YENEPoya UNIVERSITY
Mangalore

Terms & Conditions of Services of Teachers Working in the University

Bye Laws (Vol. I)

YU 1-81
Pg. No. 3-47

Terms & Conditions of Services of the Employees of the University

Bye Laws (Vol. II)

YU 151-221
Pg. No. 50-104

The Bye-Laws Governing the Working of the University

Bye Laws (Vol. II)

YU 301-578
Pg. No. 108-210

Approved by the Board of Management as per resolution
(Agenda No. 5) in its meeting held on 11 July 2008

Terms and conditions of service of teachers working in the University and its constituent colleges – Bye – laws
prepared under Rule No.26 (k & l) of the Memorandum of Association.

( Amended on BOM dtd. 08.03.2015)
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YENEOYA UNIVERSITY
MANGALORE

CHAPTER-I
PRELIMINARY

YU 1: Short Title & Commencement
1) These Bye-laws may be called “the Bye-laws governing the Terms and Conditions of service of the Teachers working in the University”.
2) These Bye-laws shall come into force with effect from 11th July 2008.

YU 2: Extent of Applications
The teacher shall accept the employment in the University, with full understanding and agreement to work in furtherance of the objectives, development and welfare of the University, by placing all his time, energy, intelligence and skill at the disposal of the employer and by complying with the provisions of the Memorandum of Association, Bye-laws and such other directives of the Authorities and the Vice-Chancellor issued from time to time. Hence these Bye-laws shall apply to all the teachers working in the University.

YU 3: Right to Interpret
The Chancellor of the University shall have the right to interpret these Bye-laws.

YU 4: Powers to amend & repeal the Bye-laws
The Bye-laws may be amended or repealed as provided under the Memorandum of Association.

YU 5: Powers to implement the Bye-laws
Vice Chancellor shall implement the byelaws as amended or repealed.

YU 6: Power of Relaxation
Where the Chancellor is satisfied that the operation of any of these Bye-laws causes or is likely to cause undue hardship in the case of any teacher or teachers, he may exempt any such teacher(s) from any provisions shall apply to said teacher(s) with such modifications not affecting the substance thereof as may be specified.

YU 7: Validity of Terms of Contract
The terms of a specific contract enforceable as provided by the Memorandum of Association, necessarily override the provisions of these Bye-laws.

YU 8: Exercise and Delegation of Powers
No powers may be exercised or delegated under these By-laws, except in consultation with the Appointing Authority, as mentioned in the Memorandum of Association.

YU 9: Definitions
The definitions given in the Memorandum of Association shall hold good for the purpose of these By-laws. In these By-laws, unless the context otherwise requires:
1. 'University" means the “Yenepoya University” declared as the Deemed. To be University by Department of Higher and Secondary Education, Ministry of Human Resource Development, Government of India.
2. 'Agreement' means the contract entered into in writing between the teacher into in writing between the teacher and the University or the person authorized;
3. 'Appendix" means appended to these By-laws.
4. 'Appointing Authority" means the Authority competent to make the appointments;
5. 'Authority” means the Authority of the University as provided by or under the Memorandum of Association;
6. 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the University Grants Commission and accepted by the University, from time to time.
7. 'Central Council(s)' means council(s) established by the Act of Parliament;
8. 'Central Government' means Government of India;
9. 'Chancellor' means Chancellor of the University;
10. 'Coaching Classes' (Private Tuitions) means any place or premises where the teacher or group of teachers are engaged in coaching/preparing the students for award of certificate, diploma, degree or any other course recognized by the University other than their regular teaching responsibilities;
11. 'College' means constituent college of the University;
12. 'Competent Authority' means the Authority competent to exercise different powers under the Memorandum of Association and in these Bye-laws;
13. 'Departmental Advisory Committee' means Advisory Committee constituted for the Departments of college under these Bye-laws;
14. 'Disciplinary Authority' means the Authority or the officer authorized to take disciplinary action against the teacher, except otherwise provided in the Memorandum of Association.
15. 'Duty' means the compliance of the things the teacher is expected to do by the virtue of his taking a job or assuming an office and as explained in these bye-laws;
16. 'Employer' means the Yenepoya University, (Deemed University)
17. 'Form' means a form appended to these Bye-laws;
18. 'Grievances Committee' means a grievance Redressal Committee constituted under the Memorandum of Association.
19. 'Head of the Department' means the Head of the Department in the college nominated by the Vice-Chancellor under these Bye-laws;
20. 'Holiday' means a Sunday a weekly off or any other day declared as holiday by the University;
21. 'Joining Time' means the time limit prescribed to join a new post in the University;
22. 'Leave' means permission granted by the competent Authority to the teacher to remain absent from duty.
23. 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month.
24. 'Officiate' means to carry out function and/or duties of the post on which another person holds a lien or of the vacant post on which no other teacher holds a lien;
25. 'Permanent Post' means the approved post, carrying a running definite scale- of pay, sanctioned without time limit;
26. 'Principal' means a Head of the college appointed by or under the Memorandum of Association and approved by the Board of Management and shall also include Director or Dean.
27. 'Provident Fund ' means the staff Contributory Provident Fund established by the University as per the Government of India Provident Fund Rules;
28. 'Registrar' means the Registrar of the University;
29. 'Salary' means total monthly emoluments drawn by the teacher and includes pay and allowances admissible, from time to time.
30. 'Scale of Pay' means running scale of pay which subject to any conditions prescribed in these Bye-laws, rises by periodical increments from a minimum to a maximum;
31. 'Scheduled Castes' means such castes, races or tribes or part or group within such castes, races or tribes as are deemed to be scheduled castes, under Article 341 of the Constitution of India;
32. 'Scheduled Tribes ' means such tribes or tribal communities or parts or groups within such tribes or tribal communities as are deemed to be scheduled tribes under Articles 342 of the Constitution of India;
33. 'Scheme' means the academic programmes approved by the competent Authority or by the funding agency and shall include the programmes funded by the other agencies like UGC, MCI, DCI, AICT, CSIR, DST, NOTE, etc.
34. 
   a) 'Selection Grade' means the selection grade sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the University, from time to time;
   b) 'Senior Scale' means the senior scale sanctioned to the teacher as per the recommendations of the University Grants Commission and accepted by the University, from time to time;
35. 'Subsistence Allowance' means monthly emoluments paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension.

