

**KERALA UNIVERSITY**

**OF**

**FISHERIES AND OCEAN**

**STUDIES,**

**PANANGAD, KOCHI**

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## **CHAPTER I PRELIMINARY**

**1. Short title and commencement :-** (1) These Statutes may be called the Kerala University of Fisheries and Ocean Studies First Statutes, 2013.

(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 and in the case of teachers who are granted extension of service till the end of the academic year. It shall mean the period of twelve months commencing from the first day of June and ending with March of the following year;

(b) “Act” means the Kerala University of Fisheries and Ocean Studies Act, 2010 (5 of 2011);

(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 thereunder;

(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;

(k) “University fund” means the Kerala University of Fisheries and Ocean Studies fund constituted under Section 63 of the Act;

(l) “University” means the Kerala University of Fisheries and Ocean Studies, Panangad.

(2) The words and expressions used and not defined in these statutes, but defined in the Act or in the Interpretation and General clauses Act, 1125 (VII of 1125), shall have the meanings respectively assigned to them in those Acts.

## CHAPTER II

### AUTHORITIES OF THE UNIVERSITY

#### THE SENATE

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

(i) to confer degrees and other academic distinctions on persons who unless exempted therefrom in the manner prescribed shall have pursued a prescribed course of study in the University and shall have passed the prescribed examination of the University or carried on research under the prescribed conditions;

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

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

(iv) to establish, maintain, equip and manage higher educational institutions and institutions of scientific, technical and social research in Fisheries, ocean studies and allied branches of learning;

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

(vi) to provide for research and the advancement and dissemination of knowledge in Fisheries, Ocean Studies and such branches of learning as it may deem necessary;

(vii) to establish and maintain laboratories, research centres, fish farms, museums and other institution of teaching, research and extension education.

**2. Reconstitution:** (i) The Chancellor shall reconstitute the Senate every five years with the members specified in sub-section (1) of section 10 of the Act.

(ii) The reconstitution of the Senate shall be notified in the Official Gazette of the Government of Kerala.

**3. Meeting.-** (1) Unless the Senate otherwise resolves, the Senate shall meet at 10 a. m. on each day, appointed for the meeting with a break for lunch from 1 p. m. to 2:30 p.m. and the Chairman shall adjourn the meeting at 5 p.m.:

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

Provided further that, if any voting is in progress, the voting and the proceedings thereto shall be completed before the meeting is adjourned:

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

(2) The Chairman shall, if the Senate so decides, adjourn the meeting at any time during the course of the meeting.

**4. Special meetings of the senate.-** The Vice Chancellor shall, on a requisition in writing signed by not less than one fourth of the total number of members of the Senate, convene a special meeting of the Senate within sixty days of the receipt of such requisition. The requisition for the special meeting of the Senate shall be forwarded to

the Registrar with the copy of the resolution or resolutions to be moved at the meeting, together with the name or names of the proposer or proposers of each such resolution.

5. *Notice for an ordinary meeting.*- (1) The Registrar shall, under the direction of the Vice-Chancellor, give not less than six weeks, notice of the date of an ordinary meeting of the Senate.

(2) The Vice-Chancellor shall, however, be competent to postpone a meeting of the Senate of which due notice has already been given under clause (1), for sufficient reasons.

(3) The Registrar shall give intimation to all concerned of such postponement of the meeting and thereupon the meeting shall be convened on the date so postponed without further notice.

(4) The Registrar shall send to each member, copies of the Annual Report, Annual Accounts and Audit Report and Financial Estimates, two-weeks before the date fixed for the annual meeting.

6. *Notice of special meeting of the senate.*- (1) Fifteen clear days' notice shall ordinarily be given for a special meeting to be convened by the Vice-Chancellor on his own motion under sub-section (7) of section 10 of the Act but in the case of emergency, the Vice-Chancellor may convene a special meeting at shorter notice.

(2) When a special meeting is convened by the Vice-Chancellor on a requisition under sub-section (7) of section 10 of the Act, fifteen clear days' notice shall be given to the members. The Registrar shall along with the notice send to each member a copy of the resolutions to be moved at the meeting, with the name of the mover of each resolution.

7. *Notice of resolutions.*- (1) Any member who wishes to move a resolution at an ordinary meeting of the Senate shall forward to the Registrar a copy of the resolution so as to reach him not less than thirty clear days before the date of the meeting.

(2) A member who has forwarded a resolution, may, withdraw his resolution 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.

(3) A member is entitled to move one resolution at a meeting of the Senate.

8. *Admissibility of resolutions.*- (1) The Vice-Chancellor may disallow any resolution or amendment to any resolution if, in his opinion,

(a) it does not fall within the purview of the Senate or otherwise contravenes any of the provisions of the Act and the Statutes;

(b) it does not relate to a matter within the powers of the University and the Senate;

(c) it is not clearly and precisely worded;

(d) it refers to more than one definite issue;

(e) it contains arguments, inferences, ironical expressions or defamatory statements;

(f) it refers to the character or conduct of persons except in their official or public capacity;

(g) it refers to a matter which is under adjudication by a court of law;

(h) it refers substantially to the same issue already raised and resolved in a resolution moved in the Senate during the twelve months preceding the date of the meeting, at which it is to be moved.

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

(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.

(4) The order of priority at which such resolutions shall be taken up for consideration shall be decided by the Vice-Chancellor.

(5) When any resolution has been disallowed by the Vice-Chancellor, the Registrar shall before the meeting intimate the fact to the person concerned, stating the grounds for disallowing the resolution.

9. Issue of preliminary agenda.- (1) Not less than twenty one clear days before the date fixed for an ordinary meeting, the Registrar shall issue to every member, a preliminary agenda specifying therein the date and time of the meeting and the business to be transacted at the meeting:

Provided that non receipt of the agenda by any member shall not invalidate the proceedings of the meeting.

(2) Notwithstanding anything contained in clause (1), the University Governing Council or the Vice-Chancellor may bring forward before any meeting of the Senate any business considered urgent by them without placing it on the agenda.

10. Resolutions on Ordinances, Regulations, etc. .- Notwithstanding anything contained in clause (1) of Statute 7, (1) any member who wishes to move a resolution on any report or statement by the University Governing Council included in the agenda or on Ordinances, Regulations, Bye laws, rules or orders placed before the Senate and included in the agenda may do so by giving notice of the resolution which shall reach the Registrar not less than nine clear days before the day of the meeting, and these resolutions shall be made available to the members at the time of the meeting:

Provided that no such notice shall be necessary in the case of resolutions brought forward by the University Governing Council or the Vice Chancellor under Statute 9.

11. *Notice of amendments to an item in preliminary agenda.*- (1) Any member who wishes to move an amendment to an item included in the agenda shall forward a copy of the proposed amendment to the Registrar, so as to reach him ten clear days before the date of the meeting

(2) The provisions of clause (1) of Statute 8 shall mutatis mutandis apply to any resolution moved under Statute 10 or any amendment moved under Statute 11.

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

13. *Business at Special Meetings.*- (1) At a special meeting of the Senate convened by the Vice-Chancellor on his own motion, no business other than that brought forward by the University Governing Council or the Vice-Chancellor shall be transacted.

(2) In the case of a special meeting of the Senate convened on requisition, the Registrar shall issue, with the notice of the meeting, an agenda showing the business to be transacted at the meeting.

(3) Any member who wishes to move an amendment to any item on the agenda, shall forward a copy of the proposed amendment, so as to reach the Registrar not less than nine clear days before the date of the meeting:

Provided that in the case of a special meeting of which less than fifteen days' notice has been given, the Vice-Chancellor may accept amendments at a shorter notice.

(4) The Registrar shall issue to every member, not less than five clear days before the date of the meeting, a copy of the revised agenda containing the resolutions and amendments to which notice has been given and which have not been disallowed:

Provided that where the Vice-Chancellor considers it necessary, he may allow the revised agenda to be issued at a shorter interval of not less than twenty four hours before the commencement of the meeting.

(5) The University Governing Council or the Vice-Chancellor may bring before a special meeting any business considered urgent by them without placing the same on the agenda.

14. *Chairman of Meetings.*- (1). The Vice-Chancellor shall preside at the meetings of the Senate.

(2) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meeting of the Senate.

(3) When both the Vice-Chancellor and the Pro-Vice Chancellor are absent a member of the University Governing Council elected by the members of the Senate, shall preside over the meetings of the Senate.

15. *Quorum.*- (1) One-fourth of the total number of members of the Senate shall form the quorum of a meeting of the Senate.

(2) If sufficient quorum is not present within thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact.

(3). If, at any time during the progress of a meeting, any member may call the attention of the Chairman to the number of members present, the Chairman shall within reasonable time count the number of members present, and if such counting shows that there is no sufficient quorum, he shall declare the meeting dissolved, and shall leave the chair.

(4). The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present, and the record shall be signed by the Chairman.

16. *Dissolution of special meetings.*- (1) In the case of a special meeting convened on requisition under sub-section (7) of section 10 of the Act the meeting shall stand dissolved if quorum is not sufficient within thirty minutes of the time for the commencement of the meeting. The fact of such dissolution shall be recorded by the Registrar after getting the signature of the members present and the record shall be signed by the Chairman.

17. *Adjournment of meetings.*- Except as otherwise provided no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place:

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

18. *Notice of adjourned meetings.*- When a meeting is adjourned for fifteen days or more, not less than ten clear days notice of the adjourned meeting and of the business to be transacted by it, shall be given. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted by it.

19. *Notice of questions.*- (1) Any member, who intends to ask a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach him not less than thirty clear days before the date of the meeting. The Vice Chancellor shall decide the admissibility or otherwise of the question.

(2) A member may ask a maximum number of two questions at a meeting, for the purpose of obtaining information from the University Governing Council on any matter concerning the University.

20. *Admissibility of questions.*- (1) No question shall be admitted unless it complies with the following conditions:

- (a) it shall relate to a single matter;
- (b) it shall be so framed as to be a request for information;
- (c) it shall not contain arguments, inferences, ironical expressions or defamatory statements;
- (d) it shall not refer to the conduct or character of persons except to their official or public capacity;

(e) it shall not ask for an expression of opinion or solution of hypothetical proposition or an abstract legal question;

(f) it shall not bring in any name or statement not strictly necessary to make the question intelligible.

(2) If a question contains a statement, the member asking it shall be responsible for its accuracy and shall substantiate it if so required by the Vice-Chancellor.

21. *Disallowance of questions.*- 1. The Vice-Chancellor shall disallow any question or any part thereof if in his opinion;

- (a) it contravenes the provisions of the laws of the University;
- (b) it cannot be answered consistently with the interests of the University;
- (c) it amounts to an abuse of the right of questioning;
- (d) it is not clearly and precisely worded.

2. The Vice-Chancellor may also disallow any question at his discretion-,

- (a) if he considers that the admission of the question is not in the best interest of the University;
- (b) where the answer will involve the preparation of elaborate statements or statistics;
- (c) where the preparations of the answer will involve an excessive amount of time, expense or labour;
- (d) where it relates to a matter confidential in nature; and
- (e) where it was fully answered in a previous meeting.

3. The decision of the Vice-Chancellor shall be final and no discussion thereon shall be permitted.

4. Where any question or part thereof is disallowed by the Vice-Chancellor, the Registrar shall intimate the fact to the member concerned, five days before the date of the meeting, stating the grounds for disallowing of the question.

22. *Answers to Questions.*- The questions which have been admitted and answers thereto, shall be printed in the order of priority to be decided by lot and circulated among the members along with the final agenda.

23. *Order of business.*- The business to be transacted at a meeting of the Senate shall be placed on the agenda in the following order:-

- (a) Elections, if any, to be conducted;
- (b) The answering of questions, if any;
- (c) The business brought forward by the University Governing Council and the Vice-Chancellor; and
- (d) The business brought forward by the members of the Senate.

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

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

26. *Supplementary questions.*- (1). Any member may put not more than one supplementary question for the purpose of further elucidating any matter of fact



regarding which an answer has been given. Supplementary questions shall be put immediately after the principal question to which they relate and before the next question is called.

(2) The Chairman may disallow any supplementary question if in his opinion, it is inadmissible under Statute 20 or 21.

(3) The Supplementary questions shall be answered by any member of the University Governing Council or by a member of the Senate authorised by the Chairman.

(4) The Chairman may decline to allow a supplementary question which in his opinion, requires notice, and the member authorised to answer any supplementary question, may decline to answer it, if it requires notice.

(5) No discussion shall be permitted in respect of any question or any answer given to a question.

27. *Time limit for answering questions.*- The time allowed for answering questions shall not exceed one hour.

28. *Correction of mistakes in the agenda.*- At any meeting, the Chairman may, without any formal motion, permit the correction of clerical, arithmetical or typographical errors in notices, motions, reports, statement or any other items placed before the meeting.

29. *Motions without notice.*- At any meeting of the Senate, the following resolutions may be moved without previous notice, with the permission of the Chair, namely:-

- (i) A complimentary or condolence resolution;
- (ii) A motion for a change in the order of business as stated in the agenda;
- (iii) A resolution relating to any business brought forward by the University Governing Council or the Vice-Chancellor as urgent;
- (iv) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time;
- (v) A motion remitting any matter before the Senate at the time to the University Governing Council or Academic Council or a Faculty, or a Board of Studies for its recommendation and report;
- (vi) A motion for the adjournment of the meeting or a debate on any question to a specified time or to the next meeting of the Senate;
- (vii) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;
- (viii) A motion that the meeting be dissolved;
- (ix) A motion that the meeting pass on to the next business on the agenda; and
- (x) A motion that the question be now put.

30. *Amendment to resolutions.*- At any meeting of the senate, any member may move an amendment to.-

- (i) any resolution brought forward by the University Governing Council or the Vice-Chancellor as an item of urgent business: or
- (ii) to a resolution on any report or statement by the University Governing Council included in the agenda, or
- (iii) Ordinances, Regulations, Bye-laws, -Rules and Orders placed before the Senate and included in the agenda or
- (iv) a resolution included in the agenda of a special meeting convened by the Vice-Chancellor on less than fifteen clear days' notice.

31. *Amendment without notice.*- At any meeting of the Senate, the following amendments may be moved without previous notice;

- (i) Amendments to motions specified in clauses(i) to (v) of Statute 29.

(ii) Amendments to any resolution or amendment on the agenda which in the opinion of the Chairman have been rendered necessary by, and are

consequential upon, any motion passed by the Senate at the same meeting;

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

(iv) Amendments to motions brought forward by the University Governing Council or the Vice Chancellor at urgent meetings on less than ten clear days notice or at ordinary meetings on less than twenty one clear days' notice and to resolutions moved by the members under Statute 10.

32. *Restriction on resolutions or amendment.*- Save as provided in Statutes 29 to 31, no resolution or amendment which is not included on the agenda shall be moved at the meeting.

33. *Form of motions.*- (1) Every motion to be moved at a meeting shall be affirmative in form and shall begin with the word "That".

(2) Every motion at a meeting must be seconded by another member by saying that "I second the motion". The member who seconds a resolution may reserve his speech by adding "I reserve my speech".

(3) When a motion has been moved and seconded, the question shall be stated from the Chair, unless the motion is ruled out by the Chairman;

(4) Any resolution or amendments standing in the name of a member who is absent from the meeting or who declines to move it, may be moved by any other member, with the permission of the Chairman.

34. *Order of Amendments.*- The amendments may be moved at any time after the question has been stated from the Chair and before it is put. The order of amendments to be moved to a resolution shall be determined by the Chairman.

35. *Forms of amendments.*- (1). An amendment to a resolution shall be:-

(i) by leaving out certain words;

(ii) by inserting or adding certain words;

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

*Explanation.*- Where the amendment is of the first kind the form in which it is moved shall be "That the words (mentioning them) be left out". Where the amendment is of the second kind, the form shall be "That the words (mentioning them) be added or inserted", and there shall then follow words specifying the place in which the words mentioned are to be added or inserted. Where the amendment is of the third kind, the form shall be "That the words (mentioning them) be left out" and "That the words (mentioning them) be added or inserted" followed by words specifying the place in which the words mentioned are to be added or inserted.

36. *Scope of amendments.*- (1) Every amendment must be,-

(a) relevant to and within the scope of the subject matter of the motion to which it relates;

(b) so worded that the original motion as amended would form an intelligible and consistent whole;

(c) of such nature that it does not alter the original motion to its opposite meaning;

(d) of such nature that it does not become virtually an independent proposition.

(2) The Chairman may refuse to put an amendment which in his opinion is frivolous or out of order.

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

38. *Withdrawal of motions.*- (1) A resolution or amendment may be withdrawn by the member who moved the same with the consent of the meeting and thereupon the Chairman shall declare the motion withdrawn:

Provided that where an amendment has been proposed to a resolution, the original motion shall not be withdrawn until the disposal of the amendment.

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

(3) When a resolution or amendment has been withdrawn, no motion raising substantially the same question shall be moved during the same session.

(4) A resolution not discussed during the session shall lapse.

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

40. *Priority of motions.*- The motions referred to in Statute 29 shall take precedence over any business that may be before the meeting at the time and must be disposed of before such business that when a motion under Clauses (v), (vii) and (viii) of Statute 29 has been negative, no motions of the same kind shall again be brought forward during the debate of the same question.

41. *Motion on Ordinances.*- A motion on an Ordinance placed before the Senate shall, if it is for the cancellation of the Ordinance, be in the form "That the Ordinance, (mentioning it) be cancelled" and if for amendment of an Ordinance, be in the form "That the Ordinance (mentioning it) be modified" (followed by the words presenting the Ordinance as proposed to be amended). To a motion for the cancellation of the Ordinance, an amendment may be moved for its modification. To a motion for modification of an Ordinance, an amendment may be moved for its cancellation.

42. *Motion for appointment of a Committee.*- A motion for the appointment of Committee to consider and report on any matter before the Senate at the time, may be made at any time, but not so as to interrupt a speech.

43. *Motion for adjournment.*- (1) A motion for the adjournment of a meeting or debate may be made at any time, but not so as to interrupt a speech. The motion shall be in the form "That this meeting do now adjourn" or "That the debate on this question be now adjourned." When the motion is for adjournment to a specified time, such day and hour shall be specified.

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

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

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

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

45. *Motion for Dissolution.*- A motion for the dissolution of a meeting shall be in the form "That this meeting do now dissolve," and may be made at any time but not

so as to interrupt a speech. If the Chairman be of the opinion that the motion is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting. If the motion be accepted by the Chairman, it shall be put forthwith without amendment or debate. If the motion be carried, the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

46. *Motion to pass on to the next business on the agenda.*- (1) A motion to pass on to the next business on the agenda shall be in the form "That the meeting do now pass on to the next business in the agenda" and may be moved at any time after the main question has been stated from the Chair but not so as to interrupt a speech.

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

(3) If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forth with and decide without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

47. *Closure motion.*- (1) A motion for closure shall be in the form "That the question be now put", and may be moved at any time after a question has been stated from the Chair, but not so as to interrupt a speech. A member who moved the closure shall confine himself to the words, "I move that the question be now put". The member who seconds the motion shall confine himself to the words, "I second the motion".

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

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

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

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

- (a) when putting a question or answering a question put;
- (b) when speaking to a point of order;
- (c) when offering a personal explanation; or
- (d) when making a statement with the special permission of the Chair.

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

49. *Order of Speech.*- After the speech by the member who moves a motion, other members may speak to the motion in the order in which they are called by the Chairman.

50. *Speeches how often permitted.*- (1) Save as otherwise provided, a member may not speak more than once to the same question.

(2) A member who has spoken on the main question shall not move or second an amendment to it or a motion under Statute 32 during the debate on the same question, but he may, speak to any such new question when moved and seconded by other members if debate is permissible.

(3) A member who has moved or seconded an amendment or any motion under clauses (iii) to (ix) of Statute 29 after the disposal of such amendment or motion, shall not move or second any other amendment or motion under the said clauses of Statute 29 or speak on the main question. But he may speak or move or second an amendment to any such new question when moved and seconded by other members, if such debate or amendment is permissible:

Provided that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence or take part at a later period in the debate when it is resumed under Statute 43.

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

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

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

Provided that a mover of a resolution under clauses (iii ) to (v) of Statute 29 or of an amendment shall have no right of reply.

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

55. *Duration of speeches.*- The duration of an ordinary speech shall be five minutes and of a speech while moving a resolution or amendment shall be ten minutes:

Provided that the Chairman shall have power to allow a longer period to any speaker or limit the duration of speeches on any subject at any stage to a shorter period.

56. *Speeches by the Chairman.*- The Chairman shall have the right of moving or seconding or speaking to a resolution or amendment as any other member.

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

58. *Point of order.*- Any member may call the attention of the Chairman to a point of order at any time even when a member is making a speech, but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order:

Provided that no point of order can be raised while the Chairman is taking the votes on a question or a poll, except with the permission of the Chair and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or poll is completed.

59. *Motion to be put to vote.*- When the debate on a motion is concluded or if there is no debate, the Chairman shall put the question to the vote by saying “the question is” followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertains that the question is carried affirmatively by a unanimous vote:

Provided that where any resolution involves several points, the Chairman may divide it and put each or any part separately to vote.

60. *Voting.*- All questions considered at the meeting of the Senate shall be decided by the majority of the votes of the members present at the meeting, unless a particular majority is prescribed in the laws of the University.

61. *Manner of taking votes.*- (1) The manner in which the votes of the meeting shall be taken, shall be left to the discretion of the Chairman.

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

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

62. *Powers of the Chairman.*- (1) The Chairman shall be competent to direct any member to discontinue his speech if the member persists in irrelevance or tedious repetition of his own arguments or the arguments made by other members in the debate.

(2) When the Chairman rises, the member speaking or offering to speak must sit down at once.

(3) The Chairman shall be the sole judge on any point of order and may call any member to order and shall have all the powers necessary to enforce his decision on all points of order.

(4) The Chairman may direct any member to withdraw immediately from the meeting, if in his opinion the conduct of such member is disorderly and such member shall withdraw forthwith and absent himself during the remainder of the day's meeting.

(5) The Chairman may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him or even dissolve the meeting.

63. *Reconsideration of previous decisions.*- No matter which has been decided by the Senate shall be reconsidered within a period of two years except at a special meeting of the Senate convened for that purpose by the Vice-Chancellor or on a requisition made by the members under sub-section (7) of section 10 of the Act.

64. *Procedure in matters not provided for.*- In any case not provided for by these Statutes, the Chairman shall be entitled to give his own ruling as to the procedure to be followed in such cases, which shall be final.

65. *Admission of visitors and press.*- The representatives of the Press and Visitors may be admitted to the meetings of the Senate only with the permission of the Vice-Chancellor.

66. *Minutes of the senate meetings.*- (1) The proceedings of the meetings of the senate shall be audio recorded. The Registrar shall prepare the minutes on the basis of the recording and the minutes so prepared shall be signed by the Chairman of the meeting. The minutes of such meetings of the Senate shall be forwarded to the State Government and to the members of the Senate within one month after the meeting.

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

(3) If any such exception is taken, within the time specified in clause (2) by means of a letter addressed to the Registrar, definitely specifying therein the points which require correction in the minutes, the University Governing Council shall cause the minutes to be brought before the next meeting of the Senate for confirmation or correction by such of the members as were present when the business was transacted to which the minutes refer.

67. *Protests.*- Any member who intends to protest against a motion passed by the Senate which requires the assent of the Chancellor, shall give notice in writing of his intention to the Registrar within 48 hours from the time of closing of the business of the meeting and shall within 14 days from the date of the meeting lodge his protest in writing with the Registrar. The Registrar shall forward a copy of such protest to the mover of the motion. The mover of the motion may, within 14 days from the date of receipt of the

intimation of such protest, prepare and send to the Registrar a memorandum in support of the decision of the Senate. The motion, the protest, and the memorandum, together with the remarks of the University Governing Council thereon, shall be submitted for the consideration and orders of the Chancellor. If the protest relates to a motion moved by the University Governing Council, the Registrar shall place the protest before next meeting of the senate and the University Governing Council and the Governing Council shall prepare the memorandum in support of the decision of the Senate.

