

BANGALORE UNIVERSITY

Statutes



Bangalore University
Jnana Bharathi, Bangalore - 560 056

© Bangalore University

First Edition 1996
Second Edition 2009
Third Edition 2011

Publisher :
Registrar

Bangalore University
Bangalore - 560 056

Price : ₹ 100/-

Published by

Dr. B. Ganesh

Director
Prasaranga and Printing Press
Bangalore University
Bangalore - 560 056

Printed at : Bangalore University Printing Press
5697-BUP-500 copies - Apr. 2011

Contents

Chapter		
I	General	 1
II	Officers of the University :	 1
III	The Senate	 4
IV	The Academic Council	 31
V	The Syndicate	 39
VI	The Faculties	 43
VII	Finance Committee	 46
VIII	Board of Studies	 46
IX	Department of Studies	 49
X	Creation of Additional Faculties	 51
XI	Declared as authorities of the University under Section 20(g) of the Karnataka State Universities Act, 1976 Works Committee.	 51
XII	Elections to the Authorities of the University	 51
XIII	Honorary Degrees or other Distinctions	 51
XIV	Diplomas and Certificates	 52

XV	Convocation for Conferring Degrees	54	XXVII	Bangalore University Employees Service (conduct) Rules under Section 35 (m) of KSU Act 1976.	119
XVI	Academic Robes	61	XXVIII	Classification, Control and Appeal Rules under Section 35(m) of the Act. ...	130
XVII	Institution and award of Madals and Prizes	62	XXIX	Conduct, Discipline & Appeal Rules	157
XVIII	Statutes for conferring the title 'Professor Emeritus'	64	XXX	Bangalore University Employees' seniority Rule [Section 35 (m) of the Karnataka State Universities Act, 1976]	158
XIX	Scholarships and Fellowships	65	XXXI	Creation of teaching and non-teaching posts in the University	164
XX	Special Scholarships	66	XXXII	Bangalore University Employees' Contributory Provident Fund	165
XXI	Teachers of the University.	69	XXXIII	Institution of courses under Section 23(2) (f) of the KSU Act, 1976	180
XXII	The Bangalore University Employees (Teachers) Seniority Rules	72	XXXIV	Revised Statutes Governing the conditions under which (1) Colleges may be affiliated to the University; and (2) Such affiliation may be withdrawn ..	180
XXIII	Statutes governing the service condition of the Teachers in the colleges affiliated to Bangalore University I	74			
XXIV	Classification and Qualifications of Teachers in the Affiliated Colleges	80			
XXV	Cadre and Recruitment of the Employees (Non-Teaching) of the University	86			
XXVI	Conditions of services of the employees of the Bangalore University	95			

CHAPTER - I

General

1.1 *Title and commencement* : (1) These Statutes shall be called "The Bangalore University Statutes".

(2) They shall come into force at once.

1.2 *Definitions* : (1) In these Statutes, unless the context otherwise requires :

(a) "Act" means the Karnataka State Universities Act 1976 - (Karnataka Act No. 28 of 1976)

(b) "Section" means a section of the Act.

(2) Words and expressions used but not defined in these Statutes shall have the meanings assigned to them in the Act.

CHAPTER - II

Officers of the University :

2.1 *The Vice-Chancellor, his salary and allowances*: Vide Sections 11, 12 and 13 of the Karnataka State Universities Act, 1976

2.2 *Registrar - his pay* : Vide Section 14 of the Karnataka State Universities Act, 1976

2.3 *Registrar (Evaluation) his pay* : Vide Section 15 of the Karnataka State Universities Act, 1976.

2.4 *Finance Officer* - (1) his salary, functions, etc., Vide Section 16 of the Karnataka State Universities Act, 1976.

(2) The Finance Officer shall :

- (i) Maintain proper accounts of the receipts and expenditure of the University ;
- (ii) prepare a statement of accounts of the University for being placed before the Syndicate and the Senate and for being submitted to the Government ;
- (iii) submit the accounts for audit and make available to the auditors all necessary information and records;
- (iv) prepare the Financial Estimates for the ensuing year for being placed before the Senate ;
- (v) give his opinion or advice on such financial matters as may be referred to him ;
- (vi) under the directions of the Vice-Chancellor, call for meetings of the Finance Committee ;
- (vii) place before the Syndicate a review of the existing financial position at the end of each quarter ;
- (viii) be responsible for the maintenance and administration of the Bangalore University Employees' Contributory Provident Fund and such other funds as might be instituted by the University for the benefit of its Officers, Teachers and Servants and for the maintenance of proper accounts therefor;

(3) The Finance Officer shall operate the funds of the University provided that in his absence, the Vice - Chancellor may nominate any other officer of the University to operate the funds.

(4) The Finance Officer shall be the head of the Accounts Department and shall supervise and control the staff under him.

(5) It shall be competent for the Finance Officer to place before the Syndicate any proposals for improvements of the financial position of the University or for effecting savings in respect of any items of expenditure.

* 2.5 *Director of External Courses and Director of Prasaranga:*

- (1) There shall be One post of Director of External Courses and One Post of Director of Prasaranga in the University.
- (2) The pay scale of each of the said shall be Rs. 700 -1250 p.m. plus in a special pay of Rs.200/-p.m.
- (3) The Director of External Courses shall be in charge of all matters pertaining to :
 - (i) Continuing education ;
 - (ii) Job-oriented courses ; &
 - (iii) External courses in the University
- (4) The Director of Prasaranga shall be in charge of:
 - (i) The University Printing Press
 - (ii) Publications of the University ; and
 - (iii) Extension lectures
- (5) The Director of External Courses and the Director of Prasaranga shall be administratively subordinate to the Registrar and shall exercise such powers and perform such other functions as may be assigned to them by the Vice - Chancellor from time to time.

CHAPTER - III

The Senate

3.1 Meetings of the Senate : Meeting of the Senate shall be of two kinds :

- (i) Ordinary and
- (ii) Special

3.2 **Ordinary Meeting** : There shall be two Ordinary Meetings of the Senate in the year on dates to be fixed by the Vice-Chancellor, the first one in September and the second, to be called the Annual Meeting in March.

The Chancellor, or in his absence, the Vice-Chancellor, shall preside over the Meetings of the Senate, in case both of them are absent, one of the Members nominated by the Vice-Chancellor shall preside at the Meeting.

3.3 *Quorum* : (1) The quorum for any meeting of the Senate shall be Twenty-Five members including the Chairman. If a quorum is not present within Thirty minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the fact and the record shall be signed by the Chairman.

(2) If at any time during the progress of a meeting any member shall call attention to the number of members present, the Chairman shall, within a reasonable time, count the number of the members present and, if a quorum is not present, he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairman.

(3) When a meeting of the Senate is dissolved for want of quorum as provided for in clauses (1) and (2) above, the Vice-Chancellor, shall have power to reconvene a meeting of the Senate within fifteen days of such dissolution to transact business already mentioned in the agenda in such an event, no quorum for holding the meeting would be necessary.

3.4 *Business at adjourned Meeting* : The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but, subject to the provisions laid down otherwise, 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 the Syndicate or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten days' notice of the adjourned meeting and of the business to be transacted at such meeting 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 thereafter.

3.5 *Notice of Ordinary Meeting* :

- (a) The Registrar shall, under the direction of the Vice-Chancellor, give not less than Thirty-Five clear days' notice of the date of an ordinary meeting.
- (b) *Issue of Preliminary Agenda* : Not later than Twenty clear days before the date of an Ordinary meeting, the Registrar shall, under the direction of the Vice-Chancellor, send by post to every

member a preliminary Agenda paper specifying the place, the day and the hour of the meeting and the business to be brought before the meeting; provided, however that the Syndicate or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any ordinary meeting, with shorter notice or without placing the same on the Agenda paper.

- (c) Non-receipt of notice, Agenda and other papers connected with any meeting of the Senate by any member shall not invalidate the proceedings of the meeting.

3.6 Notice of *Resolution* : Any member who wishes to move a resolution at any ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than Twenty-Five clear days before the date of the meeting :

Provided that no member shall send more than Four such resolutions to be moved.

* 3.7 (1) The Syndicate shall be the sole authority to determine whether a resolution is admissible or not. No resolution not admitted by the Syndicate, shall be included in the Agenda.

(2) *Admissibility of Resolution* : (1) No resolution shall be admissible which does not comply with the following conditions, viz.,

- (a) it shall relate to a matter within the cognizance and powers of the University and the Senate ;
(b) it shall be clearly and precisely expressed and shall raise substantially one definite issue;

* Substituted Vide Notification No. SYN 20 STT 76-77 dated : 29.5.81

- (c) it shall not contain arguments, inferences, ironical expressions, or defamatory statements, nor shall it refer to the conduct or character of person except in their official or public capacity;
(d) it shall not refer to any matter which is under adjudication by a Court of Law;
(e) it shall not raise substantially the same question as that raised in a motion moved and decided in the Senate during the Twelve months preceeding the date of the meeting at which it is to be moved, unless the prior consent of the Vice -Chancellor has been obtained; and
(f) if identical admissible resolutions are received from more than one member, the Vice-Chancellor may include only one resolution of a member at his discretion and not include the other identical resolutions of other members. The fact of non-inclusion may be informed to the members who had sent them.

3.8 *Resolutions placed on Agenda* : (1) The Vice-Chancellor shall cause each resolution of which notice has been given and which has been admitted in accordance with Statute 3.7 (2) of this Chapter, to be placed in the Agenda of the meeting at which it is to be moved.

(2) When any resolution is not included in the Agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 3.7(2) above governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the objection.

(3) Resolutions of which due notice has been received by the Registrar under this Statute shall be included in the final Agenda paper.

3.9 *Notice of Amendments of Resolutions* : Any member wishing to move an amendment to a resolution included in the preliminary agenda paper of an ordinary meeting of the Senate, shall forward a copy of the same to the Registrar so as to reach him not less than Twelve clear days before the day of the meeting at which the resolution is to be moved.

3.10 *Admissibility of Amendments - Form of Amendments to Resolutions* :

(1) No amendment shall be admitted which does not comply with Statute 3.7 and (2) the following conditions :

Amendments to a resolution shall be ;

- (i) by omitting a word or words;
- (ii) by leaving out a word or words in order to insert some other word or words; and
- (iii) by adding or inserting a word or words.

(2) *Relevancy of Amendments* : No amendment shall be proposed which would reduce a resolution to its negative or opposite form.

(3) Every Amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.

(4) An amendment must not be virtually an independent proposition.

(5) The Vice-Chancellor shall be sole authority to determine whether an amendment to a resolution on the Agenda is admissible or not. No amendment to any resolution in the agenda not approved by the Vice-Chancellor, shall be included in the Agenda.

3.11 Amendments of which notice is given in accordance with Statute 3.9 and which have been scrutinized and admitted under Statute 3.10 of this Chapter shall be included in the final Agenda paper.

3.12 *Despatch of Final Agenda* : The final Agenda paper showing all the admitted amendments to the resolutions together with other subjects, if any, shall be sent by the Registrar by post to each member of the Senate not less than **Five** days before the date of the meeting.

3.13 *Special meeting of the Senate* : (1) A special meeting of the Senate may be convened by the Vice-Chancellor whenever he thinks fit.

(2) A special meeting shall also be convened by the Vice-Chancellor upon a requisition addressed and sent to the Vice-Chancellor in writing signed by not less than twenty-five members of the Senate and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting.

(3) No resolution shall be admissible which does not comply with the conditions laid down in Statute 3.7(2) supra.

(4) The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than *fifteen days*' notice of such meeting and forward with the notice to each member a copy of preliminary agenda paper for the meeting. In case of urgency the Vice-Chancellor may convene a meeting at shorter notice. Any member who wishes to move an amendment to a resolution on the agenda paper shall forward the same to the Registrar in writing so as to reach him not later than *Seven* clear days before the date of meeting. The Registrar, shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final agenda paper showing the admitted amendments to the resolution together with other subjects, if any, and send it by post to each member *three* days before the date of the meeting. No business other than that brought forward by the Syndicate and the Vice-Chancellor shall be transacted at a special meeting of the Senate. For items in the Agenda for which notice of *fifteen* days has not been given, it shall be open to members to move amendments without giving prior notice.

3.14 *Business of Meetings* - Order of business : At every meeting of the Senate, the following shall be the order of business.

1. In the absence of the Chairman or a nominated member, the House could elect a member of the Senate to act a Chairman when necessary;

2. Confirmation of the minutes of the previous meetings;
3. Report of orders from the Government and the Chancellor;
4. Answering of questions, if any, for such time as will be necessary not exceeding in any case one hour at each sitting;
5. Elections, if any;
6. Consideration of amendments to Statutes, new or additional Statutes or repeal of Statutes.
7. Any motion for a change in the order of business as stated in the agenda paper;
8. Business brought forward by the Syndicate / Vice-Chancellor;
9. Business brought forward by the Academic Council;
10. Business brought forward by the Members of the Senate.

Provided that the Chairman shall permit any member immediately after the question hour in a meeting of the Senate to raise any issue related to the University which in the opinion of the member is of great importance and needs urgent consideration of the Senate and provided further, that only one such issue is raised at each sitting of the Senate, notice of which has been given in writing and signed by at least four other members of the Senate to the Vice-Chancellor not later than 30 minutes after the commencement of the meeting.

Note : If any motion under the above, is moved and agreed to by the Senate, the business of the meeting shall be transacted accordingly, but not so as to bring any item under clause (10) before the items under other clauses.

3.15 Questions : (1) At any ordinary meeting of the Senate any member of the Senate may put questions for the purpose of obtaining information from the Vice-Chancellor on any matter concerning the University. They shall be addressed to the Vice-Chancellor and sent in writing to the Registrar so as to reach him not less than *twenty-five* days before the date of an Ordinary Meeting.

(2) No question shall be admitted unless it complies with the following conditions :

- (i) It shall not publish any name or statement not strictly necessary to make the question intelligible;
- (ii) If a question contains a statement, the member asking it shall make himself responsible for the accuracy of the statement;
- (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements or innuendoes;
- (iv) It shall not ask for an expression of opinion or the solution of an abstract legal question of hypothetical proposition or suggestion;
- (v) It shall not refer to the character or conduct of any person except in his official capacity in the University;
- (vi) No question once fully answered shall be put again.

(3) No member shall give notice of more than Ten questions and no question shall refer to more than one subject provided that in case a member sends more than Ten questions only the first Ten shall be considered for the purpose of admission.

(4) *Disallowance of questions :* After the last date for the receipt of questions, the Syndicate shall decide the admissibility of the questions and the answers that should be given thereto, it may disallow any question on the ground that -

- (i) it is, in its opinion, in contravention of the Laws of the University;
- (ii) it relates to a matter which is not primarily the concern of the University;
- (iii) it involves the preparation of elaborate statements or statistics involving an excessive amount of time and amount ; or
- (iv) it cannot be answered consistently with the interests of the University.

(5) *Syndicate Decision :* Decision of the Syndicate as to the admissibility of a question shall be final, and no discussion thereon shall be permitted at any meeting of the Senate.

(6) *Answer to Questions :* Questions which have been admitted and the answer given thereto, shall be printed or stenciled and circulated to the members of the Senate along with the final Agenda.

(7) *Answering of questions at meetings:* 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 specifying the serial number of his question and

make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place and putting supplementary questions :

Provided the main questioner shall have priority to put not more than Three supplementary questions.

- (i) every question shall be asked by the member in whose name it stands or if he is absent, by any other member present, with the authorities in writing of the member in whose name it stands

(8) *Answering of supplementary questions at Meetings* Supplementary questions must be put immediately after the Principal question to which they relate and before the next question is called. Any member may put a supplementary question for the purpose of obtaining further elucidation of any fact, regarding which an answer has been given. The Chairman shall disallow any supplementary question, if, in his opinion, it infringes the Laws of the University. The decision of the Chairman shall be final, and no discussion thereon shall be permitted at any meeting of the Senate.

(9) Supplementary questions shall be answered by the Vice-Chancellor or by members nominated by the Syndicate for the purpose.

(10) *No discussion on questions:* No discussion shall be permitted in respect of any question or of any answer given to a question.

3.16 *Motions without notice - Correction of mistakes in Agenda-* At any meeting, the Chairman may, without any formal motion made, permit the correction of any clerical or typographical mistake in notices of motions or in reports or statements or other business placed before the meeting.

3.17 *Complimentary motions :* At any meeting of the Senate, motions of a complimentary character, may, without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.

3.18 *Motions and Resolutions without Notice :* At any meeting of the Senate, the following motions and resolutions may be moved without previous notice:

- (i) A motion for a change in the order of business as stated in the Agenda paper;
- (ii) A motion directing the Syndicate or the Academic council or any other Authority of the University or Committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate;
- (iii) A motion for the appointment of a Committee to consider and report on any matter before the Senate at the time;
- (iv) A motion remitting any matter before the Senate at the time to the Syndicate or to the Academic Council or to any other University Authority for its views or recommendations and report;
- (v) A Motion for the adjournment of the meeting or debate or any question to a specified time;
- (vi) A Motion for the adjournment of the debate on any question to the next meeting of the Senate;
- (vii) A Motion for the Senate going 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 do now pass on to the next business on the Agenda paper;

- (x) A Motion that the question be now put (if accepted by the Chairman);
- (xi) A resolution relating to business not included in the Agenda but brought forward either by the Syndicate or by the Vice-Chancellor under Statute 3.5(b).

3.19 *Amendments without previous notice* : At an meeting of the Senate, the following amendments may be moved without previous notice :

- (i) Amendments to a motion for a change in the order of business as stated in the Agenda paper substituting an order different from that in the motion.
- (ii) Amendments to a motion directing the Syndicate or the Academic Council or other University authority or Committee to review or reconsider its decision or recommendations.
- (iii) Amendments to motion for appointment of Committee, whether for enlarging or restricting its purpose or the questions remitted to it, or for adding to or omitting the names of members proposed to form it.
- (iv) Amendments to a motion remitting any matter to the Syndicate or to the Academic Council or to any other University authority.
- (v) Amendments to a motion for an adjournment of the meeting or debate to a specified time substituting a time different from that in the motion.
- (vi) Amendment to a resolution brought forward by the Syndicate or the Vice-Chancellor under the proviso contained in Statute 3.5(b) of the Chapter.

- (vii) Amendments to any resolution or amendment on the Agenda paper which, in the opinion of the Chairman have been rendered necessary by and are consequential upon, any motion passed by and Senate at the same meeting.
- (viii) Amendments of a purely verbal or formal kind which, in the opinion of the Chairman, do not affect the sense or import of the motion to which they refer.

3.20 *Resolutions of Amendments not on Agenda paper*: Save as otherwise provided in these Statutes, no resolution or amendment which is not placed on the Agenda paper shall be moved at the meeting.

3.21 *Motions in General - how to move Motions* : Every Motion at a meeting shall be affirmative in form, and shall begin with the word "That" and it must be moved and seconded at the meeting, otherwise it shall drop, provided, however, that Motion placed by the Syndicate or by Vice - Chancellor before the Senate on behalf of any of the University authorities need not be seconded. When a Motion has been made and seconded it shall be stated from the Chair unless the Motion be ruled out of order by the Chairman.

3.22 An amendment may be moved at any time after the Motion has been stated from the Chair before it is put to vote.

3.23 *Order of Amendments* : The order in which the amendments to resolutions to be moved shall be determined by the Chairman.

3.24 When the debate on an amendment is concluded, the Chairman shall say :

"It has been moved" and shall state the motion, and shall then say "since then it has been moved by way of amendment" and shall state the amendment.

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

3.26 If an amendment is negative, the original motion shall again be stated by the Chairman, and any other amendment which is in order may then be moved to the original motion.

3.27 If an amendment is carried, the Motion as amended shall be stated by the Chairman and may be discussed as a substantive motion. Further amendments to the original motion may be moved. In so far as they are in order in relation to the amended motion, and shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt with, the Chairman shall take the vote of the meeting on the motion as finally amended as substantive motion.

3.28 *Withdrawals of motions at the meeting* : No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent; but this consent shall be presumed if the mover states his wish to withdraw the resolution or amendment and Chairman, after interval during which no dissent is expressed, announces that it is withdrawn.

3.29 When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed off.

(a) *Procedure when Chairman rises* : Whenever the Chairman rises he shall be heard in silence and any member who is then speaking or offering to speak shall immediately resume his seat.

3.30 *Ruling out of order a motion* : A motion may be ruled out of order by the Chairman at any stage in the proceedings of the Senate connected with the resolution before it is put to vote.

3.31 *Procedure on Motions* : Procedure on motions under Statute 3.18 : Any motion made under Statute 3.18(ii) to (ix) of this Chapter shall take precedence of any question that may be before the meeting at the time and must be disposed off before such question.

3.32 When any motion under Statute 3.18 (v), (vii), (viii) and (ix) of this Chapter has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward until after the lapse of what the Chairman shall deem a reasonable time nor shall any debate or discussion be allowed on such second or subsequent motion brought forward during a debate on the same question.

3.33 *Procedure for change in the order of business* : A motion for a change in the order of business as stated in the agenda paper shall be made immediately after the answering of questions and elections, if any, and before the commencement of other business. It cannot be moved at any other time.

3.34 *Procedure for reconsidering a previous decision* : A motion directing the Syndicate, the Academic Council, or any other University authority, or Committee to review or reconsider its decision or recommendation

may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion may also indicate generally the direction that the Authority or Committee shall report to the Senate by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

3.35 Motion for appointment of a Committee : A motion for the appointment of a Committee to consider and report upon any question before the Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the Committee is to be constituted and the names of its members and convener. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purpose for which the Committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date, or a different date to the one already fixed in the original motion for the submission of the report, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

If the mover of the resolution or of any amendment thereto proposes to include in the

Committee persons who are not members of the Senate or who being members are not present at the meeting, he shall at that the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

3.36 Motion remitting any matter to an authority : A motion remitting any matter to the Syndicate, or any other University authority may be made at any time, but not so as to interrupt a speech. The motion shall specify the matter proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority, provided however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

3.37 Motion for adjournment : A motion for the adjournment of the meeting or debate to a specified time 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 stand adjourned to" or "That the debate on this question be now adjourned to", followed by words indicating the day and hour proposed for the adjourned meeting or debate.

