

KANNUR UNIVERSITY

NOTIFICATION

No. Ad. A1/759/98 II.

14th November, 2005.

This is to notify that the Kannur University Ordinances, 1999 assented to by the Hon'ble Chancellor on 7-6-2002, is implemented in the University. The Ordinance shall come into force with effect from 7-6-2002.

(Sd.)

Registrar.

KANNUR UNIVERSITY ORDINANCES, 1999

CHAPTER I

PRELIMINARY

1. Short title and commencement

- (1) These Ordinances may be called the Kannur University Ordinances, 1999.
- (2) They shall come into force at once.

2. Definition and interpretations

- (1) The words and expressions used in the Kannur University Act, 1996 (22 of 1996) and the Kannur University First Statutes, 1998 and used but not defined in these Ordinances shall have the same meanings respectively assigned to them in the said Act or Statutes.
- (2) Any reference in these Ordinances to the Director of Collegiate Education or the Zonal Deputy Director of Collegiate Education, shall in relation to a private Engineering College be constructed as a reference to the Director of Technical Education or such Officer as he may authorise.

CHAPTER II

ACADEMIC YEAR, TERMS, VACATIONS AND HOLIDAYS

1. Academic Year

Except for otherwise provided in these Ordinances, the Academic Year for all Colleges affiliated to the University and educational institutions and departments maintained by the University begins on the first of June each year or the next working day, if the first of June happens to be a holiday, and ends on the 31st March of next year or previous working day if the 31st March happens to be a holiday.

2. Terms

- (1) The academic year shall consists of three terms which shall ordinarily begins and end as follows:

First term.—June to the commencement of Onam Holidays.

Second term.—Reopening after Onam Holidays to the commencement of the Christmas Holidays.

Third term.—January to March closing with the long vacation.

Explanation.—I: Long vacation is the period between the end of the third term and the beginning of the first term of the next academic year.

Explanation.—II: A period not exceeding 15 days shall be allowed for the Onam and Christmas Holidays preceding the second and third term respectively. But these holidays will not be treated as vacation.

3. Working days

An academic year shall have not less than 180 working days of five hours duration each, excluding days or hours spent for examinations for all Colleges or educational institutions or departments.

Provided that for professional colleges, there shall be in an academic year the alternate of 960 working hours, excluding hours spent for examinations in place of 180 working days.

4. Holidays

- (1) All colleges and educational institutions and departments of the University shall be closed on the following days:
 - (a) All days declared as holidays by the Government of Kerala.
 - (b) Such other holidays as may be declared by the Registrar of the Kannur University.
- (2) In Colleges affiliated to the University, the Principals may fix the working days and holidays, subject to the provisions contained in Ordinances 1, 2 and 3 of this Chapter.

5. List of Holidays

At the commencement of each academic year, the Principals of Colleges and other educational institutions shall forward to the Registrar a calendar showing the list of working days and holidays during the year and, shall also report from time to time any change in the list made by them subsequently.

CHAPTER III

TRANSFER CERTIFICATES AND TERM OR ANNUAL CERTIFICATES

1. Transfer Certificate

- (1) No student who has been admitted to a college or institutions or a University Department of study and research shall be allowed a transfer to another college or institution without a transfer certificate in the form prescribed by the Syndicate showing:
 - (a) the name of the student in full;
 - (b) the date of birth as entered in the admission register;
 - (c) the dates on which the student was admitted to and on which the student left institution;
 - (d) the class in which the student studied at the time of leaving the institution;
 - (e) if it be the time when annual promotion take place, whether the student is qualified for promotion to a higher class and
 - (f) that the student has paid all fees or other moneys due to that institution in respect of the academic year in which the student was enrolled.
- (2) Every Transfer Certificate issued to students from a College or other institution after being registered for a University Examination shall contain, in addition to those prescribed in clause (1), the following details also, namely:—
 - (a) Name of the examination of the University for which the student has been last presented from the College.
 - (b) Register Number of the student and date of Examination; and
 - (c) Whether the student has appeared for the Examination.
- (3) A student applying for a transfer certificate during a College term in which he was enrolled, or applying not later than the fifth working day of the college immediately following, shall forthwith be given such Certificate upon payment of all fees and other dues, if any, or of such portion thereof as the Principal may deem fit to demand for the college term in which he was enrolled, provided that, if after obtaining the Transfer Certificate he is admitted to any other College within the jurisdiction of this University, he shall not be called upon to pay over again the fees already paid for the term to the College which issued the transfer certificate. However, a student who is admitted to a College affiliated to this University after obtaining transfer certificate from a College affiliated

to any other University shall be liable to pay over again all other fees for the term, except tuition fees, to the College where the student is admitted.

- (4) A student applying for such certificate after the fifth working day of the College term immediately following that during which he was last enrolled, shall forthwith be given the transfer certificate on payment of (1) all fees or other dues or of such portion thereof as the Principal may deem fit to demand in respect of the College term in which he was last enrolled.

Provided that when a student has been enrolled at favourable fee rates, he shall be liable for such rates only.

- (5) No student shall be considered to have been enrolled in any College term unless he has attended the College and received instruction for at least one day of that term or has paid such fees or portions thereof as may be prescribed the Syndicate.
- (6) In the case of a student who has been a candidate for a University examination, the results of which have not been published before the beginning of the academic year, the eleventh day after the results of that examination have been announced at the University Office shall be counted for him as the first working day of the academic year so far as the grant of a transfer certificate is concerned.
- (7) In the event of a Principal refusing or delaying to give a transfer certificate to which the student may be entitled, the student shall have the right of making an appeal to the Syndicate.
- (8) If any student is expelled from any college maintained by or affiliated to the University, intimation of the fact of such expulsion with a statement of the reasons therefore shall be given forthwith by the Principal to the parent or guardian of the student and to the Syndicate. Intimation to the Syndicate shall be accompanied by the transfer certificate of the student. The Syndicate on the application of the student or his parent or guardian, may, after making such enquiry as it deems proper, deliver the certificate to the student or his parent or guardian with necessary endorsement or withhold it temporarily or permanently.

2. Attendance for Annual Certificate

A Student shall ordinarily qualify for the annual certificate in one and the same College, but in special cases, the Vice-Chancellor may allow attendance in different Colleges to be combined for purposes of the annual certificate.

3. Transfer from one college to another

- (1) A student desirous of transfer from one college to another shall apply to the Registrar in the prescribed manner for permission for such transfer. Such applications shall be submitted in every case prior to making the desired transfer and shall furnish valid reasons for the transfer proposed. This Ordinance applies to a transfer during the course of an academic year as well as to a transfer at the end of the academic year.
- (2) An application for a transfer shall invariably be accompanied by:
- the written consent of the Principal of the College in which the student is studying,
 - the written promise of admission from the Principal of the College which he proposes to join, together with an assurance by him that the student if the transfer is permitted will be able to continue in his College the course of study already commenced by the student in each subject under each part of the examination; and
 - a certificate of satisfactory progress and good conduct from the Principal of the College, he is leaving.

4. Authority to sanction

It shall be competent for the Vice-Chancellor to sanction the transfer of a student from one college to another.

5. Combination of Attendance

A student who has been permitted by the Vice-Chancellor to be transferred from one College to another, shall apply for combination of the attendance earned by him in the College in which he was studying before such transfer and the attendance that he would be able to earn in the college to which he has been admitted. Every such application shall be accompanied by a chalan receipt for the prescribed fee and shall be sent to the Registrar of the University through the Principal, so as to reach him not later than one month after admission to the new College and in any case fifteen days before the last date for the receipt of applications for admission to the examinations.

6. Pre-requisite for combination

In the case of a student who has been permitted to combine attendance in two colleges, the annual certificates shall be accepted if the student has kept:

- three quarters of the possible attendance in each college before and after his transfer respectively; or
- three quarters of the combined total of possible attendance in the two colleges taken together.

7. Conditions for annual certificate

- (1) In all colleges, the grant of the annual certificate shall be in respect of three consecutive terms comprising one year, but the Syndicate may permit the authorities of a college to grant such certificate in respect of three terms which are not consecutive, provided the student has during those terms completed the necessary course of study.
- (2) The grant of the annual certificate shall be subject to the following conditions, namely:
 - (i) In colleges other than Medical Colleges, the certificate shall not be granted unless a student has kept three-fourths of the attendance prescribed by the college in the course of instruction followed by him during the year;
 - (ii) in Medical Colleges, the certificate shall not be granted unless a student has kept four-fifths of the attendance prescribed by the colleges;
 - (iii) the certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authorities of his college and his progress and conduct have been satisfactory.
- (3) A student who has failed to earn the required attendance in an academic year, at the end of which there is a University Examination, must attend the college to receive such additional instruction as the Principal may prescribe to enable him to issue the annual certificate. The Vice-Chancellor shall be competent to grant condonation of attendance up to 14 days. In case the shortage of attendance exceeds 14 days but not 24 days, the Syndicate alone shall be competent to grant condonation. In the case of Semester, condonation up to six days for each semester may be given by the Vice-Chancellor.

8. National Cadet Corps, National Students Council, National Students Organisation or National Service Scheme

- (1) Every college may make arrangements for organising National Cadet Corps, National Student Organisation, National Service Scheme and such other Extra-curricular activities approved by the Syndicate from time to time.
- (2) Attendance shall be voluntary for such activities.
- (3) Students who are not taking part in such approved Extra-curricular activities shall undergo physical education classes, provided they are physically fit.

9. Power of the Syndicate to stay admission

- (1) The annual certificates once issued by the Principals of colleges shall not be cancelled by them, but the Syndicate may direct the heads of Colleges or other institutions, not to admit to further courses of studies for a certain period, students who are found guilty of any serious offence or misconduct, after the issue of annual certificates.
- (2) If a student is found fit at the stage of forwarding his application for a University examination, any subsequent misconduct or lack of progress during the subsequent period shall be reported to the Syndicate to justify withholding of the annual certificate.

10. Form

The certificates shall be in such form as may be prescribed by the Syndicate.

CHAPTER IV

APPOINTMENT OF EXAMINERS AND QUESTION PAPER SETTERS

1. Appointment of Examiners and question paper-setters

- (1) Appointment of question paper setters and examiners shall be made by the Controller of Examinations, with the approval of the Vice-Chancellor, from a panel approved by the Syndicate on the recommendation of the Boards of Studies and Faculties and/or from the list of teachers prepared as per Ordinance 8 of this Chapter.
- (2) The panels for each examination shall consist of names of not less than 1/5 in excess of the probable numbers or each subject.

2. Cancellation of Appointments

It shall be competent for the Controller of Examinations with the approval of the Vice-Chancellor to cancel the appointment of any question paper setter or examiner without assigning any reason whatsoever and the matter may be reported to the Syndicate.

3. Disqualification

The Syndicate shall have the power to disqualify any person for a specified period or permanently from question paper setting or examinership, or to levy fine as prescribed by the Syndicate from time to time or to withdraw recognition as a teacher for inefficiency, misconduct, malpractice or for disobeying the instructions issued by the University.

4. Categories of Examiners and their duties

The categories of examiners and their duties shall be decided by the Syndicate, from time to time.

5. Question Paper Setters

- (1) No person engaged in teaching work in any college maintained by or affiliated to the University shall ordinarily be appointed to set question papers.
- (2) No person shall be appointed as a question paper setter unless he has had eleven years teaching experience in a College or University in the concerned subject.
- (3) Question Paper setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
- (4) The Vice-Chancellor shall be competent to approve appointments as question paper setters, waving the above requirements in exceptional cases and his action shall be reported to the Syndicate.

6. Board of question papers setters

The Controller of Examinations shall with the approval of the Vice-Chancellor constitute every year a Board of Question Paper Setters for each subject or group of subjects for which examinations are likely to be held; provided that no person shall ordinarily be appointed for more than one Board.

7. Duties of the Board of Question Paper Setters:

The duties of the Board of Question Paper Setters shall be:

- (i) to consider and scrutinise the papers set in the subject and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus; and
- (ii) to do such other duties as may be prescribed by the Controller from time to time.