68. *Procedure to be followed in Committee.*- The Proceedings of the Senate in committee shall be governed by the same rules of debate as those of the Senate except that a motion shall not require previous notice nor to be second and that a member may speak to a motion more than once.

69. *Confirmation of resolution.*- The motions passed at the meeting of the Senate in Committee shall be embodied in a report by the Registrar and shall be laid before the Senate for confirmation at the same meeting or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate.

### **THE UNIVERSITY GOVERNING COUNCIL**

70. *Powers and duties of the University Governing Council .-* Subject to the provisions of the Act, University Governing Council shall, in addition to the powers vested in it by the Act, have the following powers, 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, Student's and 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 fix the remuneration and the travelling and allowances payable to persons engaged in University business;
- (v) 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;
- (vi) to cause proper accounts to be maintained relating to the Funds of the University;
- (vii) to enter into, vary, cancel and to carry out contracts on behalf of the University;
- (viii) to provide or purchase lands, buildings, premises, furniture, laboratory, apparatus, equipments and such other requirements for carrying on the work of the University;
- (ix) 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 and centres under the University and their duties and emoluments;
- (x) to institute Professorships, Associate Professorships, Assistant Professorships and other teaching and research posts required for the University;
- (xi) 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;

(xii) to approve the constitution and management of the University's recognized institutions, research centres and hostels;

(xiii) 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;

(xiv) 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;

(xv) to withdraw permission for a student to appear at a University examination for conduct which in the opinion of the Governing Council justified exclusion of the candidates;

(xvi) to refer any matter to any authority of the University or to any committee or person and to call for a report or opinion thereon;

(xvii) to remit for further consideration any proposal or recommendation made to it by the Academic Council, Research Council, School Governing Council, Department Governing Council, Faculty or any other authority of the University;

(xviii) subject to the provisions in the laws of the University to dispense with a compliance with the laws of the University with reference to the time, place and manner of examinations, hours of transactions of business in the office of the Registrar, the dates of 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 Governing Council passed in reference to such departure from prescribed procedure shall be reported to the Academic Council at its next meeting;

(xix) subject to the provisions in the laws of the University, 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;

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

(xxi) to make recommendations to the Academic Council or in special cases to the Chancellor, regarding the conferment of honorary degrees;

(xxii) to constitute the Board for the adjudication of students grievances;

(xxiii) to delegate by resolution, such powers as it deems fit, to the Vice Chancellor;

71. *Financial estimates.*- The Governing Council, 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.

72. *Reconstitution of the University Governing Council.*- (1) The Governing Council shall be reconstituted in every four years by the Chancellor.

(2) The reconstitution of the University Governing Council shall be notified in the official Gazette of the Government of Kerala.

(3) the tenure of the University Governing Council shall be for four years.

73. *Meetings.*- (1) The University Governing Council shall ordinarily meet once in a month and as and when required for conducting the business of the University.

(2) The Vice-Chancellor or in his absence the Pro-Vice Chancellor shall preside over the meeting. If the Pro-Vice Chancellor is also absent, any member elected by the members present shall preside at the meeting.

74. *Quorum.*- More than half of the total number of members shall constitute a quorum for the meeting of the University Governing Council and no business shall be transacted at a meeting at which there is no quorum.



75. *Minutes.*- (1) The minutes of the meetings of the University Governing Council shall be prepared by the Registrar and approved by the Chairman of the meeting.

(2) The minutes of the meetings of the University Governing Council shall be printed quarterly and forwarded to the members of the University Governing Council, Senate, the Academic Council and Finance Committee.

76. *Discretionary power of the Chairman to determine procedure.*- The Chairman may at any meeting at his discretion, adopt the procedure for discussion of matters and agendas at the meetings of the University Governing Council in so far as he thinks fit.

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

78. *Annual Report.*- The Annual Report for a financial year shall be prepared by the University Governing Council before 31st December of the succeeding year and placed before the next annual meeting of the Senate.

79. *Financial Powers.*- It shall be competent for the University Governing Council –

(a) to accord sanction for all works (original and repairs) exceeding One lakh rupees 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. 25,000/-;

(d) to write off unserviceable articles, apparatus, books, furniture, etc., whose book value does not exceed Rs. 15,000/-;

(e) to sanction write off of irrecoverable revenue upto Rs. 2000/- in each case;

(f) to sanction all reappropriation of funds from one head to another head exceeding Rs. 15000/- 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.

(n) the annual accounts of the University shall be prepared by the Finance Officer under the direction of the Vice-Chancellor and all the moneys accrued to or received by the University from whatever source and all amounts disbursed and paid by the University shall be entered in the accounts.

(o) the annual accounts of the University shall be submitted by the Vice-Chancellor to the Government, which shall cause an audit to be conducted by the Accountant General or the Director of Local Fund Audit.

(p) the accounts when audited shall be printed and copies thereof together with the audit report shall be presented by the Vice-Chancellor to the University Governing Council and the Chancellor.

(q) the University Governing Council shall submit a copy of the accounts and audit report to the Government along with a statement of action taken by the University on the audit report for the financial year ending on 31<sup>st</sup> March of the year, on or before the 1<sup>st</sup> day of March of succeeding year and on receipt of the same, the Government shall immediately cause the same to be laid on the table of the Legislative Assembly if it is in session, and if it is not in session, in the next session immediately following such receipt.

## THE ACADEMIC COUNCIL

80. *Reconstitution and powers of the academic council.*- (1) The Academic Council shall be reconstituted every four years by the Chancellor.

(2) The reconstitution of the Academic Council shall be notified in the official Gazette of the Government.

(3) The tenure of the Academic Council shall be four years

81. *Powers and functions.*- In addition, the Academic Council shall have the powers as provided in section 18 of the Act

82. *Meetings.*- (1) The Academic Council shall meet at least once in three months.

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

83. *Quorum.*- One-third of the total number of members of the Academic Council shall form the quorum of a meeting of the Council and no business shall be transacted at a meeting at which there is no quorum.

84. *Chairman.*- The Vice Chancellor shall preside over the meetings of the Academic Council. In his absence, a member chosen from among the present members shall preside over the meeting.

85. *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 special meeting. The non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

86. *Date for forwarding resolution.*- Any member who wishes to move a resolution shall forward a copy of it 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 that shall reach the Registrar not less than three clear days before the date fixed for the despatch of the preliminary agenda, withdraw the resolution.

87. *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 ordinarily be the same as laid down for the meetings of the Senate.

88. *Preliminary agenda.*- The Registrar shall, under the direction of the Vice Chancellor, include all resolutions which are not disallowed, and not since withdrawn in the preliminary agenda. He shall send the same to all members not less than fifteen clear days before the date of the meeting.

89. *Amendments.*- Any member who wishes to move any amendment to any item included in the preliminary agenda may do so by forwarding a copy of the proposed amendment to the Registrar so as to reach him not less than nine clear days before the date of the meeting.

90. *Final Agenda.*- The Registrar shall issue to all members of the Academic Council under direction of the Vice Chancellor, the final agenda which shall include all the resolutions and amendments thereto for which due notice has been given and which

have not been disallowed, within seven clear days before the date of the meeting:

Provided that the non-receipt of the agenda by any member shall not invalidate the proceedings of the meeting.

91. *Urgent Matters.*- The Vice-Chancellor shall be competent to bring any matter before the meeting which in his opinion is urgent even though not included in the agenda.

92. *Minutes of the Meeting.*- (1) The proceedings of the academic council meeting shall be audio recorded. The draft minutes of the meetings of the Academic Council shall be prepared based on the audio record and shall be signed by the Chairman of the meeting. The draft minutes shall be sent to all the members of the Academic Council within one month after the date of the meeting. If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of sending the minutes, it shall be deemed to be correct. If any objection is raised by any of the members present at the meeting, the Chairman may correct the minutes if he is convinced that the objection raised is genuine.

(2) The final minutes of the meeting of the Academic Council shall be printed and sent to the members of the Academic Council, the Senate, the University Governing Council, the Finance Committee, the Faculty and the Boards of Studies within two months of the date of the meeting. A copy of the minutes shall be sent to the Chancellor also.

93. *Standing committees of the Academic Council.*- (1) The Vice-Chancellor shall appoint a Standing Committee of the Academic Council with the Vice-Chancellor as the Chairman and one Director of School nominated by the Vice-Chancellor and five other members chosen by the Academic Council as Members. Half the number of members of the Committee shall be the quorum. The Vice-Chancellor may invite persons, including Deans having special knowledge and experience on any subject to the meeting of the Standing Committee, provided that such special invitees shall not be entitled to vote on any question.

(2) The Committee shall exercise such powers and perform such duties as may be assigned or delegated to it by the Academic Council. It may also advise the Vice-Chancellor on all matters referred to it by him.

(3) In the absence of the Vice-Chancellor, a member of Academic Council elected by members present in the meeting shall be the Chairman of the Committee.

(4) The Committee may meet as and when required and permitted by the Vice-Chancellor.

(5) All decisions of the committee shall be placed before the Academic Council for consideration and all those decisions so placed shall be given effect to by the Academic Council with such modifications as it deems fit.

## **THE RESEARCH COUNCIL**

94. *Constitution and Reconstitution of the Research council.*- (1) The Registrar shall under directions of the Vice-chancellor constitute and reconstitute the Research Council every four years. The constitution of the Research Council shall be as specified in section 19 of the Act.

(2) The Research Council shall be responsible for formulating long term research policies, and identifying thrust areas and possible funding agencies in the concerned subjects in consultation with the planning committee and Directors of Schools and Heads of Departments. It shall also monitor and report the progress and quality of research to the Vice-Chancellor from time to time.

(3) The Research council shall meet at least once in six months

(4) The Registrar shall, in consultation with the Vice-Chancellor and the Director of Research, convene the meeting of the research council

(5) The Director of Research shall be the Chairman of the Council, who shall preside over the meeting. The proceedings of the meetings shall be decided by the Chairman.

(6) The minutes of the decisions of the meetings shall be prepared by the Registrar and signed by all the members present, countersigned by the Chairman and shall be reported to the Vice-chancellor.

(7) More than half of the total number of members of the Research Council shall form the quorum for the meeting of the Council.

(8) The Registrar shall under the directions of the Vice Chancellor make available the minutes of meetings and policy decisions of the Research Council to the concerned persons, officers and authorities if necessary.

## THE SCHOOL GOVERNING COUNCIL

### *95. Procedure for constitution and reconstitution of School Governing Council.-*

(1) The Registrar shall under directions of the Vice-chancellor constitute and reconstitute the School Governing Council every four years for each Schools of the University under the Act and shall set up such other schools under the Statutes from time to time. The constitution of the School Governing Council shall be as specified in section 21 of the Act.

(2) The Director of the School shall be Chairman of the School Governing Council.

(3) All the policies regarding academic, financial and administrative matters of the School shall be taken in the meeting of the School Governing Council.

(4) The School Governing Council shall meet at least once in three months or as and when required to review the academic activities and to take decisions on need based curricular changes.

(5) More than half of the members of the Council shall form the quorum of the School Governing Council

(6) The director shall carry out the decisions of the School Governing Council and co-ordinate the functions of the departments in the best interest of the School and the University.

(7) The Director shall be the chief executive of the School and in carrying out of teaching, research and extension programs, the Director shall work in close co-operation with the Head of the Departments, Director of research and Director of extension.

(8) The Director shall have such financial powers as may be prescribed by regulations made from time to time.

## THE DEPARTMENT GOVERNING COUNCIL

*96. The Department Governing Council.-* (1) Each School of the University shall have at least two departments

(2) The Department Governing Council shall meet at least once in a month or as and when required to review the academic activities and to suggest need based curricular changes.

(3) The Head of Department shall implement the decisions of the Department Governing Council after due approval by the concerned bodies.

(4) The Head of Department shall be appointed on rotation and seniority basis for a period of three years from among the Professors and Associate Professors of the Department by the University Governing Council on the recommendation of the

Vice-Chancellor. If no Professors and Associate Professors are available in a Department, alternate arrangements may be made by the University Governing Council.

(5) The Head of Department shall be the executive head of the Department and shall be responsible for the faithful observance of the Statutes, Ordinances and Regulations relating to the Department for the organization and conduct of teaching, research and extension work in the department under him.

(6) He shall also be responsible to the Director of school for teaching, research and extension programmes of the Department.

(7) Minutes of the meeting of the Department Governing Council shall be caused to be prepared by him, signed by all the teachers which shall be confirmed in the next meeting of the department Governing Council. It is the duty of all members to participate in the meetings of the Department Governing Council.

97. *Constitution and Reconstitution.*- The Registrar shall under the directions of the Vice-Chancellor constitute and reconstitute the Department Governing Council every four years. The constitution of the Department Governing Council shall be as specified in section 24 of the Act.

## THE BOARDS OF STUDIES

98. *Constitution and Re-constitution.*- The Registrar shall under directions of the Vice-chancellor constitute and reconstitute the Boards of studies every four years.

99. *Boards of studies of each department.*- There shall be separate Board of studies attached to each Department of study and research in the University. There may be a separate Board of Studies in such branches of knowledge as the University Governing Council may decide to deal with matters relating to Post Graduate Studies.

100. *Members.*- (1) Each Board shall consist of the following members:-

- (a) The Director of the School who shall be the Chairman
- (b) The Head of University Department concerned
- (c) Not less than five and not more than ten other members including

experts from outside:

Provided that in the case of a subject in which there are two Boards, the number of members in each Board shall not be less than five or more than ten including ex-officio members.

(2) The Head of the University department concerned shall be a member ex-officio of the Board for post graduate studies

(3) Boards of Studies shall be reconstituted by the University Governing Council once in three years

(4) Members of the Boards of studies other than ex-officio members shall be appointed by the University Governing Council and shall hold office for a period of three years or for such shorter period as may be fixed at the time of appointment.

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

(6) Director of the concerned School shall be nominated by the Vice-Chancellor as its Chairman

(7) It shall be the duty of each Board of studies to consider and report on any matter referred to it by the Senate or the University Governing Council or the Academic Council or Faculty or the Vice-Chancellor, concerned with the subject with which it deals.

(8) Each Board 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 such are required;

(b) To recommend persons suitable for appointment as question paper setters, 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 deals;

(d) To consult specialists who are not members of the Board;

(e) To suggest a panel of experts for the Board of appointments.

(9) Boards of studies shall ordinarily meet once a year but the Vice- Chancellor may direct additional meetings to be held as and when necessary

(10) Meetings of the Board of studies shall be convened by the Registrar in consultation with the Chairman at such times as may be necessary.

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

(12) The Chairman of the Board shall preside at the meetings of the Board. In the absence of the chairman, one of the members of the Board elected by the members present may preside over the meeting.

## FACULTIES

101. *Faculties.*- (1) The following shall be the Faculties in the University, namely:-

(i) The Faculty of Fisheries

(ii) The Faculty of Ocean Science and Technology

(iii) The Faculty of Ocean Engineering

(iv) The Faculty of Climate Variability and Aquatic Eco-systems

(v) The Faculty of Management, Humanities and Social Sciences

(2) In addition to the above, the University may have such other faculties and each Faculty shall comprise of such Schools/Departments dealing with specified subjects of Study, Extension and Research, as may be prescribed by the Ordinances, from time to time.

102. *Constitution of faculties.*- (1) Each Faculty, shall, consist of the Dean, the Chairpersons of all Boards of Studies comprised in the Faculty, one member of each Board of Studies to be elected by the members of Boards of studies from among themselves out of whom at least one shall be a Post Graduate teacher and two subject experts preferably from outside the State, nominated by the Vice-Chancellor

2) The Dean shall be the Chairman of the Faculty.

103. *Reconstitution of faculties.*- Each Faculty shall be reconstituted every three years by the Vice-Chancellor. Every member of the Faculty shall hold office until the next reconstitution of the Faculty.

104. *Temporary absence of the Dean.*- During the Temporary absence of the Dean, the Vice-Chancellor may nominate a Director of the School to act as the Dean of the Faculty.

105. *Powers and duties of the Dean.*- The Dean shall ordinarily preside at the meetings of the Faculty and shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Faculty. He shall be an academic functionary having no administrative powers or duties. The Dean is not a salaried post.

106. *Meetings.*- The Faculty shall meet at least once in every academic year. The Registrar shall convene the meetings of every Faculty, in consultation with the Dean concerned. The Vice-Chancellor, may at any time, cause convene a meeting of a Faculty to be convened.

107. *Joint meetings.*- (1) The Vice -Chancellor may, direct two or more Faculties to hold a joint meeting for the disposal of any question affecting more than one Faculty and such joint meetings shall be convened by the Registrar under the direction of the Vice Chancellor. The Vice-Chancellor shall preside over such joint meetings and in his absence, one of the Deans of the Faculties nominated by the Vice-Chancellor shall preside over such meetings.

(2) The Vice-Chancellor may also direct a joint meeting of a Faculty and all or any of the Boards of Studies comprised in that Faculty. The Dean of the Faculty shall preside over such joint meetings which shall be convened by the Registrar, under the direction of the Vice- Chancellor.

(3) Fifteen clear days notice shall be given for a meeting of a Faculty or joint meeting of Faculties.

(4) The quorum for a meeting shall be one third of the total number of members of the Bodies concerned, fractions being omitted from the count and no one member being counted more than once. If a convened meeting could not be conducted on account of the absence of quorum, the meeting shall preferably stand adjourned to the same hour and day of next week.

108. *Conduct of business.*- (1) The conduct of business of the Faculties shall be regulated in accordance with the Statutes, governing meetings of the Academic Council, in so far as they are applicable;

Provided that, a person who is a member of more than one Faculty shall have only one vote at a joint meeting of Faculties.

(2) Every faculty shall consider the recommendations made by the Boards of Studies comprised in the faculty regarding text books and syllabi for the tour and examinations relating to the subjects assigned to that Faculty.

(3) The Dean may, at his discretion, remit any matter referred to the Faculty to a Board or Boards of Studies within the purview of the Faculty, before placing it at the meeting of the Faculty.

109. *Minutes of meeting.*- (1) Within three weeks after a meeting the Registrar shall forward to the members, the minutes of the meeting as approved by the Dean or Chairman of the Meeting.

(2) Any member who was present at the meeting may, within ten days of the issue of the minutes, intimate the Registrar in writing any exception he may take to the correctness of the minutes. The Chairman, if convinced that the objection, if any, raised is genuine, may correct it or lay it before the Faculty at its next meeting for a decision by the members present at that meeting.

110. *Circulation of urgent matter.*- If any urgent matter requires, in the opinion of the Dean, resolution by circulation, it may, with the approval of the Vice-Chancellor, be circulated among the members of the Faculty, and if it is approved by a majority of the members, it shall, for all purpose be deemed equivalent as valid resolution passed in full meeting and the decision shall be reported to the next meeting of the Faculty

111. *Schools under the Faculty of Fisheries.*- The Faculty of Fisheries shall have the following Schools with the departments specified there under, namely :-

(A) School of Aquaculture and Biotechnology

(i) Department of Aquaculture;

(ii) Department of Aquaculture Nutrition and Feed Technology;

(iii) Department of Aquatic animal Health Management;

(iv) Department of Aquaculture Biotechnology and Genetic Engineering;

(v) Department of Aquarium Science and Technology;

(vi) Department of Fisheries Extension.

(B) School of Fisheries Resource Management and Harvest Technology

(i) Department of Fish Taxonomy and Biology;

- (ii) Department of Fisheries Resource Management;
- (iii) Department of Fishery Hydrography;
- (iv) Department of Fishing Technology;
- (v) Department of Fishery Engineering;
- (vi) Department of Basic Science and Informatics.

(C) School of Aquatic Food Products and Technology

- (i) Department of Applied Biochemistry and Nutrition;
- (ii) Department of Microbiology, Quality Assurance & Waste

Management;

- (iii) Department of Preservation & Packaging Technology;
- (iv) Department of Products and By-products Technology.

112. *Courses offered by the Faculty of Fisheries* .- The faculty of fisheries offer the following courses,

- (i) Bachelor of Fisheries Science Programme (4 years – 8 semesters) and
- (ii) Master of Fisheries Science Programmes (2 years – 4 semesters) in
  - (a) Fisheries Resource Management,
  - (b) Fish Biotechnology,
  - (c) Fish Nutrition & Feed Technology
  - (d) Aquatic Environment Management
  - (e) Fish Physiology and Biochemistry
  - (f) Fish Genetics and Breeding,
  - (g) Aquatic Animal Health
  - (h) Fish Processing Technology
  - (i) Fisheries Engineering and Technology
  - (j) Fisheries Extension
  - (k) Fisheries Economics,

- (iii) Ph. D. Programmes (3 years - 6 semesters) in all above P. G. disciplines.

Diploma and certificate courses in the following disciplines: Ornamental aquaculture, Fish handling and transportation, Fish breeding and seed production, Fish farm management, Shrimp hatchery technology, Fish diseases, Fish products Technology, Fish feed technology, Sea food safety and quality control, Fisheries administration and legislation

113. *Schools under the Faculty of Ocean Science and Technology*.- The Faculty of Ocean Science and Technology shall have School of Ocean Science and Technology with the following departments, namely:-

- (a) Department of Biological Oceanography
- (b) Department of Chemical Oceanography
- (c) Department of Physical Oceanography
- (d) Department of Geology and Geophysics/Applied marine geo science
- (e) Department of Polar Oceanography
- (f) Department of Marine Pharmacology

114. *Courses offered by the Faculty of Ocean Science and Technology* .- The Faculty of Ocean Science and Technology offer the following courses, namely:-

- (i) Integrated dual degree programmes leading to-
  - (a) Post Graduation in Ocean Science & Technology (5 years – 10 Semesters);
  - (b) M. Tech. in Applied Marine Geoscience (6years with 12 Semesters);
- (ii) P G Programmes (2 years with 4 Semesters), in the following courses, namely:-
  - (a) M.Sc in Applied Marine Geoscience (2 years – 4 Semesters);
  - (b) M.Sc in Biological Oceanography and Biodiversity (2 years – 4



- Semesters);
- (c) M.Sc in Applied Marine Chemistry (2 years – 4 Semesters);
- (d) M.Sc in Physical Oceanography and Ocean Modeling (2 years – 4 Semesters);
- (e) M.Sc in Marine Pharmacology (2 years – 4 Semesters);
- (f) M. Sc. in Polar Oceanography (2 years – 4 Semesters);
- (g) M. Tech. in Marine Pharmacology (2 years– 4 Semesters);

(iii) Ph. D. Programmes in Petroleum Geology, Natural Hazards, and all above disciplines in 114 (ii) - (3 years )

115. *School under the Faculty of Ocean Engineering.*- The Faculty of Ocean Engineering shall have the School of Ocean Engineering and Underwater Technology, with the following Departments, namely:-

- (a) Department of Ocean and Harbour Engineering;
- (b) Department of Operational Oceanography & Underwater Technology;
- (c) Department of Remote Sensing Technology and GI;
- (d) Department of Ocean Energy;
- (e) Department of Coastal and Off shore Engineering;
- (f) Department of Ship Building and Marine Engineering;
- (g) Department of Ocean acoustics and under water Technology

116. *Courses offered by the Faculty of Ocean Engineering .-* The Faculty of Ocean Engineering offer the following Courses, namely:-

- i) B.Tech Ocean Safety Engineering (4 years – 8 semesters);
- ii) B.Tech. in Remote sensing and Geographical Information System (4 years – 8 semesters);
- iii) B. Tech. in Ship Building and Marine Engineering (4 years – 8 semesters);
- (iv) B.Tech in Port & Harbour Engineering (4 years – 8 semesters);
- (v) M. Tech. in all above (i) to (iv) and Under Water Technology and Ocean Energy (2 years – 4 semesters);
- (vi) MS in Ocean Energy;
- (vii) MS Ocean acoustics;
- (viii) P. G. Diploma in (a) Ocean Engineering (b) Port & Coastal Engineering (c) Remote Sensing and Geographical Information System (d) acoustics (One year – Two Semesters);
- (ix) Ph. D. Programmes in all above (i) to (v) and Ocean Engineering (3 years ).

