shall have the status of Gazetted Officers of the Kerala Government Service.

7. Qualification, method of recruitment and scale of pay:- The qualification, method of recruitment and scales of pay of the various post of non-teaching staff in the University shall be such as in the Schedule.

8. Recruitment to Posts:- The recruitment to posts shall be made on the basis of the recommendations made by a Selection Committee consisting of Vice-Chancellor as Chairman, Convener of the Standing Committee of the Syndicate on Staff and the Registrar, who shall be the Member-Secretary of the Committee. The Committee may conduct the test as and when deemed necessary.

9. Shortlist :- (1) The Selection Committee may, if it considers necessary that a short list of the applicants is necessary, screen the applications received and prepare a short list provided that the number of the applicants in the short list shall not be less than five for each vacancy. The Committee may decide whether the applicants to be called for interview be given T.A. and Incidental Expenses.

(2) The Committee shall while making the selection and appointment observe the principles prescribed as per the provisions of clauses (a), (b) and (c) of rules 14 and 15 to 17 of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time.

(3) The University may reserve a specified number of posts in any class, category and grade to be filled by direct recruitment exclusively from among the members of Scheduled Castes and Scheduled Tribes.

(4) Notwithstanding anything contained in these Statutes the Vice Chancellor may make recruitment on daily wages with or without the aid or advice of the Committee, in case he is of opinion that appointments to the University should be made immediately.

10. Probation and Confirmation:- (1) Every person appointed to any posts in classes I, II or III shall, from the date on which he joins duty be on probation for a period of one year within a continuous period of two years:

Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year for good and sufficient reasons.

(2) If, on expiry of the prescribed period or extended period of probation, the Syndicate decides that a person appointed to any class or category is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service or revert him to his original appointment, as the case may be, after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(3) On satisfactory completion of probation, every person shall be declared to have satisfactorily completed his probation by a written order of the competent authority. Thereafter, he shall be become eligible for confirmation.

11. Passing of Examination or Test:- The University employees shall be required to pass within the period of probation such tests or examinations as may be prescribed by the Syndicate.

12. Temporary Appointments :- (1) When it is necessary in the interest of University owing to an emergency which has arisen to fill immediately a vacancy in a post borne in the cadre of the service and there would be undue delay in making such appointment in accordance with these Statutes, the appointing authority may appoint a person, otherwise than in accordance with these Statutes, temporarily, until a person is appointed in accordance with these Statutes.

Provided that a person appointed under this clause shall not be allowed to continue in such post for a period exceeding three months:

Provided further that before a person is appointed under this Statute, persons who are admittedly senior to him shall also be appointed, even if they are absent from duty, whether on leave or on foreign service or on deputation or for any other valid reason and allowed to continue as such subject to the condition that persons so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments, unless otherwise specifically ordered by the competent authority.

Note: (a) : Even where it is considered necessary to sanction the higher time scale of pay not more than one person (either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either forgoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line, which secures him at least, equivalent benefits in respect of salary and pension then the next below in the series) may be authorized to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.

(b) A fortuitous officiating appointment given to a person who is junior to one outside the regular line does not in itself give rise to a claim to the post of the senior to the higher time scale of pay.

(2) No appointment under clause (1) shall be made of a person who does not possess the requisite qualification, if any, prescribed for the post.

13. Temporary promotion:- (a) (i) If owing to an emergency, it has become necessary in the interest of the University to fill immediately a vacancy in a post borne on the cadre of a higher category in any class of the service by promotion from a lower category and there would be undue delay in making such promotion in accordance with these Statutes, the appointing authority may promote a person, otherwise than in accordance with these Statutes, temporarily.

(ii) No person who does not possess the qualification prescribed for the post shall be promoted under sub clause (i). A person promoted under sub clause (i) of clause (a) shall be replaced, as soon as possible, by the member of the service who is entitled to the promotion under the Statutes or by a candidate appointed in accordance with the Statutes, as the case may be.

(b) Where it is necessary to fill a short vacancy in a post borne in the cadre of a higher category in any class of service by promotion from a lower category and the appointment of the person who is entitled to such promotion under the Statutes would involve exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(c) A person promoted under clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. If such a person is subsequently promoted to the higher category in accordance with these Statutes, he shall commence his probation, if any in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine. He shall also be eligible to draw increments in the time scale of pay applicable to such higher category from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Syndicate.

(d) Subject to the provisions of the relevant service rules and ordinances as regards pay, there shall be paid to a person promoted under clause (a) or clause(b) either his substantive pay or the pay of the lowest grade or the minimum of pay in the time scale of pay, as the case may be applicable to the higher category, whichever is higher.

14. Appointment in the place of those dismissed, removed or reduced:-

Where, a person has been dismissed, removed or reduced from any class, category or grade in the service no vacancy caused thereby or arising subsequently in such class, category or grade in the service shall be, subsequently filled to the prejudice of such person until the appeal if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

15. Transfer and Posting:- An employee of the University may be transferred and posted to any place in the University area.

16. Posting of employees on transfer from other Universities:- The Syndicate may, on request from the employees concerned, sanction, posting of employees on transfer from other Universities in the State subject to the following conditions, namely:-

(1) Posting of employees on transfer from other Universities in the State may be allowed only on reciprocal basis.

(2) Such transfers shall be restricted to employees of Class III and Class IV categories who have satisfactorily completed their probation.

(3) A person so transferred shall take his rank below the junior most in the entry grade of the category concerned.

(eg: A Senior Grade Assistant or Assistant Grade I if transferred shall be appointed as junior most Assistant Grade II)

(4) The persons so transferred shall not be allowed to count his previous service towards increment, leave, pension, gratuity etc. However he will not be required to undergo fresh probation at the entry grade.

(5) The person so transferred from the University shall relinquish his lien and all other rights in the University.

(6) The person so transferred shall be entitled to protection from drop of emoluments. His pay on such appointment shall be fixed at the minimum of the scale of pay of the post in the University service if the pay he was drawing in the parent University is less than the minimum. In case he was drawing under the parent University, pay above the minimum and equal to a stage in the scale of pay of the post in the University service, his pay will be fixed at that stage and if the pay he was drawing under his parent University is not a stage in the scale of pay of the post in this University service it will be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increases of pay.

(7) No Travelling Allowance or pay for joining time will be allowed for persons on transfer from other Universities.

(8) The University from which such employees are transferred shall pay the leave salary and pension contribution of such employees to the University when they are transferred.

(9) Those who are transferred shall clear all liabilities outstanding in their name before the transfer is effected.

17. **Confidential Reports:-** (a) University employees except Deputy Registrars, Assistant Registrars and Heads of Departments:

- (1) Every University employee in Class I and II service shall report on or before the 15th day of January of each year, in Form A on the work and conduct of the employees who have worked under him for a

period of not less than four months in the calendar year immediately preceding. The report shall be countersigned by his immediate official superior or superiors who shall record thereon such observations as he/they would deem it necessary to record and forward it to the Registrar not later than 31st January.

- (2) The Confidential Report shall be shown to the employee concerned and his acknowledgement recorded in the report itself. The employee concerned shall have a right to make representation against the adverse remarks, if any, within a period of thirty days.

(b) Deputy Registrars, Assistant Registrars

The provisions in clause (a) shall apply mutatis mutandis to the Deputy Registrars and Assistant Registrars except that the Registrar/Controller of Examinations / Finance Officer shall write the Confidential Report in Form A in respect of those who are working under them and keep them in their personal custody after perusal by the Vice Chancellor.

(c) Registrar/Controller of Examinations etc.

The Vice-Chancellor shall write the Confidential Report of the Professors, Registrar, Controller of Examinations and the Finance Officer in Form A and keep them in his custody.

18) **Relinquishment of rights:-** Any person may, in writing, relinquish any right or privilege to which he may be entitled under these Statutes, if in the opinion of the appointing authority such relinquishment is not opposed to the interests of the University and nothing contained in these Statutes shall be deemed to require the recognition of any right or privilege to the extent to which it has been relinquished.

19) **Members absent from duty :-** The absence of a member of the University Service from duty, whether on leave, on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise eligible, render him ineligible in his turn —

(a) for re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;

(b) for promotion from a lower to a higher category in the service in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation to which he would have enjoyed but for his absence, subject to his completing satisfactorily the probation on his return.