8. Compilation of a list of teachers

A list of teachers employed in the affiliated colleges and departments of the university, arranged in the order of subjects, shall be compiled from the Register of Recognised Teachers or from the Returns submitted by the Colleges and Departments of the University and kept upto date containing the following:

- (a) Name of teacher
- (b) College in which he is working
- (c) Age
- (d) Qualification, with class and date
- (e) Present grade and date of appointment to it
- (f) Class and subject which he teaches
- (g) Number of years of teaching experience in the colleges/University; and
- (h) Previous appointments as examiners, etc.

9. Terms of appointment

- (1) Examiners shall be appointed for one year and shall be eligible for reappointment in two successive years following the year of first appointment.
- (2) Examiners who have held office for three successive years whether for the same or different examinations shall not ordinarily be appointed until after the laps of two years.

Provided that the number of new examiners appointed in any year, who have not previously been examiners shall not exceed one half of the total number appointed to a Board.

Provided further that this Ordinance may be relaxed by the Syndicate in the case of examinations in subjects in which sufficient number of competent examiners are not available.

10. General conditions for appointment of Examiners

(1) Ordinarily persons with a minimum teaching experience of three years in a College or University are eligible for appointment as Examiners.

Explanation:—Seven years standing at the Bar may be considered as equivalent to three years of teaching experience in law examination.

(2) Examiners appointed under one Board shall not ordinarily be appointed to any other Board in the same session except for reasons to be recorded.

(3) For selecting new Examiners, the first preference shall be given to those who had five years or more of teaching experience and who had not been appointed so far. The second preference shall be given to those who had finished one term of examinership which is ordinarily three years and who had a break of three years or more. The third preference shall be given to those who had examinership for two terms and had breaks of three years or more. The next preference shall be given to those had breaks of two years or less.

Provided that the appointment of Chairman, Board of Examiners, the rule of preference may be waived for reasons to be recorded.

(4) Members of the Syndicate shall not be offered Examinerships.

(5) No person above the age of 65 shall appointed or allowed to continue as an Examiner.

(6) No person who has ceased to be a teacher for one year or more shall be appointed or allowed to continue as an Examiner.

11. Board of Examiners

(1) The Controller of Examinations shall with the approval of the Vice-Chancellor constitute a Board of Examiners for each subject or group of subject for which examinations are likely to be held; provided that no person shall ordinarily be appointed to more than one Board.

(2) Each Board shall have a Chairman, who shall be appointed with the approval of the Vice-Chancellor by the Controller of Examinations.

12. Duties of the Board of Examiners

The duties of the Board of Examiners shall be:—

(i) to pass the results of the examinations and forward them to the Controller of Examinations for submission to the syndicate; and

(ii) to do such other work as may be assigned to the Board by the Controller of Examinations or the Vice-Chancellor or the Syndicate from time to time.

13. Committee of Boards of Examiners

It shall be competent for the Controller of Examinations to constitute committee of Boards consisting of the Chairman or Chief Examiners in the same or different subjects which form part of the examination for the purpose of consolidating the marks obtained by candidates in different parts of the examination.

CHAPTER V

CONDUCT OF EXAMINATIONS

1. Date, Place, etc. of Examination

(1) All examinations shall be conducted at such places, at such times and on such dates as the Syndicate may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published in the first week of December for the March-April Examinations, and in the second week of June for the September-October Examinations.

(2) All examinations shall ordinarily be held twice in the academic year, unless otherwise decided by the Academic Council from time to time.

2. Notification of dates

The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, the dates of conduct of examinations and the dates of publications of results.

3. Method of Examinations

- (1) Unless otherwise provided for, examinations shall be conducted by one or more of the following methods.
 - (a) Written
 - (b) Practical
 - (c) Oral.
- (2) Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre.
- (3) Candidates must answer question papers, except in the case of languages other than English, in English or Malayalam.

4. Standard of question papers

The papers set in any subject shall be such as a candidate of decided ability, well prepared in the subject can reasonably be expected to answer within the time allotted.

5. Prohibition of religious belief or profession or political views

No question shall be put at any University examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

6. Arrangements

Subject to the laws of the University, the Controller of Examinations shall, under the directions of the Vice-Chancellor, make all arrangements for the conduct of the examinations, at the various centres of examinations.

7. Superintendent, Assistant Superintendent etc.

It shall be competent for the Controller of Examinations to appoint a Chief Superintendent, Assistant Superintendents and such other staff as are required for the conduct of the examinations, at each centre of examination subject to guidelines. Such persons shall be paid such remuneration as may be fixed by the Syndicate from time to time.

8. Appointment and Duties

The guidelines relating to the appointment and duties of the Chief Superintendents and Assistant Superintendents shall be made by the Syndicate.

9. Hall Tickets

Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall Tickets shall be issued to each private candidate through the Chief Superintendent of the Centre at which the candidate proposes to take the examination and to the candidates presented by the colleges, through the Principals. The Hall Ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the Ordinances.

10. Photographs where necessary

All candidates whether private or regular seeking admission for a University examination shall submit two copies of their photographs together with the application for registration for the examinations. The photographs shall be of passport size and taken not earlier than six months prior to the date of application.

11. Centre not to be changed for first time

Except with the special permission of the Vice-Chancellor, no candidate for an examination who has undergone the prescribed course of study in a college and who is presented by the College for an examination for the first time shall be allowed to take the examination from any centre, other than the centre allotted to the students of the college in which he has undergone the course.

12. Production of Hall Tickets

Candidates shall bring with them their hall tickets, on each day of the examination and shall produce the same when demanded for inspection by the Chief Superintendent or Assistant Superintendent or any officer authorised by the University for the purpose.

13. Cancellation of Hall Tickets

It shall be competent for the Vice-Chancellor to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he is ineligible to take the examination.

14. Exclusion of candidates for disease

It shall be competent for the Chief Superintendents to exclude any candidate from an examination, on being satisfied that he is suffering from any infectious or contagious disease. Such cases shall be immediately reported to the Controller of Examinations.

15. Provisional admission

No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Chief Superintendents shall have power to admit a candidate provisionally who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate. Such cases shall be reported to the Controller of Examinations forthwith.

16. Exclusion of candidates for misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Chief Superintendent or Assistant Superintendents, or behaving insolently towards the Chief Superintendent or any Assistant Superintendent, the candidate may be excluded from the day's examination and if he persists in misbehaviour, he may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the Controller of Examinations and the Syndicate, may, according to the gravity of the offence ratify the action taken, by the Chief Superintendent or further punish a candidate by canceling the examination taken by him either in whole or in part, or debarring him from appearing for any University examination for a specified period or permanently.

17. Report of Results

The Board of Examiners shall report to the Controller of Examinations provisionally the results of the Examination conducted by them or supervised by them.

18. Publication of Results

- (1) The Controller of Examinations shall submit the result to the Syndicate. The Syndicate shall have power to approve the results and publish the same.
- (2) For all examinations conducted by the University, the register numbers of all successful candidates shall be classified as I class, II class, III class etc, and published in the order in which they were registered for the examination.

19. Maintenance of Mark Register

A mark register shall be maintained in the University in which the marks secured by each candidate shall be entered in figures as well as in words. Any correction in the mark shall be recorded in the register maintained for the purpose by the Controller of Examinations. Corrections made in the register shall be supported by the initials of the Controller of Examinations and with the seal of the University.

20. Degree Certificates and Mark lists

A Degree under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination for a degree. The Degree shall set forth the month and year of the examination, the subject in which the candidate was examined, the class in which he was placed and the subjects in which he gained distinction, if any. A mark list signed by the Controller of Examinations, shall be given to each successful candidate at an examination. The mark list shall set forth the month and year of the examination, the subjects in which the candidate was examined, the class in which he was placed and the subjects in which he gained distinction, if any.

A certificate signed by the Controller of Examinations shall also be given to candidates whose original Degrees, Diplomas have been irrecoverably lost or destroyed:

Provided that it shall be competent for the University to issue a provisional Certificate to a candidate on payment of the prescribed fee during the period after publication of the results in the University Office and before the issue of the Original Certificate.

21. Change of results for malpractice

In any case where it is found that the result of an Examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examinee has benefited, and that such examinee has in the opinion of the Syndicate, been party or privy to, or connived at, such malpractice, fraud, or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the syndicate may consider necessary in that behalf.

22. Scrutiny of marks

- (1) A candidate who has appeared at an examination may apply to the Controller of Examinations for scrutiny of his marks, i.e. for checking whether any answer had not been given marks and whether there are any mistakes in totalling. Such application, if any, shall be made within one month from the date of publication of the results of the examination in the University Office and shall be accompanied by treasury receipts for the prescribed fee. The fee is only for scrutiny and not for revaluation of the paper.
- (2) A candidate shall not be entitled to a refund of the fee, remitted by him.
- (3) The result of the scrutiny and the marks obtained for the paper/subject shall be communicated to the candidate and in the case the result is affected by such scrutiny, the corrected result shall be published in the University Office and in such other manner as the Syndicate may decide.

23. Revaluation of answer papers at University Examinations

- (1) Candidates for all examinations are eligible to apply for re-valuation.
- (2) Every application for revaluation shall be submitted within ten days of the date of publication of results to the Controller of Examinations in the prescribed form with a chalan receipt for the prescribed fee in such manner and subject to such conditions, as the University, may, from time to time, prescribe.
- (3) In the event of the marks being revised as a result of revaluation the candidate shall be eligible for refund of the revaluation fee paid.

24. Improvement of Results

A candidate may be given an opportunity to improve his result by reappearing for subjects in which he wants to improve his result, within a period of one year of completion of his course of study subject to such conditions, as the University may from time to time lay down. Such permission to reappear shall be allowed only once by retaining the original marks, if necessary.

25. Debarring candidates and quashing results

If at any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, the Syndicate shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

26. Punishment for malpractice

If the Syndicate is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Syndicate may punish such person in such manner as it may deem fit and may also abolish the centre for conduct of examinations for such period as it may deem fit.

27. Power to frame guidelines etc.

The Syndicate shall have power to frame guidelines or issue directions or instructions for efficient conduct of the examination and to keep up the integrity of the examinations.

CHAPTER VI

MEDICAL INSPECTION OF STUDENTS

1. Certificate of Medical Inspection

Every student admitted to a college or institution or University Department of study and research shall present along with other certificates, a medical inspection or health card from the school or college he attended last.

2. Compulsory Medical Inspection

Every student shall be required to undergo medical inspection or admission to a course of study under the University and on every alternate year, thereafter.

3. Medical Officers

The Medical Inspection shall be conducted by qualified Medical Officers. Only those who have been admitted to a Degree in Medicine and have practiced medicine for a period of not less than five years shall be eligible for appointment as Medical Officers in Colleges. The medical inspection of women students shall be conducted only by women medical

officers. The Syndicate shall appoint and also determine the terms of appointment of the medical officers for the colleges/institutions/departments of study and research maintained by the University. The medical officers for the colleges affiliated to the University shall be appointed by the colleges concerned and approved by the Syndicate.

4. Appearance for inspection

Every student on the roll of a college/institution/department of study and research shall present himself/herself for medical inspection before the medical officer concerned on such date as may be fixed by the Medical Officer in consultation with the Principal of the College, or the Head of the Institution or Department as the case may be. If a student fails to present himself for medical inspection at the appointed time, his case shall be reported by the Medical Officer through the Principal of the College or the Head of the Institution or Department to the Syndicate, which may punish him in such manner as it thinks fit.

5. Inspection Report

After each medical inspection, the medical officer shall—

- record the results of the medical inspection of students in the prescribed form;
- give such medical advice to each student as he may consider necessary;
- invite the special attention of the Principal/Head of the institution or Department of Study and Research to all cases of serious nature.

6. Forwarding of Report

A report on the results of medical inspection shall be forwarded by the Medical Officers through the Principal/Head of the Institution or Department of Study and research to the Registrar.

CHAPTER VII

RESIDENCE OF STUDENTS

1. Definition

- "College Hostel" means a hostel which is under the direct control and management of a College maintained by or affiliated to the University and which generally admits only students of that College.
- "Non-Collegiate Hostel" means a hostel run by private agencies and accommodating students only.
- "Lodging" means a hostel or boarding house run by private agencies or individuals which is not reserved exclusively for students and which has been recognised by the syndicate.