117. *Schools under the Faculty of Climate Variability and Aquatic Ecosystems.*- School of Fishery Environment shall have the following departments namely:-

- (a) Department of Climate and Climate Services;
- (b) Department of Coastal Zone Management;
- (c) Department of Meteorology and Disaster Management;
- (d) Department of Monsoon Studies.

118. *Courses offered by Faculty of Climate Variability and Aquatic Ecosystems.*- The Faculty of climate variability and Aquatic Ecosystems shall have the following courses, namely:-

- (i) Integrated dual degree leading to M.Sc. Climate Variability and Aquatic Resource Management (5 years -10 Semesters);
- (ii) P. G. Programmes in, -
  - (a) M.Sc. Coastal Zone Management (2 years – 4 semesters);
  - (b) M.Sc. Meterology and Disaster Management (2 years – 4 semesters);

- (c) M. Tech. in Integrated Coastal Zone Management  
(2 years – 4 Semesters)
- (iii) Ph. D. Programmes (3 years) in, -
  - (a) Aquatic Environment (b) Climate variability and Aquatic Resource Management (c) Coastal Zone Management(d) Coastal Disaster Management (e) Climate Change & Sea Level Variations(f) Monsoon variability
- (iv) P. G. Diploma Programmes (One Year – 2 Semesters) in (a) Climate and Climate Services (b) Marine Weather Forecasting (c) Ocean State Forecasting (d) Monsoon forecasting

119. *Schools under the Faculty of Management, Humanities and Social Sciences.*-  
The Faculty of Management, Humanities and Social Sciences shall have the School of Management and Entrepreneurship with the following departments, namely:-

- (a) Department of Economics and Statistics;
- (b) Department of Fisher Folk Studies;
- (c) Department of Legal Studies ;
- (d) Department of Business administration and management;
- (e) Department of Social Work;
- (f) Department of Foreign Languages;
- (g) Department of Humanities and Social Sciences.

120. *Courses .- The other course offered by the University are the following, namely:-*

- (i) P. G. Programme in, -
  - (a) M. B. A. (2 years – 4 semesters);
  - (b) MBA in International Business (5 year integrated Program);
  - (c) MS. in Bio Statistics and Quantitative Techniques;
  - (d) M. S. W;
  - (e) L.L.M. in Maritime law and admiralty;
  - (f) M. A. (Japanese);
  - (g)M. A. (German);
  - (h)M. A. (French);
  - (i)M. A. (Fisher Folk Studies);
  - (j)M. A. (Fisheries Economics).

(ii) Ph. D. Programmes (3 years)- in Management, Economics, Fisher Folk Studies, Ocean Policy, French, German, Japanese, Social Work, Humanities and Social Sciences (3 years )

121. *Introduction of new courses,-* The Faculties may start Ph. D., M. Phil., Integrated M. Phil. - Ph. D., P. G., P. G. Diploma, Diploma and Certificate courses as per the requirement in the above departments from time to time.

**CHAPTER III**  
**OFFICERS OF THE UNIVERSITY**  
**THE CHANCELLOR**

1. (1) The Chancellor may, by order in writing, annul any proceedings of any of the authorities of the University which is not in conformity with this Act or the Statutes: Provided that before making any such order the Chancellor shall call upon such authority to show cause why such an order should not be made and consider cause if any, shown by such authority within a reasonable time.

(2) The Chancellor shall have power to remove the Vice-Chancellor from office by an order in writing on charges of mismanagement of funds of the University or misconduct or for any other good and sufficient reasons:

Provided that such charges are proved by an enquiry conducted by a Judge of the High Court or Supreme Court:

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

**THE PRO CHANCELLOR**

1. *Powers and functions of the pro-chancellor.*- The Minister in Charge of Fisheries Department in the State shall, by virtue of his office, be the Pro-Chancellor of the University.

**THE VICE-CHANCELLOR**

2. *Procedure for nomination of a member to the selection committee under sub-section (2) of section 33 of the Act .-* (1) A member to be nominated by the University Governing Council to the Selection Committee referred to in sub-section (2) of section 33 of the Act shall be elected at a meeting of the University Governing Council specially convened for the purpose (hereinafter referred to in this Statute as the meeting) by the majority of the members present and voting at the meeting.

(2) Notice of not less than ten days shall be given for the meeting.

(3) More than half of the total number of members of the University Governing Council shall form the quorum at the meeting;

Provided that case of equality of votes at the meeting, the Chairman shall have a second or casting vote.

(4) The manner in which the votes of the members shall be taken at the meeting shall be at the discretion of the Chairman.

(5) If, on the announcement by the Chairman of the result of voting, any member demands a poll, the same shall be taken in accordance with such method as may be determined by the Chairman or the person presiding.

(6) The result of the poll shall be announced in the same meeting by the Chairman or the person presiding, and shall not be challenged.

3. *General Supervision.*- (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 give effect to the decisions of all the Authorities of the University.

(2) Where an employee of (a) the University; or (b) any other University or Institution of the state or Central Government 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.

4. *Pay and allowances.*- 1) The pay and allowances of the Vice-Chancellor shall be determined by Government on the basis of UGC / ICAR regulations from time to time.

(2) The Vice-Chancellor shall receive such emoluments as recommended by ICAR/UGC and approved by Government from time to time.

(3) As per the UGC Regulations 2010, the present pay scale of Vice-Chancellor shall carry a fixed pay of Rs.75,000 along with a Special pay of Rs.5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the University concerned shall be applicable besides the pay and this may be revised on the basis of subsequent revisions.

(4) 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.

5. *Eligibility for travelling and daily allowance*:- The Vice-Chancellor when travelling on official business shall be entitled to travelling allowance and daily allowance at such at the actual or rates as may be admissible to Class 1 Officers of the Government. The travelling Allowance Bills and other Bills of the Vice-Chancellor shall not require any counter signature. The Vice Chancellor shall be given official car for providing conveyance for official journeys within the Jurisdiction of the University.

6. *Pension, Insurance, etc.* - The Vice-Chancellor shall be eligible for pension, insurance, provident fund and such other benefits as may be prescribed by the Statute under the Act.

7. *Eligibility for leave.*- (1) The Vice-Chancellor shall be entitled to such number of casual leave, half pay leave, restricted holidays and earned leave as are allowed to Class I 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.

(4) The Chancellor shall be competent to sanction leave to the Vice-Chancellor on items (1) to (3) above.

(5) The Vice-Chancellor shall be entitled to get casual leave for 20 days in a calendar year and such number of restricted Holidays as is allowed to officers of the Government from time to time.

(6) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spend on duty:

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

(7) The Vice-Chancellor may be deputed on University business to any part of India or abroad, by the University Governing Council.

8. *Accommodation.*- The Vice Chancellor shall be provided with free furnished accommodation subject to recovery, if any, specified by government.

9. *Mode of Resignation.*- The Vice-Chancellor may, by writing under his hand, addressed and delivered to the Chancellor, resign his office after giving one month's notice in writing of his intention to do so. The Chancellor shall be the authority to accept his resignation.

10. *Sanction of grants.*- The Vice-Chancellor shall with the approval of the University Governing Council sanction, grants-in-aid to Schools and other institutions maintained by the University from the University Fund and from the funds placed at the disposal of the University by the Government or other agencies for the purpose.

11. *Inspection of Institution.*- Subject to the provisions of the Act, the Vice-Chancellor may authorize any person or persons to inspect and report on the teaching equipment and general conditions of any institution or college maintained or recognised by or affiliated to the University or any hostel.

12. *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 such institution.

13. *Powers and functions of the Vice-Chancellor.*- (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 officers are bound to carry out his orders.

(2) In addition to the powers conferred under the section 34 of the Act, the Vice-Chancellor shall exercise the following powers, namely:-

(A) *Academic and Administrative:* The Vice-Chancellor shall have the power, (i) to sanction study leave, special disability leave and leave without allowances to all employees and officers of the University and to the teachers and non-teaching staff of the University;

(ii) to grant exemption from production of attendance certificate in respect of a language to students studying in colleges in which that language is not taught, provided the conditions laid down in the relevant Ordinances are satisfied;

(iii) to grant extra time or other concessions as per rules to disabled candidates for University Examinations, on the recommendations of the Head of the Department or Director of the Institution, based on necessary certificates as per rules;

(iv) to accept, in deserving cases, applications from candidates for admission to University Examinations who could not remit the examination fee within the stipulated time;

(v) to grant increments and declare the probation of University employees above the rank of Assistant Registrar, other Officers of the University and to the teachers of the University;

(vi) to appoint external experts and chairman for qualifying and for final examination and appointment of examiners for valuation of Ph.D. Thesis;

(vii) to be responsible for the maintenance of discipline among the students, teaching staff and other employees of the University and shall have powers necessary for this;

(viii) to institute an enquiry in any matter concerning the University;

(ix) to transfer and alter the duties and functions temporarily of employees of the University;

(x) to shift posts from one institution to another institution maintained by the University in overall administrative interest;

(xi) to bring before the Senate, the University Governing Council and the Academic Council all matters of business requiring the attention of the respective Authorities and arising from or within the University and to supply all such information and records relating to the University as may be required by the Authorities concerned;

- (xii) to call for reports of periodicals from any subordinate authority or officer;
- (xiii) to depute / sanction the journeys of teachers of the University anywhere in India or abroad for attending seminars, symposiums, workshops, trainings, consultancy works and such other assignments;
- (xiv) to appoint external experts and chairman for qualifying and for final examination and appointment of examiners for valuation of Ph.D. thesis;
- (xv) to register candidates for research;
- (xvi) to change research subjects and conversion of research from part-time to full time and vice-versa;
- (xvii) to issue orders in recognition of research centers on the basis of the report of Expert Committee;
- (xviii) to sanction sabbatical leave to professors and associate professors as per rules;
- (xix) to appoint Inspection Commission for inspection of institutions which seek recognition;
- (xx) to issue orders on continuation of recognition, to sanction change of group/branch and grant exemption from minimum attendance to the students according to rules;
- (xxi) to declare holidays for the institutions under the University to utilize the service of experts /employees from outside the University service for handling classes in the absence of regular teaching staff;
- (xxii) to create and make appointments against temporary posts of teaching and non teaching staff for periods not exceeding six months;
- (xxiii) to appoint all teaching staff of the University, after observing the formalities prescribed in respect of age, qualification and manner of recruitment;
- (xxiv) to regularize the absence of employees / teachers / permanent laboures for their participation in the state/nation wide strikes based on the Govt. orders to that effect;
- (xxv) to grant extension of joining time to the employees of the University;
- (xxvi) to sanction reimbursement of cost of medical treatment in respect of all categories of employees;
- (xxvii) to countersign the travelling Allowance bills of the Registrar, the Finance Officer, other Officers and teachers of the University when the amount exceeds Rs. 5,000.

*(B) FINANCIAL*

- (i) to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;
- (ii) to countersign his own Travelling Allowance bills and of the Officers subordinate to him;
- (iii) to open new Heads of Accounts in connection with schemes already sanctioned by the University Governing Council;
- (iv) to sanction transfer approval of funds from one minor head to another within the major head;
- (v) to issue technical sanction for works and to issue administrative sanction for all works, original or repairs up to Rs. 10,00,000/- (Rupees ten lakhs ) and also to sanction excess over estimates of not more than ten percent of the amount of the original estimates for which technical sanction has been given;

Provided that; (a) the work is one included in a scheme approved by the University Governing Council and (b) funds have been provided in the University Budget;

(vi) to fix the amount of permanent advance of officers and Heads / Directors of institutions under the University;

(vii) to sanction advances for departmental purposes, up to Rs.25 lakhs against specific budget provision where the concerned scheme has been sanctioned by competent authority;

(viii) to sanction study tour/Rural Agricultural Work Experience / excursion charges to the students of the University subject to budget provision;

(ix) to accept tenders for works and tenders or quotation for supplies required;

(x) to permit employees of the University to accept all form of works and consultancy services offered by any University or institution without prejudice to their normal duties and receive remuneration thereto if any subject to rules and policies of the University;

(xi) to condone breaks in the continuity of fee concessions and Scholarships;

(xii) to sanction expenditure up to Rs.10,00,000 (Rupees ten lakhs only) at a time on items of unforeseen character including grants for which no provision has been made in the budget subject to the condition that all such expenditure shall subject to the approval of University Governing Council at its next meeting;

(xiii) to sanction refund of deposits of earnest money, securities etc. exceeding Rs.15000/- on the basis of the recommendation of Heads of Departments;

(xiv) to sanction re-appropriation of funds up to Rs.10,00,000/- (Rupees ten lakhs) from one major head to another provided that specific and convincing reasons are mentioned and also that such re-appropriation does not involve any recurring liability, that is a liability which extends beyond the financial year in question;

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

(xvi) to sanction purchases of equipments, laboratory materials, machinery, other recurring items for research, education and extension, vehicles, etc upto Rs.10,00,000 (Rupees ten lakhs only) based on tenders, subject to the approval of the University Governing Council to make such financial arrangements and to incur such expenditure as may be necessary to give effect to the provisions of the Act and Statutes;

(xvii) sanction the sale by auction of all standing and fallen trees belonging to the University on the land under the control of the University and for the removal of such trees;

(xviii) to open and maintain account with Scheduled Commercial Banks;

(xix) to sanction, subject to rules, all loans and advances to employees of the University;

(xx) to sanction refund of deposits of earnest moneys, securities etc., on the basis of the recommendations of the heads of departments;

(xxi) 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 deligated by the University Governing Council from time to time.

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

15. *Delegation of powers.*- (1) The Vice-Chancellor may delegate any of his powers and functions other than the power 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 University Governing Council at its next meeting.

(2) The Vice Chancellor may be deputed by the University Governing Council 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.

16. *Removal of Vice-Chancellor.*- The Chancellor shall have the power to remove the Vice Chancellor from office by an order in writing on charges of mismanagement of funds of the University or misconduct or for any other good and sufficient reasons:

Provided that such charges are proved by an enquiry conducted by a Judge of the High Court or Supreme Court. No enquiry by any authority/agency shall lie without the prior consent of the Chancellor.

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

## **THE PRO VICE CHANCELLOR**

17. *Mode of appointment of the Pro-Vice Chancellor.*- The Vice-Chancellor shall forward a panel of three experts in the field of Fisheries or Ocean Studies to the Chancellor for the purpose of the appointment as Pro-Vice-Chancellor as provided on section 35 of the Act.

18. *Emoluments.*- (1) The pay and allowances of the Pro-Vice-Chancellor shall be determined by the Government on the basis of UGC / ICAR regulations from time to time.

(2) The Pro-Vice-Chancellor shall receive such emoluments as recommended by UGC / ICAR and approved by the Government from time to time.

(3) As per UGC regulations, 2010 present pay scale of Pro Vice Chancellor shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000 or Rs.12,000 as the case may be, along with a Special Allowance of Rs. 4,000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs. 80,000 and this may be revised on the basis of subsequent revisions.

(4) 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.

19. *Pension, Insurance, etc.* - The Pro-Vice- Chancellor shall be eligible for pension, insurance, provident fund and such other benefits as may be decided by the Government.

20. *Accommodation.*- The Pro-Vice-Chancellor shall be provided with free furnished accommodation subject to recovery, if any, specified by the Government.

21. *Eligibility for leave.*- (1) The Pro-Vice-Chancellor shall be entitled to such number of casual leave, half pay leave, restricted holidays and earned leave as are allowed to Class I 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 Pro-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.

(4) The Vice-Chancellor shall be competent to sanction leave to the Pro-Vice - Chancellor on items (1) to (3) above.

(5) The Pro-Vice-Chancellor shall be entitled to get casual leave for 20 days in a calendar year and such number of restricted Holidays as is allowed to officers of the Government from time to time.

(6) The Pro-Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the periods spend on duty.

22. The Pro-Vice-Chancellor when travelling on official business shall be entitled to travelling allowance and daily allowance as such at the actual or rates as may be admissible to Class 1 Officers of the Government.

\*\* (Refer Statute 8 of Chapter V of Statute)

The Pro-Vice-Chancellor shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted the free use of car within the jurisdiction of the University.

23. *Mode of Resignation.*- Pro-Vice-Chancellor may by writing under his hand addressed to the Chancellor through the Vice-Chancellor with intimation to the University Governing Council resign his appointment after giving three months notice of his intention to do so and it shall be competent for the Chancellor to accept his resignation.

24. *Termination of appointment.*- The Chancellor shall be competent to terminate the appointment of the Pro-Vice-Chancellor for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

25. *Powers and functions of the Pro-Vice-Chancellor.*- (1) The Pro-Vice-Chancellor shall be the principal adviser to the Vice-Chancellor in all matters related to examination and academic. He assist the Vice-Chancellor in discharge of his functions in such matters as may be specified under the Act and Statutes and exercise such powers and perform such functions as may be delegated by the Vice-Chancellor.

(2) He shall be in charge of the Examination Office of the University under the directions of the Vice-Chancellor and shall be responsible for the arrangements for the preparation, scheduling, marking and reporting of all examinations and publication of the results of all such examinations and all other matters connected with such examinations.

## **DEAN OF FACULTIES**

26. *Qualifications:-* A person not below the rank of a Professor in the concerned faculty having 20 years of experience as teacher in a recognized University or Scientist in a State or National Fisheries or Ocean Research Institute of which five years shall be in the cadre of Professor or Director or Principal Scientist and having 20 years of experience in productive research in the field of Fisheries or Ocean Sciences proven by publications in standard referred journals. He shall publish work of high quality, actively engaged in

research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers, including experience of guiding candidates for research at doctoral level. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. Dean of Faculties shall not be a full time salaried officer of the University.

27. *The terms of Dean.*- The term of the Dean of Faculties shall be for three years. Provided that he shall be eligible for re-nomination and not be nominated as Deans of Faculties for more than two consecutive terms.

28. *Resignation.*- The Dean may, by writing under his hand resign his appointment after giving three months notice of his intention to resign. The University Governing Council shall be the competent authority to accept his resignation.

29. *The Chairman of the Faculty .-* The Dean shall be the Chairman of each faculty.

30. *Eligibility for travelling and daily allowance.*- The Deans of Faculties when travelling on official business shall be entitled to travelling allowance and daily allowance as such at the actual or rates as may be admissible to Class 1 Officers of the Government.

## CHAPTER IV

### FINANCE COMMITTEE

1. *Constitution.*- There shall be a Finance Committee of the University as per the section 64 of the Act of the University and shall consist of the following members namely:-

- (i) The Vice-Chancellor (Chairman)
- (ii) The Secretary to Government, Finance
- (iii) The Secretary to Government, Higher Education
- (iv) The Finance Officer (Member Secretary)
- (v) Two members chosen by the University Governing Council.

2. *Quorum* .- Four members of the Finance Committee shall constitute the quorum for a meeting.

3. *Meeting* .- (1) The Finance Committee shall meet at least once in every three months to review the financial position of the University and scrutinize the proposals for receipts and expenditure.

(2) Notwithstanding anything contained in clause (1), a meeting of the Finance Committee shall be convened before two days of a meeting of the University Governing Council and consider all financial matter:

4. *Annual Accounts and Financial Estimates.*- The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Governing Council.

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

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

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

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

(b) proposals for making or amending financial and accounting rules, and forms and registers.

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

(d) Any other item having financial implication which the Vice Chancellor may refer it for advice.

7. *Powers and Functions* .- The Finance Committee shall-

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

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

(c) Advice the Senate with regard to the strict observance of the statutes relating to the maintenance of accounts of income and expenditure of the University;

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

- (e) consider Ways and Means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University;
- (f) make recommendations, whenever it deems necessary, to the Governing Council on all matters relating to the finance of the University;
- (g) advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University;
- (h) have the right to call for any paper bearing on any financial proposal or any item of accounts matter for its consideration or in making its recommendations on the annual accounts or the financial estimates;
- (i) consider the annual audit report and the comments of the Senate thereon and make necessary recommendations to rectify the irregularities, if any; and
- (j) Scrutinise and report on the utilization of the grants and loans given by the University or through the University, affiliated colleges or recognized institution.

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

CHAPTER V  
THE UNIVERSITY FUND AND THE MANNER OF UTILISATION etc.

1. *Objects to which the University Fund may be applied.* - The University fund shall be applicable to the following objects, and in the following order:-

- (a) to the repayment of debts incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, Rules and Bye-laws made there under;
- (b) to the upkeep of Colleges, Departments Hostels and other buildings and grounds maintained by the University;
- (c) to the payments of the salaries and allowances of the offices and servants of the University, members of the teaching staff and the establishment employed in the colleges and Departments of the University for and in furtherance of the purposes of the Act, the Statutes the Ordinances, the Regulations, the Rules and Bye-laws made thereunder and to the payment of any Provident Fund contribution, pension and insurance to any such officers and servants and members of the teaching staff or the members of such establishments;
- (d) to the payment of the travelling and other allowances to the members of the Senate, the Syndicate, the Academic Council and any other authorities of the University or the members of the Committees or Boards by any of the authorities of the University in pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder;
- (e) to the payment of the cost of audit of the University accounts fixed by Government;
- (f) to the expense of any audit or proceedings to which the University is a party.
- (g) to the payment of any expense incurred by the University in carrying out the provisions of the Act and the Statutes, the Ordinances, the Regulations, the Rules and Bye-laws made thereunder;
- (h) to the payment of any other expenses not specified in any of the preceding clauses, but provided for in the budget of the University.

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

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

3. *Powers of the University Governing Council* .- It shall be competent for the University Governing Council.

- (a) to accord sanction for all works original and repairs, provided in the budget and to accept tenders thereof;
- (b) to dispose of all unserviceable articles and buildings;
- (c) to write off unserviceable articles, apparatus books, furniture etc.;
- (d) to sanction write off of irrecoverable revenue;

- (e) to sanction all reappropriation of funds from one Major Head to another Major Head provided that it does not involve any recurring liability ie. A liability which extends beyond the financial year in question;
- (f) to sanction projects sponsored by outside agencies and to create necessary posts on a temporary basis;
- (g) to lay down the administration, financial and disciplinary powers of the officers employed in the University.
- (h) to fix the amount of security to be taken from subordinates dealing with cash, stores and other valuables;
- (i) to fix the permanent advance of officers and Heads of institutions under the University;
- (j) to frame the Rules relating to preservation and destruction of records in all officers and institutions under the control of the University;
- (k) to sanction advances to the employees of the University;
- (l) to frame bye-laws and rules regarding the purchase of stores, books, apparatus and other articles and their annual stock-taking;
- (m) to invest moneys belonging to the University in such manner as it may determine from time to time; and
- (n) to grant fee concessions and scholarships to students.

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

- (a) to sanction re-appropriation of funds up to Rs.1,00,000 (Rupees one lakh only) from one Major Head to another provided that it does not involve any recurring liability.
- (b) to sanction transfer of funds from one minor head to another within the major head;
- (c) to accord sanction for work (Original and repairs) upto Rs.1,00,000 (Rupees one lakh only) and to accept tenders for works upto Rs. 1,00,000;
- (d) to sanction the journeys on duty of all employees of the University, whether inside or outside the State;
- (e) to sanction excursion charges of the students of the University, subject to budget provision;
- (f) to sanction extra ordinary expenditure not provided for in the budget to the extent of Rs.1000 (Rupees one thousand only), provided funds can be had by diversion or by re-appropriation;
- (g) to dispose of unserviceable articles and buildings whose book value does not exceed Rs.5000 in each case;
- (h) to sanction write off of unserviceable articles and books whose book value does not exceed Rs.1,000 (Rupees one thousand only) in each case;
- (i) to sanction the sale by auction of all standing and fallen trees on the ground under the control of the University and to order the removal of such standing trees;
- (j) to condone breaks in the continuity of fee concessions and scholarships;
- (k) to sanction advances and loans to employees of the University subject to budget provision;
- (l) to sanction allowance to the employees for extra work done not exceeding Rs.500 (Rupees five hundred only) at a time subject to the availability of funds;
- (m) to sanction investigation of all arrear claims;
- (n) to sanction expenditure upto Rs.500 (Rupees five hundred only) at a time on items on unforeseen character for which no provision has been

made in the budget subject, however, to the condition that all such expenditure shall be reported to the University Governing Council at its next meeting.