PART III

DISCIPLINARY PROCEDURE

20. **Definitions** :- In this part, unless the context otherwise requires,—

(a) “appointing authority” means the authority empowered to make appointments to the post which the University employee for the time being holds:

(b) “disciplinary authority” in relation to the imposition of a penalty on a University employee, means the authority competent under these Statutes to impose on him that penalty.

21. **Suspension** :- (1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Syndicate in that behalf may, at any time, place a University employee under suspension—

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where a case against him in respect of any criminal offence is under investigation or trial; or
- (c) where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interests of the University; or
- (d) Where final orders are pending in the disciplinary proceeding, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interests of the University, that the University employee should be suspended from service of the University.

(2) A University employee shall be deemed to have been placed under suspension by an order of the appointing authority:-

- (a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty eight hours;
- (b) with effect from the date of his conviction, for an offence, if 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.

Explanation :- The period of forty eight hours referred to in sub- clause (b) of clause 2 shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

- (3) (a) An order of suspension made or deemed to have been made under this Statute shall continue to remain in force until it is modified or reviewed by the authority competent to do so.

(b) Where a University employee is suspended or deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension, may, for reasons to be recorded by him in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceeding.

22. **Report of suspension**:- Where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority, the circumstances under which the order was made.

23. **Continuance of suspension in case of further enquiry**:- Where a penalty of dismissal, removal or compulsory retirement from service imposed upon University employee under suspension is set aside in appeal or on revision under these Statutes and the case is remitted for further inquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

24. **Continuance of suspension in certain other cases** :- Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension, until further orders.

25. **Modification or revocation of suspension**:- An order of suspension made or deemed to have been made under these Statutes may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

26. **Subsistence allowance**:- (1) Whenever a University employee is placed under suspension, he shall be paid such subsistence and other allowances admissible under the rules for the time being in force regulating such matters:

Provided that where the period of suspension exceeds twelve months it shall be within the competence of the suspending authority to increase or reduce the amount of subsistence allowance for any period subsequent to the period of the first twelve months subject to the following conditions, namely:-

(a) The amount of subsistence allowance may be increased by a suitable amount not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the period of suspension has been prolonged for reasons not directly attributable to the member of the service;

(b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty per cent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the prolongation of the period of suspension has been due to reasons directly attributable to the member of the service.

(2) No member of the service shall be entitled to receive payment under clause (1) unless he furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

27. **Imposition of penalties**:- The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on a University employee, namely-

A. *Minor penalties*

- (i) Censure;
- (ii) Fine (in the case of persons on whom such penalty may be imposed under these Statutes);
- (iii) Withholding of increments or promotion;
- (iv) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the University or the State Government or the Central Government or to a local authority or any legally constituted body, by negligence or breach of orders.
- (b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Explanation :- In case of stoppage of increments with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

B. *Major Penalties*

- (v) Reduction to a lower rank in the seniority list or to a lower grade or post or time scale:

Provided that in the case of reduction of rank in the seniority list such reduction shall be permanent.

- Note**:- (1) The period of reduction shall not be less than six months and not more than five years. If the period is not specified in the order, the period of reduction shall be deemed to be six months.
- (2) Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments. If no mention is made about this in the order, the reduction shall be deemed to be without the effect of postponing future increments.

- (vi) Compulsory Retirement;
- (vii) Removal from the University service which shall not be a disqualification for future employment unless otherwise directed specifically.
- (viii) Dismissal from the University service which shall be a disqualification for future employment.

Explanation :- The following shall not amount to a penalty within the meaning of these Statutes.

- (i) Withholding of increments of a University employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the Statutes or orders governing the services or post or the terms of his appointment.
- (ii) Stoppage of a University employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.
- (iii) Non-promotion, whether in an officiating or substantive capacity of a University employee after consideration of his case, to a higher grade or post, for promotion to which he is eligible.
- (iv) Reversion to a lower service, category, class, grade or post of a University employee officiating in a higher service, category, class, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, category, class, grade or post or on administrative grounds unconnected with his conduct.
- (v) Reversion to the previous service, category, class, grade or post of a University employee appointed on probation to another service category, class, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes governing probation.
- (vi) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a Local authority at the disposal of the authority which had lent his services.
- (vii) Compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement.
- (viii) Termination of service of a University employee during or at the end of the period of his probation, in accordance with the terms of the appointment of the laws of the University.

28. **Fine**:- The penalty of fine as such shall be imposed only on University employees holding Class IV posts.

29. **Disciplinary Authority** :- a) The penalties specified in items (i) , (ii), (iii) and (iv) of Statute 27 may be imposed on a University employee by the Registrar or the Head of the Department, as the case may be.

b) The penalties specified in items (i) to (viii) of Statute 27 may be imposed on any of the members of the establishment of the University office whose pay or maximum pay does not exceed ' 1450 per mensem by the Registrar.

c) The penalties specified in items (v) to (viii) of Statute 27 may be imposed on a member of the establishment of the University below the rank of Deputy Registrar by the Vice Chancellor.

d) The penalties specified in items (i) to (viii) of Statute 27 may be imposed on a University employee of and above the rank of Deputy Registrar by the Syndicate.

30. **Powers of Higher Authorities**:- The powers which an authority may exercise under Statute 29 shall be exercisable by the higher authorities also.

31. **Bar of jurisdiction**:- Where in any case a Higher authority has imposed or declined to impose a penalty under these Statutes, a lower authority shall have no jurisdiction to proceed under these Statutes in respect of the same case.

32. **Supersession**:- The order of higher authority imposing or declining to impose in any case a penalty under these Statutes shall supersede any order passed by a lower authority in respect of the same case.

PROCEDURE FOR IMPOSING MAJOR PENALTIES

33. **Inquiry**:- Without prejudice to the provisions of the Kerala public Servants (Inquiries) Act, 1963 (31 of 1963) no order imposing on a University employee any of the penalties specified in items (v) to (viii) of Statute 27 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided, in Statute 34 to 47.

34. **Formal Inquiry how and when ordered** :- (a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reason, the disciplinary authority or the appointing authority or any other authority

empowered by the Syndicate in this behalf is satisfied that there is prima-facie case for taking action against a University employee, such authority shall frame definite charge or charges which shall be communicated to the University employee, together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused University employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The University employee may on his request be permitted to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement provided that the disciplinary or other authority referred to above may for reasons to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the University to allow such access. After the written statement is received within the time allowed the authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the University employee, hold the formal enquiry itself or forward the record of the case to the authority or Officer referred to in clause (b) and order that a formal enquiry may be conducted.

b) The formal inquiry may be conducted by,—

- (i) the Syndicate; or
- (ii) an officer authorized by the Syndicate ;or
- (iii) an officer authorized by the appointing authority

35. **Amendment of charges:-** The authority or officer conducting the inquiry (hereinafter referred to as the inquiry Authority) may during the course of the inquiry, if it deems necessary, add to, amend, alter, or modify the charges framed against the accused University employee, in which case the accused shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.

36. **Access to records:-** The University employee shall, for the purpose of preparing his defense, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiry authority,

such records are not relevant for the purpose or it is against the interest of the University to allow him access thereto.

37. **Inquiry into charges not admitted:-** On receipt of the further written statement of defense under Statute 35 or if no such statement is received within the time specified therefore or in cases where the accused is not required to file written statement under the said Statute, the Inquiry Authority may inquire into such of the charges as are not admitted.

38. **Presentation of case:-** The disciplinary authority, if it is not the Inquiry Authority, may nominate any person to present the case in support of the charges before the Inquiry Authority. The University employee shall not engage a legal practitioner unless the person nominated by the disciplinary authority is a legal practitioner or unless the Inquiry authority, having regard to the circumstances of the case, so permit.

39. **Adducing of evidence:-** The Inquiry Authority shall, in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross examined the University employee and the witnesses examined in his defence. If the Inquiry Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

Explanation :— If the Inquiry Authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused University employee to cross examine the witness. Any previous written record of a statement made by a witness shall not be used or relied upon and shall not form part of the record of the Inquiry except where the University employee agrees in writing to treat it as such.