2. Recognition of Hostel

The syndicate shall prescribe from time to time such general or special conditions as it may deem necessary for recognition of hostels and shall have power to grant or to withhold recognition to any hostel.

3. Colleges to Provide Hostels

Every College shall provide residential quarters for such percentage of students as the Syndicate may decide from time to time. Twenty five percentage of seats in Private College Hostels shall be reserved for admission to students belonging to SC/ST. Out of twenty five percentage of seats reserved for SC/ST students in Private College Hostels, five percentage shall be earmarked for Scheduled Tribe Students. If no student belonging to Scheduled Tribe is available, the seats earmarked for them shall be allotted to the students belonging to Scheduled Caste. The seats that remain unfilled in the SC/ST quota shall be allotted to students belonging to other communities.

4. Residence

Every student not residing with his parents or guardian shall be required to reside in any of the hostels maintained by the University or by the institutions affiliated to the University or in hostels or lodgings recognised by the University. The Syndicate shall maintain a register of recognised hostels and lodgings.

5. Procedure for recognition

(1) The Principal, Warden, Manager or Proprietor of an institution who desires to have it placed on the list of recognised hostels and lodgings, shall apply to the Registrar furnishing the following particulars:—

- the locality of the hostels or lodging and its surroundings;
- the accommodation provided;
- arrangements made for water supply, lighting, sanitation, medical help, boarding, games etc.

(2) The application shall ordinarily be made in the month of June every year.

(3) The applicant shall also forward a copy of the rules for the management of the institution and a sketch plan of the buildings and grounds. The Syndicate may appoint any person to inspect the institution and after consideration of the

report of the inspection and after any further enquiry which it may deem necessary shall decide whether the institution can be placed on the list. Any recognised hostel or lodging shall be open to inspection at any time by any person deputed by the Syndicate. Changes in the rules for the management of an institution shall be made only with the approval of the Syndicate.

6. Class of residence

The following classes of residence may be recognised by the Syndicate.

- (i) Collegiate Hostels.
- (ii) Non-collegiate Hostels.
- (iii) Lodgings.

7. Management of Collegiate Hostels

A Collegiate Hostel shall be managed by the Managing Council Governing bodies of the College to which the hostel belongs. There shall be in every such hostel a Warden, Superintendent or Proctor working under the immediate direction, control and supervision of the Principal of the College to which the hostel is attached. Students living in such hostels shall be under the disciplinary control of the Warden, Superintendent or Proctor, as the case may be. For every fifty students in a hostel there shall be one resident Tutor or Assistant Warden. The Principals of the colleges concerned shall frame rules for their collegiate hostel, and submit them for approval by the Syndicate.

8. Management of Non-collegiate Hostels

(1) Non-Collegiate hostels shall be managed by a regularly constituted managing body, the constitution of which shall be subject to the approval of the Syndicate.

(2) Only students of College maintained by or affiliated to the University shall be admitted to such hostels.

(3) There shall be in every such hostel a Resident Warden, Superintendent or Proctor, and if necessary one or more Assistant Superintendent or Assistant Warden.

(4) The appointment of the Superintending staff of every such hostel shall be made by the managing body or by any authority to whom such body has delegated the power and all such appointments shall be reported to the University and the College or Colleges in which the boarders are studying.

(5) The hostel shall be open to inspection at any time by the Principal of a College whose students constitute the boarders of the hostel either wholly or partly, or by any member of the teaching staff of the College authorised by the Principal in this behalf.

(6) Every non-collegiate hostel shall have written rules, approved by the Syndicate.

9. Management of lodging

Students may be permitted to live in recognised lodgings, provided the Syndicate is satisfied that they can be permitted to do so without detriment to their health, studies or character.

10. Recognition of lodging

Recognition of Lodgings shall be subject to the following conditions, namely:—

- (i) The proprietor or keeper of the lodging shall undertake to permit inspection at any time by the Principal or Principals concerned, and by any person deputed by the Syndicate; and
- (ii) He shall undertake to abide by their requirements regarding supervision.

11. Prohibition of compulsory religious instruction

No student shall be compelled to undergo any religious instruction or observance in any hostel or approved lodging.

12. Periodical inspection

The Syndicate shall arrange for the periodical inspection of all hostels and lodgings by person selected for the purpose. A recognised hostel or lodging shall maintain and produce for inspection when called for by an authorised person, an admission register, a register of attendance and a conduct register.

13. Annual Report

The management of every hostel shall submit to the Registrar at the end of each year a report on the working of the hostel for the year.

14. Suspension or withdrawal of recognition

The Syndicate, may suspend or withdraw the recognition granted to a hostel or lodging which is not conducted according to the conditions of recognition, provided that, before any action is taken, the management concerned shall be given an opportunity of making such representation in the matter as it may desire to make.

15. Expelled Students

Students expelled from Colleges shall not be admitted to any recognised hostel or lodging. Students who have been rusticated shall not be permitted to reside in a recognised hostel or lodging during the period of rustication.

16. Compliance report by Principal

The Principal of a College shall satisfy himself that the management of a hostel in which students of his college reside, is maintained in accordance with the conditions under which it received its recognition and shall report to the University, if it is not maintained satisfactorily.

17. Information as to place of residence

Every student shall inform the Principal of his College his place of residence. Change of residence, if any shall also be reported.

18. Shifting of residence

A student whose residence is found unsatisfactory shall be called upon to shift to a recognised hostel or lodging.

19. Information to the Student's Council

As soon as possible after the re-opening of a College, the Principal shall send to the Student's Council, the following information, namely:—

- (i) the number of hostels and lodging and names of the Warden, Superintendent or proctor as the case may be;
- (ii) the number of students in each hostel and lodging;
- (iii) the number of students living with parents or guardians.

20. Conditions for admission:

No student shall be admitted to a hostel or lodging without the approval in writing of the Principal and the Warden if any, of any hostel in which he previously resided, and it shall be recorded in the admission register that such approval has been obtained.

CHAPTER VIII**RESEARCH STUDIES AND AWARD OF FELLOWSHIPS****1. Persons qualified to register**

Persons who desire to register themselves as research students and candidates for research degrees of the University shall be required to have passed the qualifying examination or have taken the research degree prescribed by the laws of the University.

2. Application

The application for registration as a research student and candidate for a research degree shall be made to the Registrar in the prescribed manner together with the prescribed fee on or before the dates notified by the University.

3. Registration**(i) Qualification for Registration**

Candidates for registration to Part-time and Full-time research shall be required to have passed the Masters Degree Examination of this University or any other University recognised as equivalent thereto with atleast a second class with 55% marks.

- (ii) There shall be a research committee constituted by the Syndicate from time to time for each subject for scrutinizing all applications for registration to Ph.D and the Committee shall prepare a select list of eligible candidates. The select list shall be presented to the Syndicate and the candidates whose applications have been approved by the Syndicate shall be registered as research students.

4. Privileges *

Candidates who have been registered as research students shall be enrolled as Research students in the institutions maintained by the University or recognised by the University for the purpose. Such students shall be entitled to all the privileges of University students except those for which special fees are charged.

5. Supervision

Research students shall work under a recognised supervising teacher, who shall ordinarily be on the staff of the institution in which the student is permitted to work.

6. Part-time Registration

Part-time Registration to Ph.D shall be granted to all candidates provided they have the prescribed minimum educational qualification and if they fulfil all other eligibility condition for such Registration.

7. Progress reports

Supervising teachers who undertake to guide and supervise the work of research students shall send to the Registrar quarterly reports of progress of the students working under them through the Head of the University Department or Institution concerned.

8. Cancellation of registration

The Syndicate may cancel the registration of any research student, for unsatisfactory progress or conduct.

9. Discontinuance beyond six months

Research students who discontinue their work for a period of more than six months shall be required to register themselves afresh in case they desire to continue their research work. The extent to which the period of work done before discontinuing may be treated as qualifying for purposes of awarding a research degree may be decided by the Syndicate on the recommendation of the supervising teacher.

10. Admission of research students in institutions maintained by the University

(1) Any person who has been registered as a research student and candidate for a research degree and who has been permitted to carry out research in an institution maintained by the University, shall be enrolled as a research student of that institution.

(2) Application for admission to an institution maintained by the University shall be made to the Head of the institution concerned.

(3) Research students registered for research in institutions maintained by the University or in approved institutions shall be required to pay such fees as may be prescribed from time to time.

11. University Senior Research Fellowships

(1) University Senior Research Fellowships shall be paid to the University Research Fellows at the rate prescribed by the Syndicate from time to time and shall be tenable at any institution of research maintained by the University or at any recognised institution of research in the State.

Note:—A contingent grant at the rate prescribed by the Syndicate from time to time shall be paid to the University Research Fellows who have not received any contingent grant from other sources. This will be paid at the time of submission of thesis.

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

(3) The minimum qualification for the award of a University Senior Research Fellowship shall be a Doctorate Degree in any faculty of the University or a Degree recognised by the University as equivalent thereto. Persons who have done research work of approved equal merit are also eligible for the award.

(4) The Senior Fellowships shall be awarded for one year in the first instance, and may be renewed annually on the basis of the record of research work, upto a maximum of three years, and in exceptional cases upto a maximum of five years.

(5) A Senior Fellow shall submit a report on the progress of work every quarter through the Head of the Institution where the fellow is working.

(6) The Fellow shall submit at the end of each year and at any other time when the Syndicate may require four copies of a report embodying the results of his research, and at the end of the full period of the fellowship, the Fellow shall submit a comprehensive report on the work done during the entire period together with the reprints of papers published, if any.

12. Special Research Fellowships for teachers of affiliated Colleges and University Departments

(1) Special Research Fellowships for teachers of affiliated Colleges and University Departments shall be of the value prescribed by the Syndicate from time to time and shall be tenable at any institution of research maintained by the University or any recognised institution of research in the State.

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

(3) The minimum qualification for the award of a Special Research Fellowship shall be a Master's Degree in the subject concerned with atleast a Second Class with 55% marks and a minimum of five years teaching experience in an affiliated College or Department of the University.

(4) (i) An application for Special Research Fellowship shall be made by the applicant through the Principal of the College or the Head of the Institution where he is working.

(ii) It shall be sponsored by the Principal/Head of the Institution concerned, agreeing to retain the service of the teacher during the tenure of Fellowships; and

(iii) The teacher should be allowed to continue in the College/Institution without break of service on termination of the Fellowships.

(5) Special Research Fellowships shall be tenable for a period of two years in the first instance and may be renewed for a further period of one year on the basis of the Fellow's record of research work.

(6) Special Research Fellows shall work under a recognised supervising teacher who shall submit to the University reports of satisfactory progress of work on the Fellow once in every quarter through the Head of the University Department or Institution concerned.

(7) Each fellow shall enter into a bond with the University agreeing to serve the institution where he was working as teacher at the time of the award of the Fellowship for a period of at least five years after expiry of the tenure of the Fellowship.

13. University Junior Research Fellowships

(1) University Junior Research Fellowship shall be of the value prescribed by the Syndicate from time to time and shall be tenable at any of the departments of the University or other Institutions in the State recognised as centres of research by the University.

Note:—A contingent grant at the rate prescribed by the Syndicate from time to time shall be paid to the University Research Fellows who have not received any contingent grant from other sources. This will be paid at the time of submission of thesis.

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

(3) Candidates for the award of Junior Research Fellowships shall be required to have passed the Masters Degree Examination of the University or of any other University recognised as equivalent thereto with atleast a Second Class with 55% marks in the Faculties of Humanities (including Philosophy) Science, Education, Faculty of Languages and Literature (including English) or Fine Arts, and have registered themselves as research students and candidates for a Degree of the University.

(4) A Junior Research Fellowship shall be tenable for a period of two years, but may be renewed annually on the basis of the Fellow's record of research work upto a further period of two years.

(5) Junior Fellow shall work under a recognised supervising teacher who shall submit to the University reports of satisfactory progress of work on the fellow once in every quarter, through the Head of the University Department or Institution concerned.