- (o) To sanction all contingent expenditure subject to budget provision;
- (p) To open new Heads of Accounts in connection with schemes approved by the Governing Council;
- (q) To sanction entertainment charges in special cases.

5. *Powers of the Registrar.*- (1). The Registrar shall be competent to receive all payments made to the University and to issue receipts thereon;

(2). The Registrar shall be competent;

- (a) to draw the establishment, travelling allowance, contingencies and all other bills relating to the University Office;
- (b) to countersign detailed contingent bills;
- (c) to countersign all T.A. bills of employees of the University and members of the Senate, the University Governing Council, the Academic Council, Faculties and other authorities and bodies of the University, and the members of the Committees of those bodies and other committees appointed by the Vice-Chancellor.

6. *Receipts and Disbursements.*- All payment received by the Registrar shall be credited under proper heads of account. The Registrar, or any other officer not below the rank of an Assistant Registrar authorized in this behalf by the Vice Chancellor, shall make all authorized payments out of the University Fund.

7. *Payments* .- No payment shall be made by the Registrar unless-

- (a) it has been sanctioned by competent authority;
- (b) there is a sufficient balance of the allotment sanctioned under that head; and
- (c) the bill has been pre-audited and passed by the Finance Officer or an Officer authorised by him in this behalf.

8. *T.A. Bills of the Vice-Chancellor and the Pro-Vice-Chancellor, the Registrar and the Finance Officer and Controller of Examinations.*- The travelling allowance bills and other bills of the Vice-Chancellor, and the Pro-Vice Chancellor, if any, shall require no countersignature. The travelling allowance bills of the Registrar, the Finance Officer and Controller of Examinations shall be countersigned by the Vice- Chancellor.

9. *Financial Estimates.*- The University Governing Council shall, before the 1st January, every year, examine the financial estimates for the ensuing financial year which has been prepared by the Finance Officer and scrutinized by the Finance Committee and place them before the Senate at its annual meeting. The Senate shall consider the financial estimate at its annual meeting and shall approve it either without alteration or with such alterations as it thinks fit.

10. *Annual Accounts* .- The Annual Accounts of the University scrutinized by the Finance Committee shall be considered by the University Governing Council before the 1st January of every year and place it before the Senate at its annual meeting. The Senate shall consider the annual accounts at its annual meeting and may pass resolutions with reference thereto and communicate the same to the University Governing Council, which shall take action in accordance therewith.

11. *Maintenance of Accounts* .- The Finance Officer shall be responsible for the proper maintenance of the Accounts of the University, and shall make arrangements under the direction of the Vice-Chancellor, for the audit and payment of bills, presented at the University Office.

12. *Financial and Account Rules* .- The University Governing Council shall make the necessary Rules and standing orders for the proper maintenance of the accounts of the University in consultation with the Finance Committee.

13. *Review of Accounts and working of Endowments* .- The University Governing Council shall conduct an annual review of the accounts and working of the Endowments, and shall take whatever action is deemed necessary as a result of such review.

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

15. *Accounts regarding Construction*.- The Finance Officer shall get from the University Engineer or any other authority entrusted with constructions, a monthly classified account regarding constructions in a form suited to the requirements of the University.

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



**CHAPTER VI**  
**LEGAL ADVISER AND STANDING COUNSEL**

1. *Appointment.*- It shall be competent for the University Governing Council to appoint a Legal Adviser and Standing Counsel for the University for such period on such terms as it may decide and to perform such duties, as it may, from time to time be decided.

## CHAPTER VII

### APPOINTMENT OF OFFICERS OF THE UNIVERSITY IN THE CATEGORY OF NON TEACHING STAFF

1. Non-teaching staff.- 1. The Officers of the University in the category of non-teaching staff under section 30 of the Act of the University shall be appointed by the University Governing Council.

2. The following Officers of the University shall be in the category of non-teaching staff of the University, namely:-

- (a) the Registrar
- (b) the Finance Officer
- (c) the Controller of Examinations
- (d) the University Engineer
- (e) the Director of Public Relations and Publications
- (f) National Service Scheme Programme Co-ordinator
- (g) the Director of Planning and Development
- (h) the Systems Manager
- (i) the Security Officer

3. *Appointment of non-teaching staff.*- All other appointment of non-teaching staff of the University shall be conducted through Kerala Public Service Commission. The qualifications, method of recruitment, scale of pay, age limit etc., shall be such, as may be specified in the Statutes.

4. *Mode of recruitment .-* The posts as per the category of non-teaching staff under section 30 of the Act of the University shall be recruited on the basis of merit by inviting applications by advertisement in at least two leading Malayalam and one English news papers and in the University Website. The above officers shall be appointed by the University Governing Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and one member of the University Governing Council who shall be the Chairman of the Standing Committee on Staff and two experts nominated by the Vice-Chancellor from outside the University. The Officers shall be whole time salaried officers of the University and be appointed by a written order. The written order of these appointments shall be lodged with the Vice-Chancellor.

5. *Period of probation.*- (1) The above Officers shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

Provided that it shall be competent for the University Governing Council to extend the period of probation for a period not exceeding one year.

(2) 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 after giving him a reasonable opportunity of being heard.

(3) On satisfactory completion of probation, the incumbent appointed as permanently as the case may be and shall be confirmed by a written order.

6. *Superannuation.*- All non-teaching staff of the University shall continue in service till he attains the age of 55 years.

## THE REGISTRAR

7. *Minimum Qualification of the Registrar* .- (1) A Master's degree with at least 55% marks or its equivalent Grade of B in the UGC seven point scale in Science Subjects and 50% in arts discipline with Ph. D. from a recognized University. Minimum 15 years experience as teacher in a recognized College / University of which 5 years in the administrative capacity.

(2) Notwithstanding anything contained in this Statute, the Governing Council of the University may, in the interest of the University and for reasons to be recorded in writing, appoint a person as Registrar by deputation from the state Government service or Central Government service or University Service on such conditions and above qualifications as it thinks fit.

8. The Registrar shall hold office for a period of five 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/she is within the age limit.

9. *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 University Governing Council, 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 University Governing Council, 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 University Governing Council, as the case may be, may determine.

10. *Emoluments* .- The Registrar shall receive such emoluments as may be determined by University Governing Council which shall not be less than that of a University Professor.

11. *Leave, Provident Fund etc.*- The Registrar shall be governed as regards leave, provident fund, pension, insurance, retirement benefits and disciplinary proceedings by the Statutes governing the conditions of service of the non-teaching staff of the University other than Class IV employees.

12. *Pension, Insurance, etc.*- The Registrar shall be eligible for pension; insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

13. The Registrar shall be entitled to receive such travelling Allowance / Daily Allowance as admissible to a Class I Officer of the Government.

14. *Mode of Resignation* .- The Registrar, may, by writing under his hand addressed to the University Governing Council resign his appointment after giving a notice of three months of his intention so to do and it shall be competent for the University Governing Council to accept his resignation.

15. *Termination of appointment* .- The University Governing Council shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

16. *Ex-Officio Secretary* .- The Registrar shall act as the ex-officio Secretary to the Senate, (Act page 15) the University Governing Council, the Academic Council, and the Committees appointed by these authorities (Act Page 50 Clause 64).

17. *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 administration of the University office and shall have the power to fix and define the functions and duties of the non-teaching staff and employees of the University, other than those

working under the direct supervision of the Officers of the University under Chapter IV of the Act.

- (ii) take prompt steps for the efficient working of the University office, subject to the prior approval of the Vice Chancellor;
- (iii) grant leave of all kinds (except extraordinary leave without allowances, special disability leave and study leave) and increments to all employees in class III and class IV services;
- (iv) 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 provisions;
- (v) sanction expenditure on account of bills in respect of notifications published in the Government Gazette and newspapers, subject to budget provision;
- (vi) sanction expenditure on account of bills for printing works done at the Government Press, subject to budget provision;
- (vii) 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;
- (viii) sanction the printing of new forms and registers;
- (ix) sanction purchase of 'service' postage stamps;
- (x) sanction petty items of contingent expenditure upto Rs.1,50,000 (Rupees One lakh fifty thousand only) on each occasion in the University Office under the allotment 'Office Expense and Miscellaneous';
- (xi) sanction the indents for stationary articles from the Government Stores and to issue articles to the institutions under the management of the University according to necessity;
- (xii) 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) sanction expenditure on special contingencies for amounts not exceeding Rs.1,50,000 (Rupees One lakh fifty 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 delivered from quotations approved by the Stores Purchase Committee and the Vice Chancellor;
- (xiv) sanction, according to the rules, refund or release of deposits (other than security deposits for works) after satisfactory fulfillment of contract;
- (xv) sanction claim for refund of revenue, like examination fee and other fees, according to the rules, upto Rs.15,000 (Rupees Fifteen thousand only) in each case;

*Explanation* .- For the purpose of this clause the monetary limit of Rs.15,000 (Rupees Fifteen thousand only) 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) 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) sanction payment of salary and pension contribution to Government on account of deputation of staff to the University from Government departments;

- (xviii) sanction refund of deposits of earnest money, securities for works, etc., not exceeding Rs.15,000 (Rupees Fifteen thousand only) on the basis of the recommendation of directors of Schools;
- (xix) sanction provisional payments upto a maximum of Rs.1,50,000 (Rupees One lakh fifty thousand 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 University Governing Council.

18. *Duties.*-

(1) It shall be the duty of the Registrar, -

- (a) be the Custodian of the records, the common seal and other properties committed to his charge by the University Governing Council;
- (b) conduct the official correspondence of the University and to be responsible for the proper maintenance of all the records of the University;
- (c) issue all notices for convening meetings of the Senate, the University Governing Council, the Academic Council, the Faculties, the Boards of Studies, and for the Committee appointed by those authorities;
- (d) prepare and maintain a record of the proceedings of the meeting of the Senate, the University Governing Council, the Academic Council, the Faculties, the Boards of Studies, and any Committee appointed by those authorities;
- (e) make arrangements for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice-Chancellor;
- (f) maintain a Register of Matriculates, a Register of Donors, a Register of Endowments, and such other Registers as per the laws of the University from time to time;
- (g) manage under the directions of the University Governing Council, the property and investments of the University and the University Fund;
- (h) to sign contracts and other agreements on behalf of the University under the directions of the University Governing Council; and
- (i) perform such other functions as may, from time to time be decided by the University Governing Council.

(2) The Registrar shall be competent to countersign bills the amount of which exceeds Rupees ten thousand and does not exceed Rupees fifteen thousand.

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

19. *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 a Faculty or the Senate shall have access to the proceedings of the Faculty or the Senate respectively and to any records other than confidential and privileged documents connected with such proceedings. The members of the University Governing Council shall have access to all documents of the University except those connected with the question papers:

Provided that it shall be competent for the Vice-Chancellor to withhold any document from any member of the University Governing Council for good and sufficient reasons.

20. *Temporary Vacancy.*- In the event of a temporary vacancy occurring in the office of the Registrar, or where the Registrar is temporarily absent, it shall be competent for the University Governing Council to make such arrangements as it may deem fit to carry out the duties of the Registrar subject to the provisions of these Statutes.

21. *Ineligibility for membership of the authorities of the University* .- The Registrar shall be ineligible for election or for appointments as a member of any of the Authorities of the University.

22. *Accommodation* .- The Registrar shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

23. *travelling Allowance etc* .- The Registrar when travelling on official business shall be entitled to travelling allowance and daily allowance as such at the actual or rates as may be admissible to Class 1 Officers of the Government. The Travelling Allowance Bills and other Bills of the Registrar shall be countersigned by the Vice Chancellor. The Registrar shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted the free use of car within the jurisdiction of the University.

#### FINANCE OFFICER

24. *Mode of appointment*.- (1) The Finance Officer shall be appointed by the University Governing Council for a period of one year in the first instance.

(2) He shall be a full-time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

25. *Qualifications*.- The Finance Officer shall be a qualified Chartered Accountant or posses I class ICWA with five years experience in Govt or reputed private institutions in a supervisory capacity.

26. *Appointment*.- The person appointed as Finance Officer shall have completed 35 years of age.

27. *Superannuation*.- The Finance Officer shall continue in service till he attains the age of fifty five years.

28. *Emoluments*.- The Finance Officer shall receive such emoluments as may be fixed by the University Governing Council, which shall not be less than the pay and allowances of a Professor of the University.

29. *Pension, Insurance, etc* .- The Finance Officer shall be eligible for pension; insurance, provident fund and such other benefits as may be prescribed by the Government.

30. *Provision for deputation* .- In case a suitable officer is not available for appointment as Finance Officer on regular basis, it shall be competent for the University Governing Council to request the Government of Kerala or the Government of India to lend the services of an officer who has not less than fifteen year's 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 parent organization with a deputation allowance as may be specified by State Government or Central Government, as the case may be, from time to time.

31. *Duties of the Finance Officer*.- 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 Branch of the University and the Principal Adviser of the University on all matters connected with Finance, Accounts and Audit of the University:

Provided that the advice tendered by him shall generally be followed in the University Office unless they are inconsistent with the provisions of the Act or Statute issued thereunder.

Provided further that any exception to this shall be recorded by the authorities concerned and thereafter reported to the Finance Committee.

(2) The Finance Officer shall .-

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

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

(c) keep a constant watch on the progress of expenditure against the budget 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 equipment are maintained up-to-date and the 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) report to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities in any particular case and suggest disciplinary action against the persons at fault;

(g) call for from any school / centre, laboratory 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 Indian Council for Agriculture Research / University Grants Commission/ All India Council for Technical Education and other funding agencies of 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 not provided for in the budget estimates of the University;

(k) make recommendations whenever necessary to the University Governing Council on all matters relating to the Finance, Accounts and Audit of the University;

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

(m) realize and receive grants or other funds due to the University from Central and State Governments, Indian Council for Agriculture Research, University Grants Commission and other funding bodies/ institutions or individuals;

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

(o) ensure timely release of sufficient funds for teaching, research and extension of various schools/ other institutes of the University.

(3) The Finance Officer shall be the custodian and disbursing office of the University Fund and all payments received by him shall be credited to that Fund and he shall arrange to issue cheques or other appropriate instruments of payment on behalf of the University.

(4) The Finance Officer shall make all authorized payments out of the University Fund.

(5) 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.

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

32. *General powers* .- The Finance Officer shall,-

(i) exercise general supervision over the funds of the University and shall advise as regards the financial policy;

(ii) shall accept the audited accounts of Chartered Accountants related to externally aided projects, provided the funding agency agrees to it; and

(iii) perform such other financial functions as may be assigned to him by the Finance Committee and the University Governing Council;

33. *Functions of the Finance Officer*.- (1) The Finance officer shall bring to the notice of the Chairman of the Finance Committee, all items of expenditure which have not been duly authorized and also any financial irregularity.

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

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

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

(5) He shall be competent to take up finance inspection of the University Department/Office/centres even without notice and submit his report to the Vice-Chancellor.

(6) He shall be in charge of the Audit, Finance and Accounts wing of the University.

34. *Accommodation* .- The Finance Officer shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

35. *travelling Allowance etc.* .- The Finance Officer when travelling on official business shall be entitled to travelling allowance and daily allowance at such at the actual or rates as may be admissible to Class 1 Officers of the Government. The travelling Allowance Bills and other Bills of the Finance Officer shall be countersigned by the Vice-Chancellor. The Finance Officer shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted the free use of car within the jurisdiction of the University.

## **CONTROLLER OF EXAMINATIONS**

36. *Mode of appointment*.- The Controller of Examinations shall be appointed by the Vice-Chancellor on the recommendation of a Selection Committee constituted for the purpose. He shall be a full-time salaried officer of the University and be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

37. *Minimum Qualification of the Controller of Examinations* .- (1) A Master's degree with atleast 55% marks or its equivalent grade of B in the UGC seven point scale in science disciplines and 50% for arts discipline with Ph. D. from a recognized University. Minimum 15 years experience as teacher in a recognized College/ University of which 5 years in the administrative capacity.



(2) Notwithstanding anything contained in these Statutes, the Selection Committee, may, in the interest of the University and for reasons to be recorded in writing, appoint a person as Controller of Examinations by deputation from the State Government Service or Central Government Service, on such conditions and above qualifications as it thinks fit.

38. *Emoluments* .- The Controller of Examinations shall receive such emoluments as may be determined by the University Governing Council which shall not be less than that of a University Professor.

39. *Resignation*.- The Controller of Examinations may, by writing under his hand, resign his appointment after giving three months notice of his intention to resign. The University Governing Council shall be the authority competent to accept his resignation.

40. *Temporary vacancy*.- In the event of a temporary vacancy occurring in the office of the Controller of Examination or when the Controller of Examination is temporarily absent, it shall be competent for the University Governing Council to make such arrangements as it may deem fit to carry out on the duties of the Controller of Examinations.

41. *Termination of appointment*.- The University Governing Council shall be competent to terminate the appointment of the Controller of Examinations, if it is established that he has committed grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

42. *Powers and Duties of the Controller of Examinations* .- The Controller of Examinations shall have the following powers and duties namely:-

(1) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange for the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University examinations;

(2) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;

(3) He shall keep the Minutes of the Boards of Examiners and all committees appointed by the said Boards;

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

(5) He shall have the power to countersign the Bills for Travelling Allowance of Examiners and paper setters and all other bills relating to examinations;

(6) He shall perform such other duties as may be specified by the Vice-Chancellor or conferred upon him by the Senate, the University Governing Council or the Academic Council from time to time.

(7) He shall be responsible for ensuring strict confidentiality, time bound discharge of duties in connection with examination works and accountability of thereof.

43. *Appointment of Examiners and Question Paper Setters* .- The Examiners and Question Paper Setters shall be appointed by the Controller of Examinations, with the prior approval of the Vice-Chancellor.

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

45. *Pension, Insurance, etc .-* The Controller of Examinations shall be eligible for pension; insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

46. *Accommodation .-* The Controller of Examinations shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

47. *travelling Allowance etc .-* The Controller of Examinations when travelling on official business shall be entitled to travelling allowance and daily allowance at such at the actual or rates as may be admissible to Class 1 Officers of the Government. The travelling Allowance Bills and other Bills of the Controller of Examinations shall be countersigned by the Vice Chancellor. The Controller of Examinations shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted the free use of car within the jurisdiction of the University.

#### DIRECTOR OF RESEARCH

48. *The Director of Research .-* (1) There shall be a Director of Research who shall be a full time salaried officer of the university.

(2) He shall be appointed by University Governing Council by a written order.

(3) He shall be appointed by the University Governing Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and one member of the University Governing Council and two external experts in Fisheries / Marine Sciences / Ocean Studies / Ocean engineering.

(4) Any person having 15 years of experience as teacher in a recognized University or scientist in a State or National Fisheries or Ocean Research Institute of which five years shall be in the cadre of Professor or Director or Principal Scientist and having 15 years of experience in productive research in the field of Fisheries or Ocean Sciences or Marine Sciences proven by publications in standard referred journals.

(5) The written order of his appointment shall be lodged with the Vice-Chancellor.

(6) The term of appointment of the Director of Research shall be for 5 years.

49. *Minimum Qualifications .-*

(i) M. F. Sc. in any discipline / Masters degree in Fisheries/ Ocean Sciences or Environmental Sciences or Marine Sciences and allied or related subjects from a recognized University with a minimum of OGPA of 3.00/4.00 in the trimester system or 7.5/10.00 in the semester system or 55% marks in the traditional system or their equivalent.

(ii) A minimum of fifteen years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations 2010 / ICAR Regulations

(iii) Fifteen years experience in teaching, research and extension activities at University level/state or national institutions of which at least five years shall be in the cadre of Professor or principal Scientist or equivalent in the University Grants Commission scale. Record of productive research work indicated by published work and should also have at least five years of experience in research administration and management.

(iv) Administrative experience in planning fisheries and ocean related research activities, organizing and executing projects. Experience in conducting research projects, preparation of reports funded by national/international funding agencies

*Desirable.-*

(i) Teaching experience at graduate or post-graduate levels/research tie up with national/international organizations.

(ii) Established position of leadership and of scientific reputation of proven capacity in research/ teaching/ extension education

*50. Period of Probation.-*

(1) The Director of Research shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

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

(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.

(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 after giving him a reasonable opportunity to explain..

*51. Emoluments.-* The Director of Research shall receive such emoluments as may be determined by the University Governing Council which shall not be less than of a University Professor.

*52. Leave, Provident Fund etc.-* The Director of Research shall be governed as regards disciplinary proceedings, leave, Provident Fund, insurance, pension and retirement benefits by the Statutes and Ordinances governing the conditions of service of teaching staff of the University.

*53. Superannuation.-* The age of superannuation of Director of Research shall be sixty years or the date on which he completes the tenure whichever is earlier. The age limit for applying the post is above 45 years.

*54. Resignation.-* The Director of Research may, by writing under his hand resign his appointment after giving three months notice of his intention to resign. The University Governing Council shall be the authority competent to accept his resignation.

*55. Termination of appointment / appointment during contingent situation.-*

(1) The University Governing Council shall be competent to terminate the appointment the Director of Research, if it is established that he has committed grave irregularities in the discharge of his official duties;

(2) Under contingent situations of his absence the Vice-chancellor shall make alternative arrangement and get this ratified in the next meeting of the Governing Council:

Provided that his appointment shall not be so terminated except after an enquiry in which he has been informed of the charge against him and given a reasonable opportunity of being heard in respect of those charges. In the event of resignation/termination of service, the Vice- Chancellor can make alternative temporary arrangements subjected to reporting in the next University Governing Council

*56. Powers and Duties of the Director of Research.-*

(1) Director of Research shall (i) coordinate all research activities in the university in co-operation with the Directors of the Schools and Heads of Departments;

(ii) be directly responsible to the Vice Chancellor for the initiation, guidance and co-ordination of research programme of the University and its centers/institutions;

(iii) be responsible for the initiation, organization and conduct of research programmes of the University at an interdepartmental level of all schools and for that purpose, shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;

(iv) exercise broad administrative control over research staff research funds allotted for this purpose, and all physical properties, facilities and materials assigned by the University for the pursuit of the research programme;

(v) prepare in consultation with the Directors, Heads of Departments, the budgetary needs of research of different schools and Departments of the university;

(vi) the principal liaison officer for dealing with aid-granting agencies such as I C A R/ U G C, commodity boards or private institutions;

(vii) formulate and present policies to the Research Advisory Committee for its consideration;

(viii) cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems;

(ix) encourage research staff of the University to publish research findings in journals of high repute and standards of national and international stature and also to publish books, bulletins, monographs, compendiums etc. through reputed publishers, both national and international stature;

(x) work in close consultation with the Directors of Schools, Heads of Departments and Director of Extension in formulating research policies and programmes of the University. He shall make all initiative in tapping funds from various research funding agencies and motivate the faculties to avail funds from various external funding agencies to carry out research in emerging areas related with fisheries and Ocean sciences and other allied areas,

(xi) assume leadership in development and maintenance of research productivity of a high level by promotion of self-improvement on the part of research personnel;

(xii) have powers, to countersign T A bills and sanction absence on duty beyond jurisdiction of all employees of grades A, B & C working under him; and to open and maintain personal ledger account relating to various funds.