40. **Witnesses:-** The University employee may present to the Inquiry Authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is a University employee, the Inquiry Authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witness's evidence is irrelevant or not material to the case under

inquiry. Where the witness proposed to be examined by the University employee is one other than a University employee, the Inquiry Authority will be under no obligation to summon and examine him, unless the University employee himself produce him, for examination.

41. Report of Inquiry .— At the conclusion of the inquiry, the Inquiry Authority shall prepare a report of the Inquiry recording the findings on each of the charges together with reasons therefore. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the University employee has admitted the fact constituting them or has had an opportunity for defending himself against them.

42. Record of inquiry .— The records of the inquiry shall include-

- (i) the charges framed against the University employee and the statement of allegations furnished to him;
- ii) his written statement of defence, if any;
- iii) a summary of the oral evidence considered in the course of the inquiry;
- iv) the documentary evidence considered in the course of the inquiry.
- v) the orders, if any, made by the disciplinary authority and the Inquiry Authority in regard to the inquiry; and
- vi) a report setting out the findings on each charge and the reasons therefor.

43. Findings of disciplinary authority .— The disciplinary authority shall where it is not the Inquiry Authority consider the records of the inquiry and where it is considered necessary to depart from the findings of the Inquiry Authority, record its findings on each charge with reasons thereof.

44. Imposition of major penalty .— (1) If the disciplinary authority, having regard to the findings on the charges, is of the opinion that any of the penalties specified in items (v) to (viii) of Statute 27 shall be imposed, it shall.

(a) furnish to the University employee a copy of the report of the Inquiry Authority, where the disciplinary authority is not the Inquiry Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiry Authority; and

(b) give a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, which may not generally exceed one month, such representation as he may wish to make against the proposed action.

(2) The disciplinary authority shall consider the representation if any, made by the University employee in response to the notice under sub clause (b) and determine what penalty, if any, shall be imposed on the University employee and pass appropriate orders thereon.

45. Imposition of minor penalty:- If the disciplinary authority having regard to its finding is of the opinion that any of the penalties specified in items (i) to (iv) of Statute 27 shall be imposed, he shall pass appropriate orders in the case.

46. Communication of orders:- Orders passed by the disciplinary authority shall be communicated to the University employee who shall also be supplied with a copy of the report of the Inquiry Authority , and where the disciplinary authority is not the Inquiry Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiry Authority unless they have already been supplied to him.

47. Inquiry to be expeditious:- The enquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly one against an officer under suspension.

PROCEDURE FOR IMPOSING MINOR PENALTIES

48. Inquiry:- No order imposing any of the penalties specified in items (i) to (iv) of Statute 27 shall be passed except after-

(a) the University employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make; and

(b) such representation, if any, is taken into consideration by the disciplinary authority.

49. Record of proceedings in respect of minor penalties:- The record of proceedings under Statute 48 shall include.

- (i) a copy of the intimation to the University employee of the proposals to take action against him;
- (ii) a copy of the statement of allegations communicated to him;
- (iii) his representation if any, and
- (iv) the orders of the case together with the reasons therefor.

50. **Joint inquiry in respect of two or more employees:-** Where two or more University employees are concerned in any case the authority competent to impose the penalty of dismissal from service on all such University employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiry Authority, for the purpose of such common proceedings.

51. **Special procedure in certain cases:-** Notwithstanding anything contained in Statutes 34 to 47 and 48 to 50.

- (i) where penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charge; or
- (ii) where the disciplinary authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to follow the procedure prescribed in the said Statutes; or
- (iii) where the Syndicate, for reasons to be recorded in writing, is satisfied that in the interests of the University, it is not expedient to follow such procedure the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

52. **Order not appealable :-** There shall be no appeal against an order passed under the provisions of these Statutes, except as expressly provided in the Act or in the these Statutes.

53. **Appeals against orders of the suspension:-** A University employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

54. **Appeal against penalties:-** (a) An appeal from an order imposing a penalty by the Registrar or the Head of the Department shall lie to the Vice Chancellor.

(b) An appeal from an order imposing a penalty by the Vice Chancellor or the Syndicate shall lie to the Chancellor.

55. **Appeal against other orders:-** (1) A University employee may appeal against an order, which-

(a) denies or varies to his disadvantage his pay allowances, pension or other conditions of service as regulated by the laws of the University; or

(b) interprets to his disadvantage the provisions of any such laws, to the authority which made such laws.

2) An appeal against an order:-

(a) stopping a University employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar; or

(b) reverting to a lower service, grade or post a University employee officiating in a higher service, grade or post, otherwise than as a penalty; or

(c) determining the pay and allowances for the period of suspension to be paid to a University employee, on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose, shall lie in respect of a University employee, to the authority to whom the authority imposing the penalty is immediately subordinate.

Explanation: In this Statute, the expression "University Employee" includes a person who has ceased to be in University service.

56. **Limitation:-** No appeal under this part shall be entertained unless it is submitted within a period of sixty days of the receipt of the order appealed against.

57. **Form and contents of appeal:-** Every, person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

58. **Submission of appeals :-** Every appeal shall be submitted to the authority which made the order appealed against.

Provided that if such authority is not the head of the office in which the appellant may be serving or, if he is not in service, the head of the office in which he was last serving, or is not subordinate to the head of such office the appeal shall be submitted to the head of such office who shall forward it forthwith to the said authority.

Provided further that a copy of the appeal may be submitted direct to the appellate authority.

59. **Withholding of appeals:-** The authority which made the order appealed against may withhold the appeal, if -

- (i) it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions of Statutes 57 and 58; or
- (iii) it is not submitted within the period specified in Statute 56; or
- (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or
- (v) it is addressed to an authority to which no appeal lies under these Statutes.

Provided that an appeal withheld on the only ground that it does not comply with the provisions of Statutes 57 and 58 shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

60. **Withholding of appeal to be communicated:-** Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor. When the appeal is withheld, the authority withholding the appeal shall forward a copy of the order communicated to the University employee to the appellate authority.

61. **Transmission of appeals:-** The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under Statute 59 with his comments thereon and the relevant records.

62. **Appellate authority's power to call for appeals withheld:-** The authority to which the appeal lies may direct transmission to him of an appeal withheld under Statute 59 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

63. **No appeal from an order withholding an appeal:-** No appeal shall lie against the withholding of an appeal by a competent authority.

64. **Appeal against suspension:-** In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of Statutes and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

65. **Powers of Appellate authority.—** (1) In the case of an appeal against an order imposing any of the penalties specified in Statute 27 the appellate authority shall consider-

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient grounds for taking action;
- (c) whether procedure prescribed in these Statutes have been complied with, and if not, whether such non compliance has resulted in violation of any laws of the University or in failure of justice;
- (d) whether the findings are justified ; and
- (e) whether the penalty imposed is excessive adequate or inadequate, and pass orders-
 - (i) setting aside, reducing, confirming or enhancing the penalty;
 - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that :-

(a) The appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

(b) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and

(c) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in terms (v) to (viii) of Statute 27 and an inquiry under Statutes 33 to 46 has not already been held in the case, the appellate authority shall, subject to the provisions of Statute 51, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty; Pass such orders as it may deem fit.

(2) In the case of an appeal against an order specified in Statute 55 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

66. **Implementation of orders on appeal:-** The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

67. **Procedure when the authority who imposed penalty becomes the appellate authority.**— Notwithstanding anything contained in this Part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise the appellate authority under Statutes 53 to 55 in respect of the appeal against such order such persons shall forward the appeal to the authority to which he is immediately subordinate, and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of Statutes 65 and 66.

68. **Revision:-** Notwithstanding anything contained in these Statutes, where there is a grave miscarriage of justice or a patent error on the face of the record of the case of a subordinate authority, it shall be open to the Syndicate at any time to call for the records and after examining them pass such orders as it may consider necessary.

69. **Time limit for revision:-** An application for revision of the order appealed against by the aggrieved party may be entertained only if preferred before the expiry of a period of two months from the date of receipt of the order.

70. **Submission of report:-** Every authority, other than the Syndicate, empowered to impose any of the penalties specified in Statute 27 shall submit to the Syndicate a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a University employee is suspended under Statute 21. Every appellate authority, other than the Syndicate shall likewise submit to the Syndicate a quarterly statement of cases disposed of.