14. Vacancies

Vacancies in the Senior and Junior Fellowships shall be filled up immediately on the occurrence of the vacancies.

15. Mode of Application

Applications for University Research Fellowships shall be sent to the Registrar in the prescribed form, so as to reach him on or before such date as may be notified by the Registrar.

16. Selection

The Fellowships shall be awarded by the Syndicate on the recommendation of a Selection Committee constituted for the purpose.

17. Fellows to be treated as on Full-time work

Each Fellow shall be Full-time research worker while holding the Fellowship and shall not accept any other remunerative work.

18. Relief from the Fellowship Scheme

A research student shall be relieved from the Fellowship Scheme if he has not made satisfactory progress on the basis of the assessment made at the end of the first year.

19. Submission of Papers

Each Fellow shall submit two copies of the paper embodying the results of his research work and an account of his investigations to the Syndicate, within a period of three months from the date of termination of the Fellowship.

20. Payment of last month's Stipend

Payment of the stipend for the last month shall not be made until after the receipt of the final report.

21. Sanction for Publication

A fellow shall not publish the result of his investigation until he has submitted them to the Syndicate, in accordance with the provisions of this Chapter and has obtained the sanction of the Syndicate for such publication.

22. Joining Courses of Study

A Fellow shall not join any course of study during the tenure of the fellowship.

23. Prohibition of other appointments

A fellow shall not be permitted to accept any appointment, full-time, part-time or honorary during the tenure of the fellowship.

24. Lectures

Each Senior Fellow shall be required to deliver a short course of lectures not less than three and not exceeding six each year, during the tenure of the Fellowship, on the subject of his work.

25. Casual Leave

Besides the prescribed holidays, casual leave not exceeding twenty days in the year may be granted to research Fellows by the supervising teacher. A single period of absence on casual leave including holidays shall not exceed fifteen days.

26. Leave

On sufficient cause shown leave may be granted to a fellow by the Vice-Chancellor with stipend for a period not exceeding 30 days (1 month) and without stipend for a further period of 30 days (1 month) during any academic year.

Note:—Maternity Leave (with full scholarship) for a period not exceeding 135 days will be granted to women awardees once during the tenure of their period of award.

27. Resignation or Discontinuance

A fellow shall not resign his fellowship or discontinue the research work during the tenure of the Fellowship without obtaining the permission of the Syndicate. The Syndicate may, in cases where permission has been granted for resigning or discontinuing the work, direct the Fellow to refund the whole amount of the Fellowship drawn by the Fellow, or any portion thereof or may waive the recovery of the amount received by the Fellow.

CHAPTER - IX

**PROCEDURE FOR COLLECTION AND REFUND OF FEES IN GOVERNMENT COLLEGES
AND PRIVATE COLLEGES WHICH HAVE COME UNDER THE DIRECT PAYMENT SCHEME**

1. Applicability of Chapter to Medical Colleges and Ayurveda Colleges

Nothing contained in this Chapter shall apply to Medical Colleges and Ayurveda Colleges.

2. Mode of Collection of Tuition Fees

Tuition fees will be collected in eight equal instalments in the months of June, August, September, October, November, December, January and February respectively. The first instalment of fees including the special fees prescribed and Caution Deposit will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of reopening of the college. In the case of junior classes, the instalments of tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission. Subsequent instalments will be collected on or before the 7th consecutive working day of the month concerned. The Principal of the College may fix the due date for collection of fees for each instalment for various classes within the seven consecutive working days.

Provided that in respect of Engineering College, fees shall be collected in such number of equal instalments and subject to such condition and terms as the Government, may, by order direct.

3. Competence of the Principal to change the fee dates

The Principal shall be competent to change the fee dates for particular class/classes so fixed to an earlier or a subsequent date if it so happens that the College is ordered to remain closed by competent authority on that particular date originally proposed for collection of fees. In such cases a copy of the notice of the Principal, notifying the change in fee date shall be preserved and produced for audit purposes.

4. Payment of fine for defaults

If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay the fine of 25 paise along with the fees or special fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

5. Consequences of non-payment of fees

If the fees or special fees with the fine of 25 paise is not paid on or before the last date fixed for the fine of 25 paise an additional fine of rupee one and paise 25 shall be paid. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that instalment, the name of the student shall be removed from the rolls of the College with effect from the date following the expiry of this period and the student shall not get the benefit of attendance from the date of removal from the rolls of the College. If the student is readmitted, he/she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. No readmission fee shall be realised in such cases of readmission. The readmitted students shall get the benefit of attendance, only from the date of readmission.

Explanation: For the purpose of this ordinance, the last opportunity for payment of an instalment of fee mentioned is the last working day previous to the due date of the succeeding instalment. But in the case of the last instalment i.e., the fee due for February, the last opportunity is fixed as 5th March. If the 5th March happens to be a holiday, then the last working day previous to such date shall be considered as the last opportunity.

6. Publication of the names of defaulters

(1) The name of defaulters of an instalment shall be published on the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

(2) Notwithstanding anything contained in these ordinances the expression 'term' as used in this Chapter shall mean the following:

- I term- June, July, August and September.
- II term- October, November and December.
- III term- January, February and March.

7. Payment of fees in certain other cases

Students who are admitted for a term for making up shortage of attendance for the course which they were undergoing should pay one third of the tuition fees for the year together with full special fees, and caution deposit at the time of admission. Only such of those former students of the respective colleges shall be admitted as term students.

8. Payment of fees by casual students:

In the case of casual students (undergoing one year's course) all fees including special fees and caution deposit due for the whole year shall be collected at time of admission.

9. Payment of fees by students on rolls

Every student is liable to pay the prescribed fee for the whole term during any part of which his/her name is on the rolls of the College:

Provided that if a student studying in the Arts and Science College, for the degree of post-graduate courses after obtaining transfer certificate from the Institution, is admitted to the same course of study in any other similar college, he/she shall not be called upon to pay over again the fees already paid for the term in the College which issued the Transfer Certificate. But special fees and Caution Deposit shall be paid afresh at the new College.

Explanation: For the purpose of this Ordinance, transfer from one institution to another such institution includes cases of transfer from private College to a Government College and vice versa and from a College affiliated to one University in the state to a College affiliated to another University in the State.

10. Payment of fees by students who seek transfer

A student who leaves a particular College affiliated to any of the Universities in Kerala and joins another College so affiliated during the course of a term consequent on the transfer of any of his/her parents who is/are in the employ Government or otherwise is liable to pay the prescribed fees for the terms concerned only to the College from where he/she gets the transfer certificate. He/she shall produce the fee receipt at the College where he/she joins afresh.

11. Collection of fees for late admission

In the case of students admitted late after the commencement of the academic year, the fees for the preceding months, if any shall be collected at the time of admission.

12. Refund of fees

If in a particular term a student who stand admitted in a College, but did not attend the class on any day or part of the day requests permission to discontinue his/her studies in that College and takes transfer certificate on that accord the refund of fees may be ordered in his/her case. The claim for refund in such cases shall be preferred by the student to the Principal by submitting an application, within 2 months from the date of leaving the College, as revealed from the entries in the Transfer Certificates issued to the applicant. If the application for refund is not submitted before this period, the claim for refund shall be forfeited.

Explanation.—For the purpose of this Ordinance a student who stands promoted to the next higher class at the end of each academic year and pays the first instalment of fees in the succeeding year but takes the Transfer Certificate without attending any class in such year is entitled to refund of fees as provided herein.

13. Refund not permissible in certain cases

- (1) Refund of fees including special fees once remitted will not be granted to those students who have already paid the tuition and other special fees for one particular course in an Arts & Science College and who joins another professional or Technical College or Institution offering a different course of instruction and not coming under the Director of Collegiate Education or under the Scheme of Direct payment.
- (2) The Principals of the Government Institutions are empowered to sanction refund of fees in all cases mentioned above.
- (3) In respect of the Private Arts and Science Colleges coming under the Direct Payment Scheme, the respective Zonal Deputy Directors of Collegiate Education are empowered to sanction refund of fees.

Explanation.—(1) For the purpose of this Ordinance Fees means "Tuition fees" alone.

Explanation.—(2) Subject to the provisions of Ordinance 12, a student shall be eligible for refund under this Ordinance also irrespective of the fact whether he/she discontinues the studies in the Colleges with or without the intention of proceeding further studies in a different institution whether it be for a professional or non-professional course.

14. Procedure for reimbursement of fees in respect of Backward Communities

(1) If any eligible Backward Community student had paid his fees at the time of joining the college and such fees had been remitted into the treasury, the amount of fees so paid will be got reimbursed by the Harijan Welfare Department. The Principals of Government Colleges shall claim refunds in such cases and disburse the same to the students in so far as Government Colleges are concerned. In the case of Private Colleges refund of fees in respect of students belonging to the backward community shall be made in the manner specified in clause (2).

(2) The Principals of the Private Arts and Science Colleges shall prepare a list containing the names of such students and details of fees remitted by them with the date of collection. He shall also furnish the details of remittance of the fees (included in Chalan Nos.) with dates. A certificate that the fees in respect of the above students have been realised from Harijan Welfare Department (Giving details of adjustment) shall invariably be recorded, thereon. The list will be got verified and the correctness of remittance duly certified by the Treasury Officer. The Principal will then address the Zonal Deputy Directors for according sanction for the refund of fees to the students. The Zonal Deputy Director of Collegiate Education will verify, issue sanction and also countersign the refund bills. The Principals of private Arts and Science Colleges after getting the refund, shall disburse the amount to the concerned students after getting their proper acquittance. Such detailed statements of disbursement shall be forwarded to the Zonal Deputy Director within a week. The Principals shall not keep the undisbursed amount for more than a week.

CHAPTER X

PROCEDURE FOR THE COLLECTION, CUSTODY AND DISPOSAL OF THE AMOUNTS COLLECTED BY THE PRINCIPALS OF COLLEGES UNDER MISCELLANEOUS FEES

1. Deposit of fees in Personal Deposit Account

All fees collected from students under the following items shall be deposited in a personal Deposit Account/Savings Account in the name of the Principal in a Treasury nearest to the College.

- (1) Athletic/Games Fees.
- (2) Stationery Fees.
- (3) Magazine Fees.
- (4) Visual Education Fees.
- (5) Association Fees.
- (6) Caution money collected from students.
- (7) Any other collection except tuition fees permitted by the Government.

2. Receipts to be entered in the Office Cash Book

All items of receipts shall be brought to the Office Cash Book in the first instance and remitted to the credit of Personal Deposit Account at the earliest date possible. All items of disbursements shall also be brought to the Office Cash Book.

3. Maintenance of a Register

A register shall be maintained in every College for watching the fund under each of the above items. The register shall show the receipts, expenditure and balance available under each item separately and it shall be maintained correctly and kept up-to-date. The balance available under each item shall be totalled and reconciliation effected monthly with the balance outstanding in the deposit account.

4. Maintenance of a Petty Cash Book

(1) A separate petty cash book shall be maintained for noting the withdrawals and disbursements from the personal Deposit Account under each of the items mentioned above. Principals shall see that accounts for in excess of actual requirements are not drawn and kept undischarged. The petty cash book will be closed daily and the accuracy of the cash balance checked by the head of the institution.

(2) The collections under any one of the items mentioned in clause I shall not be diverted and utilised for any other item in the normal course.

(3) Vouchers shall be obtained and filed properly and shall be made available for audit. The collections shall be duly remitted and cash in excess of Rs. 50 (Rupees Fifty only) shall not be kept for more than a week. In cases where it is difficult to obtain vouchers for petty amounts actually spent on any item, a certificate of payment in the spending Officer's own handwriting, countersigned by the Principal, shall be filed in lieu of the voucher.

(4) At the close of every financial year the accounts shall be checked by Gazette members of staff in the case of Government Colleges and by such other member of the staff in respect of a private College nominated by the Principal. A statement showing the balance available under each item as on 31st March shall be sent by the Principal to the Director of Collegiate Education, before the 15th day of April every year. The annual certificates of acceptance of balance in the account on 31st March, of each year shall be forwarded through the concerned Treasury Officer duly countersigned by him.