An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.

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

If the motion for the adjournment of the debate be carried the member who moved it may claim precedence to take part at later period in the debate when it is resumed. A member who moves the adjournment of the debate with 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.

3.38 *Motion for resolving into a Committee* : A motion that the Senate resolve 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 Committee.

3.39 *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 shall be of the opinion that the motion for dissolution 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 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.

3.40 *Motion to pass to the next business on the Agenda* : A motion to pass to the next business on the Agenda shall be in the form "That the meeting do now pass to the next business on the Agenda paper", and may be moved at any time after the main question has been stated by the Chair, but not so as to interrupt a speech.

The member moving the motion shall continue himself to the words of the motion, the member who seconds the motion shall confine himself to the words, "I second the motion." If the Chairman shall be of the opinion that the motion to pass over 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 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.

3.41 *Closure motion* : A motion for closure of a debate 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 moves 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."

Unless it shall appear to the Chairman that such motion is an abuse of the rules of 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.

When the motion "That the question be now put" has been carried and the question consequent thereon has been decided, any member may claim without any further closure motion that such further questions which may be necessary to bring to a decision any 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.

3.42 *Speeches - When Speeches allowed* : A member can speak only when there is a question before the meeting or when he moves or seconds a motion, except-

- (i) When putting a question or answering a question put;
- (ii) When speaking on a point of order;
- (iii) When offering a personal explanation ; or
- (iv) When, with the special permission of the Chair, making a statement.

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

3.43 *How often speeches permitted* : Except as otherwise provided a member may not speak more than once to the same question.

A member who has moved or seconded an amendment or a motion under Statute 3.18 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.

A member who has moved or seconded an amendment or a motion under Statute 3.18(ii) to (ix) may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under Statute 3.18 (iii) to (ix) or speak to the main question, he may however speak or move or second an amendment to any such new motion when moved and seconded by other members, if amendment or debate is permissible.

Provided that a member may move or second more than one amendment to a question relates to the framing, cancellation or modification of Statute or the financial estimates :

Provided further that a member who successfully moved the adjournment of the debate on any question to a specified time may claim precedence to take part at a later period in the debate when it is resumed under Statute 3.37.

A member may, with the special permission of the Chair, make a statement on any matter arising from the debate on any question.

3.44 *Conditions for right of reply for mover* : When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 3.18 (ii) to (vii) or of an amendment shall have not right of reply. No member shall speak to a question after the mover has made his reply.

3.45 *Durations of speeches* : No speech shall ordinarily exceed five minutes in duration provided that

the mover of a resolution or of an amendment, when moving the same, may speak for fifteen minutes, provided further that the Chairman may at his discretion, allow a longer period to any speaker.

Provided further that the Chairman may, at his discretion, limit the duration of speeches on any subject at any stage to a shorter period than that above specified.

3.46 Order of speeches : The member who First rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairman shall decide who is in possession of the meeting.

3.47 Speeches by Chairman : The Chairman has the same right of moving or seconding or speaking to or opposing a resolution or an amendment as any other member; but if the Chairman desires to take part in a debate, he shall vacate the Chair until the vote on that debate is taken. During such time as the Chairman is absent, a member present shall be nominated by the Chairman to occupy the Chair, the Chairman may without leaving the chair however, 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.

3.48 Personal explanation : A member who explains that his speech has been misunderstood or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation. Such a personal explanation may be offered whilst another member is speaking, only, if the

member who is speaking gives way by resuming his seat.

3.49 Point of order : Any member may call the Chairman's attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point or order.

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

3.50 Motion to be put to vote : When a debate on a motion is concluded or if there shall be no debate, the Chairman shall put the question to vote.

3.51 Voting - Decision of questions : All questions considered at meetings of the Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the Laws of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

3.52 Manner of taking votes : On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman. If as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll it shall be taken. In that case, the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

the mover of a resolution or of an amendment, when moving the same, may speak for fifteen minutes, provided further that the Chairman may at his discretion, allow a longer period to any speaker.

Provided further that the Chairman may, at his discretion, limit the duration of speeches on any subject at any stage to a shorter period than that above specified.

3.46 *Order of speeches* : The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the Chairman shall decide who is in possession of the meeting.

3.47 *Speeches by Chairman* : The Chairman has the same right of moving or seconding or speaking to or opposing a resolution or an amendment as any other member; but if the Chairman desires to take part in a debate, he shall vacate the Chair until the vote on that debate is taken. During such time as the Chairman is absent, a member present shall be nominated by the Chairman to occupy the Chair, the Chairman may without leaving the chair however, 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.

3.48 *Personal explanation* : A member who explains that his speech has been misunderstood or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation. Such a personal explanation may be offered whilst another member is speaking, only if the

member who is speaking gives way by resuming his seat.

3.49 *Point of order* : Any member may call the Chairman's attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point or order.

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

3.50 *Motion to be put to vote* : When a debate on a motion is concluded or if there shall be no debate, the Chairman shall put the question to vote.

3.51 *Voting - Decision of questions* : All questions considered at meetings of the Senate shall be decided by majority of the votes of the members present unless a particular majority is required by the Laws of the University. The Chairman shall be entitled to vote on any question. If the votes be equally divided, the Chairman shall have a casting vote.

3.52 *Manner of taking votes* : On any motion being put to the vote, the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairman. If as soon as the Chairman announces the result of the voting on any particular motion, any member demands a poll it shall be taken. In that case, the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

3.53 *General* : A member must speak to the question under consideration. The Chairman may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

3.54 *Powers of Chairman on point of order*: If the Chairman rises, the member speaking or offering to speak must sit down at once.

3.55 The Chairman shall be the sole judge on any point of order and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.

*3.56 *Powers of Chairman to maintain order* : The Chairman may direct any member whose conduct is in his opinion, or the opinion of the House, grossly disorderly, to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting or as such portion of the day as may be prescribed.

3.57 *Powers of the Chairman to suspend sittings* : The Chairman may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

3.58 *Minutes* : The minutes of all proceedings of each meeting of the Senate shall be signed by the Chairman of the meeting. The Registrar shall, under the direction of the Vice-Chancellor, send by post ordinarily within a month after a meeting a copy of the minutes of that meeting so signed by the Chairman to each member of the Senate.

*Amended vide Notification no. SYN 20 STT 76-77, dated : 29.5.81

A copy of minutes shall be submitted to the Chancellor and also to the State Government.

*3.59(a) *Objection to Minutes* : If no exception is taken by any member who was present at the meeting as to the correctness of the minutes in writing within 14 days after the date of posting of the minutes, are deemed to be correct.

(b) *Notes of dissent by members* : Any member who dissents from a decision of the Senate and expresses a desire to give a note of dissent at the meeting may do so within five days from the day of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal references of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

3.60 *Procedure to decide the objection* : If exception be taken within the time aforesaid, by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Senate or confirmation or correction of such points by such of the members as were present when the business was transacted to which the minutes refer.

3.61 *Protests* : Any member intending to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar during office hours within 2 days from the date and time of holding of the said meeting, and shall, within fourteen clear days from

*Amended vide Notification no. SYN 20 STT 76-77, dated : 29.5.81

such date of the said meeting, lodge his protest in writing with the Registrar during office hours. The Registrar under directions of the Vice-Chancellor, shall forward as soon as may be, a copy of the protest to the mover of the motion. The mover of the motion may within fourteen clear days, from the receipt of the protest by him from the Registrar, prepare and send to the Registrar a memorandum in support of the decision of the Senate for the consideration of the Syndicate. The Syndicate shall, thereafter submit the protest and the memorandum, if any, together with a copy of the motion for the consideration and orders of the Chancellor, and in all such cases the resolution shall not be submitted to the Chancellor for decision, except with the protest and the memorandum and any other papers which the Syndicate and the Vice-Chancellor may, in this connection, desire to be considered by the Chancellor.

3.62 Senate in Committee - Senate in Committee procedure of : The proceedings of the Senate in Committee shall be governed by the same rules of debate as those of the Senate except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.

3.63 Resolution of Senate in Committee to be confirmed by Senate: The resolutions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar, which shall be laid before the Senate at the time or at a subsequent meeting. The resolutions of the Senate in Committee shall not become final unless they are confirmed by the Senate in open meeting.

3.64 Attendance Register at meetings : Members of the Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

3.65 Lapse of motions, etc : Motions and all Resolutions together with their amendments, if any, on the Agenda paper of a Senate meeting which have not been moved or voted upon for want of time or for any other reasons at the meeting to which the Agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the Agenda paper of the next or any subsequent meeting save on receipt of a fresh notice :

Provided that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

CHAPTER - IV

The Academic Council

4.1 Meeting of the Academic Council : The meeting of the Academic Council shall be of three kinds, namely -

- (i) Ordinary
- (ii) Extraordinary, and
- (iii) Special

4.2 Quorum : Thirty -Five members of the Academic Council including the Chairman shall be the quorum for any meeting for the Academic Council

4.3 Chairman of the Meeting : The Vice-Chancellor if present, shall preside at all meetings of the Academic

Council; but if the Vice-Chancellor is not present, a member nominated by him shall be the Chairman

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

4.5 *Ordinary meeting:* Ordinary meeting of the Academic Council shall be held twice a year, the first in the month of July/August and the second in the month of November/December.

4.6 *Notice of Ordinary meeting:* The Registrar shall under the direction of the Vice-Chancellor give not less than thirty-five clear days, notice of the date of an ordinary meeting.

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

4.8 *Resolution to be placed on the Agenda paper :* The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given in accordance with Statute 4.7 of this Chapter, to be placed on the Agenda paper at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at a Senate meeting.

4.9 *Despatch of Agenda paper:* Not less than twenty days before the date of an ordinary meeting, the Registrar shall send by post to every member a

preliminary Agenda paper specifying the date, the place and the hour of the meeting and business to be brought before the meeting; provided that the Syndicate or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any meeting with shorter notice or without placing the same on the Agenda paper.

4.10 *Notice of Amendments :* Any member wishing to move an amendment to a resolution on the preliminary Agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not later than twelve clear days before the day of the meeting at which the resolution is to be moved and the amendments shall be included in the final Agenda paper subject in general to the Statutes governing the admissibility of amendments to resolutions at Senate meetings.

4.11 *Resolutions on Ordinances and Regulations :* Notwithstanding the notice prescribed for resolutions under Statute 4.7 any member who wishes to move a resolution on any report or statement by the Syndicate included in the preliminary Agenda paper may do so by giving notice of the resolution which shall reach the Registrar not later than twelve clear days before the date of the meeting; provided, however that no such notice will be necessary in the case of motions relating to any urgent business brought forward by the Syndicate or the Vice-Chancellor.

4.12 *Despatch of final Agenda Paper:* The Registrar shall, on receipt of amendments and resolutions given in accordance with the above Statute, prepare under the direction of the Vice-Chancellor, a final Agenda paper together with other subjects, if any, and send a

copy of it by post to each member of the Academic Council not later than five days before the date of the meeting.

4.13 Extraordinary meeting: Extraordinary meeting of the Academic Council : The Vice-Chancellor may, whenever he thinks fit, convene an Extraordinary meeting of the Academic Council for the transaction of any urgent business. The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than fifteen days notice of such meeting and forward with the notice to each member a copy by post of the preliminary Agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice. Any member who wishes to move an amendment to a resolution on the preliminary Agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of the meeting. The Registrar shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final Agenda paper showing all the resolutions together with other subjects, if any, and the amendments admitted and shall send a copy of it by post to each member three days before the date of the meeting. No business other than that brought forward by the Syndicate and the Vice-Chancellor shall be transacted at an Extraordinary meeting of the Academic Council. It shall be open to the Syndicate and the Vice-Chancellor to bring before the Extraordinary meeting any urgent business with or without placing it on the Agenda paper. For items in the Agenda for which notice of fifteen days has been given, it shall be open to members to move amendments without giving prior notice.

4.14 Special meeting-Special meeting of the Academic Council : A special meeting of the Academic Council shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than forty members of the Academic Council and sent to the Registrar. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution shall be transacted at a special meeting: provided that the Syndicate or the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

4.15 Order of business : The procedure for the issue of notice and Agenda paper and all other requisites for the conduct of the special meeting shall, so far as it is applicable, be the same as that prescribed for and applicable to Extraordinary meetings of the Academic Council.

4.16 Business of Meeting : At every meeting of the Academic Council the following shall be the order of business ;

- (1) Report of orders on the Ordinances and Regulations submitted to the Chancellor;
- (2) Election, if any;
- (3) Any motion for a change in the order of business as stated in the Agenda paper;
- (4) Business brought forward by the Vice-Chancellor or the Syndicate;
- (5) Business brought forward by the Faculties and Boards of Studies; and
- (6) Business brought forward by members of the Academic Council

4.17 *Procedure at meetings* : The procedure for admission of resolutions and amendments for the conduct of meetings of the Academic Council and of the Academic Council in Committee shall, in general, be the same as that laid down for the meetings of the Senate so far as it is applicable.

4.18 *Minutes* : The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar shall, under the direction of the Vice-Chancellor, send by post ordinarily within a month after a meeting, a copy of the minutes of that meeting so signed by the Chairman to each member of the Academic Council. A copy of the minutes shall be submitted to the Chancellor and the State Government.

*4.19 *Objection to minutes* : If no exception is taken by any member who was present at the meeting as to the correctness of the minutes in writing atleast within 14 days after the date of posting of the minutes, they shall be deemed to be correct.

4.20 *Procedure to decide objections* : If exception be taken within the time aforesaid, by means of a letter addressed to the Registrar specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Academic Council for Registrar of such points by such of the members as were present when the business was transacted to which the minutes refer.

4.21 *Lapse of motions etc.,* : Motions and all Resolutions together with their amendments, if any, on

* Amended vide Notification No. SYN 20 STT 76-77, dated : 29.5.81

the Agenda paper of an Academic Council meeting which have not been moved or voted upon for want of time or for any other reason at the meeting to which the Agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the Agenda paper of the next or any subsequent meeting save on receipt of a fresh notice:

Provided that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

*4.22 *Committee of the Academic Council* : The Academic Council may at its first ordinary meeting appoint a Committee which shall consists of the Vice-Chancellor as Chairman and fourteen other members inclusive of the Deans of all Faculties. The quorum for the meeting of the Committee shall be five.

The Committee shall exercise powers and perform such duties to which the Academic Council may by resolution delegate or assign to it. The decisions of the Committee shall be placed before the Academic Council at its next meeting.

The Committee of the Academic Council is also empowered to deal with urgent matters which cannot wait for the formal meeting of the Academic Council : provided the decisions taken by it will be placed before the Academic Council for ratification.

4.23 It is competent for the Vice-Chancellor to invite for any meeting of the Committee persons having special knowledge and experience of any subject and the persons so invited shall be competent to take part

*Amended vide Notification No. SYN 20 STT 76-77 dated : 29.5.81

in the discussions of the Committee but shall not be entitled to vote upon any question.

4.24 The Committee shall exercise such powers and perform such duties which the Academic Council may by resolution, delegate or assign to it.

4.25 The Committee shall in particular, advise the Academic Council in the following matters -

- (1) the grant of exemptions in accordance with the regulations, if any;
- (2) the qualifications for the admissions to the University courses in accordance with the regulations, if any;
- (3) recognition of examinations of other Universities, institutions and boards as equivalent to the examinations of the University;
- (4) the applications received for affiliation to recognition of colleges; and
- (5) such other matters as may be referred to it by the Academic Council.

4.26 *Chairman* : The Vice-Chancellor, if present, shall preside at meetings of the Committee, and in his absence a person nominated by the Vice-Chancellor shall be the Chairman.

4.27 The Vice-Chancellor may, at his discretion, obtain the opinion of the Committee by circulation.

CHAPTER V

The Syndicate

5.1 *Meetings of the Syndicate* : A meeting of the Syndicate shall ordinary be held once every month. The Vice-Chancellor in case of urgency may convene an extraordinary meeting of the Syndicate whenever he thinks it necessary.

5.2 *Quorum* : The quorum for a meeting of the Syndicate shall be Seven.

5.3 *Agenda of Meetings* : A preliminary statement of business to be transacted at a meeting shall be sent to the members at least seven clear days before the meeting.

5.4 *Notice of Propositions by Members* : Notice by members of subjects to be included in the Agenda shall be sent so as to reach the Registrar not later than ten clear days before the meeting.

5.5 *Propositions without Notice* : Any proposition of which notice has not been given may be moved by any member, if permission is granted by the Syndicate.

5.6 *Notice of Amendments* : Amendments if any, relating to subjects mentioned in the Agenda shall be sent to the Registrar within three days after the receipt of the Agenda.

5.7 *Supplementary Agenda* : A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.

5.8 *Point of Order* : The Chairman shall be the sole judge of any point of order raised in the meeting.

5.9 *Voting* : Every question shall be decided by a majority of the votes of the members present. In the case of an equality of votes, the Chairman shall have a casting vote in addition to his vote as a member.

5.10 *Rules of Debate* : No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have a right to reply at the close of the discussion of the motion.

But, if at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place, he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the Chairman who may, at his discretion in any case, allow more time.

The Chairman shall regulate the order of speeches.

5.11 *Motions for Adjournment or Closure* : A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion or amendment with the consent of the majority of the members present at the meeting.

5.12 *Intervention during speech* : Any member may by way of personal explanation, with the permission of the Chairman, try to remove any misconception of fact, but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

5.13 *Point of Order* : Any member may, at any time in the course of a discussion, rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided it.

5.14 *Record of Proceedings* : The decision reached on any subject at a meeting shall be recorded immediately and read over to the Syndicate for approval.

5.15 *Notes of Dissent by Members* : Any member who dissents from a decision of the Syndicate and expresses a desire to give a note of dissent may do so before the close of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal references of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

5.16 *Proceedings of the meetings*: (i) The proceedings of each meeting of the Syndicate shall be drawn up and circulated among members within twelve days after the meeting. The salient points indicating the trend of the discussions that have taken place on the

Amended vide Notification No. SYN 20 STT 76-77, dated : 29.5.81

motions put to vote shall be noted briefly in the proceedings of the meeting when necessary.

Any member who dissents from a decision of the Syndicate and expresses a desire to give a note of dissent may do so within two days after the day of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal reference of any kind as also attributing of motives shall invariably be avoided. The dissent note given by a member shall be circulated with the proceedings of the meetings.

If no exception is taken by any member who was present at the meeting as to the correctness of the minutes in writing at least within seven days after the date of posting of minutes, they shall be deemed to be confirmed.

5.17 *Resolutions by Circulation* : A note of questions decided by circulation shall be recorded in the minutes book of the Syndicate.

5.18 *Special meetings* : On a requisition signed by any seven members of the Syndicate to convene a special meeting thereof, the Registrar shall convene a special meeting on a date to be fixed by the Chairman. At such a meeting only such subjects as the signatories to the requisition have set forth in the requisition shall be brought forward and disposed of.

5.19 *Reconsideration of subjects, once disposed of* : Subjects once disposed of may be brought up again with reasons which appear adequate to the Vice-Chancellor.

5.20 *Propositions by Members* : Subjects sent by members will ordinarily be included in the Agenda. It shall however, be open to the Vice-Chancellor to disallow any

subject being so included, if he considers that it does not properly fall within the purview of the Syndicate or that it contravenes the provisions of the Act, the Statutes, or the Ordinances or that it is not expedient to discuss such subject either in public interests or in the interests of the University.

5.21 *Additional Powers & Functions* : In addition to the powers vested in it under the Act the Syndicate shall have the following additional powers and functions :

- (i) to appoint such sub-committees or other Committees as might be considered necessary to advise the Syndicate on any matter coming before it for decision;
- (ii) to refer any matter to the Academic Council, a Faculty, a Board of Studies, a Board of Examiners, or any Committee or person for a report or opinion thereon;
- (iii) to maintain a register of donors of the University;
- (iv) to publish lists of text books prescribed or recommended by the Board of Studies and the Academic Council.

CHAPTER - VI

The Faculties

*6.1 Three persons who are experts in the subject and or allied subjects shall be nominated by the Vice-Chancellor in consultation with the Syndicate to each Faculty. The tenure of their office shall be two years.

* Amended vide Notification No. SYN 20 STT 76-77, dated : 29.5.81

Note : 1. It is felt that expert knowledge of persons in the fields as well as expert knowledge of persons in related fields be made use of. This is not only to assist in the deliberations but also to promote more interdisciplinary approach.

2. Part-time Lecturers may be appointed against experts' vacancies.

6.2 *Meetings* : The Faculties shall meet ordinarily once a year or at such times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the previous permission of the Vice-Chancellor or on the written requisition of four members entitled to be present at the meeting of the Faculty.

6.3 *Quorum* : The quorum for a meeting of a Faculty shall be one-third of the number of members entitled to be present at the meeting.

6.4 *Notice of resolutions* : A member of a Faculty may bring before the meeting of the Faculty any matter within as cognizance by giving written notice of the same to the Dean, who shall, subject to the provisions of Statutes request the Registrar to include such matters in the Agenda of the next meeting of the Faculty.

6.5 *Notice of meeting and Agenda* : Notice of a meeting of a Faculty shall be sent by post to each member by the Registrar under the direction of the Vice-Chancellor stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business

which is not entered on the Agenda paper of a meeting of a Faculty shall be considered at the meeting : provided that the Dean may bring any matter before the meeting without the same being included in the Agenda paper with the previous approval of the Vice-Chancellor.

The Dean, may, at his discretion remit any matter referred to the Faculty to a Board of Studies before laying it before meeting of the Faculty.

6.6 *Powers and Functions* :

The power and functions of the Faculty shall be -

- (i) to consider and report on matters referred to it by any of the authorities of the University;
- (ii) to refer any matter to a Board of Studies comprised within the Faculty for consideration and report;
- (iii) to consider and report on any recommendation referred to it by a Board of Studies before it is referred to the Academic Council ; and
- (iv) to make suggestions or recommendations to the Syndicate and the Academic Council regarding the organization of teaching, training, research and examinations in the subjects comprised in the Faculty.