71. **Extension of the jurisdiction of the Director of Vigilance Investigation to the University:-** (1) The Director of Vigilance Investigation, Kerala shall be competent to inquire into cases of misconduct, corruption etc. against the officers (other than the Vice Chancellor and the Principal Dean of Studies) teachers and members of the non teaching staff of the University in respect of the various types of cases specified in G.O.(P) No. 26/71/Vigilance dated

28.12.1971, issued by the Vigilance Department of the Government of Kerala, as modified from time to time or in accordance with such orders as may from time to time be issued by the Government of Kerala on receipt of a request from the Registrar, Sree Sankaracharya University of Sanskrit.

(2) In the case of allegations against the Vice Chancellor and the Principal Dean of Studies, the Director of Vigilance Investigation shall take up investigation only on the specific request of the Chancellor and submit his enquiry report to the Chancellor.

(3) On receipt of such a request from the Registrar, Sree Sankaracharya University of Sanskrit, under clause (1) the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O. (P) No. 26/71 Vigilance dated 28.12.1971, and forward the enquiry report to the Registrar, Sree Sankaracharya University of Sanskrit for suitable action.

(4) Upon receipt of the enquiry report, it shall be competent for the disciplinary authority to initiate disciplinary action in accordance with the procedure laid down in this Part.

PART IV

LEAVE

72. **Leave other than Casual Leave :-** The authorities competent to sanction all leave, other than casual leave shall be as follows, namely:-

Post held by the employees	Name of leave	Sanctioning authority
(1)	(2)	(3)
(1) All posts in Class I and Class II services	All kinds of leave other than extra ordinary leave	The Vice Chancellor
(2) Posts in Class III and Class IV services	do	The Registrar or the head of the Department concerned
(3) Posts in Classes I, II, III and IV services	Extraordinary leave	The Vice Chancellor

Note: No leave shall be sanctioned without ascertaining the eligibility thereto of the applicant from the leave account maintained for the purpose.

73. **Casual Leave:-** The authorities competent to sanction casual leave or restricted holidays shall be as follows namely—

Post	Sanctioning authority	Remarks
(1)	(2)	(3)
A. (1) Deputy Registrar. (2) Assistant Registrar	The Registrar or the Finance Officer as the case may be	
(3) Section Officers		
(4) Assistants	The Deputy Registrar or the Assistant Registrar under whom they are working	
	The Section Officer	
B. Officers of the Department		
(1) Head of a Department (not being a teacher)	Head of the Department (not being a teacher) may avail himself	If Casual Leave proposed to be taken should be reported to the Registrar, before the leave is availed of. If the casual leave involves or is expected to involve absence from head quarters, he should make arrangements for his work being carried out during his absence and report the arrangement to the Registrar. He should not leave head quarters on casual leave before assuring himself that his report has reached the Registrar
(2) Officers and subordinates (Other than teachers) working under the “Head of a Department	The Head of the Department concerned	

CHAPTER V THE SYNDICATE

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

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

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

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

- (i) to manage and control Departments of study and Research in the University Institute of Research and other institutions established by the University;
- (ii) to manage and control Centres instituted by the University;
- (iii) to manage Students, Advisory Bureau, Employment Bureau, Translation and Publication Bureau, University Extension Boards, University Athletic Clubs, National Cadet Corps, National Service Scheme, Students Cultural and Debating Societies, University Students Union, Co-operative Societies and other similar institutions maintained by the University for promoting the welfare of students and employees of the University.
- (iv) to recognize hostels not maintained by the University and to withdraw recognition therefrom;
- (v) to control and manage such other institutions as may be deemed necessary for the welfare of students, and employees of the University.
- (vi) to fix the remuneration and the travelling and allowances payable to persons engaged in University business:

- (vii) to manage and regulate the finance, accounts, investments, property, business and all executive affairs of the University, and for that purpose to appoint such agents as it may think fit;
- (viii) to cause proper accounts to be maintained relating to the Funds of the University.
- (ix) to invest with the approval of the Finance Committee any moneys belonging to the University in such stocks, share, funds or securities as it may from time to time deem fit or in the purchase of immovable property:
- (x) to enter into, vary, cancel and to carry out contracts on behalf of the University;
- (xi) to provide or purchase lands, buildings, premises, furniture, laboratory apparatus, equipments and such other requirements for carrying on the work of the University;
- (xii) to fix and determine from time to time, except as otherwise regulated by the laws of the University, the number of officers and other employees of the University for the offices and institutions under the University and their duties and emoluments:
- (xiii) to institute Professorships, Readerships, Lectureships and other teaching and research posts required for the University;
- (xiv) to control and manage the Pension Fund, the Provident Fund, and the Pension cum Provident Fund for the benefit of teachers and other employees of the University;
- (xv) to approve the constitutions and management of the recognized institutions and hostels;
- (xvi) to approve the appointment of teachers as qualified to give instructions or to supervise or control research and to withdraw such approval subject to the regulations framed by the Academic Council:
- (xvii) to make arrangements for examination being conducted in accordance with the laws of the University and for the supervision of such examinations, and to fix the remuneration of all persons engaged for work in connection with the conduct of examinations;

- (xviii) to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Syndicate justified the candidates, exclusion;
- (xix) to refer any matter to a Faculty, a Board of Studies, a Board of Examiners, or the Academic Council, the Students Council or any Committee or person, and to call for a report or opinion thereon;
- (xx) to remit for further consideration any proposal or recommendation made to it by the Academic Council, a Faculty, a Board of Studies or a students' council or any other authority of the University;
- (xxi) subject to the provisions in the laws of the University to dispense with a compliance with the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the date for submission of applications for attendance certificates, the recognition of examinations, grant of exemption from the production of attendance certificates, submission of thesis for Research Degrees, provided that any resolution of the Syndicate passed in reference to such departure from prescribed procedure shall be reported to the Academic Council at its next meeting;
- (xxii) subject to the provisions in the laws of the University, to appoint its own committees and to delegate such powers as it deems fit to make its own standing orders and regulate the transaction of its own business;
- (xxiii) to regulate and determine all matters concerning the administration of the University in accordance with the laws of the University;
- (xxiv) to make recommendations to the Academic council or in special cases to the Chancellor, regarding the conferment of honorary degrees;
- (xxv) to constitute the Board for the adjudication of students grievances;
- (xxvi) to delegate by resolution, such powers as it deem fit, to the Vice Chancellor.

4. **Financial Powers:-** It shall be competent for the Syndicate-

- (a) to accord sanction for all works (original and repairs) exceeding Rs.50,000 provided in the budget and to accept tenders thereof;
- (b) to dispose of all unserviceable articles;
- (c) to dispose of unserviceable buildings, the book value of which does not exceed Rs. 10,000;

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

(e) to sanction write off of irrecoverable revenue upto ₹ 1,000 in each case;

(f) to sanction all reappropriation of funds from one head to another head exceeding ₹5,000 provided that it does not involve any recurring liability, i.e., a liability which extends beyond the financial year in question;

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

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

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

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

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

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

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

5. **Financial estimates:-** The Syndicate, shall, before the first day of January every year, examine the financial estimates of the income and expenditure for the ensuing financial year which has been prepared by the Finance Committee or make such alteration as it deems fit.

6. **Printing of proceedings of the Syndicate:-** The proceedings of the Syndicate shall be printed quarterly and printed copies forwarded to the members of the Syndicate, the Academic Council and the Finance Committee.

7. **Discretionary power of the Chairman to determine procedure:-**The Chairman at any meeting, may, at his discretion adopt the procedure for discussion of matters at meetings of the Syndicate in so far as he thinks fit.

8. **Validity of proceedings in certain cases:-** Non receipt of notice, agenda and other papers connected with any meeting of the Syndicate by any member shall not invalidate the proceedings of the meeting of that authority.

CHAPTER VI THE ACADEMIC COUNCIL

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

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

(a) who, unless exempted therefrom in the manner prescribed, shall have pursued a prescribed course of study of the University and shall have passed the prescribed examination or examinations; or

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

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

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

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

2. **Special meetings:-** The Vice Chancellor, may, whenever he thinks fit, convene a special meeting of the Academic Council.