5. Certain Rules to be followed for purchases

As far as possible, stores purchase rules shall be adhered to for making purchase of stores such as Athletic goods, uniforms to players, uniforms to attendant at games and for expenses like printing charges, purchase of stationery etc. The Principal may relax this provision in very special circumstances for reasons to be recorded by him in writing at the time of incurring the expenditure.

6. Expenditure on social functions such as At-homes to visiting teams, V.I.Ps etc. shall ordinarily be limited to Rs. 1.50 per head on each occasion. The annual limit of expenditure on this account shall not exceed Rs.100.
7. All items of recurring expenditure such as salary of staff, allowances to employees etc., shall be incurred only with the prior sanction of the Director of Collegiate Education. All items of non-recurring expenditure shall be incurred only after obtaining specific sanction of the Principal.
8. All amounts remaining unspent on 31st May shall be added to the next years collection towards the fund. Expenditure out of the accumulated savings to the credit of the fund shall be incurred only with the previous sanction of the Director of Collegiate Education. Where large sums tend to accumulate under the fund, proposals for their utilisation shall be submitted to the Director of Collegiate Education.
9. Unserviceable articles may either be sold in auction or destroyed and written off. All records relating to auction and write off shall be presented for inspection. The sale proceeds shall be deposited into the Personal Deposit Account and credited to the special fee account maintained by the Principal.

DEPARTMENT OF STUDIES

1. Definition

*A "Department of study" shall mean a branch of knowledge for the teaching of which, or for the conduct of research in which, provision has been made in the laws of the University.

2. Department Comprised in each faculty

The following shall be the departments of study comprised in each of the faculty.

I Faculty of Ayurveda:

Ayurveda

II Faculty of Commerce and Management Studies:

1. Commerce
2. Business Studies

III Faculty of Communication, Information Sciences:

1. Journalism and Mass Communication.
2. Information Science and Technology.

IV Faculty of Education:

Education

V Faculty of Engineering and Technology:

Engineering

VI Faculty of Humanities:

1. Economics
2. History
3. International Relations

VII Faculty of Law:

Law

VIII Faculty of Languages and Literature:

1. Arabic
2. English and Foreign Languages
3. Hindi
4. Kannada
5. Malayalam
6. Sanskrit
7. Urdu

IX Faculty of Modern Medicine:

Medicine

X Faculty of Science:

1. Botany
2. Chemistry
3. Computer Science
4. Fashion Design and Technology
5. Geology
6. Home Science
7. Health Science
8. Life Science
9. Mathematics
10. Microbiology
11. Physics
12. Statistics
13. Zoology

XI *Faculty of Social Sciences:*

1. Philosophy
2. Anthropology/Sociology
3. Politics

XII *Faculty of Fine Arts*

XIII *Faculty of Homoeopathy*

XIV *Faculty of Sports Sciences and Physical Education:*

CHAPTER XII

PATENTS

1. **Patents**

It shall be competent for the Syndicate to take out patents in respect of any discovery or invention made by the teachers or research students working in the University.

2. **Right to be in joint name**

The patent shall be taken in the joint name of the University and the person responsible for the discovery or invention.

3. **Expenses of registration**

The expenses in connection with the registration of patents shall be borne by the University.

4. **Sharing of Profits**

Any profit accruing from the patent shall be shared equally between the University and the person responsible for the invention or discovery.

5. **Exploitation of patents**

The person responsible for the invention or discovery shall render free service to the University in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Syndicate.

CHAPTER XIII

WORKLOAD AND STAFF PATTERN OF TEACHING STAFF OF ARTS AND
SCIENCE AND TRAINING COLLEGES

1. **Calculation of work load of teachers of Arts and Science Colleges**

The workload of teachers per week shall be calculated on the following basis:

For the purpose of assessing the workload the strength of students to be taken into account shall be the sanctioned strength as on 1st November of the previous academic year viz., the middle of the academic year distributed hatchwise for the course(s) specified.

The Principals of all Arts and Science Colleges should furnish a statement of workload on the basis of the student strength as on 1st November of the previous academic year before the commencement of each academic year in the prescribed proforma.

* **Explanation.**—(1) Actual strength here means the number of students on the roll excluding drop outs and those transferred, admitted in a class in the course of an academic year in a college or inter-Collegiate/inter-University transfer basis.

(2) Marginal increase of seats sanctioned by the University over and above the affiliated strength shall not be included in the actual strength. Students admitted to marginal seats should not be adjusted against vacancies that may arise within the sanctioned strength, for this purpose.

- (3) In any case if admission to any course could be completed only after 1st November of the previous year the actual student strength of such course(s) shall be the student strength as on the date of commencement of classes.
- (4) When a new college is affiliated, the workload of the 1st year of the course(s) shall be calculated on the basis of affiliated student strength of the current academic year. During subsequent years the actual strength as on 1st November of the previous year plus the affiliated strength of the current academic year, until the completion of the course of the first batch of students, shall be taken into account.
- (5) When a new course is started in an existing college or the number of seats of an existing course is increased, the workload of that part of the respective departments shall be calculated on the basis of the principle indicated under explanations (4) above.

2. The batches of each course of study

- (a) Pre-degree (for all subjects)—
80 for theory. For practicals, there shall be one staff member for every batch of 20 students. For theory classes a marginal increase of 5 students per batch shall be allowed and for practical 2 students per batch shall be allowed.
- (b) B. A./B.Com. (Main and Subsidiary)—
60 students. A marginal increase of 10 students shall be allowed.
- (c) B. Sc. (Main and Subsidiary)—
48 students for theory. No marginal increase. For practicals there shall be one staff member for every 16 students and 2 students per batch shall be allowed as marginal increase.
- (d) B. A./B. Sc./B. Com. English and other additional languages—
70. A marginal increase of 5 students per branch shall be allowed.
- (e) M. A./M. Sc./M. Com.—

For theory classes there shall be one batch limited to the Affiliated strength. For practicals there shall be one staff Member for every 10 students. If the excess students after Dividing by 10 exceeds 5, one more batch shall be allowed.

Note.—(1) Marginal increase referred to under 2 (a) to (e) does not mean the marginal increase of seats sanctioned by the University every year without financial commitment but inclusive of the students admitted within the sanctioned strength.

- (2) While dividing batches as mentioned above total number of students undergoing the same course of study whether optional subject, subsidiary, English or other additional languages, shall be clubbed together and divided by the maximum of the permissible number including marginal increase as indicated above. Excess if any, except as provided under item (e) above one or more batch shall be allowed.
- (3) Mathematics and Statistics though are Science subjects will be treated as subjects under Arts, Social Science and Commerce Faculties for this purpose. Psychology though a subject coming under Social Science Faculty, having practical classes at degree level, shall be treated as Science subject for this purpose.

3. The Workload of various categories of teachers

- (1) Principal : 3-5 hours.
- (2) Head of the Department (PG) : 3 hours per week less than that of a Lecturer.
- (3) Head of the Dept. (Degree) : 2 hours per week less than that of a Lecturer.
- (4) Reader/Lecturer (Selection Grade)/Lecturer (Senior Grade)/Lecturer : As specified in G.O. (MS) No. 118/93 H. Edn. dated 13-9-1993 and G.O. (MS) No. 51/94 / H. Edn. dated 29-3-1994.
- (5) The workload of those who do not come under the U. G. C. scheme or are not eligible for the U. G. C. scales of pay shall also be according to U. G. C. guidelines.

Explanation.—(1) In addition to the above all categories of teachers shall be present in the college for 40 hours during a week (8 Hrs. 5) and shall attend to correction of exercise, supervision of composition classes, correction of laboratory records, testing/Examinations, Tutorials, research etc. But such work shall not be taken into account for the purpose of staff fixation.

(2) For the purpose of calculations the workload of post graduate departments, one hour of lecture work shall be treated as equivalent to 1.6 of the normal lecture work. Fractions should be ignored while calculating the total workload of a department.

4. Staff pattern for the Colleges

(a) College having post-graduate courses

- I Principal.
- II Head of the Department (Post-graduate)—if available, the senior most Selection Grade Lecturer/ Reader shall be the Head of the Post-Graduate Department.
- III Reader/Lecturer (Selection Grade)
- IV Lecturer (Senior Scale)
- V Lecturer

(b) College having Degree courses:

- I Principal
- II Head of the Department
- III Reader/Lecturer (Selection Grade)
- IV Lecturer (Senior Grade)
- V Lecturer

5. The number of post (s) for each category of teachers in a College (Degree and Post-Graduate).

- | | |
|--|---|
| (i) Principal | : One |
| (ii) Head of the Department | : (a) One for each department.
(b) One for English in a full-fledged College, viz. college having I, II & III year class without English main.
(c) For a language department in a full fledged college where there are at least 4 teachers. |
| (iii) Reader/Lecturer (Selection Grade)/Lecturer (Senior Grade)/Lecturer | : Total number of posts permissible shall be according to the workload and staff pattern under the UGC guide lines. |

Physical Education:—

- | | |
|---|--|
| (iv) Reader/Lecturer (Selection Grade)/Lecturer (Senior Grade)/Lecturer | (a) One where the number of students does not exceed 10000.
(b) Two where the number of students exceed 1000. |
|---|--|

Provided that, where the number of lady students exceeds 400 in a mixed college, a lady teacher in physical education shall be appointed. This will not however affect the existing staff.

6. Procedure for calculating the number of teachers required for a Department

Total hours of teaching work per week shall be 15. Apart from the above there shall be provision for tutorials, tests, exams, field work and extra curricular activities.

The total number of lecture hours per week and supervision periods of practical classes for Science subjects shall be calculated first on the basis of hours prescribed for the concerned subjects in the syllabus for the respective hours and strength of students.

From the total hours so calculated the work load of Principal (if the Principal belongs to the Department) and the Head of the Department shall be deducted. The balance hours so arrived shall be divided by the maximum workload of a teacher after deduction as prescribed above. If there is balance of hours exceeding six hours, a proposal for the creation of an additional post may be made and with the sanction of the University an additional post can be created. The workload shall be distributed equally among all teachers.

Provided that, in the case of Law for B.Com. where the total workload is less than 7 hours only a part-time teacher shall be appointed as it is not covered under the UGC scheme.

7. General

(a) Any amendment to the Ordinances under this chapter, if involved additional financial commitment on the part of the Government, previous concurrence of the Government shall be obtained.

(b) Teaching Department having no Head of Department will be under the administrative control of the Head of the Department, if any, of the same faculty. However, the workload of each such department should be calculated separately and staff pattern decided. If no other subject of study under the same faculty has a Head of Department and such departments shall be under the direct administrative control of the Principal.

(c) In any case where certain papers of a course of study are taught by teachers of another Departments (for e.g. Statistics papers of B.A./M.A. Economics handled by Statistics Department) such hours of work should be included in the workload of Department, which actually teaches and there should be constancy in the allotment of such work every year.

- (d) (i) Allocation of hours between theory and practical class in respect of Science subjects shall be as per the syllabus approved by the Academic Council. Any change in the syllabus of any course of study involving additional financial commitment shall be implemented only with the previous concurrence of the Government.
- (ii) Allocation of hours for theory and practicals for various courses of Science subjects will be as per the decision taken by the Academic Council.

II. Pattern of Teaching staff in Training College

- | | | |
|-----------------------|---|------------------------------|
| 1. Principal | : | 1 |
| 2. General Studies | : | 2 |
| 3. Optional Subjects | : | 1 teacher for every subject. |
| 4. Physical Education | : | 1 teacher. |

Explanation.—Principal in Training College shall be considered as Teacher for determining the staff pattern of the Training College under this Ordinance.

CHAPTER XIV

PROVIDENT FUND AND PENSION

1. Institution of Provident Fund

The University shall institute a Provident Fund styled "the Kannur University Employees Provident Fund".

2. Scope of the Fund

The Provident Fund instituted under ordinances I shall apply to all the teaching and non-teaching staff of the University.

3. Application of the Rules Regarding General Provident Fund Kerala

The rules contained in the General Provident Fund, Kerala shall mutatis-mutandis apply to the Provident Fund instituted under Ordinance I.