6.7 *Joint Meetings* : The Vice-Chancellor may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting and in his absence the senior-most Dean shall preside over the meeting.

CHAPTER - VII

Finance Committee

- 7.1 *Meetings* : The Finance Committee shall meet at least once in three months. It may also meet at other times when the Vice-Chancellor considers necessary.
- 7.2 *Quorum* : Three members of the Committee shall form the quorum.

CHAPTER - VIII

Board of Studies

8.1 *Constitution and terms of Office of the Boards -*

(1) The Boards of Studies shall be constituted by the Syndicate for a period of three years.

(2) The members of the Board of Studies shall not exceed -

(a) Fifteen in the case of Board dealing with studies upto Post-Graduate level.

(b) Ten in other cases

(3) The members of the Board of Studies will be selected by the Syndicate from among the teachers of the University or any other University.

(4) All the Heads of Departments of Studies in the subject or group of subjects for which the Board is constituted shall be members of the Board.

(5) There shall be at least four external members in each of the Boards consisting of more than ten

members and atleast two external members on each Boards consisting of *ten or less than ten members.

Explanation : External members means a member who is not a teacher of this University.

8.2 *Chairman* : The Head of the Department of Studies or the senior-most if there are more than one Head of Department of Studies in the Board, shall be the Chairman of the Board.

Provided that in case there is no Head of Department of Studies in any Board, an internal member of such Board nominated by the Vice-Chancellor shall be Chairman of the Board.

8.3 *Arrangement during absence of the permanent Chairman* : When the Chairman of a Board is absent, next senior most internal member shall act as Chairman.

8.4 *Power to co-opt members* : (1) The Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as members of the said Board for the purpose of considering any particular subject.

(2) Such co-option shall be by a resolution passed at a meeting of the Board of Studies provided that in case of urgency the resolution may be passed by circulation amongst the members of the Board of Studies.

(3) The members co-opted shall not exceed two at any time.

8.5 Powers and Functions of Board of Studies :

(1) The Board of Studies shall recommend the detailed courses of study and curricula for the different levels of students in the respective subjects and shall advise on all matters relating thereto referred to them by the Syndicate or the Academic Council or the Faculty or the Dean of the Faculty concerned.

(2) A Board of Studies may bring to the notice of the Academic Council or the Syndicate matters connected with examinations in its subject and address them on any matters relating to improvement in the courses of studies thereon.

- (3) The Board of Studies shall have power -
- to prepare schemes of examinations ;
 - to recommend text books for the several courses of study;
 - to prepare panel of names of persons suitable for appointment as paper-setters and examiners;
 - to prepare panel of names of experts and specialists for being appointed as members of the Boards of Appointments;
 - to advise the University authorities on such matters as may be referred to them;

Provided that in the panels prepared in exercise of the powers under clauses (iii) and (iv) above, the Board of Studies shall include persons from outside the University.

8.6 *Joint Meeting* : Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene, joint meetings of two or more Board of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting.

8.7 *Quorum* : The majority of the members of a Board of Studies shall form a quorum for its meetings.

8.8 *Opinion by Circulation* : The Vice-Chancellor may in urgent cases, obtain the opinion of a Board of Studies by circulation of any proposal among the members of the Board. Such opinion together with the action taken thereon shall be communicated to all the members.

CHAPTER - IX

Department of Studies

*9.1 There shall be the following Departments of Studies in the University -

1. Department of Studies in English and other European Languages
2. Department of Studies in Kannada
3. Department of Studies in Telugu
4. Department of Studies in Sanskrit, Pali and Prakrit
5. Department of Studies in Hindi
6. Department of Studies in Urdu, Persian & Arabic
7. Department of Studies in Dance, Drama & Music
8. Department of Studies in History
9. Department of Studies in Political Science
10. Department of Studies in Geography
11. Department of Studies in Economics
12. Department of Studies in Sociology
13. Department of Studies in Social Work
14. Department of Studies in Philosophy
15. Department of Studies in Psychology

16. Department of Studies in Physics
17. Department of Studies in Chemistry
18. Department of Studies in Mathematics
19. Department of Studies in Botany
20. Department of Studies in Zoology
21. Department of Studies in Geology
22. Department of Studies in Statistics
23. Department of Studies in Library Science
24. Department of Studies in Civil Engineering
25. Department of Studies in Mechanical Engineering
26. Department of Studies in Electrical Engineering
27. Department of Studies in Chemical Engineering
28. Department of Studies in Architecture
29. Department of Studies in Electronics
30. Department of Studies in Law
31. Department of Studies in Commerce and Management
32. Department of Studies in Education
33. Department of Studies in Physical Education
34. Department of Studies in Mass Communication
35. Department of Studies in Sericulture
36. Department of Studies in Computer Science & Engg.,
37. Department of Studies in Foreign Languages
38. --
- 39**Department of Microbiology
40. Department of Electronics
41. Department of Environmental Science

**inserted vide Notification No. SYN/S1/STT-1, 96-97 dated : 5.3.1997

CHAPTER - X

Creation of Additional Faculties

*10.1 In Addition to the Faculties enumerated in Section 28 of the Karnataka State Universities Act, 1976, the University shall have the following Faculties ;

- (1) Faculty of Communication
- (2) Faculty of Oncology

CHAPTER - XI

**11.1 The following are declared as authorities of the University under Section 20(g) of the Karnataka State Universities Act, 1976

Works Committee.

CHAPTER - XII

*Elections to the Authorities of the University
(will be printed separately)*

CHAPTER - XIII

Honorary Degrees or other Distinctions

13.1 The Senate may confer the following Honorary Degrees under Section 59 of the Act.
Doctor of Laws LL.D.

* Inserted Vide Notification No. SYN STT-2 89-90 dated : 14.8.90

** Inserted Vide Notification No. SYN STT-88-89 dated : 7.9.90
Inserted Vide Notification SYN STT-1 90-91 dated : 16.9.93

Doctor of Letters		D.Lit.
Doctor of Literature		D.Litt.
Doctor of Science		D.Sc.,

13.2 Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia.

13.3 The presentation of persons at the Convocation on whom honorary degrees are to be conferred, shall be made by the Vice-Chancellor or by a person nominated by the Syndicate for the purpose. The Vice-Chancellor or the persons nominated by the Syndicate as the case may be shall, while presenting the persons on whom the honorary degrees are to be conferred read a citation.

13.4 The Diploma or a certificate for an honorary degree shall be signed by the Chancellor.

CHAPTER - XIV

Diplomas and Certificates

14.1 *Diploma in the case of Degree Examinations* : A Diploma under the seal of the University and signed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree either at the Convocation ceremony or at a function that may be arranged by the heads of institutions concerned.

14.2 *Certificate in the case of Examinations other than those for a degree* : A certificate signed by the Vice-Chancellor shall be given to each successful candidate

at a University Examination other than an Examination for a degree. The certificate shall set forth the date of the Examination, the subjects in which the candidate was examined and the class in which he was placed.

14.3 *Conditions for issue of Duplicate Certificate and Diplomas*: A duplicate of a University diploma or certificate shall not be granted except in cases in which the Vice-Chancellor is satisfied, by the production of an affidavit signed before a Magistrate or otherwise, that the applicant has lost the certificate or diploma or that it has been destroyed. In such cases a duplicate superscribed as such and signed by the Vice-Chancellor may be granted on payment of a fee of fifteen rupees.

*14.4 *Transitory Statutes* : (1) Any person who has been declared successful in the Final Degree Examination conducted or deemed to have been conducted by the University and desiring to obtain the degrees or diploma certificate before the Convocation for the conferment of such degree or Diploma is held may apply to the Registrar along with a fee **rupees Fifteen for issue of the Degree or Diploma as the case may be.

(2) Thereupon the Registrar shall cause the issue of the Degree or Diploma certificate to the applicant.

(3) The Degree or the Diploma so issued shall be, as far as may be, in the same form as the one issued at a Convocation.

*Inserted vide Notification No. SYN 5 STT 76 dated : 29.6.76

**Revised vide Notification No. SYN 2 ORD 79, dated : 4.7.1980

CHAPTER - XV

Convocation for Conferring Degrees

15.1 *Convocations, Annual and Special* :

(i) Convocation for the purposes of conferring degrees shall be held twice a year and at other times as the Chancellor may direct. The second Convocation shall be held at the time of the Annual Meeting of the Senate and degrees shall be conferred only in absentia at this Convocation.

(ii) The Registrar shall, not less than forty-five days before the Convocation, cause a Notification to be published in one or more local newspaper and in the University Office indicating the place, date and time of the Convocation.

15.2 A special Convocation for conferring degrees or other distinctions may be held on such date and time as the Syndicate may, with the Chancellor's approval determine.

15.3 *Degrees to be taken at Convocation* : All those whose names appear in the list of successful candidates for any of the degrees of the University shall receive their respective degrees in person or in absentia at any Convocation held after such lists are approved by the Senate.

15.4 No candidate who has already been admitted to a degree and has been awarded his diploma shall be admitted at Convocation a second time to the same degree notwithstanding that he may have become qualified in an additional group or branch or in an additional language. An endorsement shall be made

upon his diploma setting forth the further examination passed by him with dates and class, if any.

15.5 *Application for admission to a degree* : (1) No candidate shall be admitted to the Convocation in person who has not submitted to the Registrar (Evaluation) his application for admission to the degree in the prescribed form along with a fee of *Rs. 25 so that it may reach him not later than thirty clear days before the date fixed for the Convocation. No person shall be admitted to the Convocation who has not thus applied.

(2) No candidate shall be admitted to a degree 'in absentia' at a Convocation who has not submitted his application to the Registrar (Evaluation) in the prescribed form along with a fee of *Rs. 20+ Rs. 5 postage so as to reach the Registrar (Evaluation), not less than thirty clear days before the date fixed for the Convocation.

(3) It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown to grant a Provisional Certificate to a candidate who is eligible for a degree prior to the Convocation, subject to such candidate being admitted to the degree.

15.6 *Declaration to be signed* : Candidates for degrees shall sign a declaration in the following form, before they are admitted to the several degrees for which they may have been recommended.

"We hereby solemnly declare and promise that, if admitted to the Degree of Bachelor of Arts, Bachelor of Arts (Hons'), Bachelor of Science, Bachelor of Science

* Revised vide Notification No. SYN 2 ORD 79 dated : 4.7.1980

(Hons'), Bachelor of Commerce, Bachelor of Education, Bachelor of Physical Education, Bachelor of Engineering, Bachelor of Medicine and Bachelor of Surgery, Bachelor of Laws, Bachelor of Science (Nursing), Bachelor of Dental (Surgery), Bachelor of Pharmacy, Bachelor of Architecture, Master of Arts, Master of Science, Master of Commerce, Master of Education, Master of Physical Education, Master of Laws, Master of Engineering, Master of Surgery, Doctor of Medicine, Master of Dental Surgery, Master of Pharmacy etc., for which we have been recommended, we shall in our daily life and conversation, conduct ourselves as befits members of this University, that we shall to the utmost of our capacity and opportunity support the cause of morality and Bound learning and that as far as in life, we shall uphold and advance the social order and well being of our fellowmen."

In the case of Professional Degrees, the following shall be added to the declaration :

"That we shall faithfully and carefully fulfil the duties of the profession to which we may be admitted by virtue of our degrees, that we shall on all occasions maintain their purity and reputation and that we shall never deviate from the straight path of their honourable exercise by making our knowledge subservient to unworthy ends."

15.7 *Attendance of Candidates* : The candidates who are to be awarded degrees at any University Convocation ceremony shall be required to come in such dress as may be prescribed by the University, and occupy their respective seats before the proceedings begin.

15.8 *Preliminary meeting of the Senate* : There shall be a meeting of the Senate preliminary to the

Convocation at which the reports of the Syndicate containing lists of Candidates recommended for admission to the various degrees shall be approved.

15.9 The Dean of each faculty or in his absence the senior member present, shall then move that the persons so recommended for the degrees related to his faculty be admitted to the several degrees for which they have been recommended.

15.10 *Convocation Procession* : On the passing of these motions, the Chancellor, the Vice-Chancellor, the Members of the Senate, Syndicate and the Academic Council shall pass in procession to the place where the Convocation is to be held, the order of the procession being as under :

- (1) The Registrar (Evaluation) who shall be the Mace Bearer.
- (2) Members of the Senate and Academic Council (in pairs)
- (3) The Registrar
- (4) The Vice-Chancellor
- (5) The Chancellor (followed by Aides-de-camp)

Members will walk abreast and separate at the dias when the members to the right go up on the dias from the right side and the members to the left on the left side. All will remain standing until the Chancellor and others in the procession have taken their seats.

15.11 *Conferment of degrees* : After the Chancellor, the Chief Guest, the Vice-Chancellor, the Members of the Senate, Academic Council and the Registrar (Evaluation) have taken their places, the Vice-Chancellor will request

the Chancellor to declare the Convocation open in the following words

"Mr. Chancellor,

I have the honour to request you, Sir, to declare the Convocation open."

The Chancellor will then declare the Convocation open.

The Chancellor will then say.

"Let the candidates be presented."

15.12 The Dean of each Faculty, or in his absence, a member nominated for the purpose by the Vice-Chancellor, shall present the candidates to the Chancellor, for the award of degrees relating to his faculty. The presentation will be in the following order :

1. Faculty of Arts
2. Faculty of Science
3. Faculty of Commerce
4. Faculty of Engineering
5. Faculty of Medicine
6. Faculty of Mental Health and Neuro Sciences
7. Faculty of Education
8. Faculty of Law
9. Faculty of Technology
10. Faculty of Communication
- *11. Faculty of Oncology

15.13 The Dean of each Faculty or the persons authorised in this behalf by the Vice-Chancellor will present the candidates thus :

*Vide Notification SYN STT -2 89-90, dated : 14.8.1990

"Sir,

I present the candidates whose names are set out in the list for the degrees of under the Faculty of ... They have been examined and found qualified for the respective degrees to which I pray they may be admitted."

All the candidates who belong to the various degrees under the Faculty will rise from their seats and bow to the Chancellor and then resume their seats.

15.14 When all the candidates are presented by all the Deans one after another in the order indicated in Statute 15.12 the Chancellor shall say to the candidates :

"By virtue of the authority vested in me as Chancellor of this University, I admit you to the various degrees awarded by the Bangalore University under the Faculties of Arts, Science, Commerce, Engineering, Medicine, Mental Health and Neuro Sciences, Education, Law, Technology, Communication and Oncology and I charge you that ever in your life, conversation you show yourself worthy of the same."

15.15 After all the candidates taking degrees *in person* have been admitted, the Chancellor will admit candidates taking the degrees *in absentia*. He will say-

"By virtue of the authority vested in me as Chancellor of this University, I admit also the rest of the candidates whose names are set out in the lists to their respective degrees in *absentia*."

15.16 After all the candidates taking degrees in person and *in absentia* have been admitted, the Vice-

Chancellor or a person nominated by him will the permission of the Chancellor with read extracts of commandments from the "Taittiriya Upanishat" both in the original and in Kannada.

15.17 The name of medalists and prize winners will then be read out by the Registrar. The candidates will proceed to the Chancellor to receive the prizes and medals, bow to the Chancellor and resume their seats. The medals and prizes will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar. The Registrar will submit the medals and prizes to the Chancellor in the order in which they are to be presented.

15.18 Convocation Address

- (a) The Vice-Chancellor shall introduce the Guest Speaker and request him to address the Convocation.
- (b) An address suitable to the occasion shall then be delivered by the person invited for the purpose or nominated for the purpose by the Chancellor. At the conclusion of the address the Chancellor will say,
"I dissolve the Convocation"

15.19 *Return Procession* : The procession will then return in the reverse order as follows :

Mace bearer

- (1) The Chancellor (followed by Aides- decamp)
- (2) The Vice-Chancellor
- (3) The Registrar
- (4) The members of the Senate and Academic Council (in pairs)

*15.20 Notwithstanding anything contained in Statutes 15.1 to 15.19 the Vice-Chancellor may, with reference to any particular Convocation, for reasons to be in writing by order, specify a different procedure to be adopted for conferment of degrees at such Convocation.

15.21 *Honorary Degrees* : The procedure indicated in Statutes 15.2 to 15.21 will apply generally in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the degree may make a brief speech after receiving the degree.

CHAPTER - XVI

Academic Robes

16.12 The candidates who are to be awarded degrees are required to come in white dress. The colour of the badges for the graduates of the different Faculties shall be as follows :

- | | |
|---|-----------------|
| 1. Faculty of Arts | - Green |
| 2. Faculty of Science | - Crimson |
| 3. Faculty of Commerce | - Golden Yellow |
| 4. Faculty of Engineering | - Blue |
| 5. Faculty of Medicine | - White |
| 6. Faculty of Mental Health
and Neuro Sciences | - Chacolate |
| 7. Faculty of Education | - Saffron |
| 8. Faculty of Law | - Violet |
| 9. Faculty of Technology | - Sky Blue |
| **10. Faculty of Communication | - Pink |
| ***11. Faculty of Oncology | - Light Brown |

*Vide Notification SYN 4 STT 77, dated : 29.11.77

**vide Notification No. SYN 79 STT 79 dated 6.12.79

*** Substituted vide Notification no. SYN 2 STT 90-91, dated : 6.12.90

CHAPTER - XVII

Institution and award of Medals and Prizes

17.1 A proposal for institution of Medals and Prizes shall be made to the Registrar in writing along with a cheque for an amount not less than Rs. 3000/- in the case of each medal and not less than Rs. 2,000/- in the case of each prize proposed to be instituted.

17.2 The Syndicate shall invest the monies endowed in Government securities as it may deem fit and award the medals and prizes from out of the interest accruing thereon. If in any year no medal or prize is awarded, the interest shall be added to the corpus of the endowment. In case the donor desires that the first medal or prize be awarded at a Convocation held before expiry of one year from the date of acceptance of the endowment, he may pay to the University separately in cash, the actual cost of such medal or prize.

17.3 The donor shall enter into an agreement regarding the conditions for award of the medals and prizes, as approved by the Syndicate.

17.4 The Syndicate or a committee appointed by the Syndicate for this purpose shall select candidates for award of the different medals and prizes in accordance with the provisions of these Statutes and the items of the agreement entered into by the respective donors.

17.5 The Syndicate shall have power to award a cash prize whenever the interest accruing out of the endowment is not sufficient for the award of the Gold Medal.

*17.6(a) Only a candidate passing all the University Examinations of the concerned course in the first attempt shall be eligible for the award of the Gold Medal.

(b) The candidate should secure not less than 60 percent of marks in the aggregate of all the examinations in the concerned course.

(c) He/she should secure the highest marks in the subject or group of subjects for which the award is instituted by the donor.

(d) If no candidate secures 60 percent during the year, a cash prize shall be awarded to the candidate passing all the University examination of the concerned course in the first attempt and also securing not less than 50 percent in the aggregate of all the examination in the concerned course subject or group of subjects for which the award is instituted.

(e) If two or more candidates secure equal marks in the concerned subject or group of subjects the amount available for the medal shall be divided equally and cash prize awarded.

17.7 No prize or medal shall be instituted or awarded on communal or institutional basis.

17.8 The medals shall bear an inscription containing the name of the medal, the name of the winner, the year of award and the seal of the Bangalore University on the reverse side.

17.9 The medals and prizes shall ordinarily be awarded at the Annual Convocation of the University. A

*substituted vide Notification no. SYN 4 STT 76, dated: 13.12.79

full list of the medallists and prize winners shall be published before the 15th of September every year and the candidate concerned informed of their having won the medals or prizes as the case may be, to be awarded at the ensuing Annual Convocation. In case of the winner of a medal/prize does not apply for admission to the degree at the Annual Convocation of the year, the medal/prize shall not lapse but shall be given to him after the degree is conferred on him at any subsequent Convocation.

17.10 Full particulars of the recipients for the medals/prizes shall be sent to the respective donors or to their legal heirs after award of the medals/prizes each year.

CHAPTER - XVIII

*Statutes for conferring the title "Professor Emeritus"

18.1 The Senate may, on the recommendation of the Syndicate on a proposal made by the Vice-Chancellor, confer the title of "Professor Emeritus" on any University Professor on or after his retirement in recognition of his eminent service to University education, scholarship and research.

18.2 The Emeritus Professor shall not participate, in the ordinary, regular teaching in a department. He may however, be requested to deliver a course of special lectures on the subject of his study or research and guide the research work of such students as might be assigned to him by the University.

* inserted vide Notification No. SYN 3 STT 76, dated : 28.1.1981

18.3 The Emeritus Professor shall be provided with facilities for research in the Libraries and Laboratories of the University and while in residence on the University Campus at the invitation of the University. He shall be paid an honorarium of Rs. 1000/- p.m.

18.4 He shall be eligible for TA and DA for his visits to the University at rates to be fixed by the Vice-Chancellor with the approval of the Chancellor. This will be in addition to the honorarium paid.

18.5 The privileges and obligations under Statute 18.2, 18.3 and 18.4 shall continue till the recipient attains the age of 65 years.

CHAPTER XIX

Scholarships and Fellowships Scholarships

19.1 The Senate may in consultation with the appropriate authorities of the University institute Scholarships for pursuing courses of Studies in the University.

19.2 A proposal for the institution of a Scholarship by an individual or Institution shall be made to the Registrar in writing accompanied by a Demand Draft or by a Bank receipt for the amount deposited.

19.3 No scholarships shall be instituted and awarded by the University on the basis of religion, caste, community or institution.

Fellowships

19.4 The Senate may in consultation with the appropriate authorities of the University institute Fellowships for conducting Research.

CHAPTER XX

Special Scholarships

20.1 Special Scholarships shall be awarded only to the children of University employees who dies while in service and of those who sustain severe injuries and are permanently incapacitated while discharging public duties and whose salary does not exceed Rs. 1,000 per month.

20.2 The rates of the special Scholarships applicable to the several grades shall be as follows :

Standard in School or nature of study	Rate of Special Scholarships
(1) Standard I to VII	Nil
(2) Standard VIII to IX	Rs. 5/- p.m.
(3) Technical studies	Rs. 8/- p.m.
(4) Degree Classes	Rs. 10/- p.m.