36. 'Substantive Appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;

37. 'Substantive Pay' means the pay personal pay or emoluments classed as pay, these Bye-laws to which the teacher is entitled, on account of a post to which he has been appointed substantively or by reasons of his substantive position in the cadre; but does not include special pay;

38. 'Teacher' means teacher appointed in the colleges by the University under the provisions of the Memorandum of Association; Provided that, the term teacher shall include fulltime as well as part time teacher, honorary teacher, adjunct teachers, and such other teachers who are designated as the academic non-vocational staff by the University Grants Commission, from time to time; Provided further that, this definition of teacher shall apply merely in the context of the service conditions only;

39. 'Temporary Appointment' means an appointment made on purely either against permanent post, for not more than twelve months' temporarily vacant post or a tenure post or against a temporary position;

40. 'Tenure Post' means a post which the teacher may not hold for more than a limited time without reappointment or a temporary post which is sanctioned/created for a specified limited period only;

41. 'University Grants Commission' means the University Grants Commission established under the University Grants Commission Act, 1956;

42. 'Vice-Chancellor' means the Vice-chancellor of the University;

43. 'Working Hours' means the working hours prescribed by the University Grants Commission and accepted by the University for the teachers working in the colleges, from time to time.
CHAPTER - II
CLASSIFICATION AND RECRUITMENT

YU 10: Classification
The teachers shall be classified into following categories:
1. Principal or Director
2. Professor
3. Reader/Associate Professor
4. Assistant Professor
5. Lecturer in Selection Grade;
6. Lecturer in Senior Grade;
7. Lecturer;
8. Tutor/Resident/Registrar
9. Librarian,
10. Director of Physical Education

YU 11: Qualification
The qualifications for the various categories of the teachers shall be as recommended by the University Grants Commission and/or respective Central Council and accepted by the University, from time to time.

YU 12: Workload
The Workload of the teachers shall be as recommended by the University Grants Commission and/or respective Central Council and accepted by the University, from time to time.

YU 13: Recruitment
Recruitment of the teachers shall be as per the procedure laid down in the Rule 12 II(a) and 12 II(b) of the Memorandum of Association.

YU 14: Procedure
Every post of a teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the Board of Management together with the minimum and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of the socially disadvantaged class of the society and women candidates; reasonable time to be determined by the Board of Management, normally which shall not be less than thirty days, within which the applicants may, in response to the advertisement.

After the last date is over, the Registrar shall prepare the summary of each candidate with his date of birth, qualification, experience, caste, present emoluments, etc., and shall place the same before the Scrutiny Committee.

YU 15: Scrutiny
There shall be a Scrutiny Committee to scrutinize the applications received for the post(s) of teacher(s).

1) The Scrutiny Committee for each subject shall consist of
   a) Principal of the Concerned College;
   b) Head of the Concerned Dept
   c) Registrar, Convener
The committee shall adhere to the rules and regulations as specified in the advertisement/UGC regulations.
2) The Scrutiny Committee shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.

3) Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed the following ratio and of number of posts to number of candidates: 1:8, 2:14, 3:20, 4:26, 5:32, and for more than five vacancies, the candidates invited shall be up to five candidates per vacancy to filled in.

4) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty days of such meeting; being given to each candidate; and the particulars of each candidate shall be sent to each member of Selection Committee so as to reach him at least fifteen days before the date of the Selection Committee meeting if provided, if there is urgency and the circumstances dictate, early action is needed, the candidates and the selection committee members may be contacted electronically within three days for selection of candidates.

YU 16: Selection Committee
There shall be a separate selection Committee for each category of the teachers. Constitution of such Selection Committee shall be as per the provision made in the Rule 12(II) (a) and 12 (II) (b) of the Memorandum of Association.