57. Accommodation: The Director of Research shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

58. Travelling Allowance etc.- The Director of Research when travelling on official business shall be entitled to travelling allowance and daily allowance at such at the actual or rates as may be admissible to Class 1 Officers of the Government. The Travelling Allowance Bills and other Bills of the Director of Research shall be countersigned by the Vice- Chancellor. The Director of Research shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted free use of car within 8 Kilometres of the head quarters.

### **DIRECTOR OF EXTENSION**

59. *The Director of Extension.*- (1) There shall be a Director of Extension who shall be a whole time salaried officer of the University.

(2) The Director of Extension shall be appointed by University Governing Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and one member of the University Governing Council and an external expert in Fisheries/Ocean Science/Ocean Engineering/Marine Sciences.

(3) Any person to be appointed as Director of Extension shall have 15 years of experience as teacher in a recognized University or 15 years as Scientist of which 5 years shall be the cadre of Professor or Principal Scientist and having sufficient experience in productive research in Fisheries/Ocean Sciences/Marine Sciences proven by publications in standard referred journals and track record of developing innovative methods for various outreach activities in fisheries or allied subjects.

(4) The Director of Extension shall be appointed by a written order. The written order of his appointment shall be lodged with the Vice-Chancellor.

(5) The term of appointment of the Director of Extension shall be for 5 years.

60. *Minimum Qualifications.*- (1) The Director of Extension shall have,

(i) M. F. Sc. in any discipline / Masters degree in Fisheries or Ocean Sciences or Marine Sciences and allied subjects from a recognized University with a minimum of OGPA of 3.00/4.00 in the trimester system or 7.5/10.00 in the semester system or 55% marks in the traditional system or equivalent;

(ii) a minimum of fifteen years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations 2010 / ICAR Regulations;

(iii) fifteen years experience in teaching/ research, including experience of guiding candidates for research at doctoral level / extension work at University level/ fisheries or ocean related research institutions of which at least five years shall be in the cadre of Professor/Principal scientist or equivalent . Record of productive extension work evidenced by published work and should also have at least five years of experience in extension work;

(iv) administrative experience in planning fisheries and ocean related field activities, organizing projects involving demonstrations of approved fisheries practices, training field personnel, coordinating and supervising the activities of field workers in successfully carrying out programmes designed to increase aquatic resources production and productivity

(2) *Desirable qualification.*- The person to be appointed as the Director of Extension shall have the following desirable qualifications namely-

(i) Development and transfer of innovative extension techniques as evidenced by publication in high impact factor journals;

(ii) Teaching experience at graduate or post-graduate levels. Research innovations in developing new technology/products in the field of fisheries and ocean sciences;

(iii) Established position of leadership and of scientific reputation of proven capacity in extension education in the relevant field;

(iv) Knowledge and fluency in Malayalam.

59. *Period of Probation.*- (1) The Director of Extension shall be on probation for a period of one year in the first instance. In case his appointment has been continued for over a period of one year he shall be deemed to be on probation for a period of one year commencing from the date of his first appointment within a continuous period of two years:

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

(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.

(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 after giving him a reasonable opportunity to explain.

62. *Emoluments.*- The Director of Extension shall receive such emoluments as may be determined by the University Governing Council which shall not be less than that of a University Professor.

63. *Superannuation.*- The age of superannuation of Director of Extension shall be sixty years or the date on which he completes the tenure which ever is earlier. The age limit for applying the post is above 45 years.

64. *Resignation.*- (1) The Director of Extension may, by writing under his hand resign his appointment after giving three months notice of his intention to resign.

(2) The University Governing Council shall be the authority competent to accept his resignation.

65. *Termination of appointment / appointment during contingent situation.*-  
(1) The University Governing Council shall be competent to terminate the appointment of the Director of Extension, if it is established that he has committed grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(2) Under contingent situations of his absence the Vice-chancellor shall make alternative arrangement and get ratified in the next meeting of the Governing Council

66. *Powers and duties of Director of Extension.*-  
The Director of extension shall,-  
(a) plan and execute all extension education programmes and activities in co-operation with the Deans, Directors of Schools and Director of Research;  
(b) supervise and control the field activities of the extension subject matter specialists who shall otherwise hold academic rank and be members of the staff of the Schools/department;  
(c) be directly responsible to the Vice-Chancellor for effecting close collaboration with co-ordination of the extension education activities of the University with those of the departments of Fisheries, Ocean Science, climate change, science & Technology, Environment Agriculture, Animal Husbandry and other departments of the Government;  
(d) be responsible for initiation, organization and conduct of extension educational programmes of the University and for the purpose shall pass such orders as may be necessary in consultation with the Directors of the Schools concerned;  
(e) exercise broad administrative control over extension education staff; extension education funds allotted for this purpose; and all physical properties, facilities and materials assigned by the University for the pursuit of extension programme;  
(f) assess, in consultation with the heads of the departments, the budgetary needs of extension education of different departments of the University;

(g) be the principal liaison officer for dealing with such agencies as the departments of Fisheries, Agriculture, Animal Husbandry, Cooperation, Development, Panchayats and other departments of Government in the matter of extension education;

(h) formulate and present extension education programme of the extension advisory committee, for its consideration;

(i) guide and supervise the working of the information section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful implementation of the extension education programmes;

(j) work in close consultation with the Deans, Director of Research, Directors of the concerned schools in formulating the extension policies and programmes of the university ;

(k) assume leadership in the development and maintenance of effective and productive extension educational programmes;

(l) promote of self-improvement on the part of extension personnel; inculcation in them of a missionary spirit for dedicated service to the fishermen, farmers of Kerala

(m) represent the University in conferences regarding extension education, policy formulation;

(n) also have the powers to countersign T A bills and sanction absence on duty beyond jurisdiction of all employees of grades A, B and C working under him; and to open and maintain personal ledger account relating to various funds.

(2) The Director of Extension may also exercise such financial, administrative and academic powers as may be delegated to him by the Vice Chancellor.

67. *Accommodation.*- The Director of Extension shall be provided with free furnished accommodation subject to recovery, if any, specified by Government.

68. *travelling Allowance etc.*- The Director of Extension when travelling on official business shall be entitled to travelling allowance and daily allowance at such at the actual or rates as may be admissible to Class 1 Officers of the Government. The Travelling Allowance Bills and other Bills of the Director of Extension shall be countersigned by the Vice Chancellor. The Director of Extension shall be given official car for providing conveyance for official journeys. He will be entitled to travel in the University car for official journeys outside 8 KM limit and claim TA and DA admissible to Class 1 Officers of the Government. He will be permitted the free use of car within 8 Kilo Metres of the head quarters.

## **DIRECTOR OF SCHOOL**

69. *The Director of School.*- (1) There shall be a Director for each School appointed by University Governing Council.

(2) The Director of the School shall be a full time salaried officer of the University.

70. *Method of appointment and tenure.*- (1) The Director of school shall be in the cadre of a Professor of the University/Principal Scientist of National Research Institutions and shall be appointed by the University Governing Council on the recommendation of a Selection Committee consisting of the Vice-Chancellor as Chairman and one member of the University Governing Council and two external expert in Fisheries/Ocean Sciences/Management/Environment/Marine Sciences .

(2) Any person to be appointed as the Director of School shall have a minimum of fifteen years of experience as teacher in a recognized University or Scientist in a State or National Fisheries or Ocean Science Research Institute as the case may be, of which at least two years shall be in the cadre of Professor or Principal Scientist or equivalent and having sufficient experience in productive research in the field of

Fisheries/Ocean Sciences/Management/Marine Sciences proven by publications in standard referred journals.

(3) The Director of School shall be appointed by a written order and lodged with the Vice-Chancellor.

71. *Minimum Qualifications.*- (1) He shall be an eminent scholar with Doctoral Degree / D. Sc. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(2) He shall have a minimum of fifteen years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations 2010 / ICAR Regulations

(3) He shall have administrative experience in planning of teaching, research and extension activities of the school

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

*Desirable.*-

(i) Teaching / research/administrative experience at graduate or post-graduate levels.

(ii) Established position of leadership and of scientific reputation of proven capacity in research/ teaching/ extension education

72. *Period of appointment.*- All the appointments to the post of Director of School shall be for a period of five years.

73. *Superannuation.*- The age of superannuation of Director of School shall be sixty years of age or the date on which he completes the tenure, whichever is earlier .The age limit for applying the post is above 45 years.

74. *Resignation.*- (1) The Director of School may, by writing under his hand resign his appointment after giving three months notice of his intention to resign.

(2) The University Governing Council shall be the authority competent to accept his resignation.

75. *Emoluments.*- The Director of School shall receive such emoluments as may be determined by the University Governing Council which shall not be less than that of a University Professor.

76. *Leave, Provident Fund etc.*- The Director of school shall be governed as regards disciplinary proceedings, leave, Provident Fund, insurance, pension and retirement benefits by the Statutes governing the conditions of service of teaching staff of the University.

77. *Termination of appointment .*- (1) The University Governing Council shall be competent to terminate the appointment of the Director of school, if it is established that he has committed grave irregularities in the discharge of his official duties:

Provided that his appointment shall not be so terminated except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(2) Under contingent situations of his absence, the Vice-chancellor shall make alternative arrangement and get such arrangement ratified in the next meeting of the Governing Council

78. *Powers and Duties of the Director of School.*- (1) Director of school shall coordinate all teaching, research and extension activities of the school in cooperation



with the Deans, Director of Research, Director of Extension and Head of the Departments of the School and he shall pass such orders as may be necessary in that behalf.

(2) The Director of School shall exercise overall control of the school administration, teaching and non-teaching staff, research funds allotted for the school, and all physical properties, facilities and materials assigned by the University for the pursuit of the academic programmes and shall ;

(i) prepare in consultation with the Heads of Departments the budgetary needs of school and Departments;

(ii) be the liaison officer for dealing with aid-granting agencies such as Indian Council of Agriculture Research, University Grants Commission, All India Council for Technical Education and other agencies through Director of Research and Director of Extension;

(iii) formulate and present policies to the University Governing Council, Academic council, School Governing council, Research Council for their consideration;

(iv) cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems;

(v) encourage research staff of the school to publish research findings in journals of high repute and standards of national and international stature and also to publish books, bulletins, monographs, compendiums etc. through reputed publishers, both national and international stature;

(vi) be instrumental in organizing seminars, workshops, conferences, symposia, colloquium, training programmes, refresher courses etc in the school and also depute staff under his control for attending such programmes at national level;

(vii) assume leadership in development and maintenance of research productivity, quality of teaching and innovative extension activities by promotion of self-improvement on the part of teacher and other staff;

(viii) be responsible for the maintenance of books and periodical and control of library staff of the school/ department;

(ix) have such financial powers as may be prescribed by the statues and regulations from time to time;

(x) carry out the decisions of the School Governing Council;

(xi) be the chief executive of the school and in carrying out of teaching, research and extension programmes, the Director shall work in close cooperation with Head of the Departments, Director of research and Director of extension;

(xii) have such financial powers as may be prescribed by the Statutes and Regulations from time to time;

(xiii) countersign Travelling Allowance bills and sanction absence on duty beyond jurisdiction of teachers and employees of grades A, B & C working under him;

(xiv) open and maintain personal ledger account relating to various funds.

(3) The Director of Schools may also exercise such other powers and perform duties as may be assigned to him by the University Governing Council or delegated by the Vice-Chancellor.

*79.Procedure for appointment of Director of Research , Director of Extension and Directors of the schools.-*

(i) The following procedure shall be adopted for appointment of Director of Research, Director of Extension and Directors of the Schools, namely:-

(a) The Vice-Chancellor shall have the post advertised by a notification in at least one national daily in English and two dailies in vernacular language and in the University website specifying the qualifications for appointment and inviting applications therefore;

(b) The University Governing Council shall scrutinize all applications and prepare a list of eligible candidates who shall be called for interview.

(c) If any of the applications have been rejected, the candidates may be informed of the grounds of rejection

(ii) The Vice Chancellor shall constitute the selection Committee consisting of the following members:

(a) Vice Chancellor as the Chairman of the Committee,

(b) one non-official member of the University Governing Council (other than student member) nominated by the Vice Chancellor. In the absence of non-official members, one of the ex-officio members of Governing Council may be nominated by the Vice Chancellor,

(c) two experts nominated by the Vice Chancellor from outside the University.

(iii) 80 percentage of marks shall be given to merit (based on a proforma approved by the University Governing Council) and 20 percentage of marks for the interview

(iv) After interviewing the candidates, the selection committee shall prepare the list of persons in the order of merit to be considered for appointment.

(v) the Vice Chancellor shall submit the recommendations of the selection committee to the University Governing Council for approval and appointment. The list thus approved shall be published and it shall be valid for one year from the date of publication:

Provided that the Selection Committee for making recommendations regarding the persons to be appointed as the first Director of Research and first Director of Extension and Directors of Schools shall consist of one nominee of the Indian Council of Agricultural Research/ UGC and one expert from any foreign or Indian Universities.

## **HEAD OF THE DEPARTMENT**

**80.** (1) *Head of the Department.*- There shall be a Head of the Department for each department under the School

(2) *Method of appointment.*- The Head of Department shall be appointed by the University Governing Council on rotation and seniority basis for a period of three years from among the Professors and Associate Professors of the Department by the University Governing Council on the recommendation of the Vice-Chancellor.

(3) *Powers and Duties of the Head of the Department.*- Head of the department shall,-

(a) be the chief executive of the department;

(b) be responsible for the faithful observance of statutes, ordinances and rules and regulations relating to the department;

(c) be responsible for the organization and conduct of teaching, research and extension;

(d) be responsible to the director of the school for departmental activities;

(e) be responsible for the appointment of internal examiners and also conduct of examinations;

(f) be responsible for the accountability of duties of both teachers and other staff of the department;

(g) be responsible for causing the minutes of the meeting of the departmental council to be prepared;

(h) encourage the publication of research articles, research papers, books, bulletins etc by the teachers;

(i) be the controlling officer for stock and stores and he shall assign such duties of stock and stores to other teachers and staff.

## UNIVERSITY ENGINEER

81. *Minimum Qualification for appointment.*- (1) The University Engineer shall be a AICTE approved Post Graduate degree holder in Civil Engineering with First or Second class or equivalent grade from a recognized University with not less than 15 years experience in Civil Engineering, design, construction and administration in Government or reputed private institutions in a supervisory capacity.

(2) Notwithstanding anything contained in these Statutes, the Selection Committee, may, in the interest of the University and for reasons to be recorded in writing, appoint a person as University Engineer on deputation from the State Government service or Central Government service, on such conditions and above qualifications as it thinks fit.

(3) Age limit for the post of University Engineer shall be above forty years.

82. *Mode of appointment.*- Appointment to the post shall be by direct recruitment or on deputation

83. *Scale of Pay.*- The University Engineer shall receive such emoluments as may be fixed by the Government from time to time.

84. *Pension, Insurance, etc .-* The University Engineer shall be eligible for pension, insurance, provident fund and such other benefits as may be fixed by the Government from time to time.

85. *Provision for deputation.*- In case a suitable officer is not available for appointment as University Engineer on regular basis, it shall be competent for the University Governing Council to request the Government of Kerala or the Government of India to lend the services of an officer who has not less than fifteen year's experience in matters relating to Civil Engineering works. If a Government servant is appointed as University Engineer, he shall be treated as on deputation and be paid the scale of pay he was receiving in parent organization with a deputation allowance, if any, as may be specified by State Government or Central Government, as the case may be, from time to time.

86. *Assets Register etc.*- The University Engineer shall maintain an Assets Register in which the values and plans of all buildings and immovable assets owned by the University shall be entered.

## DIRECTOR OF PUBLIC RELATIONS AND PUBLICATIONS

87. *Minimum Qualification for appointment.*- (1) The minimum qualification for appointment as Director of public Relations and Publications are,-

(a) Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale in Communication and Journalism from a recognized University;

(b) Ten years experience in the field of Journalism/Public Relations in any reputed mass media institutions / University / Government / Quazi Government organizations;

(c) Knowledge in computer applications;

(d) Proficiency in English and Malayalam languages;

(2) Age limit for application – Below 40 years.

88. *Mode of appointment.*- By direct recruitment on the basis of merit by inviting applications by advertisement in the press.

89. *Scale of Pay.*- He shall receive such emoluments as may be fixed by the Government from time to time.

90. *Pension, Insurance, etc .-* The Director of Public Relations and Publications shall be eligible for pension, insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

#### **DIRECTOR OF PLANNING AND DEVELOPMENT**

91. *Minimum Qualification for appointment.*- (1) The minimum qualification for appointment as Director of Planning and Development shall be,-

(a) A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale in any discipline with Ph. D. from a recognized University. Minimum 15 years experience as a teacher in a recognized College/ University of which 5 years in the administrative capacity.

(b) In case a suitable candidate is not available for appointment as Director of Planning and Development on regular basis, it shall be competent for the University Governing Council to request the Government of Kerala or the Government of India to lend the services of an officer who has qualifications as stipulated above. If a Government servant is appointed as Director of Planning and Development, he shall be treated as on deputation and be paid the scale of pay he was receiving in parent organization with a deputation allowance as may be specified by State Government or Central Government as the case may be from time to time.

(2) *Age limit for application .-* Above 45 years

92. *Mode of appointment.*- By direct recruitment or deputation

93. *Scale of Pay.*- He shall receive such emoluments as may be fixed by the Government from time to time.

94. *Pension, Insurance, etc .-* The Director of Planning and Development shall be eligible for pension, insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

#### **PROGRAMME CO-ORDINATOR OF NATIONAL SERVICE SCHEME**

95. *Minimum Qualification for appointment, Age Limit and Scale of Pay.*- The minimum qualification, age limit and scale of pay of the Programme Co-Ordinator of National Service Scheme are such as may be prescribed by the National Service Scheme Rules and Regulations from time to time.

#### **SYSTEMS MANAGER**

96. *Minimum Qualification for appointment.*- (1) 1st Class M. Tech. / M. E. or equivalent (Computer Science / IT / Computer Applications / Electronics) / with two years experience in relevant field / 1st Class MCA / B. Tech. / B. E. or equivalent (Computer Science / IT / Computer Applications / Electronics) with four year experience in the field.

OR

M. Sc. (Computer Science / IT / Computer Applications / Electronics) with five years experience in the field.

(2) Age limit for application – Above 35 years

97. *Mode of appointment.*- By direct recruitment

98. *Scale of Pay.*- He shall receive such emoluments as may be fixed by the Government from time to time.

99. Pension, Insurance, etc. .- The Systems Manager shall be eligible for pension, insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

### **SECURITY OFFICER**

100. Minimum Qualification for appointment.- (1) Ex-Servicemen not below the rank of a Junior Commissioned Officer shall be appointed as security officer of the University.

(2) Age limit for application – Below 50 years

101. Mode of appointment.- By direct recruitment or by deputation from the Police Department not below the rank of Circle Inspector.

102. Scale of Pay.- He shall receive such emoluments as may be fixed by the Government from time to time.

103. Pension, Insurance, etc .- The Security Officer shall be eligible for pension, insurance, provident fund and such other benefits as may be prescribed by the Ordinances under the Act.

## CHAPTER VIII

### MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN AS PER UNIVERSITY GRANTS COMMISSION REGULATIONS

#### UNIVERSITY LIBRARIAN

1. Minimum Qualifications.- No person shall be eligible for appointment unless he possess the following qualifications, (i) A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in UGC Regulations;

(ii). At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian;

(iii). Evidence of innovative library service and organization of published work;

*Desirable qualification.*- Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping;

#### DEPUTY LIBRARIAN

2. *Minimum Qualifications.*- (i). A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record set out in UGC Regulations.

(ii). Five years experience as an Assistant University Librarian/College Librarian.

(iii). Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

(iv). An M.Phil./Ph.D. Degree in library science/Information science / Documentation/ Archives and manuscript-keeping/computerization of library is desirable.

#### ASSISTANT LIBRARIAN

3. *Minimum Qualifications.*- (i). A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library set out in UGC Regulations.

(ii). Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

(iii). However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.

4. *Procedure for appointment.*- The following procedure shall be adopted for the appointment of Librarian, Deputy Librarian and Assistant Librarian in the University, namely:-

(i) The Vice-Chancellor shall advertise the post, specifying the qualifications for appointment and inviting applications thereof;

(ii) Applications received in response to the advertisement under sub-clause (i) shall be referred by the Vice-Chancellor to a Selection Committee constituted under sub-clause (iii) for making recommendations regarding the persons to be appointed.

(iii) The Selection Committee shall consist of five persons with the Vice-Chancellor as Chairman of the Committee and the following persons nominated as members by the Vice chancellor, namely:-

(a) One Dean/Director of School nominated

(b) The Director of Research

(c) The Director of Extension Education

(d) One expert in the field of Library Science from outside the University

(iv) The Vice-Chancellor shall scrutinise all the applications received and prepare a list of the candidates, who shall be called for interview.

(v) After interviewing the candidates, the Selection Committee shall recommend to the Executive Committee, as far as possible the names of at least 3 persons in the order of preference for appointment in respect of the post.

(vi) The Vice-Chancellor shall then submit the recommendations of the Selection Committee to the University Governing Council; which shall thereupon make the final selection for appointment.

5. *Salary and allowances of the Librarian.*- (i) The salary and allowances of the Librarian shall be

prescribed by the University Governing Council for which the University Governing Council shall take into consideration the guidelines issued by the University Grants Commission or Indian Council of Agriculture Research as the case may be.

6. *Mode of appointment* .- By direct recruitment on the basis of merit by inviting applications by advertisement in the press. In the absence of the above, deputation shall be allowed as per the qualifications prescribed above.

7. *Age of superannuation and retirement.*- The age of superannuation for Librarian shall be prescribed by the University Grants Commission or Indian Council of Agriculture Research as the case may be.

8. *Powers, Duties and Responsibilities of University Librarian.*- **He shall,-**

(a) exercise control of the university library and libraries of the centers;

(b) render services in the manner most beneficial to the needs of teaching, research and extension education programmes of the university;

(c) exercise broad administrative control over the staff of the university library;

(d) purchase Books, Journals, Databases, Equipments of the University library, other libraries if any, of institutions/centers under the university on the recommendation of the Directors and Heads of the Department;

(e) be responsible to the University Governing Council for the purchase, cataloguing, maintenance, issuance of receipt of books and journals and all other matters including digital system and other innovative programmes concerning the library;

(f) be directly responsible for the proper care and upkeep of all the books manuscripts, periodicals, back volumes and library records in the University library;

(g) conduct annual verification of all books, manuscripts, periodicals etc. in the libraries under his control and shall submit his report to the University Governing Council through the Vice –Chancellor;

(h) render necessary recommendation to the Vice –Chancellor in all matters relating to the development of the library; in addition to the duties and responsibilities as per the Act and Statutes, the librarian shall also discharge such other functions and duties as may be assigned to him from time to time by the Vice-Chancellor;

(i) countersign Travelling Allowance bills of the staff under his control;

(j) prepare the annual budgetary needs of the University Library and other libraries of the University;

(k) make recommendation to the Vice –chancellor on distribution of work among his staff and shall make transfer of employees under his control, if found necessary in the efficient discharges of his duties;

(l) in consultation with the Vice-Chancellor, make rules and regulations to be observed by students, teachers, non teaching staff and the public for the use of libraries under the university;

(m) plan and supervise the overall growth and development of the library and information services of the university;

(n) encourage publication and documentation of research, teaching and extension activities of the University;

(o) be responsible for the indexing of books in the library under topic wise so that the quality of research, teaching and extension can be improved;

(p) be responsible for encouraging the publication of research articles, research papers, books, bulletins etc by the teachers and library staff;

(q) be responsible for making available reprints, books, bulletins which are needed for the scientific staff of the University either by purchase, loan from other places, maintenance of book bank for students of the Schools/Departments/ institutions and facilitating refresher courses and training programmes for library staff;



## **CHAPTER IX**

### **TEACHERS OF THE UNIVERSITY**

1. *Institution of posts.*- The Senate shall be competent to institute with prior approval of Government, Professorships, Associate Professorships and Assistant Professorships and such other teaching posts required by the University on the proposals of the Academic Council and / or on motion of the University Governing Council.