20.3 The application shall be in the prescribed form (Appendix) and should be addressed to the Registrar, Bangalore University.

20.4 The special Scholarships shall be awarded to pupils studying in recognised institutions upto and including the 3 year degree course only. In the case of female children the Scholarships shall cease as soon as they get married, if that be earlier.

20.5 All pupils who are in receipt of special Scholarships shall be exempted from the payment of tuition fees which include Laboratory fees for Science subjects.

20.6 The special Scholarships shall be tenable for 10 months in a year.

20.7 The pupils who are in receipt of other Scholarships shall not be eligible for special Scholarships, subject to the condition that the other Scholarships are more advantageous to them.

20.8 If a candidate fails in the annual examination for the first time and if the failure is on medical grounds, the Scholarships shall be granted to the failed student at the rate of $\frac{2}{3}$ rd of the original rate for the one occasion only, subject to the condition that the student produces satisfactory evidence to the effect that he/she was not in a position to study and pass the examination.

20.9 The Scholarships shall be renewed subject to the usual condition of satisfactory report of progress, good conduct and regular attendance at the educational institution.

20.10 The Scholarships shall be sanctioned by the Vice-Chancellor, if, however, any case is proposed to be rejected, approval of the Syndicate will have to be obtained before issuing an endorsement to the party.

Appendix

Form of Application for Special Scholarships

(Vide Statue 20.3)

(to be used by the guardian of the children of the deceased official)

1. Name, and designation of the deceased official while in University service.
2. Date of death and reasons for the official's death or injury sustained in the performance of public duties (whether the death/injury has occurred out of Head Quarters, whether the officer was on duty and other circumstances of the death/injury)
3. Particulars of his University service, i.e.,
 - (a) Date of entry into service
 - (b) Nature of the appointment held
 - (c) Salary drawing at the time of death
4. The amount of Insurance for which he had insured and the amount received by the family.
5. Provident Fund sanctioned and received
6. Details of the property, if any, held by the official
7. Annual Income received by the family out of the property
8. Any other income available to the family
9. Names of all children and close dependents of the official (relationship to be indicated clearly)
10. Their dates of birth and age
11. The names of all the children attending recognised institutions and colleges.

12. The names of schools, colleges etc and classes they are attending
13. Has the progress card of the previous year in respect of each student been attached? (to be attached without fail)
14. Whether they are in receipt of any Scholarship or other benefit from Government or other funds.
15. Name, occupation and annual income of the guardian applying for the special scholarships on behalf of the said children (relation of the guardian to the deceased official to be indicated)

Signature of the

Signature of the

Head of the Institution

Authority recommending

Signature of the Guardian

Date Date Date

CHAPTER XXI

Teachers of the University

21.1 *Teachers of the University* : (i) Teachers of the University shall be ;

Appointed teachers of the University;

'Appointed teachers of the University' shall be either.

- (a) Salaried employees of the University appointed as Professors, Readers or Lecturers or other teachers of the University, or
- (b) Professors, Readers, or Lecturers or teachers of the University appointed by the University to work on honorary basis.

Note : Other teachers of the University may include Associate Professors, Assistant Professors, Assistant Associate Professors, Tutors and Demonstrators.

*21.2 *Age of retirement :* Subject to the terms of any contract entered into under Section 49 of the Act, a person appointed as the permanent teacher of the University shall be entitled to be in the service of the University until he/she completes the age of sixty years. If the age of superannuation is attained in the middle of the academic year, the teacher shall continue till the end of that academic year on re-employment basis subject to condition of such terms as specified by the University regarding physical fitness and payment etc.,

21.3 *Duties of teachers in the University:* The following shall be the duties of teachers :

(1) It shall be duty of Head of Department -

- (i) to conduct research work by himself ;
- (ii) to supervise generally research and advanced work of his department ;
- (iii) to guide research of students in his specialized branch;
- (iv) to be in charge of general management of the department and organization of teaching work, laboratories, museums and other branches in his department ;
- (v) to deliver or hold not less than fifty lectures or classes per year ; and

*Substituted vide U.O., No. SYN 2 STT 81, dated : 28.7.81

(vi) to advise the Academic Council or the Syndicate when so required with regard to any University Course of Study or Examination or other matters relating to the subject and to do such other duties as may be allotted by the Vice- Chancellor from time to time ;

(2) It shall be the duty of a Professor who is not the Head of Department-

- (i) to conduct research work by himself;
- (ii) to guide research students in his specialized branch; and
- (iii) to deliver or hold not less than fifty Lectures or classes per year; and do such other duties as may be allotted by the Vice-Chancellor from time to time;

(3) It shall be the duty of a Reader -

- (i) to conduct research work;
- (ii) to guide research students in his branch of specialisation allotted to him by the Professor;
- (iii) to deliver or hold not less than seventy-five lectures or classes per year ; and
- (iv) to assist the Head of Department in such departmental matters as required by him and such other duties as may be allotted by the Vice-Chancellor from time to time;

(4) A Lecturer shall work under the direction of the Head of the Department concerned and shall assist him in the discharge of the administrative duties of the Department, in addition to his teaching work and such other duties as may be allotted to him by the Head of the Department.

CHAPTER - XXII

The Bangalore University Employees (Teachers) Seniority Rules

22.1 Nothing in the Statutes contained in this chapter shall be applicable to any person appointed as a local candidate so long as he is treated as such.

Explanation : For the purpose of this Statute, 'Local candidate' in service means a temporary employee of the University appointed in the University and not appointed regularly as per the relevant Section of the Bangalore University Act, 1964 and the Karnataka State Universities Act, 1976.

22.2 Subject to the provisions hereinafter contained, the seniority of a person in a particular cadre of service or class of posts shall be determined as follows :

(a) Teachers appointed substantively to permanent posts in clear vacancies shall be senior to persons appointed to temporary posts in the same cadre of service or class of post;

(b) Subject to the completion of the prescribed period of probation satisfactorily, the seniority *interse* of teachers appointed under the relevant Sections of the Bangalore University Act 1964; and the Karnataka State Universities Act, 1976 in the University Service in any cadre shall be determined as per the order of preference in which candidates were arranged by the Board of Appointments or the competent authority;

(c) The seniority *interse* of teachers in any cadre shall be on the basis of the continuous length of service

in the post in any of that cadre, provided that where the length of service of two or more teachers in the cadre is the same, the relative seniority shall be determined on the basis of the grade of the post and the initial pay fixed in the grade on which the appointments were made:

Provided further that if the *interse* seniority of two or more teachers in a post cannot be determined even by application of the above rules, the dates of birth shall be the determining factor, the senior in age being regarded as senior amongst such teachers.

Note : In case of teachers allotted to the University under the provisions of the Act, the date of his initial appointment to the post held continuously upto and to the date of such allocation shall be the date for purposes of determining his seniority in that post.

(d) If the *interse* seniority of teachers in a cadre cannot be determined by the application of any of the above, their seniority shall be as per their seniority in their lower cadre.

22.3 Cases which cannot be determined by the application of any of the above rules shall be determined in such a manner as may be decided by the Syndicate.

CHAPTER - XXIII

Statutes governing the service condition of the Teachers in the colleges affiliated to Bangalore University

*23.1(a) All appointments to the posts of Professors, Readers and Lecturers and such other teaching posts in the Government Colleges affiliated to the University, shall be made in accordance with the Recruitment Rules of the Government in force from time to time.

(b) All appointments to the posts of Professors, Readers and lecturers and such other teaching posts as may be recognized by the University.

(i) In the aided private colleges affiliated to the University shall be made in accordance with the Grant-in-Aid rules of the Government in force from time to time, provided, however that the University expert on the subject shall also be included in the Board of Appointment of selection of candidates.

(ii) In the unaided private colleges affiliated to the University shall be made only after due advertisements. Selection of teachers for appointments to the various cadres in the affiliated colleges shall be made by a duly constituted committee approved by the Syndicate including an expert nominee of the University.

Provided temporary vacancies lasting for a period of not more than six months may be filled by the management with the concurrence of the Vice-Chancellor.

*inserted vide Notification No. SYN 4 STT 80 dated : 13.1.1981

Provided further, that the above mentioned procedure shall not be applicable to the promotional vacancies in the aided institutions, wherein the method of recruitment to the promotional vacancies shall be the same as prescribed by the Government from time to time and in the case of unaided institutions in accordance with the rules of recruitment of the college concerned duly approved by the University.

23.2 No teacher shall be appointed in any affiliated college unless he possesses the qualifications prescribed by the University.

Provided no teacher who has already been appointed permanently and whose appointment has been approved by the University shall be disqualified for holding the post consequent upon any change of Rules.

23.3 The pay and allowances of teachers shall not be less than the scales of pay and allowances of teachers of corresponding status in the Government Colleges.

23.4 The number of posts and status of members of the teaching staff of each Department of a college shall not be less than those prescribed by the University time to time.

No new category of teaching posts be created without prior approval of the University. No posts shall be abolished except on the discontinuance of the subject concerned or consequent on the reduction in the number of sections due to fall in the strength of students and with the prior approval of University.

23.5 Every teacher shall be appointed on probation for a period of one year, after satisfactory completion of which he shall be confirmed.

During the period of his probation, the teacher concerned shall be informed of the unsatisfactory performance, if any, at intervals of three months and an opportunity given to him to improve himself in case of any lapses reported noticed during the course of performing the duties assigned to him. The probationary period may be extended, if necessary by another year, and if his work is still found not satisfactory, his services may be terminated with the approval of the University after giving him one month's notice.

23.6 When the vacancy to which the teacher is appointed is temporary, the services may be terminated at the end of the temporary period. If the vacancy is continued, the same teacher may be continued provided other things are equal and his/her work and conduct are found to be satisfactory. A temporary teacher shall be given increment, as and when they accrue, as in the case of a permanent teacher, if the pay is graded one.

23.7 Increments shall be granted, as and when they accrue, and shall not be withheld without the approval of the competent authority and University. The period of probation shall count for increments.

23.8 No part time teacher shall be appointed when there is work-load for services of a full-time teacher and provided further that no full-time teacher working in any University College or an affiliated college shall be considered for appointment as part-time teacher.

23.9 No teacher shall quit the service of the college without giving three months notice after he is confirmed or one month's notice, if he/she is temporary on probation. In case the teacher does not

give the requisite notice, he shall pay to the management an amount equal to three months' salary, or one month's salary, as the case may be.

23.10(a) The services of a teacher in any affiliated college shall not be terminated by the management without the prior approval of the University.

(b) In case of breach of provision contained in Statute 23.10(a) the University shall recommend the disaffiliation of the Institution after observing all formalities as contemplated in the Act, Statutes and Ordinances.

23.11 The Principal shall be the Head of the College and responsible for the internal administration of the college and shall have the powers necessary to carryout his/her responsibilities, subject to the general control of the management.

23.12 The senior most teacher of the respective affiliated college who has the rank of a Professor/ Associate Professor or Reader shall ordinarily be the Principal of the College. This rule can be relaxed by the Syndicate in special cases.

23.13 The whole-time service of every teacher shall be at the disposal of the College and he shall not, without previous permission of the Governing Body, engage directly or indirectly in any trade, business or private tuition or write notes on books prescribed for the examinations of the University.

23.14 No teacher shall ordinarily be required to teach in excess of the number of hours prescribed by the University. He/she is expected to take active part in such extra curricular activities as may be assigned to him. However, in special cases, he may be assigned

extra teaching work according to exigencies, at the discretion of the Principal, for a period of not exceeding three months.

23.15 Every teacher shall be present at the college during working hours, whether he/she has teaching work or not. Every teacher shall be present on the last working day and on the reopening day unless prevented by sickness or on other reasonable grounds.

23.16 A teacher appointed temporarily, who has been in service for a minimum period of six months and in service on the last working day of the session shall be entitled to vacation salary, unless he is acting against a permanent teacher on leave, returning to study before or during vacation. This Statute will not apply to teacher who is appointed for a period of less than six months, in the same academic year.

23.17 The management on the recommendation of the Governing Body may dismiss a teacher or terminate his services, or impose other punishments for neglect of duty, misconduct, disobedience of orders, indiscipline, inefficiency. However, no order of dismissal, termination of service or other punishment, shall be imposed on a teacher unless a charge has been framed and an enquiry into the matter is conducted by impartial body and on the approval of the University.

23.18 A teacher may be placed under suspension by the management on the recommendation of the Governing Body pending enquiry into his misconduct, etc., During the period of suspension, a teacher shall be paid subsistence allowance as per KCS Rules. In all cases of suspension final orders shall be passed before the expiry of six months from the date of suspension.

23.19 All cases of suspension and punishment shall be reported to the University forthwith.

An appeal can be made to the Vice-Chancellor against the order of dismissal, within 30 days from the date of receipt of the orders by the aggrieved party. The decision of the Vice-Chancellor thereon be final.

23.20(a) The age of retirement of a teacher shall be sixty years, provided however, that the management may retire a teacher on his attaining the age of superannuation as may be prescribed by the Government from time to time for Government Aided Colleges.

(b) If a teacher is due to retire in the middle of the Academic Year, he/she may be retained till the end of the Academic Year.

23.21 The management shall institute a Contributory Provident Fund Scheme for the permanent teachers of the College. The contribution to the Fund shall be at such rates as may be approved by the University :

Provided the management shall adopt such other schemes advantageous to the teachers that the Government might introduce from time to time.

23.22 Every teacher shall entitled to leave as per KCSRs.

23.23 Every teacher shall apply for any appointment through the Principal and the Principal shall forward all such applications.

23.24 For every teacher (including temporary and part time) a Service Register shall be maintained in the prescribed form.

23.25 Nothing in these Statutes shall preclude the management from making such additional rules, not inconsistent with these Statutes, as may be deemed necessary, for the efficient management of the college which shall be got approved by the University :

Provided that where any conflict arises between the Government Orders relating to service conditions of teacher staff in the aided (Affiliated) colleges and those contained in the above mentioned twenty-five Statutes, the Government Orders shall prevail.

CHAPTER XXIV

Statutes regarding Classification and Qualifications of Teachers in the Affiliated Colleges

*24.1 The teachers of the Affiliated Colleges shall be classified as follows :

(a) Professors (b) Readers (c) Lecturers

24.2 The minimum educational qualifications for the three classes of teachers shall be as indicated in the Annexure.

24.3 The senior-most teacher in an Affiliated College of the Status of Professor or Reader shall be chosen for appointment as the Principal.

*24.4 Relaxation of the qualifications mentioned in Statutes 24.2 and 24.3 may be made by the Syndicate in special cases.

Annexure

The minimum educational qualifications required for appointment of different classes of teachers.

1. Faculty of Arts, Science and Commerce

- (i) **Professors** : I or II Class Master's Degree or I or II Class Honours Degree with research Degree, in the particular subject, with 10 years professional experience or experience of teaching degree or Post-Graduate classes or capacity to carryout independent research work and to guide students for research degree.
- (ii) **Readers** : I or II Class Master's Degree or I or II class honours Degree with research degree in the particular subject with 5 years professional experience or experience of teaching degree or post graduate classes or published work of recognised merit.
- (iii) **Lecturers** : I or II class Master's Degree, provided persons holding III Class Master's Degree who have had at least 3 years experience as tutors and demonstrators and whose work had been satisfactory shall be eligible to hold the post of Lecturers.

Provided that such Lecturers shall not be entrusted with teaching work relating to Honours/Postgraduate classes.

Provided further that the relaxation regarding III Class Master's Degree holders shall apply only to existing tutors and demonstrators.

*Inserted vide Notification No. SYN/ 1 STR 80 dated : 2.7.81

2. *Faculty of Medicine :*

- (a) The qualifications prescribed by the Medical Council of India for appointment of teachers in Non-clinical, clinical and para-clinical subjects shall be prescribed for recognition of teachers in corresponding subjects in the Constituent Colleges.

Any changes made by the Medical Council of India from time to time shall be applicable *mutatis mutandis* for recognition of teachers in the University also.

- (b) The qualifications prescribed by the Dental Council of India for appointment of teachers in Dental Health shall be prescribed for recognition of teachers in corresponding subjects in the Constituent Colleges.

- (c) The qualifications prescribed by the Indian Nursing Council for appointment of teachers in Nursing subjects shall be prescribed for recognition of teachers in corresponding subjects in the Constituent Colleges.

Any changes made by the Indian Nursing Council from time to time shall be applicable *mutatis mutandis* for recognition of teachers in this University also.

- (d) The qualifications prescribed by the Central Council of Indian Medicine, for appointment of teachers in Shuddha Ayurveda subjects shall be prescribed for recognition of teachers in corresponding subjects in the Constituent colleges.

Any changes made by the Central Council of Indian Medicine from time to time shall be applicable *mutatis*

mutandis for recognition of teachers in this University also.

- (e) The qualifications for recognition of teachers in Pharmacy shall be as follows :

- (i) *Professor* : Post - graduate degree in Pharmacy of any recognized University with five years' teaching experience.
- (ii) *Reader* : Post - graduate degree in Pharmacy of any recognized University with 3 years teaching experience.
- (iii) *Lecturer* : A degree in Pharmacy of a recognized University.

- (f) The following qualifications shall be prescribed for recognition of teachers in Aviation Medicine:

- (i) *Professor of Physiology* : M.D. in Physiology with 5 years teaching experience.
- (ii) *Professor of ENT* : M.S. in ENT with 5 years teaching experience.
- (iii) *Professor of High Altitude Physiology*: M.D. in Physiology plus Diploma in High Altitude Physiology.
- (iv) *Professor of Electronics* : Master's Degree in Electronics with 5 years teaching experience.
- (v) *Professor of Physics* : Qualifications shall be same as those prescribed for the Professor's Post under Science Faculty.
- (vi) *Reader in Psychiatry* : M.D. and D.P.M. or M.D. and Diploma in Psychiatry with 3 years teaching experience.

- (vii) *Reader in Medical Engineering : B.E in Electronics with 2 years teaching experience.*
- (viii) *Reader in Aviation Medicine : Diploma in aviation Medicine with 3 years teaching experience.*
- (ix) *Lecturer in Aviation Medicine : MBBS and Diploma in Aviation Medicine.*

3. *Faculty of Technology :*

The following qualifications shall be prescribed for recognition of teachers in Textile Technology:-

Professor : A Master's Degree in Textile Technology/ Textile Manufacture / Textile Chemistry/ Textile Physics/ Textile Testing of a recognized University with 5 years teaching experience.

Reader : A Master's Degree in the appropriate subject of Textile Technology of a recognized University with 5 years teaching experience.

Lecturer : A degree in appropriate subject of Textile Technology of a recognized University with 5 years teaching experience.

4. *Faculty of Law :*

The following shall be the qualifications for recognition of teachers in the Faculty of Law.

Professor : A First Class Master's Degree in Law of a recognized University with 5 years Teaching/Professional experience.

A Second Class Master's Degree in Law of a recognized University with 10 years Teaching/Professional experience.

Reader : A Master's Degree in Law of a recognized University with 2 years Teaching/Professional experience or II Class Degree in Law with 7 years Teaching / Professional experience.

5. *Faculty of Education :*

The following shall be the qualifications for recognition of teachers in the Faculty of Education :

Professor : A Master's Degree in Education of a recognized University with 5 years teaching experience

Reader : A Master's Degree in Education of a recognized University with 3 years teaching experience.

Lecturer : A Master's Degree in Education of a recognized University with 3 years High School teaching.

6. *Physical Education :*

The following shall be the qualifications for recognition of teachers in Physical Education :

Professor : A Master's Degree in Physical Education of a recognized University with 5 years teaching experience

Reader : A Master's Degree in Physical Education of a recognized University with 3 years teaching experience.

Lecturer : A Master's Degree in Physical Education of a recognized University with professional experience.

7. *Faculty of Engineering :*

The following shall be the qualifications for recognition of teachers in Engineering.

Professor : A First or Second Class Master's Degree in the appropriate branch of Engineering of recognized University with atleast 5 years teaching experience after obtaining the Post Graduate Degree.

Reader : A First or Second Class Master's Degree in the appropriate branch of Engineering of a recognized University with atleast 3 years teaching experience after obtaining the Post-Graduate Degree.

Lecturer : A First or Second Class Master's Degree in the appropriate branch of Engineering.

CHAPTER XXV

Statutes governing the Cadre and Recruitment of the Employees (Non-Teaching) of the University

25.1 Definitions : In this chapter unless the context otherwise requires,

(a) 'The Act' means the Karnataka State Universities Act, 1976

(b) 'Appointing Authority' means the authority competent to make appointments under the provisions of the Act.

(c) 'Direct Recruitment' in relation to any post means appointment otherwise than by promotion or transfer or deputation but shall include re-employment.

(d) 'Promotion' means appointment of a member of the University service from a post or grade of service or class of service to a higher post or grade of service or class of service.

(e) 'Selection' means selection in accordance with these Statutes.

(i) after consulting a Selection Committee, if any, appointed for the purpose under these Statutes;

OR

(ii) by the appointing authority where no Selection Committee has been constituted.

25.2 *Method of Recruitment* : In respect of each category of posts specified in Column (1) of the Schedule, the minimum qualifications, the period of probation, if any, and the method of recruitment, shall be as specified in the corresponding entries in columns (3), (4) and (5) of the said Schedule.

Proviso : (a) In the event of non-availability of candidates possessing the prescribed qualifications candidates with lesser qualification may be appointed on a purely temporarily basis.

(b) In very special cases, the prescribed qualifications or period of probation, if any, may be, relaxed by the appointing authority for reasons to be recorded in writing.

25.3 *Procedure for Appointment* :

(i) Where a post is required to be filled by direct recruitment, appointment shall be made on merit, after advertising the post.

(ii) Where a post is required to be filled by promotion

(a) if it is to a selection post or to a post to be filled by promotion by selection, the appointment shall be made by selection of a person on the basis of merit and suitability in all respects to discharge the duties of the post, with due regard to seniority from among persons selected for promotion;

(b) if it is a post other than referred to in subclause (a) appointment shall be made by selection of a person on the basis of seniority-cum-merit, that is, seniority

subject to the fitness of the candidate to discharge the duties of the post from among persons eligible for promotion.