YU 17: Temporary Appointment
In exceptional circumstances and in the interest of the students and teachers, the Vice-Chancellor shall make the temporary appointment against the permanent post for the period not exceeding one academic year.
Provided that, the mode of selection and constitution of Selection Committee for such post shall be as per the Rule 12(II)(a) and 12(II)(b) of the Memorandum of Association.

YU 18: Placement/Promotion of Teacher

1) The teacher shall be eligible for placement/promotion to Asst. Professor, Associate professor, Professor, Reader and Professor according to regulations by concerned national regulatory body viz., MCI, DCI, INC, UGC, RCI etc. depending on the category under which promotion is to be accorded.  

(Amended on BOM dtd. 08.10.2014)

2) There shall be a Screening Committee to assess eligible teachers for placement/promotion to Asst Professor. Associate Professor/Reader and Professor as the case may be. The constitution of such Committee shall be:

   a) Vice-Chancellor (Chairman)
   b) Principal of the concerned college.
   c) Head of the concerned Department.
   d) One subject expert not below the rank of professor nominated by the Vice Chancellor.

3) The Registrar shall constitute the Committee three months prior to the date on which the teacher becomes eligible for placement/promotion in the appropriate scale or grade.

4) The Registrar shall prepare the case(s) of eligible teachers(s) with all the documents and place before the Screening Committee for its consideration.

5) The Screening Committee, after scrutinizing the proposal of the eligible teacher, shall recommend the same to the Board of Management for its approval. Provided that, while scrutinizing the proposal of the teacher, the Screening Committee shall go through documents like service book, performance appraisal reports, research publications, projects and such other documents as may be required as per the norms.
6) The Registrar, after receipt of the approval of the Board of Management, shall inform the teacher concerned in writing, about his placement/promotion and shall make the necessary entries in the Service Book.

**YU 19: Vacation and Examination Work of University**

1) The University, at the end of every academic year shall prepare the academic calendar for the next academic year, which shall include the first and last day of each term, public holidays, dates of main and supplementary theory and practical examinations, internal / sessional examinations, sports and cultural events, etc.

2) The academic non-vocational staff shall not be entitled to either summer or winter vacation. However, **they shall be eligible for 30 days earned leave during the academic year.**

3) The teacher shall be ordinarily entitled to 60 days vacation during the academic year i.e. 30 days during winter and 30 days during summer, **provided he/she is working in a department not related to or not required for the smooth functioning of the University.**

4) Every vocational teacher shall be expected to undertake such work in the University during the vacation which is relevant to his duties such as examination, extension activities etc. which may be assigned to him by the Head of the Department, Principal and the Vice-Chancellor, from time to time.

5) Every teacher during the vacation shall assist the University in smooth conduct of the examinations.

6) During the vacation, if the teacher is detained for non-remunerative work in connection with University, activities such as youth festival, continuing education programmes, NSS, or any other work assigned by the Vice-Chancellor/Principal/Head of Department then he shall be entitled to compensatory holidays to the extent of one third of the days spent on duty during the vacation. Provided that, the teacher should avail such compensatory holidays in the same academic year.
CHAPTER-III
APPOINTMENTS

YU 20: Appointment
1) The Appointing Authority shall appoint the teacher(s) strictly as per the recommendations of the Selection Committee constituted under Rule 12(II)(b) of the Memorandum of Association and after the approval of Board of Management.
2) The appointment order shall be issued under the signature of the Registrar and in the proforma, given in the Appendix No — I
3) The teacher appointed on a post shall produce a relieving certificate, service book and last pay certificate from his previous employer, if any at the time of joining of the services.
4) The teacher appointed on a post shall produce a Medical Fitness certificate from the competent medical Authority, within a month after joining the post.
5) The teacher appointed on a post shall produce the authentic proof of the date of birth before joining the post.

YU 21: Services
1) The teacher may be required to sign a contract in the form prescribed in the Appendix No-III at the time of joining his duties in the college.
2) The service of the teacher shall commence from the date on which he joins the duties before 12 noon, otherwise from the next date.
3) The service of the teacher on leave, in Foreign Service or on deputation, shall commence from the date he assumes charges before 12 noon, otherwise from the next date.
4) The service of the teacher shall cease from the date on which he relinquishes the post after 12 noon.
5) If the teacher expires while in service, he shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he dies.

YU 22: Probation
1) The appointment to a permanent post by selection shall be on probation for a period of two years, extendable by two periods of not more than six months each, provided when a distinguished academician is appointed by invitation or negotiation, the probation clause may not be applicable.

Resolved to authorized selection Committee to modify or waive the probation period
(Amended on 2.07.2011 BoM )
2) During the period of probation, the teacher shall comply with conditions of probation as prescribed under these Bye-laws

a) The Principal of the college shall be the Reviewing Authority. The concerned Head of the Department shall be the Assessing Authority under whom the teacher on probation is working. The Head of the Department shall submit the self – assessment report of the teacher, with his remarks to the Reviewing Authority at the end of one year from the date of joining. The Reviewing Authority shall forward the assessment report to the Accepting Authority with his remarks (as specified in YU 25 (3).

b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the self-assessment report shall be communicated, by the Accepting Authority in writing to the teacher for his guidance and improvement, within three months.

c) The self-assessment report for the second year shall be submitted to the Accepting Authority, at least three months prior to the expiry of period of probation with specific recommendations of confirmation or otherwise.