3. **Validity of proceedings in certain cases:-** Non receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member, shall not invalidate the proceedings of the meeting.

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

5. **Date for forwarding resolution :-** Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than twenty clear days before the date of the meeting. A member who has forwarded a resolution may by giving written notice, which shall reach the Registrar not less than three clear days before the date fixed for the despatch of the preliminary agenda paper, withdraw the resolution.

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

7. **Despatch of agenda paper** :- Not less than fifteen days before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting and business to be brought before the meeting: Provided that the Vice Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice of without placing the same on the agenda paper.

8. **Admissibility of resolutions**:- (1) The Registrar shall place all such resolutions before the Vice Chancellor and it shall be competent for the Vice Chancellor to disallow any resolution, which in his opinion does not fall within the purview of the Academic Council or otherwise contravene the provisions of the Act and the Statutes.

(2) A resolution in order to be admissible, shall also satisfy the following conditions.

(i) It must relate to a matter within the powers of the University and the Academic Council:

(ii) It shall be clearly and precisely worded;

(iii) It shall relate to a single matter;

(iv) It shall not contain arguments, inferences, ironical expressions, imputations, epithets or defamatory statements;

(v) It shall not refer to the character or conduct of any person except in his official or public capacity;

(vi) It shall not refer to any matter which is under adjudication by a court of law;

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

(viii) It shall not touch upon matters pending before any statutory tribunal or statutory authority performing any judicial or quasi judicial functions or any commission or court of enquiry appointed to inquire into or investigate any matter but may refer to matters concerned with procedure or subject or stage

of enquiry, if it is not likely to prejudice the consideration of the matter by the Tribunal or Commission or Court of enquiry.

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

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

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

10. **Admissibility of amendments**:- The provisions governing the admissibility of resolutions prescribed under Statute 7, shall mutatis mutandis apply to amendments moved under Statute 9 and resolutions moved under Statute 10.

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

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

13. **Objection to proceedings**.— If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the sending of the Proceedings, they shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine he may correct the proceedings.

CHAPTER VII

FACULTIES

1. **Faculties** .— The University shall have the following faculties, namely: —

- (i) Sanskrit Literature
- (ii) Sanskrit Grammar
- (iii) Indian Metaphysics
- (iv) Indian Logic
- (v) Other Sanskrit Studies
- (vi) Indology
- (vii) Indian Languages
- (viii) Foreign Languages
- (ix) Arts and Social Sciences
- (x) Such other Faculties as may be instituted by the Academic Council from time to time.

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

3. **Eligibility to vote in certain cases** .— A person may be a member of more than one Faculty, but shall have only one vote in elections from the combined Faculties or at joint meetings of the Faculties.

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

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

6. **Constitution** .— (1) Each Faculty shall consist of –

- (a) the Dean of the Faculty
- (b) two members from each Board of Studies nominated by the Syndicate who are teachers of the University.
- (c) not less than three and not more than five members nominated by the Syndicate from among teachers;
- (d) two experts to be nominated by the Syndicate from outside the University.

(2) The members of each Faculty shall hold office for a period of three years from the date of their nomination and the faculty shall be reconstituted every three years.

(3) The quorum for a meeting of a Faculty shall be one third of the number of members of the Faculty.

(4) If any member who has been nominated to the Faculty remains unauthorisedly absent from three consecutive meetings of the Faculty, he shall cease to be a member of such Faculty. The Syndicate shall there upon fill the vacancy arising as a result of such disqualification, after giving intimation to the person affected.

7. **Powers of the Faculty** .— A Faculty shall have power –

(a) to consider and report on any matter referred to it by the Syndicate, the Academic Council or the Vice Chancellor;

(b) to make recommendations to the Academic Council on all matters relating to the organization of University teaching courses of study, examination and research in the subject of study comprised in the Faculty and to propose additions or amendments to the Ordinances and Regulations, as the case may be relating to these matters for the consideration of the Syndicate or to the Academic Council;

(c) to recommend to the Syndicate, the names of persons suitable for appointment as Examiners in the Subjects comprised in the Faculty;

(d) to call for proposals from the Dean of the Faculty regarding syllabi and text books for the course of study;

(e) to consider any report or recommendation of the Dean or of any Board of Studies under the Faculty.

8. **Objections to proceedings** .— Any member of the Faculty who was present at the meeting may, within ten days of the receipt of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof who in turn should place it before the Chairman. If the Chairman is convinced that the objection raised is genuine, he shall correct the minutes or otherwise it shall be laid before the Faculty at its next meeting to take a decision.

9. **Validity of proceedings in certain cases** .— Non-receipt of notice, agenda and other papers connected with any of the Faculty meeting by any member as such shall not invalidate the proceedings of the meeting..

CHAPTER VIII
BOARD OF STUDIES

1. Constitution.—(1) There shall be a Board of Studies for each academic department of the University having a teaching course provided, however, that each department may have separate Boards of Studies in such branches of knowledge as the Syndicate may decide to deal with the matters relating to post-graduate studies.

(2) A member of the Board of Studies shall hold office for a period of three years from the date of his entering upon office and the Board of Studies shall be reconstituted once in three years.

(3) The Dean of the concerned Faculty shall be the Ex-officio Chairman of each Board of Studies and the Head of the Department shall be the Ex-officio member.

(4) Other members of the Board of Studies shall be nominated by the Vice-Chancellor on the recommendation of the Principal Dean of Studies. The number of such members shall not be less than three or more than five.

(5). No person shall be appointed as a member of a Board of Studies unless he is a teacher of, or has special knowledge in, the subject or one of the subjects with which the Board is concerned.

2. Duties .— It shall be the duty of each Board of Studies –

(a) to consider and report on any matter with which the Board is concerned referred to it by the Syndicate, the Academic Council, Faculty or the Vice-Chancellor;

(b) to recommend the syllabi and text books for the subject with which it is concerned.

3. Powers.—Each Board of Studies shall have power,-

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

(b) to recommend persons suitable for appointment as question paper setters or examiners in the subject with which it deals;

(c) to make recommendations in regard to courses of study and examinations in the subjects with which it is concerned:

(d) to address the faculty or faculties concerned regarding improvements in the courses of study;

(e) to consult specialists who are not members of the Board;

(f) to recommend to the Academic Council, for being forwarded to the syndicate for its approval the preparation and publication of selections or anthologies of the writing or works of authors and other masters in any subject or group of subjects together with a synopsis of the selections or anthologies and the names of the authors and masters and of the persons who may in its opinion be appointed to make the selections; and

(g) to bring to the notice of the Academic Council or the Syndicate, as the case may be, matters of importance relating to the examinations in each subject or group of subjects.

4. Meetings.— (1) A Board of Studies shall ordinarily meet once a year; but the Vice-Chancellor may direct additional meetings to be held as and when necessary.

(2) A joint meeting of two or more Boards may be held when the Syndicate, the Academic Council or the Vice-Chancellor so direct for the disposal of any question affecting those Boards.

(3) Meetings or Joint meetings of Boards shall be convened by the Registrar at such time as stipulated above or on the written request of not less than one-third of the number of members serving at the time on the Board or Boards.

(4) The Chairman of the Board shall preside at meetings of the Board. In the absence of the Chairman, the members present shall elect a Chairman from among themselves to preside over the meeting. When a Joint meeting of two or more Boards is held, the members present shall elect a person from, among themselves to preside over the meeting.

(5) The quorum for a meeting of a Board shall be simple majority of the strength of the Board, fractions, if any, being ignored. The quorum for a joint meeting of two or more Boards shall be one half of the total number of members in those Boards, fractions, if any, being ignored and no one member, however, being counted more than once.

(6) Every resolution passed by the Board shall be recorded at the meeting and read out by the Chairman at the meeting itself.

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

(8) Non-receipt of notice, agenda and other papers connected with any meeting of the Board by any member as such shall not invalidate the proceedings of the meeting.

(9) It shall however be open to the Vice-Chancellor, in urgent cases, to obtain the opinion of the Boards by circulation. Such opinion together with the action taken thereon shall be communicated to all the members.

CHAPTER IX FINANCE COMMITTEE

1. Constitution.—(1) The Finance Committee shall consist of the members specified in sub-section (1) of section 21 of the Act.