4. Pension

The teaching and the non-teaching staff of the University shall be entitled to pension in accordance with the provisions in the Kerala Service Rules as made applicable to them by the Statutes.

5. Constitution of Pension Fund

There shall be established a Fund styled as "the Kannur University Pension Fund" which shall be solely utilised for the payment of pension to the retired employees and officers of the University, subject to the provisions of the Act.

KANNUR UNIVERSITY EMPLOYEES PROVIDENT FUND RULES 2003

Statement of Objects and Reasons

The Kannur University Provident Fund was instituted in November 1998 as per G. O. (RE) No. 1350/97/Fin. dated 14-3-1997 as a continuation of Calicut University Fund and is following the General Provident Fund (Kerala) Rules 1964. Now it has become the statutory obligation for the Kannur University to have its own rules to regulate its Provident Fund.

1. *Short title and commencement.*—(i) These rules may be called 'the Kannur University Employees Provident Fund Rules, 2003'.

(ii) They shall come in to force at once.

2. *Definition.*—In these rules unless the context otherwise requires.

(a) 'Act' means Kannur University Act 1996 as amended by Act 14 of 2001.

(b) 'Fund' means Kannur University Employees Fund instituted as per G.O. No. 1350/97.

(c) 'Subscriber' means who had been admitted to the membership of fund under rules hereunder or here before in force.

3. *Custodian of the Fund.*—The Registrar of Kannur University shall be custodian of the Fund.
4. *Admission to the Fund.*—All the University employees of pensionable service including probationers who are entitled to pensionable service on due completion of probation, all temporary, acting and officiating employees on completion of continuous service for one year except re-employed pensioners are eligible for admission to the fund. Application for enrollment to the fund shall be made in form 'A'.

In the case of an employee who had been transferred from any other University in Kerala, his subscription to the fund may be collected till his closure value from the that University, is transferred to the fund and separate account number is allotted to him.

5. *Nomination.*—An employee at the time of joining the fund shall nominate one or two persons to receive the amount that may stand to his/her credit in the fund in the event of his or her death:

Provided that, if at the time of making the nomination of the employee has a family as defined by the General Provident Fund (Kerala) Rules, the nomination shall not be in favour of any person or persons other than the members of his/her family:

Provided further that, in case of nomination consists of plurality of persons the employee shall specify the proportion in which each of the nominee shall share the amount that may stand to his/her credit in the fund at any time.

Provided further that, a subscriber may add, delete, substitute or cancel the nomination at any time by a notice in writing to the custodian of the fund.

6. *Account.*—University shall maintain an account for each subscriber and shall show the amount of his subscription interest accrued as well as advance and withdrawal if any:

7. *Subscription.*—A subscriber shall subscribe monthly to the fund except during a period of suspension:

Provided that a subscriber may at his option not to subscribe during leave which either does not carry any leave salary or carries leave equal to or less than half pay or half average pay:

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in lump or in installments any sum not exceeding the maximum amount of arrear subscription permissible for that period.

Provided also that a subscriber may at any time during the last one year of service immediately preceding the date of his retirement elect not to subscribe to the fund.

The amount of subscription shall be fixed by the subscriber himself and it may be a sum, so expressed, not less than six per cent of his basic pay. The amount of subscription may be enhanced twice and reduced once during the course of a year.

8. *Interest.*—Interest on deposit is calculated on the basis of the rate of interest on PF deposit declared by the Government from time to time.

10. *Advance from the Fund.*—Subscribers are entitled to temporary advance and non-refundable withdrawal from the fund. The sanctioning authority for temporary advance shall be Registrar and for non-refundable withdrawal, the Vice-Chancellor shall be the sanctioning authority. However, the Vice-Chancellor may in writing delegate his authority to sanction non-refundable withdrawal to the Registrar.

The sanctioning authority may grant temporary advance for the following purposes.

- (i) To pay expenses in connection with prolonged illness of the applicant and member of his family or any person actually dependent on him or to repay an outstanding amount on account of a loan expressly taken for this purpose.
- (ii) To pay the overseas passage for reasons of health or education of the subscriber and member of his family or of any person actually dependent on him and also to meet the cost of education of the subscriber or of any person actually dependent on him outside India whether for an academic, technical, professional or vocational courses, or in India for medical, engineering or other technical or specialised courses beyond the High School stage provided that, the course of study is for not less than three years.
- (iii) To pay obligatory expense on a scale appropriate to the subscriber's status in connection with marriage, funerals or ceremonies which by the religious or social customs or to repay any outstanding amount of a loan expressly taken for this purpose.

- (iv) to pay for the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duties. The advance in this case being available in addition to any advance admissible for the same purpose from any other Government source, provided that the advance under this rule shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against Government in respect of any condition or service or penalty imposed on him.
- (v) To pay for the cost of the subscriber's defence where he is prosecuted by the Government in any court of law or when the subscriber engages a legal practice to defend himself in an enquiry in respect of any alleged misconduct on his part.
- (vi) To pay cost for general education of subscriber or of any child of his in India beyond the High School stage.

Provided that the temporary advance under clause iv and v shall not exceed three months pay or Rs. 500 whichever is higher and shall not in any case exceed half the amount at his credit in the fund:

Provided further the subscriber who is under suspension from service is also eligible for temporary advance if he/she agrees in writing to the sanctioning authority to recover the amount of advance in installments from his/her subsistence allowance. The sanctioning authority shall not under any circumstances grant to a subscriber from the Fund.

- (a) an advance during the month in which he retires or proceeds on leave preparatory to retirement from service on superannuation.
- (b) an advance unless a period of six months has elapsed after the grant of previous advance.
- (c) an advance during the last one year of service, immediately preceding the month of retirement to subscriber who has elected not to subscribe to the fund during the said period.
- (d) an advance sanctioned from provident fund shall not result in a position whereby the amount of advance outstanding repayment if any plus the advance proposed to be sanctioned is more than 300 per cent of the balance at the subscribers credit after disbursing the advance to be sanctioned.

Any amount drawn in excess of the maximum temporary advance admissible should be refunded in lump at the earliest with penal interest at 2 percent per annum in addition to the interest rate prescribed for Provident Fund.

An advance shall be recovered from the subscriber in such number of equal instalments and it shall not be less than twelve, unless the subscriber so elects and in no case it shall not be more than thirty six.

Recovery shall commence with the issue of pay for the month following the month in which the advance is withdrawn.

11. *Non refundable withdrawal*—The sanctioning authority may allow non refundable withdrawal from the credit of the subscriber who has attained the age of 45 years or has completed 15 years of service for the following purposes:

- (i) For meeting the higher education expenses including travelling expenses if necessary of any child of the subscriber and if he has no child of any other relative actually dependent on him.
- (ii) For meeting the expenditure in connection with the marriage of a son or daughter of the subscriber and if he has no daughter of any other female relative dependent on him or repaying any outstanding amount on account a loan expressly taken for this purpose.
- (iii) For meeting the expenditure in connection with the illness including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him or repaying any outstanding amount on account a loan expressly taken for this purpose.
- (iv) For purchasing a house site in the name (s) of the subscriber and or his spouse or repaying any outstanding amount on account of a loan expressly taken for this purpose from Government or any other source before the date of application for withdrawal provided that the house to be constructed on the site so purchased is for the actual residence of the subscriber and or his family.
- (v) For building a suitable house on a site owned or acquired by the subscriber and his/her spouse with or without any assistance from the Provident Fund or acquiring a house together with site in the name (s) of the subscriber and his/her spouse or repaying any outstanding amount on account of a loan expressly taken by the subscriber and if his spouse from the Government or any other source or any of these purpose before the date of application for withdrawal provided that the house is for the actual residence of the subscriber and or his family.

(vi) Making additions or alterations to or reconstruction or completing or repairing a house owned or acquired by the subscriber and or his/her spouse with or without any assistance from the Provident Fund or repaying any outstanding amount on account of a loan expressly taken by the subscriber and or his spouse from the Government or any other source for any of the said purpose before the date of application for the withdrawal provided that the house is for the actual residence of the subscriber and or his family. On production of utilisation certificate of the previous non-refundable withdrawal may be considered by the sanctioning authority after two months.

12. *Conversion of temporary advance into non-refundable withdrawal*—A subscriber who is entitled to non-refundable withdrawal on written request to the sanctioning authority may convert a temporary advance availed by him into non-refundable withdrawal.

13. *Closure of Provident Fund Account*.—The subscriber may request the Vice-Chancellor of the University to close his account in the month of his/her superannuation immediately on availing leave preparatory to retirement and the Vice-Chancellor may sanction the closure value. The closure value may be paid by cash in the absence of any Treasury Regulation and by cheque on occasions of treasury regulation.

On the death of the subscriber the nominee or other claimant shall be required to submit closure form and other authentic document like legal heirship certificate, guardianship certificate or succession certificate as to sub section of the Vice-Chancellor who shall order disbursement accordingly.

14. The General Provident Fund (Kerala) Rules shall apply to matters not specifically provided herein.

CHAPTER XV

SCALES OF PAY, QUALIFICATION ETC., OF VARIOUS POSTS IN THE UNIVERSITY

1. Scale of pay for teaching posts

The scales of pay for various teaching posts in the University shall be as hereunder. Teachers of the University shall also be eligible to receive such higher emoluments as may be available through the assistance of the University Grants Commission from time to time.

<i>Posts</i>	<i>Scale of pay</i>
Professor	Rs. 4500-7300
Reader	Rs. 3700-5700
Lecturer	Rs. 2200-4000

2. Increment

Each scale of pay shall carry the increment at such rate as may be prescribed by the Syndicate.

3. (1) The scale of pay, age, etc., for non-teaching posts

The scale of pay, minimum qualifications, age limit, appointing authority and method of recruitment to the posts specified in Column (2) of the schedule given hereunder shall be as prescribed in the corresponding entries in Columns 3, 4, 5 and 6 respectively thereof.

(2) Each scale of pay shall carry the increment at such rate as may be prescribed by the Syndicate.

(3) No person shall be appointed to a post unless he possesses the minimum educational and other qualifications prescribed thereof:

Provided that in the case of employee who were in permanent service on the dates on which the ordinances of portions thereof made under the Kannur University Act, 1996 came into operation, the Syndicate may relax the qualification on the merits of each case.