4) On the basis of satisfactory performance of his/her services as assessed by appointing authority, the appointing authority may Declare
a) Probationary period as satisfactorily completed
   OR
b) Extend probation period
   OR
c) Terminate services of the employees
   
   (Amended on BOM dtd. 08.10.2014)

5) If the teacher, on probation, avails leave without pay, his period of probation shall be deemed to have been extended to that extent.

YU 23: Substantive Appointment

1) The teacher appointed against substantive vacancy of approved permanent post shall be deemed to be confirmed in the service after satisfactory completion of probationary period.

2) The Appointing Authority may give, a provisional substantive appointment to the teacher against the post on which another teacher holds a suspended lien and shall cease to be on such appointment as soon as the teacher holding suspended lien joins the post.

3) In case, a vacancy occurs for a temporary period, or is about to be filled in on a regular basis by selection, the Appointing Authority may appoint any teacher who fulfils the conditions of educational qualifications for a period not exceeding one year, as provided in the Memorandum of Association.

YU 24: Duties

1) It shall be the duty of every teacher lawfully to discharge the functions and perform the official task assigned to him in accordance with the Memorandum of Association, Bye-laws and the orders issued there under, from time to time. The teacher shall comply with the obligations attached to the post he holds and perform the specific functions, shall meet the specific norms of behavior and avoid prohibited conduct.

2) The period spent on duty as incorporated in these Bye-laws shall be the duty and shall include.
   a) Service as a probationer.
   b) A course of instruction or training authorized by the Principal or the Vice-Chancellor.
   c) The period spent on attending the seminar, conferences, etc. within and outside the country.

3) Subject to the provisions of the Memorandum of Association and Bye-laws, the duties of the teachers shall be as specified in the Bye-laws No. 79.

The Appointing/Competent Authority in addition to these duties may assign specific duties and functions to the teacher as and when required and the teacher shall comply.

YU 25: Assessment

1) The Assessing Authority shall submit the self-assessment report form as prescribed in the Appendix No. III for the academic year ending on 15th April, in respect of teacher placed under his control. If the teacher has worked under the Assessing Authority for part of the year, the Authority shall write the report for such period.

2) The self-assessment report shall be reviewed by the Reviewing Authority as prescribed under the Bye-law... conduct of the teacher

3) The following shall be the assessing and reviewing authorities:

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<tr>
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<th>Category</th>
<th>Assessing Authority</th>
<th>Reviewing Authority</th>
<th>Accepting Authority</th>
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<tr>
<td>a)</td>
<td>Principal</td>
<td>Vice Chancellor</td>
<td>Vice-Chancellor</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>b)</td>
<td>Head of the Dept</td>
<td>Principal</td>
<td>Vice-Chancellor</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>c)</td>
<td>Professor/ Reader/ Lecturer</td>
<td>HOD</td>
<td>Principal</td>
<td>Vice-Chancellor</td>
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</table>
4) The remarks in the self assessments report, either adverse or outstandingly good shall be brought to the notice of the teacher, in writing, within three months. The adverse remarks not duly communicated to the teacher shall be disregarded.

5) The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may recommend to expunge or retain such remarks and the Accepting Authority’s decision shall be final and shall be recorded in writing.

6) The self-assessment report of the teacher shall be the basis for determining the merit. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years. Adverse remarks not duly communicated in writing to the teacher within three months shall be disregarded for the purpose.

YU 26: Service Book

1) The Service Book, as prescribed, shall be maintained by the Appointing Authority, for every teacher appointed substantively or in officiating capacity on a permanent post or appointed on temporary basis to a post which is not of a purely temporary nature.

2) The service book shall contain the record of service of each teacher covering all essential events in his official career such as (a) date of birth (b) caste (c) marks of identification (d) permanent address (e) first appointment, (f) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (g) substantive or officiating nature of appointment (h) the scale of pay applicable (i) basic pay. (j) increment(s) sanctioned (k) stoppage of increment; for any reasons(s), (l) punishment with relevant offense or misconduct, (m) leave(s) except casual leave, granted from time to time, (n) conferences/seminars attended, (o) such--other relevant entries.

3) A) The date of birth of the teacher shall be carefully recorded in the service book only at the time of joining the service and shall be verified within reference to the documentary evidence such as S.S.C. certificate or extract of birth register from appropriate Authority, such as municipal council or corporation, village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

4) Whenever the teacher is reduced to a lower rank, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the service book with due authentication by the Competent Authority.

5) The Competent Authority shall keep the service book in safe custody and shall not allow it to remain with the teacher.

6) The teacher may peruse the entries in his service book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.

7) A duplicate copy of the service book may be supplied to the teacher on specific request.

8) The Competent Authority may cause to verify periodically the service book of each teacher for correctness of entries.