2. Procedure for appointment of Professor /Associate Professor/Assistant Professor.- The following procedure shall be adopted for appointment of Professor/ Associate Professor/Assistant Professor.-

(a) The University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education are bringing out the regulations for selection, appointment, career advancement, salary and allowances for teaching and other academic staff in Universities and Colleges and such regulation currently available vide No. F3-1/2009 dt. 30.06.2010 (the Gazette of India Part III Sector 4) similar regulations are expected from ICAR/AICTE in due course for adoption to the respective faculties of the University. These regulations and its subsequent revisions approved by Government of Kerala are applicable for selection and appointment of Professor/ Associate Professor/Assistant Professor as the case may be in the University. Ten percentage of total number of professors shall be placed after assessment as Senior Professors as per University Grants Commission norms as decided by the Government of Kerala from time to time;

(b)The Vice-Chancellor shall have the post advertised nationally (in at least one national daily and two dailies in vernacular language and in the University website) specifying the qualifications for appointment and inviting applications therefore;

(c) The Vice-Chancellor shall scrutinize all applications and prepare a list of eligible candidates who shall be called for interview;

(d) If any of the applications have been rejected, the candidates may be informed of the grounds of rejection;

(e) The Vice-Chancellor shall constitute the selection Committee as per University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education regulations and norms;

(f) In the selection process eighty percentage of the weightage shall be given to his academic qualifications, and research experience and achievements (based on the proforma approved by the University Governing Council) and twenty percentage of weightage for the interview;

(g) After interviewing the candidates, the selection committee shall prepare the list of persons in the order of merit to be considered for appointment;

(h) the Vice- Chancellor shall submit the recommendations of the selection committee to the University Governing Council for approval and appointment. The list thus approved shall be published and the list so published shall be valid for one year from the date of publication;

(i) In making appointments by direct recruitment, the University shall observe the rules and appointment provided in rules 14 to 17, Part II of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time;

3. *Qualifications of the Teachers.*- No person shall be eligible for appointment as teachers of the University, unless he possesses such qualifications as may be prescribed by the University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education regulations and norms from time to time.

4. *Age limit.*- The age limit shall be as per the University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education regulations and norms existed or issued from time to time.

5. *Mode of appointment of teacher.*- (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.

(3) The teachers of the University may be assigned work in their areas of specialization in the University as and when required.

(4) The teacher of the University shall also undertake any other curricular or co-curricular activities assigned to him by the Vice Chancellor

(5) The teacher of the University may also offer consultancy service of his expertise for which is admissible for receiving remuneration provided he has to remit 10% of the remuneration to the University Account.

6. *Probation and Confirmation.*- (1) Every teacher of the University appointed to a category shall be on probation for a period of one year on duty within a continuous period of two years from the date on which he joins duty;

Provided that it shall be competent for the University Governing Council to extend the period of probation for a period not exceeding one year.

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

7. *Salary and allowances of the Professor, Associate Professor and Assistant Professor.*- Salary and allowances of the Professor, Associate Professor and Assistant Professor shall be as per University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education regulations and norms and as may be sanctioned from time to time by the Government of Kerala.

8. *Starting Pay.*- The University Governing Council may fix the starting pay of a teacher on appointment at any stage in the scale of pay applicable to that posts stipulated by the UGC.

9. *Teachers without Salary.*- The University Governing Council 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.

10. *Age of retirement.*- All appointments to the posts of Professor, Associate Professor, and Assistant Professor shall be for a period till the incumbent attains superannuation as laid down in section 50(c) of the Act.

11. *Promotion and placement through Career Advancement Schemes.*- The promotion and placement of teachers through Career Advancement Schemes shall as per the guidelines and regulations and norms of University Grants Commission / Indian Council of Agriculture Research / All India Council for Technical Education from time to time.

12. *Powers, duties and responsibilities of Teachers.*- Powers, duties and responsibilities of teachers shall be as per the guidelines and regulations of University Grants Commission / Indian Council of Agriculture Research / All India Council for Technical Education from time to time.

13. *Certain lapses of University Teachers to be punishable.*- (1) The following lapses on the part of the teachers in the University shall amount to improper conduct inviting disciplinary action.-

(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 the assessment of student such as over-marking /under-marking or attempt at victimization on any ground whatsoever;

(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 difference 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.

14. *Abolition or Suspension of Posts.*- On the motion of the University Governing Council and after report from the Senate, the University Governing Council may suspend or abolish any teaching posts, 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.

15. *Disciplinary Control of the University Governing Council.*- All teachers of the university shall be subject to the disciplinary control of the University Governing Council.

16. *Emoluments of the University Teachers.*- Teachers of the university shall receive such emoluments as may be fixed by Government time to time on the basis of the guidelines and regulations of the University Grants Commission / Indian Council for Agriculture Research / All India Council for Technical Education.

17. *Applicability of certain Rules to University Teachers.*- Subject to the provisions of the Act, and the Statutes issued thereunder, the Kerala Service Rules, the Kerala State and Subordinate Service Rules, 1958 and the Government Servants Conduct Rules, 1960 as amended from time to time shall mutatis mutandis apply to the teachers of the University with such modifications, if any, as the authorities of the University may make, and the expression "Government" in those Rules shall be construed as reference to the "University":

18. *Pension, Insurance, etc. to University Teachers.*- The teachers of the University shall be eligible for pension, insurance, provident fund and such other benefits as decided by the Government of Kerala from time to time.

19. *Honorary appointments.*- The University Governing Council shall have the power to appoint competent persons as Visiting Professors or Honorary Professors on payment of such honorarium as it may fix for participating in University work in their respective subjects.

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

Provided that it shall be competent for the University Governing Council to extend the period of probation for a period not exceeding one year.

(2) On satisfactory completion of probation, a teacher holding a substantive post shall be confirmed in service by a written order.

(3) If on the expiry of the prescribed period or extended period of probation, the University Governing Council decides that the teacher is not suitable for continuance in the post to which he has been appointed, it shall discharge him from service.

21. *Leave.*- (1) Subject to the modifications hereinafter contained, the provisions relating to the various kinds of leave in the Kerala Service Rules shall apply to the Teacher of the University.

(2) The authority competent to sanction casual leave to the Head of Department shall be the Director of the School and to the Director of the School shall be

the Vice-chancellor and to Other teachers, the Head of the concerned Department. Casual leave may be sanctioned to a Teacher, if he has such leave to his credit.

(3) Leave other than casual leave for a period not exceeding three months may be sanctioned to the Teachers by the Vice-Chancellor and for longer periods by the University Governing Council.

(4) Special casual leave for thirty days shall be admissible for teaching staff for undertaking academic, examination, consultancy and other related work.

22. *Disciplinary procedures.*- The provisions relating to disciplinary procedure contained in part II of Chapter XXI of these Statute shall mutatis mutandis apply in the case of disciplinary action against the teachers of the University:

Provided that the disciplinary authority for imposing minor penalties on teachers of the University shall be the Vice-Chancellor, and for imposing major penalties, the University Governing Council.

23. *Head of Department.*- Head of the department may be appointed by the University Governing Council from among the Professors and Associate Professors of the concerned department in rotational basis for a period of three years according to the order of seniority.

24. *Annual appraisal Report.*- Performance of the teachers shall be assessed from the self appraisal report authenticated by the Head.

25. *Vacation.*- (1) Teachers of the University shall be entitled to a semester Break of one month each and all public holidays in addition to those fixed by the University Governing Council. Teachers of the University shall be entitled to take up all examination related duties during vacation days also.

(2) 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. They are entitled to surrender of earned leave for their service during vacation.

26. *Presence during working days.*- 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 register their vacation address with the University.

27. *Permission to leave station.*- The 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 furnish to the Head of Department, their leave or vacation address. The Heads of Departments shall also give prior intimation to the Registrar before they leave their stations of duty and also furnish their leave or vacation address to him. The Registrar shall make arrangements for the discharge of duties of the Heads of Departments during their absence and shall notify the same.

28. *Appointment of part-time / guest / contract teachers.*- (1) It shall be competent for the University Governing Council to appoint part-time / guest / contract teachers, in the exigencies of service, subject to the approval of the concerned Selection Committee constituted as per the guidelines and regulations of University Grants Commission / Indian Council of Agriculture Research / All India Council for Technical Education time to time. They shall perform such duties as may be assigned to them.

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

(3) No person shall be eligible for appointment as Part-time / Guest / Contract Teachers of the University, unless he possesses such qualifications as may be prescribed by the University Grants Commission/ Indian Council for Agriculture Research/All India Council for Technical Education regulations and norms time to time.

29. *Past Service counting rules.*- The Rules for counting past service of teachers of University shall be governed by the University Grants Commission Regulations.

## CHAPTER X

### GUIDELINES FOR THE IMPLEMENTATION OF EXTERNAL AIDED PROJECTS OF THE UNIVERSITY

1. *Pre project activities.*- (i) Any teacher in the University is entitled and encouraged to apply for external funding to carry out research projects/schemes

(ii) The expenditure required to be incurred for preparation of the project-stationery, DTP works, printing, photography, photocopying, binding, postage charges etc. are to be met from the relevant non-plan budget heads of the Department/School/University.

(iii) While preparing the financial estimates for the research project, care must be taken to ensure that all the categories of admissible expenses are included so as to ensure smooth execution of the project, especially institutional charges (which may be fixed as 20 percentage of the total estimate), recurring contingencies for conducting the project including training if any, maintenance charges for equipments (which may be fixed as 7 percentage of the total equipment cost) etc.

(iv) All such proposals should be forwarded through proper channel to the Director of Research/Registrar for appropriate further action. In case of unavoidable urgency, the teacher may send an advance copy to the funding agency under intimation to the Director of Research/Registrar. In case of online submission, the faculty member/scientist can submit the project directly to the funding agency. However, the faculty/scientist concerned shall submit the required copies of the project proposal to Registrar for authentication and onward transmission to the funding agency within seven working days from the date of online submission. The decision of Registrar/Director of Research will be final in respect of modification/withdrawal of the project proposal.

(v) Once the project proposal is received, the Director of Research (DR) will scrutinize the same and after proper vetting it will be forwarded to the funding agency without delay. While forwarding the project, the funding agency may be clearly instructed to transfer the sanctioned amount to the SB account maintained by the Finance Officer at SBT, Vyttila, Ernakulam.

(vi) Based on the project proposal submitted, if the funding agency invites the Principal Investigator for presentation prior to its approval, his/her eligible TA/DA will be met by the University, if it is not met by the funding agency. Travel by higher class rail or economy air class will be permitted according to eligibility.

2. *On Approval of the project proposal.*- (i) Once the approval of the project is communicated by the funding agency to the Director of Research, that office should immediately communicate to other officers concerned. Photocopies of the sanction order should be obtained and marked to the Principal Investigator, Registrar and the Finance Officer depending on the above, as a measure of advance information within 3 days.

(ii) Likewise, if the communication of approval addresses directly to the Principal Investigator he/she also initiate measures similar to 2(i) above. The basic idea is to ensure that the Registrar, DR, FO and the PI are simultaneously aware of the approval of the project, with availability of a copy of the same.

(iii) MoU if required, will be signed by the Registrar on behalf of the University.

(iv) On receipt of the project approval copy by the DR, steps should be initiated by the concerned section (Office of the DR) to obtain the technical and administrative sanction from the Vice Chancellor for its implementation. The project funds will be operated by the University through a separate account and will not be mixed up with the administrative and other operational expenses of KUFOS.

(v) With reference to the Administrative and Technical sanction for the project, the Registrar shall issue orders with respect to the following on request.

(vi) PI of EAP shall be given Drawing and Disbursing Officership for spending recurring contingency which encompasses consumables, contingency, travel and such other expenses sanctioned under recurring contingency by the funding agency. SB Account can be opened in nationalized bank as P.I. "Project name" and the details of the account such as account number, date of opening, bank name etc. shall be intimated to KUFOS administration. On receipt of fund from the funding agencies, the annual recurring contingency will be released in to the account of PI in two installments, the first in April and second in September against the proposal received from PI showing the sanctioned amount under different heads of account allotted by Finance Officer. The expenditure under sanctioned heads by the funding agency can be made as per the StoresPurchase Rules, Kerala Financial Code and as per KUFOS order governing the implementation of externally aided projects. The PI will be fully responsible for the submission of audited utilization certificate by the Local Fund Audit and statement of expenditure of the funds utilized under different heads of the recurring contingency for each financial year to the University for Consolidation and transmission to the funding agency. It is the responsibility of the Principal Investigator to ensure that all activities relating to the project are carried out strictly as per the terms and conditions and guidelines of the funding agency. Responsibility for settlement of all audit objections raised on the project implementation will also rest on the Principal Investigator.

(a) Finance Officer can issue an order showing the separate budget head under which the project can be implemented in KUFOS. The proportionate amount of recurring contingency grant can be released in to the account of PI of the project who will be the drawing and disbursing officer in respect of recurring contingency grant. The amount sanctioned under salaries and non recurring contingency will be spent by the planning and development section as per rules in consultation with the PI and also on receiving specific requests from PI. The audited Utilisation Certificate in respect of salaries and non recurring contingent expenses shall be prepared by the planning and development section. The interest accrued can be credited to the University account for which separate Register can be maintained by PI. The institutional overhead will be transferred to the University account and details will be produced at the time of auditing of the accounts by Local Fund Audit.

(b) Revenues if any, realized from the working of the project shall be credited to the account of FO and a separate register may be maintained for the same by PI.

(c) Funds which are not immediately required for expenditure shall be kept in TFDs to avoid idling of funds and earn interest to a certain extent.

### *3. On release of funds by the funding agency .-*

(i) The fund transferred to the a/c of the FO by the funding agency shall immediately be transferred to the concerned head of the project.

(ii) In those cases, if funds by any chance have been received by PI the following may be done.

(a) If the cheque or DD is issued in favour of the DR/FO/Registrar, the same may immediately be forwarded to the FO with a suitable covering letter explaining the details and enclosing a photocopy of the communication received from the funding agency.

(b) If the cheque/DD is issued in favour of PI, the same may immediately be transferred to FO's account with a suitable covering letter explaining the details and enclosing a photocopy of the communication received from the funding agency.

(iii) When the Finance Officer receives the fund from the funding agency it may be intimated to the PI/DR/Registrar within a maximum of 5 working days.

The proportionate amount can be transferred to the account of PI within 10 days provided however that the PI has fulfilled all formalities as stated above.

4. *Implementation of the project/scheme by the PI.*- (i) For the speedy implementation of the project TS/AS should be issued to PI as stated earlier within 5 days on receipt of first installment from the funding agency. Powers should be delegated to PI to incur expenditure within the sanctioned limit under various sanctioned heads in accordance with the terms and conditions and guidelines of the funding agency and also following relevant rules of the KUFOS and Government of Kerala.

(ii) Purchase of equipment shall be done by inviting quotations/ tenders. PI should give the technical specifications of equipment/machines and do the follow up in the concerned section

(iii) As the PIs are given powers to operate the recurring contingency sanctioned under projects, the cheque issued in respect of recurring contingency should be in the name of the PI concerned. The liability for adjustment of recurring contingency transferred to the account of PI shall rests on the PI concerned.

(iv) The PI shall start the project by drawing the first installment of the recurring contingency from the University in the form of a cheque. The cheque so received from the University is to be credited to the account of the PI opened by him/her as mentioned in B 5. The name of the bank, account number, date of opening of account, amount initially deposited should be intimated to the DR's office with a copy to FO within five working days from the date of opening of the account.

(v) *Recruitment of the staff.*- Recruitment of the project staff against the scheme/project should be made strictly as per the sanction order issued from the funding agency and also following the guidelines issued from the funding agency. PI can submit a request to Planning and Development Section (PDS) showing the details of staff sanctioned, qualification and experiences proposed, age limit, etc. The PDS will do the needful procedure for recruiting the staff within 20 days from the date of request received from the PI. If no guidelines are issued by the funding agency for the selection of the project fellows, Vice - Chancellor will constitute the selection committee wherein PI will be the convener of the selection committee.

(vi) In cases where the PI has submitted his/her annual report and statement of accounts for a particular year and is awaiting release of the next installment of funds from the funding agency, University will consider release of funds in advance up to a maximum of six month's requirements, as a special case. For this purpose request will have to be made to the DR, and after approval, University orders will have to be issued. This UO will have to be quoted by the PI for drawing the said advance.

#### 5. *Maintenance of Records/Registers of the Principal Investigator .-*

(i) For all purchases made against the scheme the PI shall maintain stock register in the format as stipulated in the Stores Purchase Rules. It is preferable to maintain separate stock register for fixed assets and consumables. Receipts issued and balance entries should be promptly posted so as to keep the registers up to date.

(ii) After completion of the project, all the fixed assets and balance consumables purchased, if any become the property of the department concerned. Therefore, the concerned stock registers of the PI shall be duly handed over to the head of the department which thereafter becomes the asset of the Department/University.

(iii) The PI shall also maintain a separate cash book in the format stipulated as per rules, for recording the transactions against such schemes. A separate cash book is to be maintained for each scheme operated. The closing balance in the cash book shall be duly reconciled with the corresponding closing balance in the bank pass book periodically, so as to ensure correctness of the entries. Even after completion of the scheme, these cash books shall be retained by the PI in order to help answer audit queries on the scheme if any.

#### 6. *Submission of Reports/returns by the PI.*-



(i) It is the responsibility of the PI concerned to ensure that periodic reports and audited utilization certificate/ statements of expenditure prepared and forwarded to the funding agency on a timely basis and in the formats as stipulated by them, so as to obtain the subsequent installments of funds. These documents should reach the funding agency within three months from the completion of the financial year/project tenure as the case may be.

(ii) The University will arrange audit of the accounts by the local fund audit and the report will be made available to the PI for further action. The PI shall take all initiative to get the audited UC by submitting all the required information to the local fund audit.

(iii) It is to be noted that financial reports are normally be prepared on the basis of financial year only April to March. Thus if a scheme commences in October of the year, the first financial report should necessarily be as on 31st March of the immediately succeeding year. The PI should not wait till 30th September for completion of a full year.

(iv) The year wise figures of expenditure shown against a particular year should necessarily tally with the corresponding figures as appearing in the audit register.

## CHAPTER XI

### NON-TEACHING STAFF OF THE UNIVERSITY

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 of the University.

2. *Application of the Kerala Service Rules etc.*- Subject to the provisions of the Act and these Statutes, the Kerala Service Rules, 1959, the Kerala State Subordinate Service Rules, 1958, the Government Servants' Conduct Rules, 1960 and the General Provident fund (Kerala Rules) as amended from time to time, except to the extent expressly provided in these Statutes, shall mutatis mutandis apply to all the University employees other than teachers of the University:

Provided that the said rules shall, in their application to the employees of the University service, be construed as if the employer were the Kerala University of Fisheries and Ocean Studies instead of the Government of Kerala.

3. *Authority to Sanction Leave.*- The Authority competent to sanction leave and cognate matters shall be as provided in Chapter XV of this Statute.

4. *Constitution of the Kerala University of Fisheries and Ocean Studies Service.*- There shall be a service called the Kerala University of Fisheries and Ocean Studies Service which shall consist of the following classes of posts, namely:

(i) Class I - Posts with basic pay of Rs. 25280 per month and above, and UGC / ICAR / AICTE salaried officers and All India Service Officers irrespective of the pay drawn by them.

(ii) Class II(a) .- Officers with actual basic pay Rs. 21240/- and above but below Rs. 25280/- per mensem.

(iii) Class II(b) . - Officers with actual basic pay Rs. 13900/- and above but below Rs. 21240/- per mensem.

(iv) Class III .- Officers with actual basic pay Rs. 8960/- and above but below Rs. 13900/- per mensem.

(v) Class IV.- Officers with actual basic pay below Rs. 8960/- per mensem and above

5. *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.

6. *Disciplinary Procedure.*- Disciplinary action against the University employees shall be taken in accordance with the provisions of Chapters XII to XIV of this Statutes.

7. *Authority to sanction leave.*- The authority competent to sanction leave and cognates matters shall be as provided in Chapter XV of Statutes.

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

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

9. *Recruitment of Posts.*- Subject to the provisions of the Act and Statutes, the members of the non-teaching staff of the University shall be appointed by the University Governing Council. Except the officers under section 30 of the Act, the appointment of non-teaching staff of the University shall be conducted through Kerala Public Service Commission.

10. *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 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.

11. 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 University Governing Council 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 University Governing Council 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 become eligible for confirmation.

12. *Passing of Examination or Test.*- The University employees shall be required to pass within the period of probation such tests or examinations as may prescribed by the University Governing Council.

13. *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 or 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 authorised 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 person who does not possess the requisite qualification, if any, prescribed for the post.

14. *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 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 qualifications 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 if pay unless otherwise ordered by the University Governing Council.

(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.

15. *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.

16. *Transfer and posting.*- An employee of the University may be transferred and posted to any place in the University area.

17. *Posting of employees on transfer from other Universities.*- The University Governing Council 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:-

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

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

(c) 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 if transferred shall be appointed as junior most Assistant Grade II)

(d) The person 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.

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

(f) 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 under 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.

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

(h) 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.

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

18. *Confidential Reports.*- (1) Every University employee in Class I and II service shall report on the 15th January of each year, in Form II (Annexure 2) on the work and conduct of the employees other than those specified in clause (4) 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 would deem it necessary to record and forward it to the Registrar not later than 31st January.

(2) As soon as the report is countersigned as provided in clause (1), it shall be shown to the officer concerned and his acknowledgement obtained on it.

(3) If any representation is received from the officer regarding the report, it shall be filed along with the report together with any comments that the reporting / reviewing officer may have to make on such representation. Acknowledgement of the Officer concerned on these further remarks made by the reporting / reviewing officer shall also be obtained as proof that he had seen it.

(4) No confidential report need be maintained in respect of the Class III and Class IV categories of staff.

19. *Joint Registrar, Deputy Registrar, Assistant Registrar.*- The provisions in clauses (1) to (3) above shall, mutatis mutandis, apply to Joint Registrars, Deputy Registrars and Assistant Registrars except that the Registrar / Controller of Examinations / Finance Officer, shall write the confidential report in Form II (Annexure 2) in respect of those who are working under them and keep them in their personal custody after perusal and review by the Vice-Chancellor.

20. *Registrar, Finance Officer, Controller of Examinations etc.*- The Vice-Chancellor shall write the confidential reports of the Professors, Associate Professors, Assistant Professors and all kinds of teachers and Registrar, Finance Officer, Controller of Examinations and all other officers under Section 30 of the Kerala University of Fisheries and ocean studies Act, 2010 (5 of 2010).

21. *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.

22. *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 –

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

(ii). for promotion from a lower to a higher category in the service in the same manner as if he had not been absent:

Provided that 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 period of probation on his return.

## CHAPTER XII

### DISCIPLINARY PROCEDURE

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

(i) “appointing authority means the authority empowered to make appointments to the post which the University employee for the time being holds.

(ii) “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.

2. *Suspension*.- (1) The Appointing authority or any authority to which it is subordinate or any other authority empowered by the University Governing Council 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 proceedings, if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interest 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 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 received by the authority competent to do so.

(b) Where a University employee is suspended or is 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.

3. *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.

4. *Continuance of suspension in case of further enquiry*.- Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on revision under these Statutes and the case is remitted for further enquiry 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.

5. *Continuance of suspension in certain other cases.*- Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee 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 consideration of the circumstances of the case, decides, to hold a 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.

6. *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 or by any authority to which that authority is subordinate.