25.4 In the case of any appointment to be made on promotion, no one shall, unless otherwise specified under these Statutes, be considered eligible for such appointment until he acquires the qualification prescribed for the post in question.

25.5 *Disqualifications for Appointment* : (i) No person shall be eligible for appointment in the University unless he is a citizen of India provided that the University may, in special cases to be recorded in writing, authorize, subject to such conditions as may be considered expedient, the appointment of a person who is not a citizen of India :

(ii) No person who has more than one wife living and no woman who has married a person already having another wife, shall be eligible, for appointment in the University.

Provided that the University may, if satisfied that there are special grounds for doing so, exempt a person, from the operation of this sub-rule.

(iii) No person who attempts to obtain extraneous support by any means for his candidature, either from officials or from non-officials shall be considered eligible for appointment in the University.

(iv) No applicant for appointment to a post in the University shall be considered for appointment if he is at the time of his application in permanent or temporary employment in State or Central Government or in any other University and has made the application without the

consent of the Head of the Department or of the Government or of the authority as the case may be under whom he is already employed :

Provided that this sub-rule shall not be applicable to a person employed as a local candidate so long as he is treated as such.

25.6 *Age limits for appointment* : (1) Every candidate for appointment to the University service by direct recruitment must have attained the age of eighteen years and must not have attained the age of :

Thirty-five years in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes; Thirty years in the case of persons belonging to other backward classes and twenty-eight years in the case of any other person on the last day fixed for receipt of applications :

Provided that when recruitment to the University service is by examination or selection, any University employee who on the aforesaid date is holding an appointment substantively or has been in continuous University service for a period of not less than one year and has not attained the age of 40 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and 35 years in the case of others, shall also be eligible for appointment.

(2) Notwithstanding anything contained in sub-rule (1), the maximum age limit for appointment shall be deemed to be enhanced in the following to the extent mentioned, namely:-

(i) (a) in the case of a candidate who is or was holding temporarily a post under the University or Government or holding a post under a local authority (or

a corporation owned or controlled by the Government), by the number of years he is or was holding such post;

(b) in the case of candidate who is an ex-servicemen discharged from service by reason or demobilization, retrenchment or retirement, by the number of years of military service rendered by him.

(ii) The upper age limits shall not be applicable to applicants for the posts of Registrar / Finance Officer / Registrar (Evaluation) / Librarian of the University Library and such other posts as may be notified in this behalf from time to time.

(iii) The age restriction can be relaxed by relaxed by the University in special cases for reasons to be recorded in writing.

25.7 Procedure relating of ranking of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes :

(1) The selection of candidates in respect of quota of posts reserved for Scheduled Castes, Scheduled Tribes or Backward Classes shall be made in the order of merit of candidates belonging to such castes, tribes or classes as the case may be, irrespective of their relative rank compared with other candidates.

(2) Notwithstanding anything contained in sub-rule (1), candidates belonging to Scheduled Castes, Scheduled Tribes or Backward Classes, who have qualified for appointment in a competitive examination, shall be entitled to be appointed in the order of merit of all the candidates who are qualified for any particular class of candidates.

**25.8 Reservation of Vacancies :* (a) Barring the posts of Registrar, Finance Officer, Registrar (Evaluation), Librarian or any other Statutory post, in all cases of direct recruitment, vacancies shall be reserved for the Scheduled Castes, Scheduled Tribes and other Backward Classes, viz.

- (i) Backward Communities
- (ii) Backward Castes,
- (iii) Backward Tribes,
- (iv) Special Group as the relevant Government orders issued in this behalf from time to time.

(b) All vacancies to be filled by direct recruitment arising in any calendar year in any category of posts shall be specified according to percentage of reservations made for Classes. A separate register shall be maintained in which particulars relating to the vacancies shall be entered.

(c) Direct recruitment for appointment to post shall ordinarily be made every year and the Registrar shall report the vacancies along with the number of vacancies reserved for Scheduled Castes, Scheduled Tribes and other Backward Classes to the Karnataka Public Service Commission or other selecting authority as soon as possible after the list of vacancies is ready; provided that whenever the number of candidates actually selected in any recruitment is less than the number of vacancies advertised, the number of posts reserved for Scheduled Castes, Scheduled Tribes and other Backward Classes shall be calculated proportionately on the basis of the number of candidates actually selected.

* Substituted vide Notification No. SYN 13 STT 76, dated 3-2-77.

25.9 (1) For the purpose of reservation the Backward Classes shall be the following viz., Scheduled Castes as specified in the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956 and as per relevant Govt. Orders issued in this behalf from time to time.

(2) Scheduled Tribes as specified in the Scheduled Caste and Scheduled Tribes Lists (Modification) Orders issued in this behalf from time to time.

(3) Backward Tribes as specified in the lists in the Government Order No GAD 2 SBC 75, Bangalore, dated 9.7.1975 and as per relevant Govt. orders issued in this behalf from time to time.

(4) Other Backward Classes as defined below; and as per relevant Govt. Orders issued in this behalf from time to time.

- (i) A person shall be deemed to belong to other backward Classes if the income of his parent/guardian (if parent is not alive) does not exceed Rs. 10,000/-p.a. and
- (ii) Such parent / guardian (if parent is not alive is an actual cultivator, artisan, petty businessman, holding an appointment in inferior service (i.e., Class IV in government service or corresponding services under Private employment including casual labour), or engaged in any occupation involving manual labour.

25.10 In the matter of determining as to whether a person belongs to other Backward Classes, the orders issued by Government in the matter from time to time shall be followed.

25.11 (a) In a recruitment to category of posts, if a person belonging to the Scheduled Castes who is suitable for appointment is not available for being selecting for a vacancy reserved for such castes, such vacancy shall be filled by selection of a candidate belong to the other Backward Classes. Similarly if a candidate belonging to Scheduled Tribe is not available for selection to a vacancy reserved for such Tribes, such vacancy may be filled by selection of a candidate belong to other Backward class. If candidates belonging to other Backward classes are not available in either of the two vacancies, the said vacancies may be filled up on the basis of general merit. In such cases when the vacancies reserved for Scheduled Castes or Scheduled Tribes, are filled by candidates not belonging to the Castes or Tribes, the vacancies lost to the these Castes or Tribes shall be carried forward to the next occasion of recruitment to the same category of posts.

(b) On the second occasion of recruitment vacancies shall be reserved for Scheduled Castes, Scheduled Tribes, Backward Tribes and other Backward Classes in accordance with the above provisions. Out of the vacancies so reserved for other Backward Classes, the number of vacancies carried forward in accordance with clause (a) shall be deducted from the vacancies reserved for other backward classes and added to the number of vacancies reserved for Scheduled Castes and or Scheduled Tribes as the case may be. Vacancies so reserved shall be filled as indicated in Statute 25.11 (a) above, if suitable candidates belonging to the Scheduled Castes and Scheduled Tribes are not

available and the vacancies so unfilled carried over to the next recruitment.

(c) On the third occasion of recruitment to the same category of posts, the number of vacancies reserved for Scheduled castes and Scheduled Tribes carried forward from the second occasion of recruitment in accordance with clause (b) shall be similarly added to the number of vacancies reserved on the third occasion for Scheduled Castes and Scheduled Tribes.

(d) If on the third occasion of recruitment, the vacancies reserved for Scheduled Castes and Scheduled Tribes on that occasion and those carried forward from the first and second occasions cannot be filled by reason of the non-availability of suitable candidates belonging to the Scheduled Castes and Scheduled Tribes, such vacancies shall be filled by selection of suitable persons on the basis of merit and there shall be no further carry forward of the vacancies to the next occasion or recruitment.

25.12 Notwithstanding anything contained in the above Statutes : (a) (i) One vacancy shall be reserved for candidates belonging to the Scheduled Castes where the total number of vacancies to be filled at any recruitment is not less than three and not more than seven and two vacancies shall be so reserved where the total number of such vacancies is not less than eight and not more than Fourteen.

(ii) One vacancy shall be reserved for candidates belonging to the Scheduled Tribes where the total number of vacancies to be filled at any recruitment is not less

than five and not more than twenty and two vacancies shall be so reserved where the total number of such vacancies is not less than 21 and not more than Forty.

(b) When any vacancy or vacancies are reserved for candidate belonging to the Scheduled Castes and Scheduled Tribes under sub-clauses (i) and (ii) of clause (a), such number of vacancies, if any, shall be reserved for candidates belonging to Backward Tribes and other Backward Classes so that the total reservation in favour of Scheduled Castes and Scheduled Tribes, Backward Tribes and other Backward Classes shall not exceed forty-nine percent of the total number of vacancies to be filled in such recruitment.

25.13 A person claiming to belong to the other Backward Classes shall, along with his application for appointment, produce a certificate issued not earlier than One year by a Revenue officer not below the rank of a Tahsildar, in the form specified in the relevant Govt. Orders issued in this behalf from time to time. A person belonging to the Scheduled Castes / Scheduled Tribes shall also produce a certificate in the form prescribed in the relevant Government orders issued in this behalf from time to time.

Chapter XXVI

*Conditions of services of the employees of the Bangalore University

26.1 In the absence of rules regarding the service conditions of the University applicable to University

*inserted vide Notification No. SYN 6 STT 79, dated : 20.2.81

SCHEDULE
(VIDE STATUTE NO. 25.2)
Vide Notification No. SYN B 3 STT 81-82, dated : 5.8.1981

Category of Post	Pay Scale in Rs.	Minimum qualifications prescribed	Probation Period	Method of Recruitment
1	2	3	4	5
1. UNIVERSITY OFFICE				
Registrar Finance Officer Controller of Examinations Dean of Students' Welfare Deputy Registrar		Vide Sections 14, 15, 16 and 18 of the Karnataka State Universities Act, 1976		
	₹ 1,300-1,900	a. Master's Degree with good academic record b. Administrative and/or academic experience for at least 10 years' in a University or Government department dealing with education matters.	Two years	By direct recruitment' OR - By promotion by selection from the cadre of Assistant Registrars who have put in at least 5 years' service in that capacity
Deputy Registrars (Evaluation)	₹ 1,300-1,900	a. Master's Degree with good academic record b. Should have experience of not less than 10 years in administration and/or examination work	Two years	By Direct recruitment OR By promotion, by selection from the cadre of Assistant Registrars who have put in at least 5 years' service in that capacity.

Bangalore University Statutes.

Bangalore University Statutes

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
*Development Officer	UGC ₹ 700-50-1250	a. First or Second Class in Master's Degree b. Administrative/Academic experience in Government department dealing with development matters pertaining to University	Two years	Direct recruitment or promotion from the cadre of Asst. Registrars or Asst. Bursar or equivalent cadres
* inserted vide Notification No. EST/Misc 127/81 dated : 26.2.1982 Assent of Chancellor dated : 2.9.1980				
Co-ordinator, Prasaranga	₹ 900-1,750	Essential : a. M.A., M.Sc., with at least Second Class b. Desirable : Good standing as a writer in Kannada and or English particularly in Educational and Scientific subjects Experience in Printing work and Administration	Two years	By Direct recruitment
Assistant Director (Prasaranga)	₹ 1050-1950	A First or Second Class in Master's Degree or an Honours Degree with a Research Degree of Doctorate Standard. Administrative experience of 5 years in printing publications	Two years	a. By promotion from amongst Publication Assistant or b. by direct recruitment or c. by deputation from Government establishments

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Assistant Registrars	₹ 900-1,750	a. Graduate with good academic record b. Administrative experience of not less than 5 years' in a Government Institution or in a University	Two years	Either by direct recruitment or by promotion by selection from the cadre of Superintendents.
Assistant Finance Officer	₹ 900 -1,750	a. Graduate with good academic record. b. Experience of not less than 5 years in Accounts in Financial Departments of a Government Institution or a University in a supervisory capacity. c. S.A.S. Examination of the State Government or of the Indian Audit and Accounts Department or any other equivalent examination approved by the University	Two years	Either by direct recruitment or by promotion by selection from the cadre of Superintendents.
Superintendents (Accounts)	₹ 750-1,525	Deleted vide UO No. SYN/SI/5/STT - 1987-88 dated : 13.10.1988		

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Superintendent Administration	₹ 750-1,525	<i>For Promotion</i> A Assistant must have passed the prescribed Departmental exam and must have put in at least 2 years service as Sr. Asst. or 10 years as Assistant.		Note : The selected stenographers should put in one year of service as Assistants before they are promoted as Superintendent.
Senior Assistants	₹ 600 - 1,300	<i>For Promotion</i> An Assistant must have passed the prescribed Departmental exam and must have put in at least 5 years' service as Assistant	Two years	By promotion from the cadre of Assistants and Stenographers
Assistants	₹ 460-1,000	A degree of a recognized University	One Year	50 % by promotion from the cadre of Junior Assistants who have passed the prescribed departmental exam and who have put in at least 5 years service, 50 % by direct recruitment.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Stenographers	₹ 460 - 1,000 + special pay of Rs. 50 p.m.	Essential a. A pass in SSLC or equivalent exam. b. A pass in Senior shorthand and Senior Typewriting exams conducted by Govt. or equivalent exams. Desirable a. A graduate with a minimum of 2 years' experience as Stenographer in an Office of Government or University or an Educational Institution or a Private firm or Company	One Year	a. 66⅓ % of the vacancies to be filled by direct recruitment and b. 33⅓ % by promotion from the cadre of typists who possess the prescribed qualifications in stenography and who have put in at least 5 years service in that grade on the basis of seniority-cum-merit Note : A typist who has passed Junior Shorthand exam may be promoted as Stenographer subject to the condition that he should qualify himself by passing the Senior Shorthand exam within a period of one year from the date of such promotion., the said period being extendable by the University at its discretion in deserving cases by one more year.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Junior Assistants	₹ 300-700	A pass in SSLC or equivalent examination with a certificate in Junior Typewriting	One year	i. 75 % by direct recruitment ii. 25 % by promotion of Class IV Officials including Attenders who have passed SSLC and who have put in a minimum of 5 years' service and have passed a test prescribed by a Committee appointed by Syndicate.
Typists	₹ 300-700 + Spl. Pay of Rs. 30 p.m.	Essential a. A pass in SSLC or equivalent exam. b. A pass in Senior Typewriting exam conducted by Govt. or an equivalent exam. Desirable A pass in Junior Shorthand Exam.	One Year	i. 85 % by direct recruitment ii. 15 % by promotion of Class IV officials including Attenders who have passed SSLC and who possess the prescribed technical qualification i.e., a pass in Senior Typewriting exam and have passed a test prescribed by a Committee appointed by the Syndicate.
Clerk -cum - Typist	₹ 300-700	Post abolished vide UO No. SYN3/STT/80 dated : 22.5.1982		

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Attenders	₹ 280-500	Must have passed IX Standard	One year	66⅔% by direct recruitment, 33⅓% by promotion from the cadre of Class IV Officials in Lower grade on the basis of seniority and record of service.
Jamedar (University Office)	₹ 280-500	Must have passed VII Standard	One year	By promotion from the cadre of Peons, cycle orderlies, etc.
Dafedar (University college)	280-500	Must have passed VII Standard	One year	By promotion from the cadre of Peons, cycle orderlies, etc.
Head Watchmen	280-500	Must have passed VII Standard	One year	By promotion from the cadre of Watchmen
Peons, Watchmen, Scavengers, Sweepers & other Class IV posts	₹ 250-400	Must have passed VII Standard	One year	By direct recruitment
Drivers	₹ 280-500 + Spl. pay of Rs. 30 p.m.	a. Must have passed VII Standard b. Must possess a current driving License for a heavy vehicle and a recognized First Aid Training certificate	One year	By direct recruitment

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Estate Assistant	₹ 750-1,525	a. Graduate with good academic record b. Should have experience of not less than 2 years in similar capacity in a Govt or Private establishment	Two years	Either by direct recruitment or by transfer of a Junior Engineer from the Engineering Division of the University or an Officer from any other branch of the University.
P.S. to Vice-Chancellor/Registrar/Controller of Exam.	₹ 750-1,525	a. Graduate with good academic record b. A pass in senior Typewriting and Senior Shorthand Exam, conducted by Govt. or equivalent exam. c. Should have experience of not less than 5 years in similar capacity in a Govt. or private establishment	Two years	Either by promotion by selection from the cadre of Stenographers or by transfer of Superintendents or Officers of equivalent rank or by deputation

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Receptionist	₹ 460-1000	Essential a. Graduate with recognized University b. Should have experience in a similar capacity under Central or State Govt. or in a private firm of standing in a public relations job c. Should be able to speak fluently in English, Kannada and Hindi. Desirable a. Proficiency in Typewriting and experience in operating PBX/PABX b. Experience of office work in State or Central or Private educational Inst.	One year	By direct recruitment
II. GARDEN DEPARTMENT				
Garden Superintendent	₹ 960-1,300	a. B.Sc Degree with either Horticulture or Agriculture or Botany or Zoology	Two years	i. 50% by direct recruitment or by deputation of Officers of the Govt. on such terms and conditions as may be fixed by Syndicate.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
		b. Should have experience of not less than 5 years in a responsible capacity in the Department of Horticulture or should have held a responsible position in similar capacity in a private concern.		ii. 50% by promotion from the cadre of Supervisors who have put in at least 3 years' service in that cadre
Garden Supervisor	₹ 500-1,250	B.Sc Degree in Horticulture or Agriculture or Botany or Zoology with at least 2 years' experience in Govt. or private concern	Two years	a. By direct recruitment or b. By deputation of officers of Govt. on such terms and conditions as may be fixed by the Syndicate.
Field Assistant	₹ 300-700	SSLC (must receive one year's training under the Mali training scheme during probation)	Two years	By direct recruitment
Malies, Gardeners etc.,	₹ 50-400	Education upto VII Std. preferred (must receive one year's training under the mali Training Scheme during probation)	Two years	By direct recruitment
III. UNIVERSITY ENGINEERING DIVISION				
University Engineer (Executive Engineer)	--	Must hold a degree in Civil / Mechanical Engg., as the case may be. Must have put in a service of not less than 5 years in the cadre of AEE	--	By promotion from the Cadre of AEE

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Asst. Executive Engineer	₹ 750-1,525			By deputation of an Asst. Executive Engineer of the State Govt who has put in at least 3 years service in that capacity on such terms and conditions as may be fixed by the Syndicate.
Asst. Engineer	₹ 660-1,300			a. By deputation of an Asst. Engineer of the State Government who has put in at least 3 years service on such terms and conditions as may be fixed by the Syndicate. b. By direct recruitment of a person with a Bachelor's degree in appropriate branch of Engg. Depending upon the requirement of University
Junior Engineer	₹ 500-1,120	A Diploma in Civil/Mechanical Engg. from a Polytechnic in Karnataka or other equivalent exam.	One Year	2 by direct recruitment and rest by deputation of officers of State Govt. who have put in at least 3 years' service in that capacity on such terms and conditions as may be fixed by the Syndicate.
Diploma Holders other	₹ 340-800			

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
DRAUGHTSMAN SSLC with Diploma SSLC with certificate Others	500-1,120 340-800 300-700	A Diploma in Civil Engineering or a Certificate in Draughtsman ship from a Polytechnic or other equivalent examination	One year	By direct recruitment or by deputation of Officers of Govt. on such terms and conditions as may be fixed by the Syndicate.
Tracer	340-800	a. A pass in SSLC or equivalent exam. b. One year training in drawing or tracing in Polytechnic or other recognized institution	One year	By direct recruitment or by deputation of Officers of Govt. on such terms and conditions as may be fixed by the Syndicate.
Mechanic-cum pump operator	₹ 280-500	a. A pass in SSLC or equivalent exam b. A certificate in draughtsman ship or one year practical training in mechanical Workshop	One year	By direct recruitment or by deputation of Officers of Govt. on such terms and conditions as may be fixed by the Syndicate.
Cook	₹ 280-500	A literate with at least 3 years experience as a cook in a Hostel or a Hotel of good standing	One year	By direct recruitment on contract

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
IV. UNIVERSITY LIBRARY				
University Librarian	₹ 1,100-50-1,300-60-1600	a. I or II class Post Graduate degree b. I or II Class Master's or Doctorate Degree in Library Science and 8 to 10 years experience in a Library or University or a Research institution of the status of National Laboratories c. Preference should be given to candidates having research work at their credit and knowledge of modern European languages and important Indian Languages	Two years	Either by direct recruitment or by deputation of officers of Govt. or other University on such terms and conditions as may be fixed by the Syndicate.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Deputy Librarian	₹ 700-1,250	a. A I or II Class Bachelor's Degree with I or II class M.Lib Sc., Degree OR b. I or II Class Master's Degree with a Bachelor's Degree in Library Science	-	a. By promotion from the cadre of Asst. Librarians Gr-I on the basis of Seniority-cum-merit. Clause (a) in Col.3 shall not apply in the case of promotion. b. If suitable candidates are not available for promotion by direct recruitment as per qualification prescribed under Col. 3
Asst. Librarians Grade-I	₹ 350-25-650-30-800	a. I or II Class BA/B.Com/ B.Sc., Degree plus I or II Class M.Lib Science Degree Or b. I or II Class M.A/M.Sc., Degree plus I or II class B.Lib Science or one year Diploma course in Library Science c. At least 5 years' administrative-cum-Professional experience in University or academic or special library	Two years	50% by direct recruit-ent. 50% by promotion by selection from the cadre of Asst. Librarian Grade II.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
		erection and repairs of machinery Preferable: M.E. Degree in Engg. Desirable Teaching experience		
Laboratory Asst for Engg graduate	₹ 660-1300	a. A II class degree in appropriate branch of Science	One year	By direct recruitment
For other graduate	₹ 400-900	b. Professional experience of 2 years		
Foremen	₹ 500-1,120	SSLC with a diploma in appropriate branch of Engg		1/3 By deputation of officers of Govt. 2/3 by promotion by selection from among the Instructors who have put in at least 5 years service in that cadre.
Instructor in Drawing	₹ 500-1,120	A Diploma in Architectural drawing with two years of teaching experience	One year	By direct recruitment
Instructor in model making	₹ 500-1,120	A Diploma in Architecture or equivalent qualification with 5 years' experience in Architecture	One year	By direct recruitment
Survey instructor/ Hydraulic Lab Instructor/Machine Instructor/Instructors	₹ 500-1,120	Diploma in appropriate branch of Engineering with one year experience	One year	50% by direct recruitment and 50% by promotion from the cadre of mechanics.