9) Hard copy of the Service Book of the teacher may be retained for 5 years after the teacher ceases to be in service.

(Amended on BOM dtd.08.10.2014)

1) The Competent Authority may retain the self-assessment report and other reports of the teacher in a separate confidential file. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

2) A personal file shall be maintained for every teacher immediately on his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

YU 28: Seniority of the Teacher

The Seniority of the teachers in the University shall be determined in the following manner:

1) The Professor shall be senior to the Reader/Associate Professor and the Reader / Associate Professor shall be senior to the Assistant Professor/lecturer.

2) The seniority of the Professors, Associate Professors or Readers and Asst Prof/Lecturers in the department shall be decided on the basis of their date of joining their duties in the University in the respective cadre.
**YU 29: Incapacity**

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

1) The teacher may be considered to be physically incapacitated
   a) Due to accident, resulting in loss of limb or being seriously injured, etc. so that he is unable to perform his duties.
   b) Due to severe illness such as paralysis, cancer, leprosy, AIDS etc. making him unable to perform his duties.

2) The teacher may be considered mentally incapacitated to render his services, if-
   a) He has turned insane.
   b) He is not capable of meeting with the requirement of the post to which he is appointed, despite his mental equilibrium having been properly set.

3) Wherever teacher is to be declared to be incapacitated either physically or mentally, his case shall be referred to the Committee constituted by the Competent Authority. Constitution of such Committee shall be:
   a) Principal - Chairman
   b) Three registered medical practitioners with postgraduate degree to be nominated by the Vice-Chancellor.
   c) Head of the Department the Committee shall scrutinize the case of the teacher and shall submit its report to the Appointing Authority.

4) After receipt of the report, the Vice-Chancellor shall forward the report to the Board of Management for its approval.

5) After receipt of the report from the Board of Management, the Vice-Chancellor shall take the final decision.

6) The teacher declared as incapacitated either physically or mentally shall be rehabilitated /terminated on the basis of the recommendations by the committee.

*(Amended on BOM dtd. 08.10.2014)*
CHAPTER - IV
PAY AND ALLOWANCES

YU30: Pay
1) The teacher shall, unless otherwise directed, be entitled to receive the pay, for the services rendered in the scale of pay prescribed for the cadre in which the teacher is appointed, with effect from the commencement upto the cessation of the service.
2) The scales of pay for the teachers of the various cadres working in the colleges shall be as recommended by the University Grants Commission and respective Central Council and accepted by the University, from time to time.

YU31: Pay on Placement in Higher Grade/Scale
1) On placement in substantive post carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
2) If the teacher has reached the maximum of the scale of pay on the lower post, his notional pay for the purpose of this Bye-Law shall be arrived at by increasing that pay by adding an amount equivalent to the last increment.
3) If the teacher placed in higher post / scale happens to draw pay lesser than his junior, placed in the said post / scale, the pay of the senior teacher shall be stepped up to a figure equal to the pay of his junior teacher.

YU32: Pay on Reversion
1) The teacher on reversion shall draw pay in the lower scale of pay, not less than that which he would have drawn, had he not been so placed in higher scale.
2) If the teacher is reverted by way of major punishment on account of misconduct, the Competent Authority may-fix his pay at any lower stage in the lower scale of pay-under these, Bye-laws. Provided that, the subsistence allowance already paid to the teacher shall be fully recovered either from the pay and allowances, as the case may be or from the leave salary payable to him, if it happens to be in excess of his revised total emoluments, to the extent of excess pay only.
3) When the teacher is reverted on account of misconduct to a post carrying lower scale of pay, and is subsequently reinstated, his previous service in the post from which he was reverted, shall count for increments unless the Competent Authority declares that it shall not be so counted either in whole or in part.

YU33: Increment
1) The teacher, having his pay on the scale of pay, shall draw increment every year unless it is withheld. The benefit of increment falling due on any date of the calendar month shall be extended from the first date of that calendar month, without affecting the date of increment(s).
2) The Competent Authority while withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
3) If the teacher is placed in higher grade I post, he shall draw the increment on completion of full period for increment in the higher grade post and higher scale of pay.
4) The service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay:
   a) The teacher on probation shall draw first increment on completion of twelve months.
   b) He shall draw the second increment only on completion of period of probation satisfactorily, irrespective of the period from the date of first increment.
   c) The first and/or second date(s) of increment shall be extended by the period for which the teacher on probation has availed leave without pay, except the casual leave, in the intervening period(s).
   d) The date on which the teacher completes the period of probation satisfactorily shall be the date of subsequent increment(s), unless the same is modified later due to some other reason such as revision of pay, period of extraordinary leave, etc.
5) The teacher on authorised leave shall draw the annual increment falling due, during the leave period, on the date due. However, he shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.

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

YU 34: Personal Pay

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

YU 35: Allowances

1) The teacher working on a post in the scale of pay shall be entitled to allowances such as the dearness allowance, compensatory local allowance, house rent allowance, non-practicing allowance and such other allowances as may be approved by the University, from time to time.

2) For the purpose of calculating allowances which are related to pay, the term pay shall include only basic-pay.

3) Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.

4) The house rent allowance shall be admissible to teacher at the places and at the rates as sanctioned by the University, from time to time.

YU 36: Subsistence Allowance:

1) The teacher under suspension shall be paid the subsistence allowance at the rate of half the pay for a period of the first three months, and at the rate of full pay thereafter, if the period of suspension is prolonged, for reasons not directly attributable to the teacher and the allowances admissible thereon, from time to time.

2) The teacher under suspension shall be paid the subsistence allowance at the rate of half the pay and the allowances thereon, if the period of suspension is prolonged for the reasons directly attributable to the teacher.

3) The teacher shall furnish every month the following certificate before he is paid the subsistence allowance:

"I certify and declare that I did not engage myself in any private employment, trade or business during the Period....................."

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

4) Any other compensatory allowance Payable to the teacher shall be subject to the extent and the conditions as may be prescribed by the Competent Authority.

5) a) If the teacher, under suspension is undergoing a trial in a criminal court and departmental enquiry under these Bye-laws, he shall be provided with the subsistence allowance under clause (1) or (2) above.

b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he undergoes punishment or till he is deemed to be in service of the University, whichever is earlier.

c) If the teacher under suspension is acquitted in appeal he shall draw subsistence allowance at the normal rate under clause (1) or (2) from the date of acquittal till the disposal of inquiry under these Bye-laws.

6) If the teacher under suspension attains the age of superannuation, he shall deem to have been retired and shall not be entitled to any subsistence allowance. The teacher shall be entitled to his own share of contribution but
shall not be entitled to the University share. The University share of CPF and the gratuity shall be paid to him after final decision of proceedings against him.

7) If the teacher under suspension is exonerated and/or it is found that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.

8) When the teacher under suspension is reinstated, after undergoing the punishment / penalty under these Bye-laws unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:
   a) Whether the said period be treated as duty leave or leave not due, and
   b) The nature of pay and allowances to be paid for the period.

YU37:TA & DA

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

YU 38: Leave

1) The teacher shall be entitled to the leave, generally, in proportion to the period of service/duty and of the kind specified herein below. However, the leave cannot be claimed as a matter of right.

2) The teacher may be granted leave only on his request. The teacher shall not be compelled to proceed on leave, except on disciplinary grounds.

3) The Competent Authority may sanction or refuse the leave applied for, but shall not alter the nature of leave, except with the request / consent of the teacher.

4) The Competent Authority may not grant leave to the teacher so as to deplete the strength of department below essential minimum.

5) The teacher may combine one kind of leave with another, except casual leave, subject to the limit of aggregate period of absence as may be prescribed under these Bye-laws.

6) Application for leave on medical ground shall be accompanied by a certificate of Medical Authority, indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness from the same Medical Authority.

7) If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Board to examine the state of his health, the period of recovery and whether he would be fit for duty after the rest and treatment.

8) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except casual literary work or public service of casual nature.

9) Ordinarily, the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded. The teacher shall not be permitted formally to join the duties at the end of leave with the intention of taking leave again within a few days.

10) The teacher discharged or removed, on account of misconduct, if reappointed, the leave to his account prior to date of ceasing to be in service shall lapse and shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal, as the case may be.

11) The teacher appointed on contract basis in scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

YU 39: Leave Sanctioning Authority

The following shall be the Competent Authority to sanction leave under these Bye-Laws:

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Kind of Leave</th>
<th>Competent Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Principal leaves</td>
<td>All kinds</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>2.</td>
<td>Head of the</td>
<td>Casual leave</td>
<td>Principal</td>
</tr>
<tr>
<td>3.</td>
<td>All teachers</td>
<td>Casual leave</td>
<td>Principal</td>
</tr>
<tr>
<td>4.</td>
<td>All teachers</td>
<td>All kinds of leaves except Casual leave</td>
<td>Vice-Chancellor</td>
</tr>
</tbody>
</table>

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

YU 40: Casual Leave

1) a) The teacher shall be entitled to fifteen days casual leave in an academic year or as prescribed by the University Grants Commission or Central Councils and accepted by the University, from time to time.

   b) The teacher shall obtain permission for casual leave ordinarily before the day from which it is required. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the teacher shall apply for ex-post-facto sanction within three days after resuming on duty.
c) In case the teacher is unable to attend his duty for reasons of natural calamity, the Competent Authority shall sanction the same as casual leave.

d) The teacher shall be entitled to not more than five days casual leave at a time. The Sunday and/or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed eight days.

e) Casual leave cannot be combined with any other kind of leave except duty leave. (It is proposed to rename duty leave as OOD)

2) Account of casual leave and special casual leave availed of by the teacher shall be maintained separately.

3) The Competent Authority may refuse casual leave if it is requested on flimsy pretext. The Competent Authority shall have the power to grant casual leave in proportion to the period of the academic year and the casual leave availed of until then. The Competent Authority may grant leave without pay of shorter duration if no casual leave is available to the teacher.