7. *Subsistence allowance.*- (1) Whenever a University employee is placed under suspension; he shall be paid such subsistence and other allowance 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 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 percent 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 service;

(b) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent 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 the suspension has been due to reasons directly attributable to the member of service.

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

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

(i) **Minor Penalties:**

(a) Censure;

(b) Fine (in the case of persons on whom such penalty may be imposed under these Statutes);

(c) Withholding of increments or promotion;

(d) Recovery from pay of the whole or part of any pecuniary loss caused to the University or a State Government or the Central Government or to a local authority or any legally constituted body, by negligence or breach of orders;

(e) 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.



(ii) **Major Penalties:**

(a) 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;

Note 2 - Reduction to 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.

(b) Compulsory retirement;

(c) Removal from the University service, which shall not be a disqualification for future employment;

(d) Dismissal from University service, which shall be a disqualification for future employment unless otherwise directed specifically.

**Explanation:** The following shall not amount to a penalty within the meaning of this Statute;

(a) 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;

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

(c) 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;

(d) reversion to a lower service, category, class, grade or post of 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;

(e) reversion to his previous service, category, class, grade or post of a University employee appointed on probation to another service, category, class, grade or Post during or at the end of the period of probation in accordance with the terms of appointment or the Statutes governing Probation;

(f) replacement of the service of a person whose service has been borrowed from the Central Government or State Government or a local authority at the disposal of the authority which had lent his services;

(g) compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement;

(h) 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 or the laws of the University;

9. *Fine.*- The penalty of fine as such shall be imposed only on Class IV University employees.

10. *Disciplinary Authority.*- (1) The penalties specified in items (i) (a), (b) and (c) of Statute (8) of Chapter XII may be imposed on a University employee by the Registrar or the Director of School as the case may be.

(2) The penalties specified in items (i) (a) to (e) and (a) to (d) of Statute (8) of Chapter XII may be imposed on any of the members of the establishment of the University office below the rank of University Assistant by the Registrar.

(3) The penalties specified in items (ii) (a) to (d) of Statute 8 of Chapter XII may be imposed on a member of the Establishment of the University below the rank of Deputy Registrar, by the Vice-Chancellor.

(4) The penalties specified in items (i) (a) to (e) and (ii) (a) to (d) of Statute 8 of Chapter XII may be imposed on a University employee of and above the rank of Deputy Registrar, by the University Governing Council.

11. *Powers of Higher Authorities.*- The powers which an authority may exercise under Statute 10 shall be exercisable by the higher authorities also.

12. *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.

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

CHAPTER XIII  
PROCEDURE FOR IMPOSING MAJOR PENALTIES

1. *Inquiry.*- Without prejudice to the provisions of the Kerala Public Servants (Inquiry) Act, 1963 (31 of 1963) no order imposing on a University employee any of the penalties specified in items (v) to (viii) of Statute 8 under Chapter XII shall be passed except after an inquiry held as far as may be, in the manner provided in Statutes 2 to 15 of this chapter.

2. *Formal inquiry how and when ordered.*- (1) 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 University Governing Council 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 in to 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.

(2)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 held in to 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 (1) and order that a formal enquiry may be conducted.

(3) The formal inquiry may be conducted by-

- (a) the University Governing Council; or
- (b) an officer authorized by the University Governing Council; or
- (c) an officer authorized by the appointing authority.

3. *Amendment of Charges.*- The authority or officer conducting the inquiry (herein after 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.

4. *Access to records.*- The University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiry Authority, such records are not relevant for the purpose or it is against the interest of the University to allow him access there to.

5. *Inquiry in to charges not admitted.*- On receipt of the further written statement of defence under Statutes 3 of Chapter XIII or if no such statement is received within the time specified thereof or in cases where the accused is not required to file written

statement under said Statutes, the inquiry Authority may inquire into such of the charges as are not admitted.

6. *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 charge 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 permits.

7. *Adducing of evidence.*- 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 witness as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the University employee and the witnesses examined in his defence. If the 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.

8. *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 witnesses' 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 shall be under no obligation to summon and examine him, unless the University employee himself produces him, for examination.

9. *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 thereof. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the University employee has admitted the facts constituting them or has had an opportunity for defending himself against them.

10. *Record of Inquiry.*- The records of 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 of the findings on each charge and the reasons thereof.

11. *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.

12. *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 (ii) (a) to (d) of Statute 8 of Chapter XII shall be imposed, it shall,

(a) furnish to the University employee 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; 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 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) above and determine what penalty, if any, shall be imposed on the University employee and pass appropriate orders thereon.

13. *Imposition of minor penalty.*- If the disciplinary authority having regard to its to findings is of the opinion that any of the penalties specified in items (i) (a) to (e) of Statute 8 of Chapter XII shall be imposed, he shall pass appropriate orders in the case.

14. *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.

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

## CHAPTER XIV

### PROCEDURE FOR IMPOSING MINOR PENALTIES

1. *Inquiry.*- No order imposing any of the penalties specified in items (i) (a) to (i)(e) of Statute shall be passed except after:-

(i) 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 give an opportunity to make any representation he may wish to make;

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

2. *Record of proceedings in respect of minor penalties.*- The record of proceedings 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 thereof.

3. *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 the 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

4. *Special procedure in certain cases.*- Notwithstanding anything contained in Statutes 2 to 14 of Chapter XIII and (1) to (3) of Chapter XIV.-

(a) where a penalty is imposed on a University employee on the ground of conduct which had led to his conviction on a criminal charge; or

(b) 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

(c) where the University Governing Council, 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.

5. *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 these Statutes.

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

7. *Appeal against penalties.*- (1) An appeal from an order imposing a penalty by the Registrar or Head of the department shall lie to Vice-Chancellor;

(2) An appeal from the order imposing a penalty by the Vice-Chancellor or University Governing Council shall lie to the Chancellor.

8. *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;

(b) interprets to his disadvantage the provisions of any such laws; to any 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;

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

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

9. *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.

10. *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.

11. *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.

12. *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 10 and 11 of Chapter XIV or

(iii) it is not submitted within the period specified in Statutes 9 of Chapter XIV or

(iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced and

(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 11 and 12 of Chapter XIV shall be returned to the appellant and, if re-submitted within one month thereof after compliance with the said provisions shall not be withheld.

13. *Withholding of appeal to be communicated.-* Where an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof. 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 also.

14. *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 12 of Chapter XIV with his comments thereon and the relevant records.

15. *Power of the Appellate Authority's to call for appeals withheld.*- The authority to which the appeal lies may direct transmission to him of an appeal withheld under Statute 12 of Chapter XIV and there upon such appeal shall be transmitted to that authority together with the comments of the Authority withholding the appeal and the relevant records.

16. *No appeal from an order withholding an appeal.*- No appeal shall lie against the withholding of an appeal by a Competent Authority.

17. *Appeal against suspension.*- In the case of an appeal against an order of suspension, the appellant authority shall consider whether in the light of the provision 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.

18. *Appeal against penalties .-* (1) In the case of an appeal against an order imposing any of the penalties specified in Statute 8 of Chapter XII of the appellate authority shall consider:-

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient grounds for taking

action;

(c) whether the procedure prescribed in these Statutes have been complied with, and if not, whether such non-compliance has resulted in violation of any laws of the university or in failure of justice;

(d) whether the findings are justified; and

(e) whether the penalty imposed is excessive, adequate or inadequate; and

pass orders,-

(i) setting aside, reducing, confirming or enhancing the penalty;

ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case:

Provided that, (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 propose to impose is one of the penalties specified in items (ii) (a) to (d) of Statute 8 of Chapter XIII and an inquiry under Statutes 2 to 15 of Chapter XIII has not already been held in the case, the Appellate Authority shall, subject to the provisions of Statute 4 of Chapter XIV 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 48 the Appellate Authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

19. *Implementation of orders on appeal.*- The authority, which made the order appealed against, shall give effect to the orders passed by the Appellate Authority.

20. *Procedure when the authority who imposed penalty becomes the Appellate Authority.*- Notwithstanding anything contained in this Chapter, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or



otherwise the Appellate Authority under Statutes 5 to 9 of Chapter XIV in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate, and such authority shall in relation to that appeal, be deemed to be the Appellate Authority for the purpose of Statutes 18 and 19 of Chapter XIV.

21. *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 University Governing Council at any time to call for the records and after examining them pass such orders as it may consider necessary.

22. *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.

23. *Submission of report.*- (1) Every authority other than the University Governing Council empowered to impose any of the penalties specified in Statute 8 of Chapter XII shall submit to the University Governing Council a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a university employee is suspended under Statute 2 of Chapter XII.

(2) Every appellate authority other than the University Governing Council shall likewise submit to the University Governing Council a quarterly statement of cases disposed of.

24. *Extension of the jurisdiction of the Director of the Vigilance Investigation to the University.*- (i) The Director of Vigilance Investigation, Kerala shall be competent to inquire in to cases of misconduct, corruption, etc. against the officers (other than the Vice-Chancellor, Pro-Vice-Chancellor, the Registrar and the Controller of Examinations and the Finance Officer), teachers and the 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 other orders as may from time to time be issued by the Government of Kerala, on receipt of a request from the Registrar, Kerala University of Fisheries and Ocean Studies.

(ii) In the case of allegations against the Vice-Chancellor, the Pro-Vice-Chancellor, the Controller of Examinations, the Registrar, and the Finance Officer, the Director of Vigilance and Anti-corruption shall take up investigation only on the specific request of the Chancellor and submit his enquiry report to the Chancellor.

(iii) On receipt of such a request from the Registrar, Kerala University of Fisheries and Ocean Studies 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, for suitable action.

(iv) 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 Chapter.

## CHAPTER XV

### LEAVE

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

<b>Post held by the employees</b>	<b>Nature of leave</b>	<b>Sanctioning authority</b>
(1)	(2)	(3)
(1) All posts in Class I and Class II services ordinary leave	All kinds of leave other than extra-	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.

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

<b>Post</b>	<b>Sanctioning authority</b>	<b>Remarks</b>
(1)	(2)	(3)
A.(1) Joint Registrars (2) Deputy Registrars (3) Assistant Registrar	The Registrar or the Finance Officer as the case may be.	
(3) Section Officers	The Joint Registrar or Deputy Registrar or the Assistant Registrar under whom they are working	
(4) Assistants	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.	All casual leave proposed to be taken should be reported to the Registrar, before the leave is availed
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8. *Performance appraisal.*- The performance appraisal in respect of teachers shall be done by the Vice-Chancellor.

9. *Members absent from duty.*- (1) The absence of a University employee 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 on his return.

(2) 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.

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

10. *Application of Government Servants' Conduct Rules.*- Subject to the provisions of the Act and these Statutes, the Kerala State Government Servants' Conduct Rules, 1960, as amended from time to time shall mutatis mutandis apply to all University employees.

11. *Application of General Provident Fund (Kerala) Rules.*- The General Provident Fund (Kerala) Rules, as amended from time to time shall mutatis mutandis apply to all University employees:

Provided that any employee who was governed by any other provident fund rules before he became an employee of the University may, within a period of two months from the date on which these Statutes come into force, opt to be governed by such other Provident Fund Rules. The option so made shall be final.

## CHAPTER XVI

### HONORARY DEGREES

1. *Persons on whom Honorary Degrees may be conferred.*- On the recommendation of the Academic Council and University Governing Council, an honorary degree may be conferred on persons who have made notable contributions to Fisheries and Ocean Studies and allied areas, subject to the condition that such recommendation is accepted by not less than two-thirds of the members present at a meeting of the Senate and is confirmed by the Chancellor:

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

3. *Presentation of persons.*- The presentation at a convocation of the person on whom an honorary degree is to be conferred shall be made by the Vice-Chancellor or, in his absence the Pro Vice-Chancellor of the University.

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:

- (i) Doctor of Science D. Sc.
- (ii) Doctor of Letters D. Litt.
- (iii) Doctor of Laws LL. D.

## CHAPTER XVII

### INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS Etc.

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

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

2. *University Research Fellowships.*- (1) The University Research Fellowships 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 University Governing Council, from time to time.

(3) The value or 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 University Governing Council, 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 Convenor of the Standing Committee of the University Governing Council dealing with Research Fellowships.

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

5. *Suspension or cancellation.*- The University Governing Council 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 University Governing Council shall be final.

6. *No award if no deserving candidate.*- The University Governing Council 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 such 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 or 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 University Governing Council to persons who are not full-time research Scholars or Fellows.

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

11. *Condition of bond.*- The University Governing Council may require the recipient of the grant-in-aid to execute a bond in favour of the University, the terms of which may be settled by the University Governing Council.

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 University Governing Council to award prize for approved original work in any branch of study for the promotion and research in various faculties and schools specified in KUFOS Act subject to such rules and conditions as the University Governing Council may specify from time to time .

14. *Expenditure.*- The University Governing Council shall have power to defray out of general funds such expenditure incurred in connection with research as in its judgement, is reasonable.

15. *Facilities for research.*- The University Governing Council shall also make arrangements, where necessary for affording facilities for the research.

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

## CHAPTER XVIII

### REGISTER OF MATRICULATES

1. *Persons to be registered.*- The University Governing Council 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 recognised 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) persons 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 University Governing Council.

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) attended 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 or 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 chalans, 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 Centres 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 of the University . 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 XIX**

### **WITHDRAWAL OR CANCELLATION OF DEGREES, DIPLOMAS, TITLES ETC.**

1. *Procedure.*- If evidence is laid before the University Governing Council 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 University Governing Council 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 XX

### UNIVERSITY STUDENTS' UNION

1. *Constitution of Student's Union.*- There shall be constituted a students' union for the University as referred to in item (iv) of clause (y) of section 7 of the Act.

2. *Manner of election.*- (1) The Registrar shall nominate one member of the teaching staff as Returning Officer to conduct the election to the University Students' Union Council.

(2) The elections will be conducted by secret ballot.

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

3. *Term of office of members.*- The members of the University Students' Union Council shall hold office for a term of one year from the date of their election.

4. *Manner of selection of Chairman, General Secretary and others.*- There shall be a University Students' Union consisting of one student representative from each academic department elected by the students of that department in the manner above and such representatives shall elect one among them as the Chairman and another as the General Secretary of the Union.

5. *Meeting of University Union.*- The University Students' Union shall ordinarily meet once in three months on dates to be fixed by the Vice-Chancellor and as and when required for the conduct of its business.

6. *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.

7. *Quorum.*- One third of the total number of members shall constitute the quorum for a meeting of the University Students' Union and no business shall be transacted at a meeting at which there is no quorum.

8. *Convening of special meetings.*- The Chairman may, whenever he thinks fit, convene a special meeting of the University Students' Union.

9. *Notice for a meeting of the University Students' Union.*- The General Secretary to the University Students' 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.

10. *Notice of resolutions.*- (1) Any member who wishes to move a resolution at an ordinary meeting of the University Students' 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.

11. *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 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 to the Statute governing the admissibility of resolutions at the meeting of the Academic Council.

12. *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 that 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.

13. *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 to the Statutes governing the admissibility or amendments and resolutions at the meeting of the Academic Council.

14. *Procedure of meetings.*- The procedure for admission of resolutions and amendment for the conduct of meetings of the University Students' 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.

15. *Proceedings.*- The proceedings of each meeting of the University Students' Union shall be signed by the Chairman of the meeting. A copy of the minutes of each meeting shall be sent to the Vice-Chancellor.

16. *Powers of the University Union.*- The University Students' Union shall have the following powers, namely :-

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

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

(c) to allocate funds for the different activities of the Associations, Societies and other organisations of the students as sanctioned by the University Governing Council;

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

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

(f) to make recommendations to the University Governing Council regarding the facilities for instruction.

17. *Director of Students' Welfare.*- The Registrar shall be the ex-officio Director of Students' Welfare of the University and he shall be responsible for the following, namely:-

(i) to make arrangements for the residence of the students;

(ii) to arrange programmes of student counseling;

(iii) to arrange for the employment of students in accordance with the plans approved by the Vice-Chancellor;

(iv) to supervise the extra-curricular activities and to look after the general needs of the students;

(v) to assist in the placement of the students of the university;

(vi) to organize and maintain contact with the alumni of the university;

and

(vii) to perform such other duties as may be assigned to him by the Vice-Chancellor;

18. *Staff Adviser.*- A regular teacher of the University shall be nominated as the Staff Adviser of the University Students' Union by the Registrar with the approval of the Vice- Chancellor.

19. *The fund of the University Students' Union.*- (i) The University shall provide adequate fund and facility for the functioning of the University Union and for the publication of student's magazine. A separate head of account may be opened in the Kerala University of Fisheries and Ocean Studies budget to accommodate all funds of the union including the annual grant from the Kerala University of Fisheries and Ocean Studies.

(ii) The University Students' Union shall conduct Youth Festivals and Sports Meet for students;

(iii) The honorary treasurer of the union will be in charge of the funds of the union on behalf of the Students' Union Council. Expenses for the activities of the union shall be incurred with the previous sanction of the managing council. The managing council shall appoint a committee for the purpose of auditing accounts.

20. *Travelling allowance.*- (1) The members and office bearers of the University Students' Union are eligible for travelling allowance and daily allowance if they undertake tour at the interest of the University.

(2) The University Students' Union may have General Council and a Managing Council. There may be separate faculty students' unions/ College unions for the purpose of individual units. They shall have the bye-laws prepared and approved by the Registrar and Vice-Chancellor (Patron).

## CHAPTER XXI

### ELECTIONS PART I

#### THE CONDUCT OF ELECTION TO THE VARIOUS AUTHORITIES OF THE KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

1. *Definitions* – In this Chapter unless the context otherwise requires,

- (i) “Act” means the Kerala University of Fisheries and Ocean Studies Act, 2010;
- (ii) “Assistant Returning Officers” means the officers appointed by the Vice-Chancellor to assist the Returning Officers for the conduct of the election;
- (iii) “Ballot Box” includes any box, cover, bag or any other receptacle used for insertion of ballot paper by voters;
- (iv) “Candidate” means a person qualified to seek election, who has been duly nominated in accordance with these Statutes;
- (v) “Continuing Candidate” means a candidate not elected or not excluded from the poll at any given time;
- (vi) “Election agent” is a representative of a candidate appointed by him in writing and approved by the Returning Officer to look after the general affairs of the candidates' election prospects and he is at liberty to be present at any polling station or counting table;
- (vii) “Elector” means a person who is qualified to vote at the election;
- (viii) “Polling Agent” is a representative of a candidate appointed by him in writing and approved by the Returning Officer to be present at the Polling Station;
- (ix) “Polling Officer” means an officer appointed by the Returning Officer to assist the Presiding Officer in conducting the election at a polling station;
- (x) “Polling Station” means a place fixed for the conduct of the poll at the election;
- (xi) “Presiding Officer” means an officer appointed by the Returning Officer to assist him in the conduct of election and is responsible for the proper conduct of the election at a polling station;
- (xiii) “Returning Officer” is the officer actually responsible for the conduct of the elections to the various authorities of the University;

2. *Mode of election.*- (1) The election of members of the Senate under item (iii) in sub-section (1) of section 10 and item (ii) of section 12 and item (x) to (xii) of sub-section (1) of section 17 of the Act shall be held otherwise than by postal ballot and in accordance with the provisions of the Act and Statutes.

(2) In the case of election of members from the Kerala Legislative Assembly, the Returning Officer shall make a request to the Secretary of the Legislative Assembly to conduct the elections according to the principles of proportional representation by means of single transferable vote and communicate the results to him.

(3) The Returning Officer shall also furnish to the Secretary, Legislative Assembly the number of vacancies for which elections have to be conducted and the date by which the names and address of the persons elected have to be communicated to him.

(4) The Secretary, Legislative Assembly shall in the case of such election, exercise the powers and perform the duties of the Vice-Chancellor and the Returning Officer. The election to be held shall be by postal ballot and the procedure of election under Part II of this chapter shall mutatis mutandis apply to the election.

(5) All the elections shall be held as and when required.

(6) *Subject to the other provisions of these Statutes, the Vice-Chancellor shall be responsible for the conduct of all elections held by the University and he shall have power,-*

- (a) to fix the date, place and time of election;
- (b) to prescribe the form of notice, nomination, letter of intimation, declaration paper, ballot paper, ballot paper cover and the envelope for any election, the form of any other record to be prepared or maintained in relation to an election and also the instructions to be contained in the notification regarding election;
- (c) to decide, in cases of doubt, the validity or invalidity of each ballot paper or of each vote recorded thereon;
- (d) to declare the result of each election;
- (e) to fix:-
  - (i) the date of notification;
  - (ii) the last date for receipt of nomination;
  - (iii) the date of scrutiny of nominations and publication of list of candidates validly nominated;
  - (iv) the last date and hour for withdrawal of candidature;
  - (v) the date of publication of the final list;
  - (vi) the date of issue of ballot paper;
  - (vii) the date and hour for the poll;
  - (viii) the date and hour of scrutiny and counting of votes.

3. *Returning Officer.*- (a) The Registrar shall be the Returning Officer for all elections held by the University. There shall be Assistant Returning Officers, appointed by the Vice-Chancellor to assist the Returning Officer in the conduct of the election.

4. *Election in anticipation of vacancies.*- (1) The Vice-Chancellor shall have power to direct the holding of elections in anticipation of vacancies that are about to occur by efflux of time.

(2) No election shall be invalid by reason of any vacancy among the persons entitled to vote at such election or on account of the non-receipts of loss during transmission of any notice, ballot paper, or any other paper connected with the election.

5. *Electoral rolls.*- The Registrar shall maintain in an electoral roll for each electoral body entitled to elect members at any election conducted by the University, showing the names and address of all the persons.

6. *Date of publication of electoral roll.*- The electoral rolls shall be published in the University Office not less than thirty clear days before the date of notification of the election. The Returning Officer shall notify the date of publication of each electoral roll, not less than thirty clear days before the date of publication of the roll, in newspapers approved by the Vice-Chancellor for the purpose.

7. *Eligibility to take part in elections.*- The names of persons who are on the electoral body 30 days before the date of publication of the roll alone shall be included in the electoral roll and such persons alone shall be entitled to participate in the election:

Provided that any person who ceases to be a member of an electoral body before the date of issue of the ballot paper from the University office shall not be entitled to participate in the election.

8. *Corrections, alterations, etc. in electoral roll.*- It shall be competent for the Vice-Chancellor to make any addition, correction, alteration or deletion in any electoral roll:

Provided that the fact necessitating such correction or alteration or deletion is brought to his notice within fifteen days of the publication of the electoral roll and that he is satisfied that such correction or alteration or deletion is necessary.

9. *Price of copies of electoral roll* .- The copies of the electoral roll or part thereof shall be made available to the electors to the general public or any other body on request and payment of Rupees Fifty towards the price for each roll or part thereof, by the Vice-Chancellor.

10. *Electoral roll of students.*- (a) Electoral roll of students of the post-graduate courses, if any, graduate courses, research courses, diploma courses and certificate courses of the University shall be prepared department-wise.

(b) The electoral roll shall include the names of the students appearing in the registers of the respective colleges or institutions with the details of the class, course and the college or the departments concerned but shall not include part-time students.

11. *Electoral roll of Teachers other than Deans, Directors of School, Heads of Departments* .- Electoral roll of Teachers other than Deans, Directors of School, Heads of Departments shall include the following, namely;-

i) names and official addresses of the Teachers of the constituent institutions or colleges whose appointments have been approved by the University.

ii) names and official addresses of Teachers of the Departments of the University.

12. *Electoral roll of non-teaching staff of the University.*- The electoral roll of employees other than Teachers of the University shall contain the names and designations of all the non-teaching employees of the office of the constituent institution or colleges or research stations.

13. *Election Disputes* .- An election petition calling in question any election shall be made in writing. It shall be filed before the Vice-Chancellor with a fee of Rs.100 remitted to the University Fund so as to reach him within seven days of the declaration of the results of the election. The Vice-Chancellor shall hear the petition within seven days.