(2) The Vice-Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Vice-Chancellor the Principal Dean or in the absence of both, the senior most Professor in the University shall preside at the meeting.

(3) The Finance Officer shall be the Secretary of the Finance Committee.

2. Meetings.—(1) The Finance Committee shall meet at least once in every quarter to examine accounts and scrutinize the proposals for expenditure, if any.

(2) The Finance Committee shall also meet two days prior to a meeting of the Syndicate to consider all financial matters to be presented at the meeting of the Syndicate.

(3) A meeting of the Finance Committee shall be convened at appropriate time to examine the annual budget estimates of the University and to advise the Syndicate thereon.

(4) The Finance Committee shall also be convened as soon as the accounts of a year are finalized by the Finance Officer to consider the accounts and submit the annual accounts with its comments to the Syndicate.

(5) The quorum for a meeting shall be three.

(6) Notice of fifteen days shall be given for the meetings.

(7) Non-receipt of notice, agenda and other papers connected with any meeting of the Finance Committee by any member as such shall not invalidate the proceedings of the meeting.

3. Powers.—(1) The Finance Committee shall,—

(a) examine draft annual estimate of income and expenditure and annual accounts of the University.

(b) scrutinize every item of new expenditure not provided for in the budget estimates of the University.

(c) advise the Syndicate regarding the strict observation of the rules and procedure relating to the maintenance of accounts of income and expenditure of the University.

(d) advise the Vice-Chancellor on matters having financial implication referred to the Committee by him;

(e) examine and report on the accounts of the endowments and trust funds;

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

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

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

CHAPTER X PROCEDURE FOR MAKING ORDINANCES

Authority to initiate Ordinance.—(1) The Syndicate may make, amend or repeal Ordinances in the manner hereinafter provided.

(2) Every Ordinance or amendment to or repeal of an Ordinance made by the Syndicate shall be submitted to the Chancellor and to the Academic Council during its next meeting for information.

CHAPTER XI

PROCEDURE FOR MAKING REGULATIONS

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

2. **Consultation with Faculties.**— The Academic Council shall ordinarily consult the faculty or faculties concerned before making, amending or repealing any Regulation relating to –

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

CHAPTER XII

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

1. *The University may confer the following:*

A. Degrees

- | | | |
|--|---|-------------|
| (1) Bachelor of Arts | : | BA |
| (2) Bachelor of Education | : | B.Ed. |
| (3) Bachelor of Arts & Education | : | B.A., B.Ed. |
| (4) Master of Arts | : | MA |
| (5) Master of Philosophy | : | M.Phil. |
| (6) Master of Education | : | M.Ed. |
| (7) Master of Traditional Architecture | : | M.T. Arch. |
| (8) Master of Pharmaceutical Science | : | M.P.Sc. |
| (9) Doctor of Philosophy | : | Ph.D. |

B. Diplomas

- (1) Diploma in Tamil
- (2) Diploma in Kannada

- (3) Diploma in Jyothisha
- (4) Diploma in Vedic Studies
- (5) Diploma in Cultural Studies
- (6) Diploma in Theatre

C. Certificates

- (1) Certificate in Kannada
- (2) Certificate in Tamil
- (3) Certificate in Jyothisha

D. **Titles in Oriental Studies:** The University may confer such Titles in Oriental Studies as the Academic Council, may decide from time to time.

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

3. **Award of Degrees, Diplomas etc.**—Award of degrees, diplomas, certificates, titles, etc. shall be made in absentia at a meeting of the Academic Council held after the publication of the results of the examinations concerned, the said meeting of the Academic Council being considered as Convocation for this purpose.

CHAPTER XIII

HONORARY DEGREES

1. **Persons on whom Honorary Degrees may be conferred.**—On the recommendation of the Syndicate, an honorary degree may be conferred on persons who have made notable contributions to Sanskrit literature, Sanskrit education, Indology, Indian Philosophy, Indian Languages, Fine Arts humanities or Social Sciences or Cultural contacts between India and foreign countries, subject to the condition that such recommendation is accepted by not less than two-thirds of the members present at a meeting of the Academic Council and is confirmed by the Chancellor.

Provided that it shall be competent for the Chancellor to award honorary degrees in special cases, on the recommendations of the Syndicate alone.

2. **Conferment.**— Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia.

3. **Presentation of persons.**— The presentation at the Convocation of the person on whom an honorary degree is to be conferred shall be made by the Vice-Chancellor or, in his absence, by a member of the syndicate nominated by the Syndicate.

4. **Authentication.**—The diploma or certificate for an honorary degree shall be signed by the Chancellor

5. **Degrees to be conferred.**— The following shall be the degrees to be conferred as honorary degrees, namely-

Doctor of Science	:	D.Sc.
Doctor of Letters	:	D.Litt.
Doctor of Laws	:	LL.D.

CHAPTER XIV

INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS Etc.

1. **Awards.**— Awards by the University in aid of Post-Graduate research shall be of three kinds, namely:-

- (i) University Research Fellows
- (ii) Endowed Research Scholarships or Fellowships
- (iii) Special Grants and Prizes.

2. **University Research Fellowships.**— (1) The University Research Fellowship shall be of three categories, namely:-

- (i) Senior Research Fellowships;
- (ii) Special Research Fellowships for teachers;
- (iii) Junior Research Fellowships

(2) The number of Fellowships that may be awarded each year shall be decided by the Syndicate from time to time.

(3) The value of Fellowships, minimum qualifications for the award and other terms and conditions shall be such as may be prescribed in the Ordinances.

3. **Selection Committee:**— The Fellowships shall be awarded by the Syndicate, on the recommendation of the Selection Committee constituted by the Vice-Chancellor for the purpose consisting of-

- (i) the Dean of the Faculty concerned;
- (ii) the Head of the Department in the subject concerned or in the absence of the Head of the Department, the Chairman of the Board of Studies concerned; and
- (iii) the Convener of the Standing Committee of the Syndicate dealing with Research Fellowships.

4. **Deputation:**- Teacher Fellows may be deputed by the Syndicate to work in other institutions in India and /or abroad. The Syndicate may sanction grant-in-aid to supplement the emoluments of a Fellow to work outside the State.

5. **Suspension or cancellation:**- The Syndicate may suspend or cancel a Fellowship at any time on account of misconduct or unsatisfactory progress and may require the holder to refund the whole or part of the stipend drawn. The decision of the Syndicate shall be final.

6. **No award if no deserving candidate:**- The Syndicate may decline to award a Fellowship in any year, if in its opinion, there is no deserving candidate.

7. **Vacancies:**- Casual or other vacancies during the course of the academic year among Fellows may not be filled up by a fresh award. But a vacant Senior Fellowship may, however, be awarded to a Junior Fellow, who is otherwise eligible.

8. **Endowed Research Scholarships or Fellowships:**- The award of endowed Scholarships or Fellowships shall be made according to the terms of each endowment and the Statutes for the award of University Research Fellowship which are not repugnant to the terms of the endowment shall mutatis mutandis apply to such Research Scholarships or Fellowships.

9. **Special Grants and Prizes in aid of Research:**- Grants-in-aid to cover expenses in connection with research or for the publication of research work may be given at the discretion of the Syndicate to persons who are not full-time research Scholars or Fellows.

10. **Consultation with Dean:**- The award of such grants-in-aid shall be made in consultation with the Dean of the Faculty concerned.

11. **Condition of bond.**— The Syndicate may require the recipient of the grant-in-aid to enter into a bond with the University, the terms of which may be settled by the Syndicate.

12. **Obligation of recipient.**— It shall be obligatory for the recipient to acknowledge the aid when publishing the work, in respect of which the aid was given and to furnish free of cost, four copies of the publication to the University.

13. **Prizes for original work.**— It shall be competent for the Syndicate to award prize for approved original work in any branch of study for the promotion and propagation of Sanskrit, subject to such rules and conditions as the Syndicate, may from time to time specify.

14. **Expenditure.**— The Syndicate shall have power to defray out of general funds such expenditure incurred in connection with research as in its judgment, is reasonable.

15. **Facilities for research.**— The Syndicate shall also make arrangements, where necessary for affording facilities for the prosecution of research.

16. **Non-stipendiary workers.**— The Syndicate may permit persons to work in the Research Departments of the University as non-stipendiary workers.