YU 41: Half Pay Leave

1) The teacher, shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Medical Authority.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

YU 42: Commuted Leave

The teacher may, avail commuted leave on half pay at his credit on the following condition, namely:

The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days leave actually availed of.

YU 43: Maternity Leave

1. Only female employees who have less than two living children at the time of application shall be entitled to maternity leave.  
   (Amended on BOM dtd. 22.01.2015)

2. Only female employees who are on probation or have been confirmed in service and who have put in at least 2 years service in the organization shall be entitled for 90 days of maternity leave with full pay.  
   (Amended on BOM dtd. 22.01.2015)

3. The temporary female teacher who is appointed on probation and who has put in continuous service for a period exceeding one year, but less than two years, shall be entitled to maternity leave of ninety days, on half pay, which shall not be debited to her leave account.

4. The temporary female teacher with less than one year service shall not be entitled to maternity leave and the period of absence shall be treated as extraordinary leave.

5. The application for maternity leave shall be supported by medical certificate with probable date of confinement.

6. The female teacher may avail other leave, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum of sixty days without production of a medical certificate.

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

**YU 44: Special Medical leave for Tuberculosis, Cancer, AIDS & Heart surgery**

The teacher shall be entitled to twelve months full pay leave, if he is suffering from extensive tuberculosis, advanced cancer or malignant diseases, advanced AIDS or serious brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognised clinic or under a specialist recognised by the University, from time to time.

**YU 45: Special Casual Leaves**

a) The teacher may be sanctioned special casual leave for attending conferences, seminars, workshops, symposia organised by the academic bodies and examinations of other Universities which are approved by the University, from time to time. Provided that, such leave shall not exceed fifteen days in a year.

b) Special casual leave not exceeding fifteen days in a year may also be sanctioned to teachers working in radiation hazardous departments/areas of the University, subject to certification by Competent Authority.

**YU 46: Study Leave**

The teacher shall be eligible for full pay study leave in the following manner:

1) The study leave to the teacher shall be sanctioned by the Board of Management on the recommendation of the Vice-Chancellor.

2) The study leave with full pay may be granted to the teacher who is confirmed in his post and who has teaching experience of not less than ten years. Provided that the teacher who once avails study leave shall not be eligible for such a leave again unless he works for the period of ten years after availing of the study leave.

3) The study leave at the discretion of the Board of Management, shall be sanctioned to the teacher for undertaking specialized training or research within India or abroad in his subject which shall be useful to the teacher and to the University;

Provided that, such study leave sanctioned to the teacher, shall not be more than twenty four months during the entire service;

Provided further that, if study leave is sanctioned to the teacher, then no substitute appointment shall be made against such-vacancy and work load of such teacher shall be equally distributed amongst the teachers working in the Department.

4) The teacher, for study leave, shall apply at least six months in advance to the Registrar, with the details such as nature of studies to be undertaken, duration, permission letter of the Authority where the teacher intends to work etc., through his Head of the Department and Principal, who will make the alternative arrangements for his teaching work,

Provided that under special circumstances late application may be considered where it was not possible to apply before 6 months or it is in the interest of institution.

5) If the teacher is awarded short term fellowship by University Grants Commission or any other funding agencies within India or abroad; he shall be eligible for full pay study leave subject to second provision of the clause (3) above.

6) The study leave shall not be granted to more than one teacher in a department at a time

7) The teacher, who is granted study leave, shall enter into an agreement to serve the University for at least ten years after the completion of study leave.
8) The teacher shall refund the salary to the University, earned during the period of the study leave, if he does not rejoin his duties immediately after availing the study leave, does not comply with the terms and conditions as laid down in the agreement.

9) The study leave granted to the teacher shall not be debited to any leave account.

   In deserving cases the Vice Chancellor is authorized to grant Study Leave up to 6 months

   (Amended vide BoM 19 dated 22.07.2011)

In deserving cases the Vice Chancellor is authorized to grant leave “up to six months” and be reported to the BoM for ratification. Beyond six months matter should be brought before the BoM.

   (Amended vide BoM 1 dt. 15.10.2011)
CHAPTER VI
CONDUCT, DISCIPLINE AND APPEALS

YU47: Conduct

1) The teacher shall be at the disposal of the college for full-time and shall serve in such capacity and at such place, as he may, from time to time, be so directed.

2) The teacher shall conform to and abide by the provisions of the Memorandum of Association and Bye-laws. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time be given to him by the Vice-Chancellor and /or Board of Management.

3) The teacher shall, at all times maintain absolute integrity, show devotion to his profession and shall do nothing which is unbecoming of a teacher.

4) The teacher shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University.

5) The teacher shall not, without the express sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

6) The teacher shall not accept or permit any member of his family or any person on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the University.

7) a) The teacher shall seek prior permission of the Competent Authority before applying for job, post or scholarship outside the University. The teacher shall send the application through proper channel.
   b) The teacher shall seek prior permission of the Competent Authority before applying for any course of study leading to diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear for any examination conducted by the University or other bodies, without such permission.

8) The teacher shall not, without prior permission of the Competent Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence,--failing which the absence may be treated as leave without pay.