14. *Preservation of election papers.*- The ballot papers, the declaration papers and the ballot paper covers shall be preserved in the University Office for a period of one month after the date of declaration of the results, or if any dispute arises regarding the election until it is disposed of and thereafter they may be destroyed.

15. *Membership of a person elected through more than one electorate* .- A person who has been nominated for election to a body or authority of the University through more than one electorate and who has been declared elected from more than one electorate either unopposed or at the declaration of the results of election shall retain his membership in any one of the electorates which he may choose, within fifteen days of the declaration of the result of the elections, and if he fails to do so, he shall be deemed to be the member only through the electorate the results of whose election has been declared first.

16. *Candidature of a person already elected to a body for election to the same body from another electorate.*- No person who has been elected from a particular electorate shall be eligible to be a candidate for election to the same Body or Authority through another electorate without resigning his membership from the body or authority, as the case may be. It shall, however, be competent in the case of an anticipatory vacancy to a Body or Authority for a person who is a member of the body or authority elected by a particular electorate to be a candidate for such anticipatory vacancy, if the



date of occurrence of that vacancy is posterior to the date on which he ceases to be a member of the Body or Authority.

17. *Date of effect of result of elections* .- The results of all elections shall be published in the Kerala Gazette. Anticipatory elections shall take effect from the date of occurrence of the vacancy and other elections from the date of notification of the results of the election.

## PART II

### PROCEDURE FOR ELECTION BY POSTAL BALLOT

1. *Notification of Elections.*- (1) When any vacancy occurs or is about to occur by efflux of time among the members of any University authority or body which has to be filled by election, or if an election has to be conducted for the constitution of any Body, Authority, or any Committee thereof according to the provisions of the laws of the University, the Registrar/Returning Officer shall, under the directions of the Vice-Chancellor; cause such fact to be notified in leading newspapers approved by the Vice-Chancellor for information of the electors and shall also cause such notification to be published in the Gazette.

(2) The notification under the Statutes shall contain the following particulars, namely;

- (a) date of notification;
- (b) last date for receipt of nominations;
- (c) date of scrutiny of nomination and publication of list of candidates validly nominated;
- (d) last date and hour for withdrawal of candidature;
- (e) date of publication of the final list of candidates;
- (f) date of issue of ballot-paper;
- (g) date and hour fixed for the poll; and
- (h) date and hour of scrutiny and counting of votes;

2. *Nomination of candidates.*- Every elector shall be at liberty to nominate a qualified person to fill up the vacancy. Every such nomination shall be in the prescribed form and shall be made by an elector in writing and shall be seconded in writing by another elector. The nomination shall be accompanied by the consent in writing of the nominee agreeing to serve on the University Authority or Body, as the case may be, if elected, and declaring that he is not already a member of the Authority or Body, or if he is already a member, his term of office as such, would expire before the membership for which he is seeking election takes effect. The nomination paper shall reach the Registrar/Returning Officer within the date and hour-fixed, which shall not be earlier than 14 clear days after the date of publication of the notification of the election in the Gazette. Nomination in the prescribed form filled up otherwise than in writing shall not be accepted.

3. *Scrutiny of nomination.*- All nomination papers received through post or deposited in the box provided for the purpose in the office of the Returning Officer within the prescribed hour on the prescribed date shall be scrutinized by the Returning Officer. The candidates and a representative of each candidate appointed in writing by the candidate and approved by the Returning Officer may be present at the time of scrutiny of nominations.

4. *Decisions of the Returning Officer on objections.*- The Returning Officer shall examine the nomination papers and shall decide all objections which may be made on any nomination paper on the ground that it is not valid and may reject either on his own motion or on such objection, any nomination paper. The decision of the Returning

Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is taken.

5. *List of candidates validly nominated.*- A list of candidates whose nominations have been declared valid shall be published with their names and addresses by affixing the same on the notice board in the office of the Returning Officer on the same day. The names of the candidates in the list shall be in the alphabetical order of the English Language.

6. *Withdrawal of candidates.*- Any candidate may withdraw his candidature by notice in writing signed by him and either sent by registered post or delivered in person or by messenger to the Returning Officer so as to reach him not later than 4 p.m. on the day fixed for such withdrawal, which shall be at least 5 clear days after the last date for the receipt of nominations, and the withdrawal once made shall be final. A candidate who has thus withdrawn his nomination shall not be eligible for re-nomination as a candidate for the same election to the same authority or body.

7. *List of contesting candidate.*- The Returning Office shall after expiry of the period fixed for withdrawal of candidature, publish the final list of contesting candidates validly nominated. The final list of the candidates shall show the names of the candidates arranged in the alphabetical order of the English Language, together with the designation, if any and addresses of the candidates.

8. *Declaration of election of validly nominated candidates.*- If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled up by election, such candidate shall be declared to have been duly elected; If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled up by election such candidates shall be declared to have been duly elected and the electorate shall be called upon to elect a person or persons, as the case may be, to fill up the remaining vacancy or vacancies. If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled up by election, then the Returning Officer shall proceed with the election in the manner prescribed in these Statutes.

9. *Despatch of ballot paper.*- The Returning Officer shall forward to each elector, through post under Certificate of Posting a serially numbered declaration paper, a ballot paper containing the names and addresses of all candidates in the same order as in the final list of candidates validly nominated and bearing the initials of Returning Officer and the date of posting, a ballot paper cover and an envelope addressed to the Returning Officer and bearing a number corresponding to the serial number of the declaration paper, together with the letter of intimation stating the number of the vacancies to be filled by election, the date and hour fixed for the poll and the date and hour fixed for the scrutiny and counting of votes, and such guidance to the voters for exercising their franchise as may be deemed necessary. The papers shall be forwarded to each elector in his address as given in the electoral roll of the constituency. If in any case an elector has since the publication of the roll changed his address the papers shall be forwarded to him in the address so changed, provided the change of address has been intimated to the Returning Officer not less than 14 clear days before the date of posting of the ballot paper. The date fixed for the poll shall not be less than 14 clear days after the date of posting of the ballot paper.

10. *Non-receipt or loss of ballot paper by an elector.*- When any elector has not received or has lost the ballot paper sent to him, he may make and transmit a declaration to that effect signed by himself and request the Returning Officer to send him duplicate ballot papers in place of the ones not received or lost, and the Returning Officer, if satisfied as to the genuineness of the declaration, shall issue duplicate ballot paper

through Registered post or courier. In every case where duplicate ballot papers are issued, the fact shall be noted against the number of the elector in the electoral roll for use at the time of scrutiny and counting of votes, and the word 'Duplicate' in block capital letters shall be written or stamped in red ink on the declaration paper and the envelope addressed to the Returning Officer.

11. *Defective ballot paper etc..-* If the elector receives any ballot paper, ballot paper cover, or declaration paper which is liable to be rejected for want of serial number, initial or for any reason arising from clerical error or omission in the Office of the Returning Officer, the elector shall, within two days of the receipt of the same but before the time fixed for the commencement of the election, bring the matter to the notice of the Returning Officer, who shall, if satisfied, issue by post, ie, Registered post or Courier, fresh ballot paper cover or declaration paper, as the case may be, in its place. The fact that a fresh ballot paper, ballot paper cover or declaration paper has been issued shall be noted against the number of the elector on the electoral roll for use at the time of scrutiny and counting.

12. *Procedure when election papers are spoilt.-* When an elector has inadvertently spoilt the ballot paper or any other connected papers sent to him, he shall make a declaration to that effect and transmit the same to the Returning Officer, together with the spoilt paper and the Returning Officer, on receipt of the spoilt papers, shall cancel them and issue through the post fresh ones in place of such spoilt papers.

13. *Voting.-* The elector, in case he decides to vote at the election, shall after filling up the declaration paper and the ballot paper in accordance with the directions given in the letter of intimation and on the reverse side of the ballot paper, enclose the ballot paper in the cover marked "Ballot paper" and stick it and enclose the same and the declaration paper in the envelope addressed to the Returning Officer and send the envelope by registered post to the Returning Officer so as to reach him before the hour and date fixed for the poll.

14. *Recording of votes.-* An elector will have as many votes as there are vacancies. The voter may record his vote by placing clearly a mark opposite the name of the candidate or candidates to whom he wishes to give his vote or votes. The mark should be so placed as to indicate clearly and beyond doubt to which candidate he is giving his vote. If the mark is so placed as to make it doubtful to which candidates he has given his vote, the vote will be invalid. If a voter votes for more candidates than the number of vacancies, the ballot paper will be rejected.

15. *Recording of votes of electors physically disabled.-*

(i) if an elector is disabled from blindness or other physical causes through illiteracy from recording his vote in the manner prescribed, it shall be competent for him to record his vote by the hand of any of the persons specified in clause (iii) and such persons shall on the declaration paper attest the incapacity and the fact of his having been requested by the elector to record his vote on his behalf and of its having been so marked by him in the presence of the elector. (iii) the following persons are empowered to record the vote for an incapacitated person, namely:-

- (a) Judicial Magistrate
- (b) District Registrars; and
- (c) Sub Registrars:

Provided that such person attesting the vote of an incapacitated elector should not be a candidate or near relative of a candidate contesting the election for which the vote is recorded.

16. *Closing of ballot box.*- The Returning Officer shall close the ballot box slit of the ballot box and seal the box immediately after the hour appointed on the date fixed for the poll.

17. *Procedure of counting .-*

(i) Opening of ballot boxes: The ballot box shall be opened at the hour fixed for the scrutiny, and the envelopes in the box shall be scrutinized by the Returning Officer. The ballot boxes shall be opened in the presence of the candidates or their authorised representatives/agents and votes shall be counted.

(ii) Counting: The scrutiny and counting of votes shall be conducted by the Returning Officer from the hour appointed on the date fixed for the scrutiny and counting of votes. No persons shall be present at the scrutiny and counting except the Vice-Chancellor, the Returning Officer and such persons as the Vice-Chancellor may appoint to assist the Returning Officer, the candidates and not more than one representative of each candidate appointed by him in writing and approved by the Returning Officer.

18. *Envelope when rejected.*- (i) An envelope shall be rejected before opening,-

- (a) if it is not the one sent by the Returning Officer
- (b) if it does not bear any serial number.

(ii) If two envelopes bearing the same serial numbers are received and one of them is superscribed as “Duplicate,” the latter alone shall be accepted.

19. *Ballot paper cover when rejected , (i) A ballot paper cover shall be rejected on following reasons, namely:-*

- (a) if it is not accompanied by the declaration paper sent by the Returning Officer; or
- (b) if the envelope contains no declaration paper outside the ballot paper cover; or
- (c) if the envelope contains anything other the declaration paper and ballot paper cover; or
- (d) if the declaration is not in accordance with the Statutes; or
- (e) if the ballot paper is placed outside the ballot paper cover; or
- (f) if more than one declaration paper or ballot paper cover have been enclosed in one and the same envelope; or
- (g) if the serial number in the declaration paper differs from the serial number of the envelope addressed to the Returning Officer.

(ii) In each case of rejection, the word “Rejected” shall be endorsed by the Returning Officer on the ballot paper cover or the declaration paper, as the case may be.

20. *Ballot paper when rejected.*- (i) The ballot paper covers other than those rejected shall be mixed together and then opened in the presence of the Returning Officer. The Returning Officer shall then proceed with the scrutiny of the ballot papers.

(ii) The Returning Officer shall reject a ballot paper as invalid for the following reasons, namely:-

- (a) if it does not bear the initials of the Returning Officer;
- (b) if the voter signs his name or writes any word or marks by which the identity of the voter becomes recognisable; and
- (c) On every paper so rejected, the Returning Officer shall endorse the word “Rejected” stating the grounds of rejection and keep such rejected papers in a separate packet.

21. *Re-counting.*- (i) Any candidate or his agent may at any time during the counting of votes, either before the commencement or after the completion but before

declaration of result request the Returning Officer to re-examine or re-count the papers of all or any candidates and the Returning Officer shall forthwith re-examine or re-count of the same accordingly.

(ii) The Returning Officer may at his discretion recount the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count:

Provided that nothing in this Statute shall make it obligatory on the Returning Officer to recount the same votes more than once.

22. *Declaration of results.*- The Returning Officer shall at the end of the counting, declare according to the number of vacancies, the candidate or candidates who have secured the largest number of valid votes as duly elected, in the order in which they have secured the votes. If two or more candidates secure equal number of votes, the returning officer shall decide by drawing lots which of them shall be elected.

23. *Record of election.*- (i) The Returning Officer shall prepare a record in the prescribed form showing -

- (a) the number of voters who voted;
- (b) the number of ballot papers rejected,-
  - (i) as being received late;
  - (ii) for irregularities connected with the declaration;
  - (iii) as invalid;
- (c) the number of valid ballot papers.

The Returning Officer shall also prepare a result sheet showing the result of the counting.

## PART III

### PROCEDURE FOR ELECTION WITHOUT POSTAL BALLOT

1. *Election otherwise than by postal ballot.*- The provisions contained in clauses 1 to 23 of Part II of these Statutes shall mutatis mutandis apply to election otherwise than by postal ballot under this part.

2. *Polling Stations.*- In the case of elections held under this part, a polling station or more than a polling station shall be provided in the University headquarters, in every constituent college and research station, and in such other institutions as the Returning Officer considers necessary.

3. *Notification of election.*- The notification shall, inter alia, contain information of the place or places where polling stations will be provided and the date on which and the time during which poll shall be taken. The electors shall exercise voting in the respective polling stations.

4. *Polling agents.*- A candidate may appoint an election agent and not more than three Polling agents with the approval of the Returning Officer, but there shall not be more than one agent for a particular polling station, for a particular candidate of any given time.

5. *Presiding Officers and Polling Officers.*- (1) The Returning Officer may appoint a Presiding Officer for each polling station and such Polling Officer or officers as he thinks necessary, but he shall not appoint any persons who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election;

(2) If a Polling Officer is absent from a polling station, the Presiding Officer may appoint any person who is present at the polling station who is not disqualified to be a Polling Officer under clause (1) during the absence of the former officer and inform the Returning Officer accordingly.

(3) A Polling Officer shall perform all or any of the functions of the Presiding Officer if so directed by the latter,-

(4) If the Presiding Officer is absent owing to illness or other cause his functions shall be performed by such Polling Officer as has been previously authorized by the Returning Officer to perform such functions.

6. *Duties of the Presiding Officer and Polling Officer.*- (1) It shall be the general duty of the Presiding Officer at a polling station to keep order there at and to see that the poll is fairly taken.

(2) The Polling Officer shall assist the Presiding Officer in the performance of his functions.

7. *Arrangements of Polling Station.*- (1) The Returning Officer shall provide at each polling station sufficiently early the required number of ballot boxes, copies of the relevant part of the electoral roll, ballot papers; paper seals for securing ballot boxes, instruments for stamping the distinguishing mark on ballot papers and other articles necessary for the conduct of election and for the electors to mark their vote;

(2) At each polling station there shall be separate voting compartment or a set of voting compartments screened from observation by others for marking the vote

8. *Prohibition of canvassing in or near Polling Station.*- No person shall, on the date or dates on which poll is taken at any polling station commit any of the following acts within the polling station or within a distance of one hundred metres of the polling stations, namely;

- (i) canvassing for votes; or

(ii) soliciting the vote of any elector, or  
(iii) persuading any elector not to vote at the election; or  
(iv) exhibiting any notice or sign for improving his prospects of election.

9. *Voting*.- (1) Voting shall be by secret ballot. No vote shall be given by proxy.

(2) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the polling agents and other persons present that the box is empty. The ballot box shall then be closed, sealed with the paper seal after affixing his signature and obtaining signature of such polling agents as are present and desirous of affixing the same thereon, in such a manner that the slit for the insertion of ballot paper thereto remains open.

(3) The ballot box shall be placed in a convenient place with arrangements for depositing the ballot paper through the slit provided in the box after exercising the franchise.

(4) The Presiding Officer shall ascertain the identity of the voter before issue of ballot paper and that the person desiring to vote has not already exercised his franchise.

(5) Before issue of the ballot paper, the voter shall sign or affix his thumb impression, against his name in the copy of the electoral roll kept for the purpose and a tick mark placed against the name of the elector in the electoral roll, by the Presiding Officer/Returning Officer.

(6) The serial number of the elector in the electoral roll shall be entered in the serially numbered counterfoil and the ballot paper corresponding to that counterfoil bearing the initials of the Returning Officer shall be torn off and handed over to the voter.

(7) The voter who is in receipt of the ballot paper shall then proceed to the voting compartment and record his vote in the manner prescribed and deposit the same in the ballot box. The ballot paper must be deposited in the box even if the voter does not desire to record his vote for any candidate. No ballot paper shall be taken away from the polling station.

(8) No voter shall be allowed to enter the voting compartment when another voter is there and no voter shall remain there longer than is necessary for recording his vote.

(9) If a voter is incapacitated by physical infirmity it shall be competent for him/her to record his/her vote by the hand of the Presiding Officer.

10. *Closing of Poll*.- At the close of the hour fixed for the poll or/and when all who have reported before him for polling before the hour fixed for the poll have exercised their franchise, the Presiding Officer shall close the poll and shall not thereafter issue ballot papers to any elector.

11. *Sealing of ballot box and other packets after poll*.- (1) After the closing of the poll the Presiding Officer shall close the slit of the ballot box.

(2) The ballot box shall thereafter be sealed and secured in a cover.

(3) Where it becomes necessary to use more than one box the first ballot box shall be closed and sealed as provided in clause (1) and (2) above before another ballot box is put into use.

(4) The Presiding Officer shall then prepare a ballot paper account in the form supplied by the Returning Officer. He shall also make into separate package of ,-

- (a) the ballot paper account;
- (b) the marked copy of the electoral roll;
- (c) the unused ballot papers;
- (d) the counterfoils of used ballot papers;



(e) paper seal account; and;  
(f) any other papers directed by the Returning Officer to be kept in a sealed packet.

(5) All the above items shall be separately packed and affixed with the seal of the Presiding Officer. The Polling agents if they so desire, may be permitted to affix their seals thereon.

12. *Transmission of ballot papers, boxes etc..*- (1) The Returning Officer shall make adequate arrangements for the safe transport of all ballot boxes and other connected papers for safe custody until the commencement of counting of votes.

(2) The Presiding Officer shall deliver the ballot boxes, ballot paper account, sealed packets and other connected records to the Returning Officer or his deputies as the Returning Officer may direct and obtain acknowledgement.

13. *Adjournment of Poll.*- If for any reason it becomes impossible to continue the poll at any polling station till the time fixed for the closing of the poll before any of the electors who are to exercise their votes at that polling station have voted, the Presiding Officer may adjourn the poll and adjourn the polling at that station and report the matter to the Returning Officer. Thereafter the Presiding Officer shall seal the box and the records connected with the election and proceed as in the case of closing the poll in the ordinary course. The Returning officer shall fix a date on which the poll so adjourned shall take effect. The Elector who had exercised his vote shall not be entitled to vote again at the adjourned poll.

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## ANNEXTURES

### ANNEXTURE : 1

The agreement to be executed by every salaried employees of the University shall be in the following format, namely:-

#### FORM I AGREEMENT OF SERVICE

ARTICLES OF AGREEMENT entered into this the .....day of .....20.....between Shri/Smt.....(here in after referred to as 'The employee') of the first part and the Kerala University of Fisheries and Ocean Studies a body corporate under the Kerala University of Fisheries and Ocean Studies Act, 2010 (5of 2011) (here in after referred to as the University) of the other part.

WHEREAS the University has agreed to engage the employee, to serve the University from..... Subject to the terms and conditions contained in the University Statutes as amended from time to time and also subject to the terms and conditions hereinafter appearing.

NOW THESE PRESENTS WITNESS AS FOLLOWS:-

1. The University shall employ the said Shri./Smt ..... and the employment of the said Shri/Smt..... in the service of the University shall be subject to the terms and conditions contained in the Kerala University of Fisheries and Ocean Studies Statutes as amended from time to time hereinafter referred as the Statutes and those hereinafter appearing.

2. The employee shall submit himself in the performance of all such duties as are or may from time to time be assigned to his post by the officers and authorities of the University empowered in this behalf under the Kerala University of Fisheries and Ocean Studies Act, 2010 and the Statutes, Ordinances, Regulations and Rules issued there under and shall be bound by the provisions of the said Statutes, Ordinances, Regulations, Rules for the time being in force and shall submit himself to all directions and orders that may be made from time to time by the officers and authorities of the University

3. The employee shall not engage himself directly or indirectly in any trade, business or occupation or is any work other than that of his office, and he shall not except in case of accident or sickness certified by competent medical authority and exempt of leave sanctioned in accordance with the Statutes absent himself from the said duties without the previous permission in writing of the officer authorized in this behalf by the Vice-Chancellor.

4. The employee's services are liable for termination in accordance with the provisions of the Statutes.

5. The employee shall from the .....be granted pay as prescribed in the Ordinance and shall received pay in the succeeding stages provided for in that scale in accordance with the provisions thereof from time to time in force and applicable to his case, service in the stage reckoning from the aforesaid date. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and

ceasing on the date of his quitting service or on the day of his discharge there from or on the day of his death if shall die whilst in service. If at any time the employee proceeds on deputation on Foreign Service his pay during deputation shall be regulated by the provisions regarding deputation on Foreign Service.

6. The employee shall be eligible for leave and leave salary and pension as in force from time to time.

7. The employee, if required to travel in the interests of the University service, shall be entitled to travelling allowances at the rates in force from time and applicable to the class of State Government officers serving in the same station to which the University may declare him to correspond in status or condition of service.

8. The employee shall be eligible for any concession in relation to medical attendance and treatment that may be prescribed for the class of Government officers serving in the same station to which the University may declare the employee to correspond in status or conditions of service.

9. The employee on confirmation in accordance with the Statutes will continue in the service of the University till he attains the age of superannuation.

10. Notwithstanding anything herein before contained, the employee shall be entitled to the benefit of or be subject to, in whole or in part, to any modification that may be effected subsequent to the date of these presents in the terms and conditions of the service to which he may, for the time being belong and such modification in the terms and conditions of service of the employment shall operate, so as to modify to that extent the provisions of these presents.

11. In respect of any matter in regard to which no provision has been made in this agreement, the provisions in Kerala University of Fisheries and Ocean Studies Act, 2010 and the Statutes, Ordinances, Regulations, Rules and Bye-laws issued there under shall apply to the extent to which they are applicable to the service here by provided for.

12. On the termination of this agreement for whatever cause, the employee shall deliver to or pay to the University in case of loss of damage the assessed cost of all books, apparatus, records and such other articles as are property belonging to the University, as may be in his possession and shall not absent himself from duties until duly relieved of his duties by the University.

13. IN WITNESS WHEREOF, the parties hereunto affix their hand and seal.

Signed and delivered by Shri.....(employee) In the presence of witness

1.

2.

In the presence of witness signed by Registrar :

1.

2.

Seal of University

## ANNEXTURE 2

*The format for submitting Annual Confidential Report shall be as follows:-*

### FORM II

Kerala University of Fisheries and Ocean Studies

Annual Confidential Report for the year .....

1. Name of Officer :
2. Date of birth :
3. Appointment held;  
Year (with date) :  
Pay and scale of pay :
4. Total period including the period under report, that the officer has worked under the reporting officer.
5. General qualifications for post held including any special or technical and Professional attainments
6.
  - (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 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
7. Has the officer any special characteristics and/or any outstanding merit or abilities, which would justify his advancement and special selection for higher appointments in the service.
8. Indebtedness

Signature

Reporting Officer (Name in Block letters)

.....  
.....  
Designation .....

**General**

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

Director of the School/Head of the Department

.....  
.....  
The reporting officer should give his opinion and impressions in a concise narrative form so as to cover the officer's knowledge of procedure and departmental technique, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular, the reporting officer should say whenever defects are reported, if the officers 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