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
		For promotion Candidate should pass a test conducted by the Departmental committee For promotion Candidate should pass a test conducted by the Departmental committee		
Mechanic Grade I	₹ 340-800	Must have studied upto IX Std. Two years certificate course in appropriate trade with 2 years experience	One Year	50% by direct recruitment and 50% by promotion from the cadre of Helpers/Lab. Assts.
Mechanic Grade II	₹ 340-800	Two years certificate course in appropriate trade with Two years experience		
Others	₹ 300-700			
Laboratory Attender / helper	₹ 280-500	Must have studied upto VIII Std. Experience of not less than 2 years in a workshop or a recognized laboratory	One year	50% by direct recruitment & 50% by promotion from the cadre of helpers
Curator-cum-photographer in the Dept of Geology		a. M.Sc. degree in Geology b. Either a diploma in photography or experience in micro and field photography	One year	By direct recruitment

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
For post-graduate for others	560-1,300 460-1,000 660-1,300 460-1,000	a. B.Sc degree with Botany, Zoology and Chemistry or Geology as optional subjects b. A diploma or certificate in Horticulture and in Fine arts, Photography, Drawings and paintings. Preference will be given to those possessing 3 years' practical experience	One year	By direct recruitment
Curator (Botany dept.) for Post -Graduate				
for others				
Taxi Dermist		a. PUC or XI Std with CBZ as optional b. Minimum experience of 6 months in Taxy-dummy at an established Zoological museum c. Must have good working knowledge of prescribing, stuffing, mounting of museum specimen and preparing animal skeletons	One year	By direct recruitment
Micro - Technician	300-700	a. VIII Std (old) or VII (New) b. Experience in rock grinding and section making	One year	Either by direct recruitment or by promotion of qualified attenders

Category of Post	Pay Scale in ₹	Minimum qualifications prescribed	Probation Period	Method of Recruitment
Glass blower	₹ 500-1,120	B.Sc., with experience of at least 2 years as glass blower in a Science Dept. or recognized laboratory	One year	By direct recruitment
Carpenter	₹ 300-700	VIII Std. (ld) or VII Std (new) with technical exam with carpentry conducted by CTI of recognized Institution	One year	By direct recruitment
Section cutter	₹ 280-500	VIII Std(old) or VII Std (new) with experience in section cutting	One year	By direct recruitment
Photo Artist SSLC with Diploma	₹ 500-1,120	Graduate with a Diploma in Photography from a recognized institute or equivalent qualification or practical experience in photography for not less than 3 years	One year	By direct recruitment
Museum keeper	₹ 280-500	Same as for attender, and with some knowledge of museum keeping	One year	By direct recruitment
Animal house keeper	₹ 250-400	Ability to handle and take care of laboratory animals	One year	By direct recruitment
Fieldsmen in the Dept. of Geology	₹ 250-400	Same as for peon		

*Equated pay scales mentioned in Muddappa committee report or Narayana Pai Commission report is indicated

†The post are redesignated vide U.O. No. EST E2 Misc/ 258/77-78 dated : 28.8.1981

*Addition to Statute no. 25.2

VII. STATUTES GOVERNING CADRE AND RECRUITMENT TO THE POSTS IN THE UNIVERSITY PRESS			
Assistant Director	660-1,300	i. By direct recruitment, or ii. By promotion from the cadres of the Supervisors OR iii. Deputation from government industrial establishments	<i>For Direct Recruitment</i> i. Age must not be more than 30 years ii. A degree from recognized University or equivalent qualification. Plus a Diploma in printing from a polytechnic or an equivalent certificate in printing and 3 years experience in printing <i>Probation:</i> Two years during which the candidate should pass the departmental tests <i>For promotion:</i> A pass in the departmental tests and 5 years service provided graduates with 2 years experience are eligible for promotion. A pass in Diploma in Printing allied and subjects at a Polytechnic with practical experience in the Department for not less than 5 years <i>Direct recruitment :</i> A degree of a recognized University with Kannada as optional or second Language or equivalent qualification and a pass in the Proof Reading (Hr. Grade) exam during probation
Supervisor	600-1,240	By direct recruitment ; or deputation from Govt. press	
Proof readers	500-1,120	By direct recruitment or deputation from Govt. Press ---	

Category of Post	Scale of Pay	Method of Recruitment	Minimum qualifications and period of probation
a. Compositor (Sr)	460-1,000	By promotion from the cadre of Jr. Grade compositors	Probation : One year
b. Compositor (Jr)	300-700	By direct recruitment	Age must not be above 30 years Std. VII experience of 5 years in Letter Press printing. Probation : One year
Binder (Sr)	460-1,000	a. By promotion from the cadre of binders b. By direct recruitment	VII Std / experience in Binding
Binder	300-700		
Printer (Sr)	460-1,000	a. By promotion from cadre of Jr. Printers or by direct recruitment b. By direct recruitment	<i>For promotion :</i> Minimum service of 5 Yrs <i>For Direct recruitment :</i> SSLC, SSLC course or equivalent, experience in letter press printing plant for 2 years <i>For Direct recruitment :</i> SSLC course or equivalent, experience in letter press printing plant for 2 years, Probation : one year
Printer (Jr)	300-700		
Press Clerk (Sr. Asst.)	460-1,000		Existing qualifications already prescribed for Assistants and Jr. Assts. will hold good
Press Clerk (Jr.)	300-700		
(Jr. Asst)	280-500	By direct recruitment	VII Standard
Packer	280-500		
Attender	280-500		By direct recruitment or VII Std or by promotion from Class IV

*inserted vide Notification no. SYN 79-80, dated : 5.1.1981

employees, the provisions of Karnataka Civil Service Rules and Government orders, amendments and clarifications issued from time to time shall ordinarily be applicable till specific Statutes are framed. Provided in case of doubt or difficulty in any matter in following the Karnataka Civil Services Rules, The Vice-Chancellor may adopt the rules to such an extent as may be necessary, depending upon the merits of the case and where in the opinion of the Vice-Chancellor reference to the Syndicate is found necessary, the Syndicate may decide the matter suitably and provided further in all cases where financial implications are involved so as to necessitate provision of additional funds, no such benefit or concession will be extended to the University employees without obtaining prior consent of Government.

Provided further that the Karnataka Civil Services Rules will have to be adopted in so far as they are applicable to vacation departments in respect of teaching staff. *The administrative / ministerial staff will be governed by the provisions of Karnataka Civil Services Rules applicable to similar posts in State Government.*

**26.2 Notwithstanding anything in any rule, Statute or contract of service, the Chancellor may, if it is considered necessary so to do in the interest of the University, retire any employee of the University-*

- (i) holding a non-teaching post after such employee has completed 25 years of qualifying service or has attained 50 years of age ; or

- (ii) holding a teaching post after he has attained 50 years of age.

Provided that the employee concerned is given notice of three months before the date of such retirement or in lieu of such notice a sum equivalent to the amount of his salary for a period of 3 months.

Chapter XXVII

Bangalore University Employees Service (conduct) Rules under Section 35 (m) of KSU Act 1976.

*27.1 These Statutes may be called Bangalore University Employees Services (Conduct) Rules.

They shall apply to all persons appointed to the different classes of services and posted in connection with the affairs of the University. They shall not however apply to :

- (a) a member of an All India Service or a State Government Servant on deputation.

27.2 Definitions :

(a) 'Employee' means any person appointed to any class of post in the University :

(b) 'Members of Family' includes :

- (i) the wife or husband of the employee, whether, residing with him or not but does not include a wife or husband, separated from the employee by a decree or order of a competent court or by mutual agreement;

*inserted vide Notification No. SYN 7 STT 80 dated : 5.5.81

(ii) son or daughter or step-son or step-daughter – parents of any employee and wholly dependent on him or her.

(c) 'Prescribed Authority' means the Chancellor or the Vice-Chancellor or any other authority as may be specified by the Chancellor in his behalf.

27.3 *General* : 1. Every employee of the University shall at all times :

- (i) Maintain absolute integrity;
- (ii) Maintain devotion to duty ; and
- (iii) Do nothing which is unbecoming of an employee of the University.

2.(i) Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for time being under his control and authority.

(ii) Every employee of the University shall in the performance of his official duties, act in his best judgement. When he is acting under the direction of the Superior Officer, he shall obtain written orders or written confirmation of that officer for this purpose, an employee is not expected to evade his responsibilities by seeking instructions from his superior Officer when they are not necessary in view of the power vested in him.

27.4 (i) No employee/officer shall use his position or influences directly or indirectly to secure any employment, for any member of his family in any private undertaking having dealings with the University.

(ii) No employee/Officer shall in the discharge of his official duties deal with any matter or give sanction to any

contract if any member of his family is interested in such matter or contract, without obtaining the order of the Syndicate.

27.5 *Taking part in politics and Elections* : (i) No employee of the University shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity;

- (ii) contest any election to, or be a member of, the House of State Legislature or Houses of Parliament or any local authority.

Explanation : If any question arises whether any movement or activity falls within the scope of this rule, decision of the Syndicate shall be final.

27.6 *Joining of Association by an Employee of the University* : No employee shall join or continue to be member of Association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or Public order or morality.

27.7 *Demonstrations and Strikes* : No employee of the University shall : (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State or University friendly relations with Foreign States, Public order, decency or morality, or which involved contempt of court, defamation or incitement to an offence; or resort to illegal strike.

Explanation : For the purpose of this Statute, 'Strikes' means a cessation of work (including any unauthorized

absence from duty) by anybody of University employees acting in combination or concerted refusal, or a refusal under a common understanding or of any number of University employees to work without giving due notice etc.,

27.8 *Connection with Press or Radio* : (i) No employee shall, except with previous sanction of the Syndicate own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications.

(ii) No employee shall except with the previous sanction of the Syndicate or except in the bonafide discharge of his duties :

(a) Publish a book himself or through a publisher or contribute an article to a book or a compilation of articles or

(b) Participate in a radio broadcast or contribute an article or write a letter to the newspaper or periodical in his own name.

However, no such sanction shall be required -

(i) If such publication is through a publisher and is of a purely academic literary, artistic or scientific character;

(ii) If such contribution, broadcast or writing is of a purely literary, artistic or scientific character .

27.9 *Criticism of University Vis-a-Vis Government* : No employee shall in any radio broadcast or in any document published in his own name or in the name of any other person, in any communication to the press or in any public utterance, any statement -

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University or Government of Karnataka or Central Government or any other State Government unless the expression of his view is in the capacity of office bearer of the association of the University employees for safeguarding their conditions of service or for securing an improvement of their conditions of service, etc.,

(ii) which is capable of embarrassing the relations between the University and Government of Karnataka or Central Government or any other State Government.

(iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign country, unless such views are expressed in his official capacity as in the due performance of the duties assigned to him.

27.10 *Evidence before committee or any other authority*: (1) No employee shall except with the previous sanction of the Syndicate give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where a sanction has been accorded by the Syndicate for giving such evidence, the employee shall not criticize the policy or any action of the University or Government of Karnataka or Central Government or any other State Government, unless the evidence is given before the authority appointed by the Government of Karnataka, Central Government or Parliament or State Legislature or any judicial inquiry or any departmental enquiry.

27.11 Unauthorized Communication of Information : No employee shall except in accordance with any general orders of the Chancellor or the Vice-Chancellor in performance of the duties assigned to him shall communicate directly or indirectly any official document or any part thereof or any information to any other employee or any other person to whom it is not intended.

Explanation: Quotation by an employee (in his representation to the Vice-Chancellor or the Chancellor) of any letter or circular or office memorandum or from the notes on any file, to which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of the information within the meaning of this Statute.

27.12 Subscription : No employee shall except with the previous sanction of the Chancellor or the Vice-Chancellor ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

27.13 Gifts (i) No employee shall accept, or any person acting on his behalf shall accept any gift except as indicated below :

Explanation: The term gift shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University. For this purpose a casual meal, lift or other social hospitality shall not be deemed to be a gift. However, he shall avoid acceptance of lavish hospitality or frequent hospitality from any individual having official dealings with him or firms.

27.14 Public demonstration in honour of University Employees : No employee shall except with the previous sanction of the Chancellor receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employees except in the following cases :

(i) a farewell entertainment of a private and informal character held in his honour or of any other employee on the occasion of his retirement or transfer ;

(ii) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

No employee shall however exercise any influence to subscribe towards such functions, from employees however private and informal in character they may be,

27.15 Private Trade or Employment : (1) No employee shall except with the previous sanction of the Chancellor engage directly or indirectly in any trade or business or negotiate for or undertake any other employment except honorary work of social, charitable, literary, artistic or of Scientific character. In case any such work is undertaken the employee shall report to the Vice-Chancellor/Chancellor within one month, giving full details of such undertaking. He shall not however undertake any such work involving holding of elective office or shall seek election to such office without the previous sanction of the Vice-Chancellor/Chancellor.

Explanation: Canvassing by an employee for a candidate for an elective office or in support of business or insurance agency etc., owned or managed by his wife or any other person of his family shall be deemed to be a violation of the above Statute.

(2) No employee shall without the previous sanction of chancellor, except in the discharge of his official duties take part in the registration, promotion or management of any Bank or other Company which is required to be registered under the Companies Act, except in any of Co-operative Societies functioning for the benefit of the employees and is registered under Co-operative Societies Act, or a literary, Scientific Charitable Society.

(3) No employee may accept any fee for any work done by him in any public body or any private person without the general or special sanction of the Vice-Chancellor.

27.16 *Proper use of Amenities* : No employee shall misuse or carelessly use the amenities provided for him by the University to facilitate discharge of his office duties.

27.17 *Use of Service without payment* : No employee shall without making proper and adequate payment avail himself, of any service or entertainment for which a hire, or price or admission fee is charged.

27.18 *Investment, Lending and Borrowing* : 1. No employee shall speculate in any stock share or other investment such as frequent purchase and sale of shares, securities or other investment.

(2) No employee shall make or permit any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) No employee or any other person acting on behalf ;

- (a) lend or borrow money as principal or Agent;
- (b) to or from any person within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary, obligation to such person ; or
- (c) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid except such transaction pertaining to a relative or a personal friend or a *bonafide* tradesman etc.

27.19 *Insolvency and Habitual Indebtedness*: An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom a legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Chancellor through the Vice-Chancellor, unless they are due to unforeseen circumstances.

27.20 *Moveable, immovable and valuable property* :

(1) Every employee shall on his first appointment to any service or post and thereafter at the interval of every 12 months shall submit returns of his assets and liabilities in a prescribed form giving full particulars of the immovable property inherited by him or owned or acquired by him or on lease or mortgage in his own name. The shares, debentures and cash including bank deposits inherited by him or acquired or held by him and the debts or liabilities incurred by him shall also be included in the above return.

(2) No employee except with the previous knowledge of the Vice-Chancellor acquire or dispose of any

immovable property by lease, mortgage, purchase, sale, gift or otherwise in his own name, unless such a transaction is with a person having official dealing with the employee or through a regular or represented dealer. Otherwise, the previous sanction of the Chancellor or the Vice-Chancellor shall be obtained by him.

(3) Every employee shall report to the Vice-Chancellor every concerning movable property owned or held in his name.

(a) Every employee shall report to the Vice-Chancellor every transactions concerning cash received by him or by any member of his family from sources other than his salary and allowances, insurance.

(4) The Chancellor or the Vice-Chancellor may at any time by general or special order require an employee to furnish within a specified period a full and complete statement of such movable or immovable property held or acquired by him in his own name or in the name of any member of his family with the sources of income from which such a property is acquired.

Explanation :

- (i) 'Lease' means lease of immovable property from year to year or for any term exceeding one year;
- (ii) Movable property includes :
 - (a) Jewellery, insurance policies, Provident Fund, shares, securities and debentures;
 - (b) Loans advanced by such employees whether secured or not; and

- (c) Motor cars, motor cycles, horses or any other means of conveyance.

27.21 Vindication of Acts and character of the University employees :

No employee shall have recourse to any court or to the press for publication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character except any act done by him in the private capacity which shall be reported to the Vice-Chancellor.

27.22 No employee shall act without the previous sanction of the Chancellor or the Vice-Chancellor as a legal guardian of a person or property of a minor other than his wife and children including step children wholly dependent upon him.

27.23 *Canvassing of Non-official or other influence :* No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the University.

27.24 *Personal Representations of Employees :* Any representation by an employee shall only be made through proper channel whenever addressed to the Chancellor. An advance copy of it shall be submitted to the Chancellor only when all means of securing attention or redress from lower authorities have been exhausted or if his representation is not replied to within a period of one month.

27.25 *Bigamous marriage and acceptance of Dowry :* No employee who has a wife/husband living shall

contract any other marriage without obtaining previous permission of the Chancellor unless such marriage is permissible under the provisions of Law. No employee shall give or accept any dowry in connection with his own marriage or marriage of any member of his family, i.e., daughters, sons, etc., offering or receiving of gifts from other than near relatives also prohibited.

27.26 *Consumption of intoxicating drinks and drugs* : An employee of the University shall : Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

27.27 *Interpretation* : The decision of the Chancellor regarding interpretations of the provisions of these Statutes shall be final.

Chapter XXVIII

'Classification', Control and Appeal Rules under Section 35(m) of the Act.

Part I – General

28.1 *Definitions* : (a) 'Appointing Authority' in relation to the service of the University employees means :

- (i) The authority empowered to make appointments to the respective classes of services;
- (2) The authority which appointed the University employees to such services, grades or posts, as the case may be i.e., the Chancellor or Vice-Chancellor.

(b) 'Disciplinary Authority' in relation to imposition of penalty on an employee of the University means the authority competent under these Statutes to impose on him that penalty i.e., the Chancellor, Vice-Chancellor, Registrar and other Officers empowered to impose minor penalties.

(c) 'Employee' means employee of the University.

28.2 *Application* : These statutes shall apply to all the employees of the University except :

- (a) Persons employed in Casual employment ;
- (b) Persons subject to discharge from service on less than one month's notice;
- (c) Persons of All India Services or Karnataka State Government service, (on deputation);
- (d) In case of doubt regarding interpretation of these Statutes the matter shall be referred to the Chancellor whose decision thereon shall be final.

PART II – CLASSIFICATION

28.3 The University Service shall consist of four classes namely; -

Class I, Class II, Class III and Class IV. Each class of service shall consist of posts indicated in the Schedule A, Schedule B, Schedule C, and Schedule D respectively and these Schedules shall be designated by the Chancellor and may be revised from time to time.

*inserted vide Notification No. SYN 8 STT 80, dated : 11.5.1981

PART III – APPOINTING AUTHORITIES

28.4 *The appointments to the various classes of services of the University shall be made by the Chancellor or Vice-Chancellor as envisaged in Section 50 and 51 of the Act.*

PART IV - DISCIPLINE - PENALTIES

Nature of Penalties to be imposed :

(1) One or more of the following penalties for good and sufficient reasons be imposed on the employee of the University.

- (i) Fine in the case of Class IV employees ;
- (ii) Censure ;
- (iii)(a) Withholding of increments or promotion;

(b) recovery from the pay of any part or whole of any pecuniary loss caused by negligence or breach of orders;

- (iv) (a) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the employee will earn increments during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.

- (v) Reduction to a lower time scale of pay, grade etc., which shall be a bar to his promotion to the post from which he had been reduced with or without further orders regarding :

- (a) Seniority and pay in the scale of pay to which he is reduced ;

- (b) Conditions of restoration to the scale of pay from which he was reduced and his seniority and pay on each restoration to that scale of pay;

- (vi) Compulsory retirement;
- (vii) Removal from service which shall not be a disqualification for future employment; for
- (viii) Dismissal from University service which disqualifies from future employment.

(2) In the absence of special and adequate reasons, no penalty other than those specified in clauses (iv) and (viii) above shall be imposed for an established charge of corruption coming within the purview of Sections 161 & 165 of the Indian Penal Code.

(3) The following shall not amount to penalty within the meaning of this Statute.

- (i) Withholding of increments for failure to pass a departmental examination;
- (ii) Non-promotion to the higher post to which he is eligible, due to his unsuitability to hold that post;
- (iii) Reversion from higher to a lower service or post, on the ground of his unsuitability to hold the higher post;

(4) The appointing authority may place under suspension any of the employees of the University under the above circumstances. He shall, however forthwith report to the Chancellor the circumstances in which the suspension was made in respect of Class I and II employees.

(5) The Registrar/Registrar (Evaluation)/ Finance Officer / Principals / Heads of Departments may place

under suspension Class IV employees working under them subject to the conditions mentioned in (1) (a) and (b). A copy of the order of suspension should be sent to the Vice-Chancellor and Registrar for information if the suspension is ordered by any other authority.

(6) The employees of the University shall be deemed to have been placed on suspension by an order of the competent authority mentioned above;

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

(b) with effect from the date of his conviction, if in the event of conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction;

(c) where a penalty or dismissal, removal or compulsory retirement from service imposed upon an employee of the University under suspension is set aside on appeal or on review and the case is remitted for further enquiry or with any other directions, the order of the suspension shall be deemed to have been continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force further orders.

(7) Where a penalty of dismissal, removal or compulsory retirement from service imposed on an employee of the University is set aside or declared or rendered void in consequences of or by decision of a court of Law and the Chancellor on a consideration of the circumstances of the cases other than the points already

considered decides to hold further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement, was originally imposed the employees shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal, removal of compulsory retirement. He shall continue to remain under suspension until further orders.

(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 revoked by the authority competent to do so.

(b) Where an employee is suspended (whether in connection with any disciplinary proceedings or otherwise), and any other disciplinary proceedings are commenced against him during the continuance of the suspension, may for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this Statute may at any time be modified or revoked by the authority which made or is deemed to have made the order.

28.6 Where the employee has been suspended by the Vice-Chancellor or subordinate officers and the final orders in the inquiry pending against him have not been passed during the period of six months from the date of order of suspension, the case shall be reported to the Chancellor for such orders as he may deem fit.