CHAPTER XV REGISTER OF MATRICULATES

1. **Persons to be registered.**— The Syndicate shall maintain a Register of Matriculates, in which the names of the following classes of persons shall be registered namely:-

(a) holders of completed Secondary School Leaving Certificates issued by the Secretary to the Commissioner for Government Examinations, Kerala, who have been declared eligible for admission to a course of study in the University;

(b) candidates who have passed any other examination, conducted by any University or other authority recognized by the University as equivalent to the Secondary School Leaving Certificate Examination, and who are admitted to a University course of study;

(c) holders of any degree, title, diploma or certificate other than those specified in clause (a) or clause (b) on first admission to a University course of study;

(d) persons other than those specified in clause (a) or clause (b) or clause (c) who with or without exemption from attendance certificates are permitted to appear for the first time for any examination of the University ;

(e) person other than those specified in clause (a) or clause (b) or clause (c) or clause (d) who are candidates for admission to a Research Degree of the University.

2. **Other Categories to be registered.**— All persons who enter upon a course of study or research in the University or appear for an examination of the University for the first time shall be required to have their names registered in the Register of Matriculates maintained by the Syndicate.

3. **Particulars in the Register.**— The Register of Matriculates shall set forth in respect of each Matriculates, the following particulars, namely-

(i) the name in full (initials to be expanded);

(ii) the name of father or guardian;

(iii) age;

(iv) religion;

(v) mother tongue;

(vi) (a) school where educated;

(b) number and date of School Leaving Certificate;

(c) authority issuing such certificate;

(vii) (a) accepted examination;

(b) date of passing;

(c) number of certificate;

(d) authority issuing certificate;

(viii) institution entered with date of admission; and

(ix) (a) university examination for which he has been permitted to appear

or

(b) Research degree for which he is a candidate.

4. **Fees.**— Every applicant for registration shall pay to the University such fee as may be prescribed by the Ordinances.

5. Date of receipt of forms .— 1) The matriculation forms, recognition forms, etc. required in a Centre during an academic year shall be sent to the centres before such date as may be specified by the University

(2) The person in Charge of the Centre, shall, on the first working day of every week remit to the general fund of the University all the amounts collected under the items specified in clause (1) and send the related matriculation fee receipt forms with chalangans, at the end of every month, with detailed statements.

(3) The University office shall finalise compilation of the return of matriculates by 15th November, of every year and send back the fee receipt to the Centers so as to enable the said Centres to get them by the 1st December, each year.

6. Migration and re-admission :- Matriculates of the University who have migrated from the University shall have their names removed from the Register of Matriculates, When any such person whose name has been removed from the Register, rejoins the University, he shall register his name as a Matriculate of the University afresh, after paying the prescribed fee.

CHAPTER XVI

WITHDRAWAL OR CANCELLATION OF DEGREES, DIPLOMAS, TITLES ETC.

Procedure.— If evidence is laid before the Syndicate to show that any person on whom a degree, title or other distinction has been conferred or to whom a diploma, certificate has been granted by the Academic council has been convicted of what in their opinion is an offence involving moral delinquency, the Syndicate may propose to the Academic Council that the degree, diploma, title, certificate or other distinction shall be cancelled and if the proposal is accepted by not less than two thirds of the members present at a meeting of the Academic Council and is confirmed by the Chancellor, the degree, diploma, title, certificate or other distinction shall be cancelled accordingly;

Provided that before cancellation of the degree, diploma, title, certificate or other distinction of a person, the person affected shall be given a reasonable opportunity to present his case.

CHAPTER XVII UNIVERSITY UNION

1. Constitution of University Union.— There shall be a University Union.

2. Manner of constitution .— The University Union shall be constituted in the manner prescribed in the provisions 46(2) of the Act.

3. Manner of election .— (1) The Registrar shall nominate one member of the teaching staff as Returning Officer to conduct the election to the University Union Council.

2) The elections will be conducted by secret ballot.

3) One third of the total number of seats in the University Union Council shall be reserved by the Registrar for girl students and such seats shall be allotted by him by rotation to different departments.

4. Term of office of members.— The members of the University Union council shall hold office for a term of one year from the date of their election.

5. Manner of Selection of General Secretary .— There shall be a General Secretary to the University Union who shall be elected in the manner laid down in Section 46(2) of the Act.

6. Meeting of University Union.— The University Union shall ordinarily meet once in six months on dates to be fixed by the Vice Chancellor and as and when required for the conduct of its business.

7. Procedure for conduct of meeting.— In the absence of the Chairman, the Vice Chairman shall preside over the meeting, and if he is also absent, the members present shall elect one from among themselves to preside at the meeting.

8. Quorum.— One fourth of the total number of members shall constitute the quorum for a meeting of the University Union and no business shall be transacted at a meeting at which there is no quorum.

9. Convening of special meetings.— The Chairman may, whenever he thinks fit, convene a special meeting of the University Union.

10. **Notice for a meeting of the University Union.**— The General Secretary to the University Union shall under the direction of the Chairman, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.

11. **Notice of resolutions.**—1) Any member who wishes to move a resolution at an ordinary meeting of the University Union shall forward to the General Secretary a copy of the resolution so as to reach him not less than twenty clear days before the date of the meeting.

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

12. **Resolution to be placed on the agenda paper.**— The General Secretary shall, under the direction of the Chairman, cause each resolution of which notice has been given and which has not since been withdrawn, to be placed on the agenda paper at the meeting at which it is to be moved subject in general to the Statute governing the admissibility of resolutions at the meeting of the Academic Council.

13. **Despatch of agenda paper.**— Not less than fifteen days before the date of an ordinary meeting, the General Secretary shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting, provided the Chairman may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same in the agenda paper.

14. **Notice of amendment.**— Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the General Secretary so as to reach him not less than nine clear days before the date of the meeting at which the resolution is to be moved and the amendment shall be included on the final agenda papers, subject in general to the Statutes governing the admissibility of amendments, and resolutions at the meeting of the Academic Council.

15. **Procedure of meetings.**— The procedure for admission of resolutions and amendment for the conduct of meetings of the University Union shall, in general, be the same as laid down for the meetings of the Academic Council in so far as the Chairman, may, at his discretion decide.

16. **Proceedings.**— The proceedings of each meeting of the University Union shall be signed by the Chairman of the meeting. A copy of the minutes of each meeting shall be sent to the Chancellor.

17. **Powers of the University Union.**— In addition to the powers conferred on the University Union by the Act, the University Union shall have the following powers, namely,

(a) to supervise and co-ordinate the activities of the different Associations, societies and other Organizations of the students;

(b) to recommend to the Syndicate the financial allocation to be made for the activities to be undertaken under the relevant budgetary heads of the University Union;

(c) to allocate funds for the different activities of the Associations, Societies and other organizations of the students as sanctioned by the Syndicate;

(d) to submit an annual report of its work together with a statement of its accounts to the Syndicate within such date as may be fixed by the Syndicate.

(e) to make recommendations to the Syndicate regarding any matter affecting the corporate life or welfare of the students;

(f) to make recommendations to the Syndicate regarding the facilities for instruction.

SCHEDULE
SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY
Non-Teaching Service

Sl. No.	Category / Post	Scale of pay Rs.	Minimum Qualification	Age limit	Method of Recruitment
1.	Registrar	4500-7300	First or Second class post-graduate degree with 10 years teaching experience at College / University level and about 5 years of administrative experience in a responsible post including management of staff in a University or College	45 and above	Recruitment on the basis of merit by inviting applications by advertisement in the press or by deputation
2.	Finance Officer	4500-7300	Chartered Accountant (ACA/FCA/ICWA) OR First or Second class Master's degree with experience in Financial & Accounts matters for not less than 5 years in a supervisory capacity	Between 35 & 45 years	By direct recruitment or by deputation from the State / Central Govt. / Other services.

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3.	Joint Registrar	3900-5075			By promotion from the cadre of Deputy Registrar having two years experience in the cadre of Deputy Registrar on the basis of seniority and merit or by deputation
4.	Deputy Registrar	3000-5000			(i) By promotion from the cadre of Assistant Registrar having three years service in the cadre of Assistant Registrar on the basis of seniority and merit (ii) Deputation from State / Central Government Departments / Universities in the same grade / post post.