SCHEDULE
NON-TEACHING SERVICE

<i>Sl. No.</i>	<i>Category/ Post</i>	<i>Scale of pay Rs.</i>	<i>Minimum Qualification</i>	<i>Age Limit</i>	<i>Appointing Authority</i>	<i>Method of recruitment</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Registrar	4,500-7,300 (Pre-revised)	A first or second class Post Graduate Degree and 5 year's teaching experience at University level and about 5 year's of administrative experience in a responsible post including management of staff in a University or College or Education Department or similar institution.	Between 40 and 50 years	Syndicate	Recruitment on the basis of merit by inviting applications through advertisement in the news papers or by deputation as provided in the statutes.
2	Controller of Examinations	4,500-7,300 (Pre-revised)	A first or second class Master's Degree or equivalent qualification and about 5 year's teaching experience in a responsible post including management of staff in a University or College or Education Department or similar institution.	Between 40 and 50 years	Syndicate	do.
3	Finance Officer	4,500-7,300 (Pre-revised)	<i>A. Essential :</i> 1. A first or second class University Degree. 2. Associate Member/Fellow of the Institute of Chartered Accountants of India. 3. Experience in Financial and accounts matters in a supervising capacity for not less than 5 year's in a University or other public institution/undertaking. <i>B. Desirable :</i> A first or second class Master's Degree.	Between 40 and 50 years	Syndicate	By direct recruitment on the basis of merit after inviting applications through advertisement in the news papers or on deputation from the Government of Kerala or Government of India Service.
4	Development Officer	10,000-15,150	<i>1. Essential qualifications :</i> Second class Master's Degree with not less than 6 year's professional experience which should include at least 5 year's of teaching experience at College/University level and 3 year's experience in Educational Administration.	62 years of age for retired hands	Syndicate	On temporary basis by deputation from Government or Quasi Government Organisation or on contract basis from among the persons retired from services.
5	Director, Students Service	10,000-15,150 (Pre-revised)	<i>Essential qualification :</i> II Class Master's Degree with not less than 6 year's teaching experience at the University or College level. <i>Desirable :</i> Experience in administration		Syndicate	By direct recruitment on the basis of merit after inviting applications through notification in the news papers or on deputation basis.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Programme Co-ordinator (National Service Scheme)	10,000-15,150	1. Should possess a minimum of 10 year's teaching experience at the University/College level. 2. Should have special aptitude for social work OR Experience as NSS Programme Officer for at least 3 year's. 3. Should not be more than 50 year's of age at the time of Selection as Programme Co-ordinator.	Not more than 50 years	Syndicate	By direct recruitment on the basis of merit after inviting applications through advertisement in the news papers.
7	Deputy Registrar	10,000-15,510			Syndicate	By promotion from among the cadre of Assistant Registrars on the basis of seniority and merit.
8	Assistant Registrar	7,800-12,975			Syndicate	By promotion from among the cadre of Section Officers on the basis of seniority and merit.
9	Private Secretary to Vice-Chancellor	7,800-12,975	University Degree and Experience as Section Officer in the University in a supervisory capacity. For this purpose Section Officer concerned should have completed 3 years service in the cadre.		Vice-Chancellor	By selection from among the cadre of Assistant Registrars possessing the prescribed qualifications based on the recommendation of Vice-Chancellor.
10	Section Officer	6,500-10,550	University Degree		Vice-Chancellor	By Promotion from among the cadre of Selection Grade Assistants on the basis of seniority.
11	Selection Grade Assistant	5,800-9,425			Vice-Chancellor	By promotion from among the cadre of Senior Grade Assistants based on seniority.
12	Senior Grade Assistant	5,500-9,075			Vice-Chancellor	By promotion from among the cadre of Assistant Grade-I based on seniority.
13	Assistant Grade-I	4,600-7,125			Vice-Chancellor	By promotion from among the cadre of Assistant Grade-II having completed the period of probation and passed Account Test Lower/Higher and Secretariat Manual and based on seniority.
14	Assistant Grade-II	4,000-6,090	University Degree	Not more than 35 years	Vice-Chancellor	By recruitment on the basis of merit at the competitive test and interview after inviting applications through advertisement in the news papers.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Computer Operator	4,500-7,000	1) University Degree 2) Degree or Post Graduate Diploma in Computer Applications	Not more than 35 years	Vice-Chancellor	Direct recruitment on the basis of merit at the competitive test and interview after inviting applications through advertisement in the news papers.
16	Office Superintendent (Typist)	6,500-10,550			Vice-Chancellor	By promotion from among the cadre of Selection Grade Typists based on seniority.
17	Selection Grade Typist	5,800-9,425			Vice-Chancellor	By promotion from among the cadre of Senior Grade Typists based on seniority.
18	Senior Grade Typist	5,500-9,075			Vice-Chancellor	By promotion from the cadre of Upper Division Typists based on seniority.
19	Upper Division Typist	4,600-7,125			Vice-Chancellor	By promotion from among the cadre of Lower Division Typists based on seniority.
20	Lower Division Typist	3,590-5,400	1. Pre-Degree Pass 2. Typewriting English (Higher) (KGTE) or equivalent 3. Certificate/Diploma in Computer Operation	Not more than 35 years	Vice-Chancellor	By recruitment on the basis of merit to be decided by competitive test and interview after inviting application through advertisement in the news papers.
21	Selection Grade Stenographer	5,800-9,425			Vice-Chancellor	By promotion from among the Senior Grade Stenographers based on seniority.
22	Senior Grade Stenographer	5,500-9,075			Vice-Chancellor	By promotion from among the Stenographers Grade I based on seniority.
23	Stenographer Grade-I	4,600-8,000			Vice-Chancellor	By promotion from among the Stenographers Grade-II based on seniority.
24	Stenographer Grade-II	3,590-5,400	1. Pre-Degree Pass 2. Shorthand English (Higher) (KGTE) or equivalent 3. Typewriting English (Higher) (KGTE) or equivalent 4. Certificate/Diploma in Computer Operation.	Not more than 35 years	Vice-Chancellor	By direct recruitment on the basis of merit to be decided by Competitive Test and interview after inviting applications through advertisement in the news papers.
25	Telephone Supervisor	5,250-8,150	1. Pass in Pre-Degree 2. Diploma in Telecommunication/ Electronics 3. Pass in Internet / E-mail Certificate Examination 4. 5 years experience in maintaining and operating EPBX and Fax.		Vice-Chancellor	By direct recruitment after inviting applications through advertisement in the news papers.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
26	Field Assistant Department of Anthropology	5,000-8,150	1. First Class Masters Degree in Anthropology from an Indian University or an equivalent qualification of a foreign University recognised by this University OR Second Class Masters Degree in Anthropology with not less than 50% marks and two years research experience in a recognised institution 2. Evidence of specialisation in social or cultural Anthropology		Vice- Chancellor	By direct recruitment after inviting applications through advertisement in the news paper
27	Data Entry Assistant	3,590-5,400	1. Pre-Degree Pass. 2. A pass in Typewriting English (Lower) and a minimum speed of 10,000 characters per hour on Computer Key Board (to be demonstrated in a test). 3. Certificate/Diploma in Computer operation	Not more than 35 years	Vice- Chancellor	By direct recruitment on the basis of merit to be decided at the competitive test and interview after inviting applications through advertisement in the news papers
28	Roneo Operator	3,050-5,230		Not more than 35 years	Vice- Chancellor	By promotion from the integrated cadre of peon/watchman based on seniority.
29	L. V. Driver	3,050-5,230	Possession of light vehicle licence	Not more than 35 years	Vice- Chancellor	By direct recruitment on the basis of Practical test after inviting applications through advertisement in the news papers
30	Peon	2,610-3,680	Ability to read and write	Not more than 35 years	Vice- Chancellor	Recruitment on the basis of merit to be decided by such method adopted by the Syndicate after inviting applications through advertisement in the news papers
31	Watchman	2,610-3,680	do.	do.	do.	do.
32	Sweeper	2,610-3,680	do.	do.	do.	do.
33	Security Guard	2,610-3,680	do. (Preference to Ex-Serviceman)	do.	do.	do.
Engineering Unit						
34	Assistant Executive Engineer (Civil)	7,200-11,400	As in Government	As in Government	Vice- Chancellor	As in Government
35	Assistant Engineer (Civil)	6,675-10,550	As in Government	Not more than 35 years	do.	do.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Overseer Grade II (Civil)	3,590-5,400	As in Government	Not more than 35 years	Vice-Chancellor	By recruitment on the basis of merit to be decided at the competitive test and interview after inviting applications through advertisement in the news papers
37	Pump Operator cum Electrical helper	3,050-5,230	1. S. S. L. C. Pass 2. I T I Certificate preferably Motor Mechanic/Diesel Mechanic/ Fitter/Electrician	Not more than 35 years	Vice-Chancellor by inviting	By direct recruitment on the basis of merit applications through advertisement in the news papers
Library Service						
38	Junior Librarian	6,500-10,550		Not more than 35 years	Vice-Chancellor	By promotion from among the cadre of Professional Assistant Grade I, based on seniority
39	Professional Assistant Grade I	5,800-9,425			Vice-Chancellor	By promotion from among the cadre of Professional Assistants Grade II based on seniority
40	Professional Assistant Grade-II	5,000-8,150	1. University Degree 2. Degree in Library and Information Science	Not more than 35 years	Vice-Chancellor	By direct recruitment on the basis of merit at the competitive test and interview after inviting applications through advertisement in the news papers
41	Library Assistant	3,050-5,230			Vice-Chancellor	By promotion from the integrated cadre of peon/watcher/based on seniority

CHAPTER XVI

LEVY OF FEES BY THE UNIVERSITY

1. The following shall be the fees charged for the various University Examinations, Degrees, Diplomas, Certificates etc.

DETAILS OF FEES

1. Examination fees

Name of Examination	Rate of fee (inclusive of fees for mark list)
B.A. Degree	
I B. A.	Rs. 45
II B. A. (Excluding Malayalam main)	Rs. 45
II B. A. (Malayalam Main)	Rs. 55
III B. A.	Rs. 65
Part III Whole Exdn.	Rs. 85
Part III Main only	Rs. 65
Part III Sub only	Rs. 25
Part I and II	Rs. 65
Part I only	Rs. 35
Part II only	Rs. 35

Supplementary Examination including improvement of result Rs. 10 for each theory paper + Rs. 5 for Mark list.

Name of Examination

Rate of fee (Inclusive of fees for mark list)

B. Sc. Degree

I B. Sc. Pattern I	Rs. 65
I B. Sc. Pattern II	Rs. 55
II B. Sc. Pattern I	Rs. 65 + Rs. 15 (for each practical)
II B. Sc. Pattern II	Rs. 55

Supplementary Examination including improvement of Result Rs. 10 for each theory paper + Rs. 15 for each Practical together with a fee of Rs. 5 for Mark list.

III B. Sc.

Mathematics	Rs. 65
Statistics	Rs. 55
Mathematics & Statistics (Double main)	Rs. 75
Physics	Rs. 90
Chemistry	Rs. 75
Botany	Rs. 90
Zoology	Rs. 90
Home Science	Rs. 75
Geology	Rs. 75
Computer Science	Rs. 90

B. B. S. (Three Year Course)

I B. B. S.	Rs. 65
II B. B. S.	Rs. 65
III B. B. S.	To be prescribed

B. Com.

I B. Com.	Rs. 65
II B. Com.	Rs. 65
III B. Com.	Rs. 75
Part I	Rs. 25
Part II	Rs. 15

B. Ed.

Whole Exam.	Rs. 90
(Rs. 15 for each theory paper + Rs. 15 for Mark List)	

M. A. Degree

	<i>Previous</i>	<i>Final</i>
Malayalam	Rs. 73	Rs. 85
English	Rs. 73	Rs. 85
Hindi	Rs. 73	Rs. 85
Arabic	Rs. 73	Rs. 85
Kannada	Rs. 73	Rs. 85
History	Rs. 85	Rs. 85
Islamic History	Rs. 85	Rs. 85
Economics	Rs. 41	Rs. 77 + Rs. 20 viva
Anthropology	Rs. 53	Rs. 73

M. Sc. Degree

	<i>Previous</i>	<i>Final</i>
Physics	Rs. 93	Rs. 105
Chemistry	Rs. 113	Rs. 113
Mathematics	Rs. 65	Rs. 65
Botany	Rs. 137	Rs. 137
Zoology	Rs. 113	Rs. 113
Statistics	Rs. 93	Rs. 125
Geology	Rs. 81	Rs. 117

Name of Examination

Rate of fee
(Inclusive of fees for mark list)**M. Com.**

Rate for M. A./M. Sc./M. Com. is Rs. 12 per paper Rs. 5 for Mark List, Rs. 20 for viva practical, Rs. 30 for dissertation.

I. L. B. (3 Year Course)

I Year	Rs. 85
II Year	Rs. 85
III Year	Rs. 85

Afzal-Ul-Uluma (5 Year Course)

(Rs. 15 for each theory paper + Rs. 15 as fee for Mark List)

M. Phil.

I Semester	Rs. 155
II Semester	Rs. 105

M. B. B. S.

I M. B. B. S.	Rs. 110
II M. B. B. S. Part I	Rs. 30
II M. B. B. S. Part II	Rs. 55
Final M. B. B. S. Part I	Rs. 80
Final M. B. B. S. Part II	Rs. 100

B. Tech.	I & II	III	IV	V	VI	VII	VIII
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Civil	145	85	80	80	85	70	70
Mechanical	145	85	85	85	85	70	70
Electrical	145	85	85	80	80	70	70
Electronics	145	85	80	80	85	70	70

M. Tech. Rs. 125 + Rs. 5 for Mark list.

B. A. M. S.

I B. A. M. S.	Rs. 65
II B. A. M. S.	Rs. 80
III B. A. M. S.	Rs. 80
IV B. A. M. S.	Rs. 80
V B. A. M. S.	Rs. 80

P. G. D. E. C. (Post Graduate Diploma in English Communication) Rs. 120

2. Fees in University Teaching Departments:—**(A) M. A./M.Sc./M. Com.**

(1) Tuition Fees	Rs. 563
(2) Admission Fee	Rs. 25
(3) Special Fee:	
(i) Library Fee	Rs. 50
(ii) Medical Inspection Fee	Rs. 10
(iii) Audio Visual Education fee	Rs. 14
(iv) Stationary Fee	Rs. 25
(v) University Union fee	Rs. 20
(vi) Sports fee	Rs. 30
(vii) Sports affiliation fee	Rs. 20
(viii) Quasi University fee	Rs. 15
(ix) Departmental Union fee	Rs. 10

*Name of Examination**Rate of fee
(Inclusive of fees for mark list)*

- | | |
|--|---------|
| (4) Caution Deposit | Rs. 250 |
| (5) Laboratory Fee
(For M. Sc. Courses except M. Sc. Mathematics) | Rs. 250 |

Note—Failure to pay the prescribed fees will entail the payment of the prescribed penalty.