28.7 *Authority to institute Proceedings:* (1) The Chancellor or any other authority empowered by him by general or special order may :

- (a) institute disciplinary proceedings against any employee;
- (b) direct either the Vice-Chancellor or any other officers to institute disciplinary proceedings against any employee on whom the Chancellor is competent to impose penalties specified in Statute 28.5.

(2) The Vice-Chancellor may institute disciplinary proceedings against any employee for imposing major penalties, specified in clauses (v) to (viii) of Statute 28.5 under orders of the Chancellor. Likewise the Registrar and other subordinate authorities may institute inquiry against Class III and IV employees working under them for imposing above major penalties under orders of the Vice-Chancellor.

(3) The Heads of Post-Graduate department of the University may function as disciplinary authorities in respect of Class IV employees working under them.

28.8 *Procedure for imposing major penalties :*

(1) No order imposing any of the major penalties specified in Clauses (v) to (viii) of Statute 28.5 shall be made except after an inquiry held in the manner provided in this Statute and Statute 28.9.

(2) Whenever the Chancellor who is the disciplinary authority in respect of all employees of the University is of the opinion that there are grounds for inquiring into the truth of imputation of misconduct or misbehaviour against an employee, he may himself

inquire into, or appoint the Vice-Chancellor or any other officer to inquire into the truth of the matter. Such cases of misbehaviour in case of Class I and II Officers should be reported, by the Vice-Chancellor to the Chancellor and in other cases he should take action to conduct necessary enquiry.

(3) Where it is proposed to hold an inquiry under this Statute and Statute 28.9 the disciplinary authority i.e., Chancellor / Vice-Chancellor shall draw up or cause to be drawn up :

- (i) The substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
- (ii) A statement of the imputations of misconduct in support of each article of charge, which shall contain ;
 - (a) a statement of all relevant facts including any admission or confession made by the employee.
 - (b) A list of documents by which, and a list of witnesses by whom the articles of charge are proposed to be sustained.

(4) The Disciplinary authority (i.e., Chancellor/Vice-Chancellor) shall deliver or cause to be delivered to the employee a copy of the articles of charges, the statement of imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to sustain and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desired to be heard in person.

(5) (a) On receipt of the written statement of defence the Chancellor / Vice-Chancellor or any other authority appointed by him may inquire into such of the articles of charges as are not admitted by the employee, after taking such evidence as he may think fit.

(b) If no written statement of defence is submitted by the employee, the Chancellor or Vice-Chancellor may himself inquire into the articles of charge. If considered necessary, he may appoint an inquiry authority for this purpose.

(c) Where the Chancellor / Vice-Chancellor himself inquired into articles of charge or appoints an inquiry authority for holding an inquiry into a charge, he may, by any order appoint an officer or a Legal Practitioner to present on his behalf the case in support of the articles of charge.

(6) The Chancellor / Vice-Chancellor shall forward or cause to forward to the inquiring authority :

- (i) a copy of the articles of charges and statement of the imputations of his misconduct or misbehaviour ;
- (ii) a copy of the written statement of defence, if any submitted by the employee;
- (iii) a copy of the statement of witnesses, if any ; evidence proving the delivery of documents to the employee.
- (iv) a copy of the order appointing the legal practitioner as Presenting Officer.

(7) The employee shall appear in person before the Inquiring Authority on a fixed date and at a fixed time within ten working days or within the extended period not exceeding ten days from the date of receipt of the articles of charge and statement of the imputations of misconduct or misbehaviour as the Inquiring Authority may, specify in writing in this behalf.

(8) The employee may take the assistance of any other University employee or a legal practitioner to present the case on his behalf.

(9) If the employee who has not admitted any of the articles of charge, appears before the Inquiring Authority such authority shall ask him whether he is guilty or has any defence to make. If he pleads guilty of any charge or has any defence to make, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The Inquiring Authority shall return the findings of guilt in respect of those articles of charge to which the employee pleads guilty.

(11) The Inquiring Authority shall require the Presenting Officer, i.e., Legal Practitioner to produce evidence by which he proposes to prove the article of charge. This should be done if the employee fails to appear within the specified time or refuses or omits to plead. He shall then adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence :

- (i) inspect within five days of the order documents specified in the list;

- (ii) submit a list of witnesses to be examined on his behalf;
- (iii) apply orally or in writing to inspect and take extracts of the statement if any, mentioned in the list. The Inquiring Authority shall permit him to take such extracts as early as possible within three days before the commencement of the examination of the witnesses ;
- (iv) Give a notice within ten days of the order of within such further time not exceeding ten days as permitted by the Inquiring Authority for the discovery or production of any documents which are in possession of the University but not mentioned in the list. This should be done after he indicates the relevance of the documents required by him.

(12) The Inquiring Authority shall forward the notice of the employees for production of documents or copies thereof to the concerned authority in whose possession the documents are kept.

(13) The Inquiring Authority may refuse requisition of such documents if in his opinion they are not found relevant to the case. On receipt of the requisition the concerned officer in custody of the documents shall produce them before the Inquiring Authority. If the Officer in possession or in custody of such documents is satisfied that production of such documents would be against the public interest or security of the State, he shall inform the Inquiring Authority for communicating the same to the employee. The reasons for non-production of such documents should be recorded by the Officer in whose possession they are kept.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced on behalf of the disciplinary authority.

(15) Before the close of the case on behalf of disciplinary authority the Inquiring Authority, if found necessary may, at its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself call for new evidence and re-examine any witnesses. In such case, the employee shall be entitled to have a copy of the list of further evidence proposed to be produced if he demands it. An adjournment of the inquiry for three days excluding the date of adjournment may be allowed for this purpose at the request of the employee. The Inquiring Authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. He may also allow the employee to produce new evidence if found necessary in the interests of justice.

Note : New evidence shall not be permitted or called for or any witnesses shall be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced.

(16) When the case for the Disciplinary Authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. The oral defence shall be signed by the employee after it is recorded. A copy of the statement of defence shall be given to the Presenting Officer if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself if

he so prefers. The witnesses produced by the employee shall then be examined. They shall be liable for cross examination, re-examination and examination by the Inquiring Authority according to the provisions prescribed above.

(18) The Inquiring Authority after the employee closes his case, shall generally question the employee on the circumstances as appearing against him in the evidence for the purpose of enabling him to explain any circumstances appearing in the evidence against him.

(19) The Inquiring Authority may, hear the Presenting Officer, if any, appointed, after the completion of the production of evidence. He may also hear the employee. He may permit both parties to file written briefs of their respective case if they so desire.

(20) If the employee does not submit the written statement of defence on or before the fixed date or does not appear in person before Inquiring Authority or refuses to comply with the provisions of this Statute at any stage of inquiry, the Inquiring Authority may hold the inquiry *ex parte*.

(21) (a) After the inquiry is conducted, if the authority competent to impose any of the minor penalties specified in clauses (i) to (iv)(a) of Statute 28.5, is of the opinion that major penalties specified in clauses (v) to (viii) should be imposed on the employee, he shall forward records of the inquiry to the Chancellor to impose the above mentioned penalties.

(b) The Chancellor may act on the evidence on the record, or may, in the interest of justice, recall the witnesses and examine, cross-examine and re-examine

them and then impose on the employee, such penalties as he may deem fit in accordance as with these Statutes.

(22) If there is any change in the Inquiring Authority during the course of inquiry of any case the succeeding Inquiring Authority may act on the evidence recorded by his predecessor. He may however further examine cross examine the witnesses if so desired by him, in the interests of justice.

(23) (i) After the conclusion of the Inquiry, a report shall be prepared and it shall contain :

- (a) The articles of charge and the statement of the imputations of misconduct or misbehaviour ;
- (b) The defence of the employee in respect of each article of charge;
- (c) An assessment of the evidence in respect of each article of charge;

The findings on each article of charge and the reasons therefor.

Explanation: If in the opinion of the Inquiring Authority, the proceedings of the inquiry establish any article of charge different from the original articles of charge, it may record its findings on such articles of charge. Such articles of charge shall not however be recorded unless the employee has either admitted the facts on which it is based or has had a reasonable opportunity of defending himself against such articles of charge.

(ii) The Inquiring Authority, where it is not itself Disciplinary Authority, shall forward to the Disciplinary Authority the records of inquiry which shall include :

- (a) the report prepared by the Inquiring Authority
- (b) the written statement of defence, if any, submitted by the employee;
- (c) the oral and documentary evidence produced in the course of inquiry;
- (d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry ; and
- (e) the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

28.9 *Action on the Inquiry Report* : (1) The Chancellor or the Vice-Chancellor, if he is not himself the Inquiring Authority may, for reasons to be recorded in writing remit the case to the Inquiring Authority for further inquiry and report. The Inquiring Authority shall there upon proceed to hold the further inquiry as per provisions of the above Statute.

(2) The Chancellor or the Vice-Chancellor if he disagrees with the findings of the Inquiring Authority on any charge, records his own findings on such charge, if the evidence on the record is sufficient for the purpose.

(3) The Chancellor or the Vice-Chancellor having regard to the findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv)(a) of Statute 28.5 should be imposed on the employee, then he shall make an order imposing such penalties.

(4) The Chancellor or the Vice-Chancellor having regard to the findings on all or any of the articles of

charge is of the opinion that any of the penalties specified in clauses (vi) to (viii)(a) of Statute 28.5 should be imposed on the employee, then he shall;

- (a) furnish to the employee a copy of the report of inquiry and its findings on each article of charge where the inquiry has been held by the Inquiring Authority ;
- (b) give the employee a notice stating the penalty proposed to be imposed on him. He should be called upon to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, such representation as he may wish to make on the proposed penalty;
- (c) The Chancellor or the Vice-Chancellor shall after considering the representation, if any, made by the employee, determine what penalty, if any, should be imposed on him and make such order as he may deem fit.

28.10 *Procedure for imposing Minor Penalties* : No order imposing on an employee any of the minor penalties specified in clauses (i) to (iv) (a) Statute 28.5 shall be made except, after : -

- (a) informing the employee in writing of the proposal to taken action against him and of the imputations of misconduct, or misbehaviour on which it is proposed to be taken. A reasonable opportunity may be given to him for making such representation as he may wish to make against the proposal.
- (b) holding an inquiry in the manner laid down in clauses (3) to (23) of Statute 28.8 in every case in which the Vice-Chancellor or other competent

authority is of the opinion that such inquiry is necessary;

- (c) taking the representation, if any, submitted by the employee and record of inquiry, if any held, into consideration;
- (d) recording a finding on each imputation of misconduct, or misbehaviour.

28.11 *The record of the proceedings in each case shall include :*

- (a) a copy of the intimation to the employee and the proposal to take action against him;
- (b) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (c) his representation, if any ;
- (d) the evidence produced during the inquiry ;
- (e) the findings on each imputation of misconduct or misbehaviour; and
- (f) the orders on the case together with the reasons therefor;

28.12 In the case of Class III and IV employees, the Chancellor or the Vice-Chancellor may levy such minor penalties in obvious cases of misbehaviour or misconduct, without conducting any enquiry after hearing the employee and the witnesses, if any.

28.13 *Communication of orders :* Orders made by the Chancellor or the Vice-Chancellor shall be communicated to the employee. He shall also be supplied with a copy of the report of the inquiry and the findings on each article on charge. If the findings of the Inquiring Authority are disagreed to by the

Chancellor/Vice-Chancellor, the reasons for the same should be recorded.

28.14 *Provisions regarding borrowed officers :* Where an order of suspension is made and disciplinary proceedings are taken against the servants whose services have been borrowed from the Central or State Governments or other local authority, the authority lending his services shall forthwith be informed of the circumstances leading to his suspension or the commencement of the disciplinary proceedings as the case may be. Any disciplinary action for imposing penalties on such borrowed officers shall be taken in the manner laid down in Statutes 28.8 and 28.9 after obtaining the concurrence of the lending authority.

28.15 *Provisions regarding reappointed officers :* Where a person who has ceased to be an employee of the University due to resignation, abolition of his post, termination of his appointment as per terms of contract etc., is reappointed disciplinary proceedings may be taken against him in his new appointment in respect of any act or conduct during any period of service under the University.

PART V – APPEALS

28.16 *Orders against which no appeal lies :* No appeal shall lie against :

- (i) any order made by the Chancellor,
- (ii) any order of an interlocutory nature or of the nature of step-in-aid for the final disposal of disciplinary proceedings, other than an order of suspension; and

- (iii) an order passed by an Inquiring Authority in the course of Inquiry under Statute 28.8.

28.17 Appeals, against orders imposing penalties :

(1) Every employee shall be entitled to appeal to the extent, and to the authorities, as thereafter provided and not otherwise from an order passed by an authority :

(a) imposing any of the penalties specified in Statute 28.5, whether made by the Vice-Chancellor or any other subordinate Officer;

(b) discharging him, except an abolition of the post in accordance with the terms of his contract for a fixed, period, provided he has rendered continuous service for a period of five years at the time when his services are terminated;

(c) placing him under suspension under Statute 28.7

(2) A member of Class I, Class II and Class III services may appeal :

(a) to the appointing authority i.e., the Chancellor against an order made by the Authority of the Vice-Chancellor or other subordinate authorities.

(3) A member of Class IV service may appeal from an order passed by the subordinate officers to the Vice-Chancellor

28.18 Appeal against other orders :1. Every member of any of the services of the University shall be entitled to appeal to the Chancellor against any order passed by a subordinate authority which-

(a) denies or varies to the disadvantages his pay, allowances and other conditions of service as regulated by any Statute, rule or by agreement;

(b) interprets to his disadvantage the provisions of such orders, Statute or agreements whereby his pay, allowance and other conditions of services are regulated;

(c) reverting to a lower service, grade or post, an employee officiating in a higher service, grade or post, otherwise than as a penalty, or reversing a temporary arrangement made in the absence of the regular incumbent on assumption of his duties of his post;

(d) in determining the subsistence and other allowances to be paid to him for the period of suspension or pay and allowances due to him for the period of such suspension;

(e) or pay and allowances, for the period from the date of dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade or post to the date of reinstatement or restoration of his service, grade or post;

(f) determining whether the above period should be treated as duty or otherwise after reinstatement or restoration to his post or grade etc.,

(2) There shall, however, be no appeal against non-selection for a selection post.

28.19 Period of limitation for appeals : No appeal under this part shall be entertained unless it is submitted within a period of three months from the date of the order appealed against unless sufficient justification is produced for the delay.

28.20 *Form and contents of appeals* : (1) Every person submitting an appeal shall do so separately and in his own name.

(2) Every appeal preferred shall contain a copy of the order appealed against and all material statement and agreements relied on by the appellant. It shall not contain any disrespectful or improper language and shall be complete in itself.

(3) Such appeals should be submitted to the Chancellor for consideration.

28.21 *Transmission of appeal* : The Vice-Chancellor or other subordinate authority shall transmit the appeal to the Chancellor with comments thereon and with relevant records without delay. The Chancellor may, however direct the Vice-Chancellor or his subordinate Officers to transmit the appeal.

28.22 *Consideration of Appeals* : (1) In the case of an appeal against an order of suspension, the Chancellor shall consider whether in the light of the provisions of Statute 28.7 and having regard to the circumstances of the case, the order of suspension is justified or not confirm or revoke the order accordingly.

(2) In the case of appeal against an order for any other penalties specified in Statute 28.5 the Chancellor, shall consider :

- (a) Whether the procedure prescribed has been complied with and if not whether the non-compliance has resulted in injustice;
- (b) Whether the findings are justified;

(c) Whether the penalty is excessive or adequate or inadequate ;

(d) The Chancellor may then set aside, reduce, confirm or enhance the penalty or remit the case to the Vice Chancellor or other subordinate authority with such directions as he may deem fit, in the circumstances of the case after giving an opportunity to the aggrieved person.

(3) No order imposing an enhanced penalty shall be passed unless the employee is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

(4) If the enhanced penalty relates to major penalties the necessary inquiry if not conducted will have to be conducted as per the provisions of the Statute 28.8 and 28.9.

PART VI – REVIEW

28.23 *Chancellor's Power to review* :

(a) The Chancellor may on his own motion or otherwise after calling for the record of the case review any order which is made by the Vice-Chancellor or other subordinate authority. He may then confirm, modify or set aside the order.

(b) impose any penalty or set aside, reduce or confirm or enhance the penalty imposed by the order;

(c) remit to the Vice-Chancellor or other subordinate authority with directions for such further action or inquiry as he considers proper in the circumstances of the case.

(d) pass such order as he may deem fit;

(e) enhanced penalty, shall not be passed unless the above mentioned conditions are fulfilled.

PART VII - MISCELLANEOUS

28.24 Appearance of Legal Practitioner : No Legal practitioner shall be allowed to appear in any proceedings under these Statutes.

(a) *Service of orders, notice, etc.,*

i. Every order, notice and other process made or issued under these Statutes shall be served in person on the employee concerned or communicated to him by registered post.

ii. If the employee refuses to receive or keeps out of the town for the purpose of avoiding service of such order, notice or other process like due notification in a local newspaper, the same may be served by affixing a copy thereof on the notice board of the Office of the Vice Chancellor or other subordinate authority.

(b) *Power to relax time limit and to condone delay :*

The Chancellor, Vice-Chancellor or other concerned subordinate authority may, for good and sufficient reasons, extend the time specified in these Statutes for anything required to be done under them or condone any delay.

Schedules to Statute No. 28.3

Schedule 'A' Class I

1. Professors, Bangalore University, Senior Fellows, Principals.
2. Readers/Associate Professors Bangalore University Fellows,
3. Registrar, if employee of the University
4. Registrar (Evaluation), if employee of the University
5. Finance Officer, if employee of the University
6. Director of External Courses
7. Director of Prasaranga
8. Director of College Development Council
9. Director of Students' Welfare
10. Deputy Registrars
11. Development Officer
12. University Engineer, if employee of the University
13. University Librarian / Deputy Librarian
14. Director of Physical Education
15. Workshop Superintendent, UVCE
16. Deputy Director, Prasaranga

Schedule 'B'

Class - II

1. Lecturers/ Asst. Professors
2. Co-ordinator
3. Assistant Registrars
4. Assistant Finance Officers
5. Internal Auditor
6. NSS Co-ordinator
7. Statistical Officers
8. Assistant Engineer's if employee of the University
9. Special officers
10. Assistant Librarians, Grade I
11. Assistant Director, Printing Press
12. Garden Superintendents

Schedule 'C'

Class - III

1. P.S. to Vice-Chancellor
2. P.S. to Registrar

3. P.S. to Registrar Evaluation
4. Superintendents
5. Research Assistants
6. Estate Assistant
7. Transport Supervisor
8. Garden Supervisor
9. Receptionist
10. Assistants
11. Junior Assistants
12. Stenographers
13. Typists
14. Junior Stenographers
15. Clerk-cum-Typists
16. Proof Readers
17. Publication Assistants
18. Field Assistants
19. Junior Engineers
20. Supervisors/Draughtsmen
21. Tracers
22. Mechanic-cum-Pump Operator
23. Store-keepers
24. Asst. Librarians Grade II
25. Cataloguer
26. Library Assistants Grade I and II
27. Physical Cultural Instructors
28. Part-time Gymnastic Teacher

29. Part-time wrestling Teacher
30. Laboratory Assistants
31. Foremen
32. Instructors
33. Mechanics
34. Curators —cum—photographers
35. Microtechnician
36. Glass Blower
37. Carpenter
38. Section Cutter
39. Photo Artist
40. Drivers
41. Electrician

Schedule 'D'

Class IV

1. Jamedar
2. Museum — keeper
3. Daffedar
4. Lab. Attenders
5. Helpers
6. Head Gardener
7. Attenders
8. Watchmen
9. Peons/Maid servants, etc.,
10. Mailes/ Gardener

11. Sweepers
12. Scavengers
12. Animal—keeper
13. Field man (Department of Geology)
14. Cook/Cycle orderly
15. Lineman

Chapter XXIX

**Conduct, Discipline and Appeal Rules :*

29.1 Notwithstanding anything contained in any Rule or Statute governing the conditions of service of an employee of the University, no employee of the University shall be dismissed or removed from service 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 and where it is proposed after such enquiry, to impose on him any such penalty until he has been given a reasonable opportunity of making representation on the penalty proposed but only on the basis of the evidence adduced during such enquiry.

Provided that this Statute shall not apply -

(a) where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges;

(b) Where the Chancellor is satisfied that for some reasons to be recorded in writing, it is not reasonably practicable to hold such enquiry, or

(c) Where the State Government makes a recommendation to the Chancellor that in the interest of the security of the State, it is not expedient to hold such enquiry.

29.2 If, in respect of any such person as aforesaid, a question arises whether it is reasonably practicable to hold such enquiry as is referred to above, the decision thereon of the Chancellor shall be final.

Chapter XXX

***Statutes of Bangalore University Employees' seniority Rule [Section 35 (m) of the Karnataka State Universities Act, 1976]**

30.1 These Rules may be called the Bangalore University Employees' Seniority Rules.

30.2 Nothing in these Rules shall be applicable to any person appointed as a local candidate so long as he is treated as such ;

Provided that where his appointment is treated as regularized from any date, his seniority in the services shall be determined in accordance with these rules as if he had been appointed regularly as per the rules of recruitment to the post held by him on that day.

Explanation : In this rule "Local candidate" shall have the same meaning as in the University Service Rules.

30.3 Subject to the provisions hereafter contained, the seniority of a person in a particular cadre of service or class of post shall be determined as follows :

*inserted vide Notification no. SYN 9, STT 80, dated : 27.5.81

(a) Officers appointed substantially in clear vacancies shall be senior to all persons appointed on officiating or any other basis in the same cadre of service or class of post.

(b) The seniority inter-se of officers who are confirmed shall be determined according to dates of confirmation, but, where the date of confirmation of any two officers is the same their relative seniority will be determined by their seniority *inter-se* while officiating in the same post and if not, by their seniority *inter-se* in the lower grade.

(c) Seniority *inter-se* of persons appointed on temporary basis will be determined by the dates of their continuous officiation in that grade and where the period of officiation is the same the seniority *inter-se* in the lower grade shall prevail.