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Sl. No.	Category / Post	Scale of pay Rs.	Minimum Qualification	Age limit	Method of Recruitment
5.	Assistant Registrar	2500-4000			(i) By promotion from the cadre of Section Officer with a minimum service of five years in the cadre of Section Officer based on the seniority and merit. (ii) Deputation from State / Central Government Departments / Universities in the same grade / post.
6.	PS to Vice Chancellor	2500-4000	University Degree. Experience as Section Officer in the University or other experience in a Supervisory capacity. For this purpose S.O. should have completed three years service in the cadre of S.O.		(i) By selection from among the University employees or by Deputation. (ii) In case no suitable person is available from among the employees, by advertisement and selection.
7.	PS to Principal Dean of Studies	2500-4000	do	do	do
8.	PS to Registrar	2500-4000	do	do	do
9.	Section Officer	2000-3200			(i) By promotion from the cadre of Selection Grade Assistant based on seniority. Should have put in a minimum of 10 years service in the Assistant's category or by deputation (ii) In the absence of the above, by direct recruitment.
9A.	Legal Assistant	9590-16650 (pre-revised)	For method of Recruitment (i) Degree in Law of a recognised University. (ii) A minimum of 3 yrs University service in the cadre as on the first day of the year of notification. For method of Recruitment (ii) Degree in Law of a recognised University, (ii) should be enrolled as an advocate on the rolls of any of the Bar Councils in India for a minimum period of 2 years.	Below 35 years as on the first day of the year of notification or by promotion from the case of Senior Grade Assistant based on merit cum method of recruitment (ii)	(i) Appointment by transfer from the category of Selection Grade Assistant or by promotion from Senior Grade Assistant based on merit cum seniority: (ii) In the absence of the above, by direct recruitment

Sl. No.	Category / Post	Scale of pay Rs.	Minimum Qualification	Age limit	Method of Recruitment
10.	Selection Grade Assistant	1760-3050			By promotion of Senior Grade Assistant based on seniority or by Deputation
11.	Senior Grade Assistant	1640-2900			By promotion of Assistant Grade I based on seniority or by Deputation
12.	Assistant Grade I	1350-2200			By promotion of Assistant Grade II having completed the period of probation & passed A/c Test Lower based on seniority or by Deputation
13.	Assistant Grade II	1200-2040	University Degree	35 years	By recruitment on the basis of merit decided by competitive test after inviting applications by advertisement in the press or by Deputation
14.	Computer Operator	1200-2040	Graduation with Diploma / Certificate in Computer Operations	35 years	do

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15.	Section Officer (Fair Copy)	1760-3050			By promotion from the Office Superintendent having a minimum of two years service as Office Superintendent or by Deputation
16.	Office Superintendent	1640-2900			By promotion from the UD Typists having a minimum of 3 years service as UD Typist or by Deputation.
17.	U.D. Typist	1350-2200			By promotion from the LD Typists having a minimum of five years service as LD Typist or by Deputation
18.	L.D. Typist	1200-2040	1. University Degree 2. Typewriting Higher KGTE or equivalent 3. Shorthand Higher KGTE or equivalent	35 years	(i) By recruitment on the basis of merit to be decided by competitive test after inviting applications by advertisements in the press (ii) By deputation

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Sl. No.	Category / Post	Scale of pay Rs.	Minimum Qualification	Age limit	Method of Recruitment
19.	Clerical Assistant	950-1500	SSLC	35 years	By promotion from the integrated cadre of last grade having ten years service with SSLC qualification based on seniority or by Deputation
20.	Security Officer	2000-3200	Ex-Servicemen not below the rank of a Captain	50 years	Recruitment on the basis of merit, inviting applications by advertisement in the press or by Deputation from the Police Department not below the rank of Circle Inspector
21.	Security Guard	825-1250	SSLC pass with good physique. Preference will be given to Ex-Servicemen	40 years	Recruitment on the basis of merit inviting applications by advertisement in the press or by Deputation
22.	Integrated Cadre of Last Grade employees / Peon / Watchman / Lascar / Cook / Gardener / Sweeper / Cleaner etc.	775-1065	Ability to read and write	35 years	Recruitment on the basis of merit inviting applications by such method as the Syndicate may decide or by Deputation
23.	Driver	1125-1720	Possession of Light Vehicle License	35 years	Recruitment on the basis of practical test by inviting applications by notification
Library Service					
24.	University Librarian	4500-7300	1. M. Lib. Sc. or Master's Degree with a Degree in Library Science 2. 3 years experience in a professional post in a recognized institution	40 years	Recruitment on the basis of merit by inviting applications by advertisement in the press or by Deputation
25.	Reference Assistant (Library)	2060-3200			By promotion from the cadre of Technical Assistant (Library) or by Deputation

Sl. No.	Category / Post	Scale of pay Rs.	Minimum Qualification	Age limit	Method of Recruitment
26.	Technical Assistant (Library)	2000-3200			By promotion from the cadre of Library Assistant or by Deputation
27.	Library Assistant	1400-2600	1. University Degree 2. Degree in Library Science	30 years	Recruitment on the basis of merit inviting applications by advertisement in the press or by deputation.
Engineering Service					
28.	University Engineer	3000-5000		Between 40 & 50 years	1. Degree in Civil Engineering 2. Experience in Civil Engineering, design, construction and administration over a period not less than 15 years
29.	Assistant Executive Engineer	2375-3500			By promotion from the cadre of Assistant Engineer based on seniority or by Deputation
30.	Assistant Engineer	2060-3200	As in Kerala Government Service	30 years	(i) By direct recruitment on the basis of merit by inviting applications by advertisement in the press or by Deputation (ii) By promotion from the cadre of Overseer / Draftsman, with ten years service based on the seniority as directed by the Syndicate By deputation from State / Central Government Service
31.	Divisional Accountant	2000-3200			
32.	Overseer/Draftsman	1125-1720	As in Kerala Government Service	35 years	By recruitment on the basis of merit inviting applications by advertisement in the press or by Deputation
33.	Electrician	1200-2040	1. SSLC or equivalent 2. Pass in Electrical Overseer's Course / ITI	35 years	do
34.	Plumber	1200-2040	1. Possession of an authorized Plumber's License 2. Working experience for 4 yrs as Plumber	35 years	do

FORM A

(See Statute 17 of Chapter IV)

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

Annual Confidential Report for the year.....

1. (a) Name of Officer
(b) Date of birth
2. Appointment held during the year (with date) and Pay and Scale of Pay
3. Total period including the period under report, that the Officer has worked under the Reporting Officer
4. General qualifications for the post held including any special or technical and professional attainments:
5. (i) Health and Physical capacity
(ii) Conduct
(iii) Personality and bearing
(iv) Intelligence
(v) Promptness, enthusiasm and initiative
(vi) Application
(vii) Aptitude
(viii) Knowledge of work (special reference should be made to ability to note and draft)
(ix) Impartiality
(x) Integrity

- (xi) Judgment
- (xii) Self reliance-whether opinionated confident of ability and receptive to ideas
- (xiii) Willingness to assume responsibility
- (xiv) Capacity for decision making
- (xv) (a) Patience: (b) tact and (c) courtesy
- (xvi) Control of staff (power of commanding respect and discipline enforcing)
- (xvii) Matters of official and Public interest in which the officer has specialized himself or taken special interest
- (xviii) Manner in which the officer discharged the duties of his office during the year
- (xix) Any other qualities having a bearing on the duties of the Officer
- (xx) General remarks

Has the Officer any special characteristics and / or any outstanding merit or ability which would justify his advancement and special selection for higher appointment in the service.

Indebtedness

(Signature)
Reporting Officer (name in block letter)
Designation

General

Opinion of Head of Department (when not the Reporting Officer) on conduct and efficiency of officer reported on.

Head of the Department

The Reporting Officer should give his opinion and impression in a concise narrative form so as to cover the Officer's knowledge of procedure and departmental techniques, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the Officer's attention had been drawn to the defects during the course of the reporting period and if so, with what results.

Note: The entries in regard to the various qualities reported on should be descriptive.

Shown to

Reporting Officer

Seen

Reported Officer

(Sd/-)

Date:

Chancellor