(B) M. Phil.

- | | |
|--|-------------------|
| (1) Admission fee | Rs. 50 |
| (2) Tuition fee | Rs. 1000 per year |
| (3) Library fee | Rs. 100 per year |
| (4) Medical Inspection fee | Rs. 10 |
| (5) Audio-visual Education fee | Rs. 25 per year |
| (6) Stationery fee | Rs. 100 do. |
| (7) University Union fee | Rs. 20 do. |
| (8) Sports fee | Rs. 30 do. |
| (9) Sports affiliation fee | Rs. 20 do. |
| (10) Library Caution Deposit | Rs. 250 do. |
| (11) Quasi University Fee | Rs. 15 do. |
| (12) Departmental Students Union Fee | Rs. 10 |
| (13) Laboratory Caution Deposit
(For courses having Practicals) | Rs. 250 |

(C) Ph. D.

- | | |
|--|---------------|
| (1) Library fee for Science and non-science
Fellows (Part time + Full time) | Rs. 100 /term |
| (2) Library Caution Deposit
(Part time + Full time) (Refundable on the termination of the course) | Rs. 100 |
| (3) Laboratory fee for Science fellows | Rs. 200 /term |
| (4) Caution deposit for Science fellows | Rs. 250 |
| (5) Caution deposit for non-Science fellows | Rs. 150 |
| (6) Cost of application form for Ph. D. | Rs. 25 |
| (7) Registration fee for Ph. D.
(Part time + Full time) | Rs. 1000 |
| (8) Fine for default in payments | Rs. 15 |
| (9) <i>Research Students and Fellows</i> — | |

Stipendary or non-stipendary permitted to study in the departments of University or in any approved institution shall pay the fees prescribed by the Syndicate from time to time.

3. The rate of fees for the following items shall be as follows and these rates shall be revised by the Syndicate from time to time.

- | | |
|---|----------|
| (1) Fees for affiliation of a new college | Rs. 5000 |
| (2) Fee for upgrading a College/Affiliation in
Additional Subjects | Rs. 2500 |
| (3) Fee for affiliation of P. G. Courses | Rs. 2500 |
| (4) Fee for additional seats in existing courses | Rs. 2500 |
| (5) Fee for Inspection Commission | Rs. 2000 |

4. Fee for other Purposes

- | | |
|--|---------|
| (1) Fee for obtaining mark list returned from
Examination Centres | Rs. 25 |
| (2) Provisional Certificate (B.A./B.Sc./B.Com.) | Rs. 30 |
| (3) Provisional Certificate of M. Phil/Ph.D. | Rs. 100 |

<i>Name of Examination</i>	<i>Rate of fee (Inclusive of fees for mark list)</i>
(4) Provisional Certificate for all other courses	Rs. 50
(5) Migration Certificate:	
(a) Those who are not matriculated	Rs. 50
(b) Those who are matriculated	Rs. 30
(6) Matriculation fee	Rs. 25
(7) Fee for recognition of qualifying examination	Rs. 25
(8) Original Certificates:	
(a) Diploma	Rs. 25
(b) Degree	Rs. 25
5. (c) B.Ed./M.A.M.S./M.B.B.S./B.Tech./	
6. L.L.B./Afzal-ul-Ulma (Final)	Rs. 85
7. (d) Post Graduate Degree/P.G. Diploma	Rs. 110
8. (e) Ph.D. Degree/M. Phil.	Rs. 210
(f) Revaluation of Answer Papers	Rs. 100 Per paper
(g) Scrutiny of Answer Papers	Rs. 20
(h) Any Certificate issued by the University	Rs. 15
(i) Duplicate Marklist	Rs. 100
(j) Duplicate Certificate of Degree	Rs. 100
(9) Fine for Degree Certificates:	
(a) After one year and upto 3 years	Rs. 6
(b) After 3 years and upto 5 years	Rs. 106
(c) After 5 years upto 10 years	Rs. 120
(d) After 10 years (surcharge)	Rs. 270
(10) Fee for college transfer	Rs. 100
(11) Fee for Inter University transfer	Rs. 200
(12) Fee for exemption from production of attendance certificate for second language	Rs. 30
(13) Fee for condonation of shortage in attendance	Rs. 100
(14) Fee for optional change	Rs. 100
(15) Cost of application form for various University Examination/Degree Certificate/College transfer/Exemption for production of attendance certificate for second language/condonation of shortage of attendance/Migration/Matriculation/Recognition etc.	Rs. 5
(16) Fee for change of name in the University records	Rs. 150
(17) Fee for obtaining a rank certificate	Rs. 10
(18) Fee for obtaining a statement of verification of University degree	Rs. 25
(19) Fee for combination of attendance (Transfer from one college to another)	Rs. 25
(20) (a) Cost of application form for appointments:	
Class IV	Rs. 10
Class III	Rs. 10
Class I, II	Rs. 10
(b) Application fee for various posts:	
Class IV	Nil
Class III	Rs. 40
Class I, II	Rs. 100

FEES LEVIABLE IN AFFILIATED COLLEGES

1. Private Colleges affiliated to the Kannur University shall levy the following items of fees for the courses:

(1) B.A./B.Sc./B.Com.

- (i) Admission fee
- (ii) Fee for application form for registration
- (iii) Tuition Fee
- (iv) Library fee
- (v) Medical inspection fee
- (vi) Audio-Visual Education fee
- (vii) University Union fee
- (viii) Calender fee
- (ix) Stationery fee
- (x) Association fee
- (xi) Magazine fee
- (xii) Sports fee
- (xiii) Sports affiliation fee
- (xiv) Matriculation fee
- (xv) Laboratory fee (Only for B.Sc. Courses)

As prescribed by the
Government of Kerala from time
to time.

(2) M.A./M.Sc./M.Com.

- (i) Admission fee
- (ii) Fee for application form for registration
- (iii) Tuition Fee
- (iv) Library fee
- (v) Medical inspection fee
- (vi) Audio-Visual Education fee
- (vii) University Union fee
- (viii) Calender fee
- (ix) Stationery fee
- (x) Association fee
- (xi) Magazine fee
- (xii) Sports fee
- (xiii) Sports affiliation fee
- (xiv) Matriculation fee
- (xv) Laboratory fee (Only for M.Sc. Courses
except Maths)

As prescribed by the
Government of Kerala from time
to time.

(3) B.Ed. (Regular) /M.B.B.S./B.A.M.S./B.Tech.

- (i) Admission fee
- (ii) Tuition Fee
- (iii) Library fee
- (iv) Miscellaneous including all other fees
such as Stationery, Medical inspection,
Union, Magazine etc.
- (v) Laboratory fee (M.B.B.S., B.A.M.S. and
B.Tech. only)

As prescribed by the
Government of Kerala
from time to time.

2. No Private College affiliated to the Kannur University shall collect the tuition fee proposed under Ordinance I in less installments than the numbers fixed in Chapter IX of the Ordinance and shall not levy any other fee, other than those referred to in the Ordinance I.
3. Subject to the provisions of Ordinance I, the fees coming under the Miscellaneous Class specified in the Ordinance I shall be so fixed as to have a direct relation to the expenditure to be incurred by the College for the item concerned.

REPEAL

The Ordinances made under the Calicut University Act 1975 (5 of 1975) which are in force in the Kannur University area by virtue of sub-section (2) of Section 99 of the Kannur University Act 1996 (22 of 1996) in so far as they relate to matters for which provision has been made in these Ordinances, shall stand repealed.

Provided that any order made or action taken under the Ordinances so repealed shall be deemed to have been made or issued under the corresponding provisions of these Ordinances.

KANNUR UNIVERSITY
(PLANNING AND DEVELOPMENT BRANCH)

No. PLD/A2/Ord.A/2006

Dated, Mangattuparamba, 05.01.2007

NOTIFICATION

It is notified that following amendment to Ordinance 3- *the workload of various categories of teachers – in the Chapter XIII – workload and staff pattern of teaching staff of Arts and Science, and Training Colleges* of the Kannur University Ordinance 1999 passed by the Syndicate at its meeting held on 09.05.2006 has been asserted to by the Chancellor on 16.12.2006.

The amendment to ordinance shall be deemed to have come into force with effect from 09.05.2006.

Amendment to Ordinance 3 of the Chapter XIII of the Kannur University Ordinance 1999.

That the existing ordinance 3 – *The workload of various categories of teachers – of the chapter XIII – workload and staff pattern of teaching staff of Arts and Science, and Training Colleges* – of the Kannur University Ordinance 1999 is amended as follows:

Amended ordinance

3. The workload of various categories of teachers:

Ref: Government letter No. 12556/A2/05/H.Edn. dated 11.05.2005 and G.O.(Ms) 189/95/H.Edn. dated 09.11.1995.

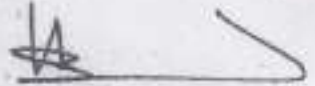
- | | | |
|---|---|--|
| 1. Principal | : | 3-5 hours |
| 2. Head of the Department (PG) | : | 3 hours per week less than that of a Lecturer |
| 3. Head of the Dept. (Degree) | : | 2 hours per week less than that of Lecturer |
| 4. Reader/Lecturer | : | |
| Selection Grade/Lecturer | : | As specified in G.O.(P) |
| Senior Scale/Lecturer | : | No. 171/99/H.Edn.
Dated 21.12.1999 |
| 5. Associate NCC Officers | : | A reduction of weekly workload up to a maximum of 4 hours as specified in Government Letter No. 12556/A2/05/H.Edn. dated 11.05.2005. |
| 6. The workload of those who do not come under the UGC scheme or are not eligible for the UGC scales of pay shall also be according to UGC guidelines | | |

EXPLANATION:

1. In addition to the above all categories of teachers shall be present in the college for 40 hours during a week (8 Hrs.5) and shall attend to correction of exercise, supervision of composition classes, correction of laboratory records, testing/Examinations, Tutorials, research etc. But such work shall not be taken into account for the purpose of staff fixation.

2. For the purpose of calculations the workload of post graduate departments, one hour of lecture work shall be treated as equivalent to 1.6 of the normal lecture work. Fractions should be ignored while calculating the total workload of a department.

The above amendment to ordinance shall be deemed to have come into force with effect from 09.05.2006.


REGISTRAR

To

1. The Director of Printing (with CL)
Government Central Press,
Thiruvananthapuram
(for publication of the Notification in the Gazette.)
2. Principal Secretary to Government, (with CL)
Higher Education Department Thiruvananthapuram
3. The Secretary to Governor, (with CL)
Kerala Raj Bhavan,
Thiruvananthapuram
4. The Campus Director/All Heads of the Departments of University Teaching Depts.
5. The Director of Collegiate Education, Thiruvananthapuram.
6. The Registrar, Kerala University/MG University/CUSAT/Sree Sankaracharya
University of Sanskrit/Calicut University/Kerala Agricultural University.
7. Principals of all affiliated Colleges.
8. Standing Counsel of the University
9. PS to VC/PA to PVC/PA to FO/PA to CE/PRO/
10. All DR/AR/All Branches.