Explanation : When an Officer otherwise fit for promotion from a particular cadre of service or class of post is not available for promotion on account of deputation, the shortness of the vacancy or other similar reason resulting in his junior in the same cadre of service or class of post being promoted. The senior Officer will maintain his seniority in the cadre of the service or class of post being promoted. The senior Officer will maintain his seniority in the cadre of the service or class of posts, to which the promotion has been made. But this provision will not be applicable to officers, who are not considered fit for promotion. In such cases, a definite decision shall be taken whether the Officer who is not available for promotion, would have been promoted to the higher post if he were available. Unless there is a positive decision to supersede, he shall rank for seniority over his junior.

30.4 Where officers are recruited to any service or a class of post by promotion and by direct recruitment, the officers directly recruited will take precedence over the promoted officers in case where the date of appointment is the same.

30.5 When promotions to a class of post or cadre are made on the basis of seniority-cum-merit at the same time, the relative seniority shall be determined.

- (i) If promotions are made from any one cadre or class of posts, by their seniority *inter-se* in the lower cadre or class of post;
- (ii) If promotions are made from several cadres or classes of posts, of the same grade by the period of service in these grades;
- (iii) If promotions are made from several cadres or classes of posts, the grade of which are not the same, by the order in which the candidates are arranged by the authority making the promotion.

30.6 When promotions to a class of posts or cadre are made by selection at the same time either from several cadres or classes of post or from the same cadre or class of post by the order in which the candidates are arranged in order of merit by the appointing authority making the selection.

Explanation : For purposes of this rule, 'several cadres or classes of post' shall be deemed to include cadres of classes of posts of different grades from which recruitment is made in any specified order of priority in accordance with any special rules of recruitment.

30.7 (1) The decision regarding the seniority of direct recruits to a service or to class of post shall be made by

the appointing authority at the time of their first appointment in one of the modes mentioned below :

(a) When the recruitment is made on the result of a competitive examination, the order of seniority will be in the order of merit, or

(b) When the recruitment is made by selection, the order of seniority will be determined by the order in which the candidates are arranged in order of merit by the appointing authority.

(c) When successful completion of course of training is prescribed for recruitment to any post, the seniority of those recruited after such training shall be determined on the basis of the order of merit :

- (i) at the examination held at the end of such training, or
- (ii) at the selection for such training when an examination is not held.

The decision once taken shall be final and shall not be open to revision.

(2) Notwithstanding anything contained in sub-rule (1) the seniority of a candidate who assumes charge of post after the period specified in the order of appointment shall be determined as from the date on which he assumed charge of such post.

30.8 The transfer of a person in the interest of the University from one class or grade of service to another class or grade carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purposes of seniority; and the seniority of a person so transferred shall be determined with reference to his first appointment to the class or grade from which he was transferred:

Provided that, where the transfer is made at the request of the officer, he shall be placed in the seniority list of the class or grade of service to which he is transferred below all the officers borne on that class or grade of service on or before the date of the transfer.

Provided further, that the seniority of a person transferred in the interest of the University vis-a-vis the persons actually holding the post in the class or grade to which he is transferred shall be determined on the date of such transfer with reference to his first appointment to the class or grade from which he was transferred.

Explanation : For the purpose of the above proviso, the persons actually holding the post do not include the persons who have before the date of such transfer been promoted, whether in an officiating or substantive capacity to a higher class or grade.

30.9 (1) Subject to the provisions of these rules, seniority *inter-se* of persons, to be included in the University-wise in the unit-wise cadre, if any, being included in the University-wise cadre, it shall be determined by the total length of continuous service of the official in the Unit-wise cadre from the date of his appointment to such cadre.

Provided that where two or more persons are appointed to the Unit-wise cadre on the same date and their total length of continuous service in such cadre is equal, then the *inter-se seniority* of such persons shall be determined by the authority competent to prepare the University-wise list.

(i) Where such persons are promoted from a lower cadre, on the basis of their total length of continuous service in the post in the lower cadre from which they are promoted.

(ii) Where such persons are directly recruited to the Unit-wise cadre, on the basis of their relative age, the older in age being considered as senior to the younger.

(2) The provisions of sub-rule (1) shall *mutatis mutandis* apply for the determination of seniority;

Where a University-wise list is prepared consequent upon posts included in Unit-wise cadres being included in the University-wise cadre, as if in the said sub-rule, for the words unit wise cadre, the words "University-wise cadres" had been substituted.

30.10 When a member of any service, class or grade is reduced to a lower service, class or grade, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service, class or grade next below any specified member thereof. Whenever a person is placed at the top of the lower service as aforesaid, he will be eligible for being considered for promotion when the next vacancy in the higher grade occurs, but the authority reducing him in rank may order that the person concerned shall not be promoted within a period specified in the order of reduction, in which case shall be considered for promotion to the first vacancy which occurs after the expiry of the prescribed period. Promotions made till that period shall not be reopened.

30.11 The case which cannot be determined by any of the above methods shall be determined in such manner as may be decided by the appointing authority.

30.12 (1) There shall be prepared every year for each cadre or service or class of posts a seniority list consisting of the names of all officers borne on the said

cadres or class of posts arranged in order of seniority in accordance with the provisions of these rules.

(2) The seniority list under sub-rule (1) shall be prepared by -

- (a) the University for Class I and II officers of service or classes of posts;
- (b) the Unit for Class III and IV service or classes of posts.

Chapter XXXI

*Creation of teaching and non-teaching posts in the University

31.1 (a) *Institution of Professorships, Readerships and Lecturerships* : The Syndicate shall, on the recommendations of the Academic Council and the Senate make suitable proposals to the Chancellor through the State Government for the Institution of Professorships, Readerships and Lecturerships required on such conditions of service as may be prescribed by Statutes from time to time by the University.

(b) *Creation of non-teaching posts in the University*:

- (i) The Vice-Chancellor after being satisfied with regard to the need for a class IV post and the adequacy of the financial provision in the University shall create such a post.
- (ii) The Syndicate after being satisfied with regard to the need for any ministerial or non-ministerial post other than those of Class IV and after

making due provision in the financial estimates shall create such a post.

Chapter XXXII

Bangalore University Employees' Contributory Provident Fund

32.1 *Admission to the Bangalore University Employee Contributory Provident Fund* : (a) Every whole time officer, teaching or other employee of the University appointed to a substantive post on or after 26th November 1954 shall become a subscriber to the above fund. Those whose services have been lent to the University by Government or other Bodies and those who are already holding pensionable posts are not entitled to the benefits of these rules. The case of the Vice-Chancellor will be governed by the terms of his appointment or of Statutes.

(b) Any whole -time officer, teacher or other employee of the University though appointed against temporary post may be admitted to the Fund if he is likely to be continued for 3 years.

Note : (1) The persons appointed on probation to the University service may also be permitted to contribute to the Fund subject to the condition that the payment of the University contribution will be made only after satisfactory completion of the probationary period.

(2) If an employee holding a permanent appointment is appointed to officiate in a higher post, he may contribute to the Provident Fund at the approved rate on the pay he actually draws in the higher post.

(c) It shall be competent for the University Syndicate to permit employees of the University whose services are lent to foreign employers to continue to subscribe to the Fund during the period of their foreign service, provided the foreign employers agree to pay the contribution thereon payable by the University and the salary last drawn by the employees in the University service shall be the basis for calculation of both subscription and the contribution.

(d) Persons who are in receipt of any pension from Government if re-employed in the University may be permitted to subscribe to the Provident Fund, provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year, the contribution with interest will be credited only after the completion of one year's re-employed service. The contribution with interest shall be payable for the entire period for which the re-employed pensioners is allowed to contribute to the Provident Fund if such period exceeds one year.

(e) Every subscriber, when joining the Provident Fund, shall sign a form of declaration in Form 'A'.

32.2 Subscription and contribution to Provident Fund:

(a) The word 'subscription' wherever it occurs in these Statutes, means the amount paid by the subscriber and similarly the word 'contribution', means the amount contributed by the University.

(b) Subscription to the Fund shall be at the uniform rate of 10 percent of the monthly basic salary of the subscriber. In calculating the subscription, any fraction of a rupee will be omitted.

(c) Subscription shall be deducted from the salary of the subscriber every month and the amount so deducted shall be paid into the University Provident Fund account to the credit of the subscriber provided the arrears of subscription, if any, will be deducted in easy installments not exceeding 24 months as may be fixed by the Finance Officer.

(d) The University shall contribute monthly an amount equal to the subscription paid by the subscriber and such contribution shall be credited to the account of each subscriber along with his monthly subscription.

(e) Any employee on leave shall continue to pay his subscription on the pay he receives while on leave. No recovery will be made from the subscriber while on leave, on other than full pay if the subscriber so desires and intimates his desire in writing to the Finance Officer in time.

Note : The term 'Basic salary' means basis pay and personal pay, if any.

(f) Any change in the rate of subscription shall take effect only from 1st April of each year and it shall be uniform for the whole year. Any rate once increased shall not be reduced.

(g) The accounts of the Fund shall be audited once a year by a Government Auditor together with the other account of the University.

32.3 Payment of interest to the subscriber and maintenance of accounts :

(a) A ledger shall be maintained by the Finance Officer in the name of each subscriber in form 'B'

(b) The Bangalore University Provident Fund Account shall be opened in the S.B. Account at any scheduled bank and all the subscriptions, contributions and interest thereon shall be credited to the above fund.

(c) Any cash balance of the above fund shall ordinarily be invested before the end of each month in fixed deposits at any scheduled bank or Government Securities or National Savings Certificates as approved by the Syndicate.

(d) The interest received by the University on the sums so invested shall be credited to the University Fund and interest at the rate specified in (e) shall be added to the subscriber's account by drawing the same from the University.

(e) Interest at * 7 ½ per-cent per annum upto Rs. 25,000/- and 7% for the balance will be credited yearly on the 31st March on the amount of subscriptions and on the amount of University contributions standing to the credit of a subscriber subject to the right of Syndicate to revise the rate at any time. However, interest on the amount of employee's subscriptions as well as on the University's contributions may be credited at any time, before the 31st day of March, in the event of a claim arising for payment on account of the subscriber ceasing to be in the service of the University.

In addition to any amount to be paid under this Statute, interest thereon up to the end of the month preceeding that in which the payment is made or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods is less shall be payable to the person to whom such amount is to be paid.

(f) Interest at the rate specified in (e) above, will be calculated on product basis on monthly balances in respect of subscriptions and refunds of withdrawals.

(g) Each subscriber shall receive from the Finance Officer of the University not later than the 30th June of each year, a statement of His account in Form C showing the opening balance at the beginning of the previous financial year ending 31st March and the balance after the addition of interest as on 31st March. The subscriber must satisfy himself as to the correctness of this statement and errors should be brought to the notice of the Finance Officer within one month from the date of its receipt, failing which it will be presumed that the details furnished in the statement are correct.

32.4 Deductions from the funds : (a) When the amount standing in the fund to the credit of a subscriber who has been dismissed from the service of the University for gross misconduct or who applies for an appointment elsewhere without previous permission of the Vice-Chancellor or who quits the service of the University in contravention of the rules prescribed by the University in this behalf or who resigns the service of the University becomes payable, the Syndicate may direct that the whole or any part of the University contribution and of any interest accrued thereon, may be deducted from the amount standing to the credit of the subscriber and credited to the University Fund.

(b) When the amount standing in the Fund to the credit to the subscriber becomes payable, the Syndicate may direct that any dues by the subscriber to the University may be deducted from the amount standing to

the credit of the subscriber limited to the University contribution and interest thereon.

(c) No employee who has been appointed on a contract basis shall be entitled to receive the University Contribution and interest thereon unless he completes the full term of appointment except in the case of death.

32.5 *Loans to subscribers* : Loans from the provident Fund may be granted to subscriber by the Registrar subject, however, to the following conditions provided that the loan to Vice-Chancellor shall be sanctioned by the Chancellor.

(i) No loan shall be granted unless the Registrar is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following objects and not otherwise : -

- (a) to pay expenses in connection with illness of the applicant or any person actually dependent on him;
- (b) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriage, funeral or ceremonies which by his religion it is incumbent on him to perform;
- (c) to meet expenditure of building or purchasing a house site or a house;
- (d) to pay for medical, engineering and other technical or specialized courses in India beyond the High School stage of the applicant or any person actually dependent on him provided that the course of study is not less than three years.

(ii) Loans shall not, except for special reasons to be recorded, be granted until all the previous loans sanctioned to the subscriber along with interest, thereon have been repaid in full. The amount of loan shall not exceed an amount equivalent to 90% of the amount of the subscription and interest thereon standing to the credit of the subscriber or 6 months basic pay of the subscriber whichever is less.

(iii) Loans shall be recovered from the subscribers in such number of equal monthly instalments not exceeding twentyfour as the Vice-Chancellor may fix. But such number shall not be less than twelve unless the subscriber elects. Each installment shall be in whole rupees, the amount of the advance being raised or reduced, if necessary, to admit the fixation of such Installments.

(iv) Recovery of the loans shall commence after one full month from the date on which the loan is drawn. No recovery shall be effected from the subsistence allowance given to an employee under suspension.

(v) After the principal of the loan has been repaid interest shall be recovered thereon at the rate of *8 1/2 % interest being calculated on product basis on monthly balances. A portion of a month shall be counted as a whole month. A loan account in Form 'D' shall be maintained by the Finance Officer for this purpose.

(vi) Interest on loans shall ordinarily be recovered in one installment, in the month after complete repayment of the principal but if the period fixed for repayment of the loan exceeds twenty months, interest may, if the subscriber so desires be, recovered in two equal installments.

32.6 Nominations : Every subscriber on joining the Fund shall send to the Finance Officer a nomination in Form 'E' conferring on one or two persons the right to receive the amount standing to his credit in the fund in the event of death. Every nomination shall be operative only after acceptance by the University. A subscriber may at any time alter or replace a nomination made by communicating in writing to that effect by the University. If he/she has family, any nomination in favour of a person other than a member of his/her family as defined hereinafter shall not be recognized by the University. The following shall be considered as members of the family

- (a) Wife
- (b) Children
- (c) Husband
- (d) Parents
- (e) Minor brothers and unmarried sisters
- (f) Adopted children legally recognized

Note : A register of nominees shall be kept in the University office.

32.7 Final payment : (a) Subject to any deductions under Statute 32.4, the amount standing in the Fund to credit of a subscriber shall become payable :

- (i) on the death of the subscriber before quitting the service or (ii) on the subscriber's ceasing to be in the service of the University.

(b) a subscriber's amount shall be closed-

- (i) on the date of his /her death or
- (ii) from the day on which he/she ceases to be in the service of the University.

Note : No contribution or interest shall be credited in respect of any period after the date on which the account is closed.

(c) after making deductions, if any, the amount standing to the credit of the subscriber on the date of his/her death or on the date on which he/she ceases to be in service shall be paid as follows :

- (i) The whole of it shall be paid to the subscriber if he/she is alive.
- (ii) If any valid nomination subsists, so much of the amount in respect of which the valid nomination subsists, shall be paid to the nominee or nominees in the proportion specified in the nomination.
- (iii) If no valid nomination subsists, the whole amount shall be paid in equal shares to the surviving members of his/her family.

32.8 Special powers of the Syndicate : The Syndicate may, from time to time, issue such general or special directions as are consistent with the above Statutes with respect to any matters relating to the Fund, its management and investment or the privileges of the subscribers not expressly provided for herein.

Form of Declaration 'A'**Statute 32.1(e)**

I hereby declare that I have read and understood the Rules of the Bangalore University Provident Fund and that I agree to abide by the same.

Name in full

Date of birth.....

Date of joining appointment

Nature of appointment

Salary per month – Rupees

Station

Date

Signature of the Subscriber

1. Witness :

Name.....

Address.....

Occupation

2. Witness :

Name.....

Address.....

Occupation

Vide Statute 32.3 (a)

Contributory Provident Fund Ledger – 'B'

Name and Designation of the Subscriber

Account No.

Date of Commencement of Employment

Pay on 1 st April Rs.	Subscription	Refunds of withdrawals	Total withdrawal	Monthly balance on which interest is calculated	Interest on monthly balance at 7½%	Remarks
April	...					
May	...					
June	...					
July	...					
August	...					
September	...					
October	...					
November	...					
December	...					
January	...					
February	...					
March	...					
Total	...					

ABSTRACT**Subscription**

Opening balance
Subscription and
Refunds during the year
Interest on subscription
and Refunds

University Contribution

(1) Opening Balance

(2) University Contribution

(3) Interest

Total**Total**

Deduct withdrawals

Deduct withdrawals
if any

Closing balance

Closing balance

Calculated by
Checked by

Finance Officer
Bangalore University

Bangalore University Statutes

Yearly Statement of Account – Form 'C'

Bangalore University Statutes

Vide Statute 32.3 (g)

Year of Account

Rate of Interest :- 7½%

Account No.	Name of the Subscriber	Opening balance	Subscription and contribution during the year	Interest for the year	Total	Withdrawal during the year	Balance

Finance Officer
Bangalore University

Chapter XXXIII

*Institution of courses under Section 23(2) (f) of the KSU Act, 1976

33.1 Diploma in NSS

33.2 Diploma in Sports and Physical Education

Chapter XXXIV

****Revised Statutes Governing the conditions under which-**

- (1) Colleges may be affiliated to the University; and
- (2) Such affiliation may be withdrawn

34.1 The authorised correspondent of a Registered Society or Body sponsoring the establishment of a new college in the University Area or the appropriate authority in the Government, if the proposed College is a Government College shall make an application to the Registrar for affiliation of the college to the University, and the application along with a Demand Draft for Rs. 5,000/- being the affiliation fee, shall reach the Registrar, not later than 31st October of the preceeding year.

34.2 The application referred to in Statute No. 34.1 above shall contain the following particulars -

- (a) whether the sponsoring authority is a registered body registered under the Societies Registration Act or other law and has a Governing Body;

*inserted vide Notification No. SYN 15 STT 76, dated : 22.1.1977

**inserted vide Notification No. SYN 5, STT, 79, dated : 23.2.1981

†Amended vide Notification No. ACA III / Statute/ 80-81, dated : 16.10.1981

- (b) the constitution and personnel of the Governing Body;
- (c) the aims and objectives of the Society;
- (d) the financial resources of the Society including the cost of land, buildings and equipment in possession or proposed to be acquired (certified copies of trust deeds, title deeds, endowment deeds, etc., if any, executed for the benefit of the proposed college should be enclosed);
- (e) the subjects and courses of study proposed to be introduced in the College ;
- (f) whether the college will have an attached hostel.

The provisions in clause (a) to (d) shall not apply to applications in respect of Government Colleges.

34.3 The applications should further contain the following undertakings :-

- (a) That the conditions specified in Section 53 of the KSU Act and such other conditions as might be laid down by the Syndicate and the Academic Council shall be fulfilled by the Management ;
- (b) that the Principal of the college and two senior members of the staff duly satisfying the qualification laid down by the University in that behalf shall be appointed before the end of March next;
- (c) That the teaching staff appointed in the college shall be such as will fulfill the qualifications laid down in the Ordinances in force from time to time and that no person who has reached the age of 60 years shall be appointed as a teacher.

34.4 In the case of proposed additions to the existing courses of instructions in a college already affiliated to the University, the Governing Body of the College or the appropriate authority in the Government in the case of Government Colleges shall make an application to the Registrar giving details of courses which the college is already affiliated to the University and the new courses, subjects or combinations proposed to be started. Such applications shall reach the Registrar along with the prescribed fee by the 15th October of the previous academic year.

34.5 In respect of disposal of the applications received under Statute 34.4, the procedure indicated in the Statutes 34.4 to 34.9 shall be followed *mutatis mutandis*

34.6 The following are the fees prescribed for the affiliated of Colleges to the University :-

- (i) Fee for affiliation of a college to the University for the first time. Rs.5,000-00
- (ii) Fee per annum for continuation of the affiliation to the University (in cases where the college has already been affiliated to the University on a temporary basis.) Rs.500-00
- (iii) Fee for permitting the introduction of a new subject of studies in a college which has already been affiliated to the University. Rs. 500-00

*Provided that in case of applications for affiliation of new colleges to the University, the fees paid shall be refunded in the following cases :-

- (a) in the event of the applications being withdrawn before the inspection, an

amount of Rs. 1,000 shall be deducted as application fee and the balance Rs. 4,000 refunded to the applicant.

- (b) if the application is withdrawn after inspection an amount of Rs. 2,000 shall be deducted and the balance of Rs. 3,000 refunded to the applicant.
- (c) No refund shall be allowed in cases where the application has been fully considered and final orders passed either accepting or rejecting the request for affiliation of the college to the University.

- (iv) Every college affiliated to the University shall pay an annual fee of Rs. 500 to the University.

34.7 A college affiliated to the Bangalore University shall fulfill the following conditions in addition to those conditions specified in section 53 of the Karnataka State Universities Act, 1976:-

- (a) Every affiliated college shall have a duly constituted governing body consisting of not more than 15 persons approved by the Syndicate including among others, at least 3 representatives of the teaching staff of whom the Principal of the College shall be one and two representatives of the Bangalore University as may be provided for by the Ordinances.

Provided that a college maintained by the Government shall have an Advisory Committee consisting of such number of members not exceeding 15 as the Government may determine of whom at least three shall

be the teachers in the college including the Principal and two shall be representatives of the University.

- (b) The college shall abide by the Statute, Ordinances and Regulations of the University framed from time to time.

34.8 The conditions of service of teachers in the colleges affiliated to the Bangalore University shall be governed by the Statutes framed by the University in this behalf under Section 67(3) of the Karnataka State Universities Act, 1976.

34.9 Every affiliated college shall be inspected ordinarily once every year by a Committee appointed by the Syndicate. The Syndicate shall consider such a report and the recommendations contained therein.

34.10 The affiliation granted to a college by the University may be withdrawn in whole or in part or modified if the college has failed to comply with any of the provisions of the conditions of affiliation in accordance with Section 56 of the Karnataka State Universities Act.

5697 - BUP - 500 - Apr.2011

* Statutes regarding service conditions of Teachers in the affiliated colleges of the Bangalore University - Chapter XXIII