9) a) The teacher or his relative shall neither bid directly or indirectly, at any auction of any property of the University nor submit any tender for any supply to the University.
   b) The teacher or his relative shall not use the property of the University including the residential accommodation for conducting any trade or business, coaching classes, private practice, tuition, occupation or for any other purpose.
   c) The full-time teacher shall not engage himself in private practice or any trade, business or any other occupation which is not part of his duties as prescribed under these Bye-laws.

10) The teacher shall not engage himself in conducting private coaching classes or tuition, guidance imparting instructions leading to any certificate, diploma or degree courses.

11) The teacher shall not write guides, notes for circulation and question and answers etc.

12) The teacher shall not contest any election except university elections without prior approval of the Competent Authority.

YU 48: Misconduct

The breach of any of the provisions of the previous Bye-laws, or any one or more of the following on the part of teacher shall be deemed as misconduct and include:

i) any action by the teacher contrary to the provisions prescribed in these Bye-laws;

ii) refusal to accept charge-sheet, order or other communication served according to the Bye-laws;

iii) obtaining employment in the colleges, by misleading or by misrepresenting the facts;

iv) misappropriation of any amount and/or movable and immovable property of the University or college;

v) willful and persistent negligence of duty;

vi) incompetence;

vii) involvement in non-academic activities such as writing guides, likely questions, questions and answers, etc. directly or indirectly;

viii) Participation in private coaching classes, directly or indirectly.

ix) indulging in or promoting unfair practices in the conduct of examination;
x) theft, fraud or dishonesty;
xi) willful or negligent damage of the property, of the college and/or University;
xii) any action, involving moral turpitude and attracting conviction in court of law;
xiii) attending the duties in an intoxicated state and committing nuisance during the working hours;
xiv) misbehaviour with students, another teacher, or member of a public;
xv) insubordination;

Explanation: Willful negligence of duty shall among other things include the following:

a) dereliction of duties like not engaging the allotted classes, clinics, practicals or not completing the prescribed syllabi under circumstances not beyond his control
b) negligence of academic or extra-curricular or co-curricular duties assigned to the teacher by the Principal and Vice-Chancellor which are not in consistent with the provisions made in the Memorandum of Association, Bye-laws.
c) incompetence among other things shall include the following:
   i) failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and
   ii) such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

YU 49: Disciplinary Authority

The Disciplinary Authority in respect of the teachers working in the colleges shall be the Vice-Chancellor.

YU 50: Penalties

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

a) Minor Penalties:
   i) censure,
   ii) fine,
   iii) withholding of increment(s) of pay for specific period,
   iv) recovery from his pay, or such other amounts as may be due from him.

b) Major penalties:
   i) stoppage of increment(s) with or without effect on future increments
   ii) reduction to a lower scale of pay, grade, post or service
   iii) compulsory retirement
   iv) removal from service
   v) dismissal from service,
   vi) termination of service.

Explanation (1): The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).
Explanation (2): The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him to the University, by negligence or by breach of orders.
Explanation (3): Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on restoration.
Explanation (4): The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.
Explanation (5): Removal under sub-clause (b)(iv) and termination under sub-clause (b) (vi) shall not be a disqualification for future employment in the University.
Explanation (6): Dismissal under sub-clause (b)(v) shall be a disqualification for future employment in the University.

YU 51: Procedure for Imposing Minor Penalty

If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall
1) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him to show cause as to why the action proposed should not be taken against him;
2) give reasonable opportunity to the teacher-to-furnish the explanation;
3) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
4) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charge(s); and
5) The teacher aggrieved by the decision of the Vice-Chancellor may appeal to the grievances Redressal Committee constituted under the Memorandum of Association.

YU 52: Action Not Amounting to Penalty
The following action shall not amount to penalty within the meaning of these Bye- laws namely:
1) non-placement of teacher in the higher grade
2) Reversion of the teacher appointed on probation;
3) Compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement
4) Termination of Services:
   a) The teacher appointed on probation will be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his appointment; OR
   b) The services of temporary teacher may be terminated in accordance with the direction made in that behalf,
5) Termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
6) Repatriation of the service of the teacher whose service has been borrowed from outside Authority or recalling the teacher from foreign employment to such Authority.

YU 53: Suspension
1) The Disciplinary Authority may, by an order in the form prescribed in the Appendix No. III, place the teacher under suspension:
   a) i) Where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties;
      ii) Where in the opinion of the Competent Authority, he has engaged himself in activities prejudicial to the interests of the college and/or University;
      iii) Where there is reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s);
   b) Where case against him in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
2) The teacher shall be deemed to have been placed under suspension -
   a) With effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
   b) With effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
3) While under suspension, the teacher shall not be allowed to resign.
4) The teacher under suspension shall not engage himself in any private or gainful employment, trade or business or private practice.
5) If the teacher under suspension attains the age of superannuation, he shall be deemed to have been retired. However, the departmental or judicial proceedings pending against him shall continue even after his retirement.

YU54: Preliminary Enquiry
1) Before holding the departmental enquiry of the teacher, a preliminary enquiry shall be held by the following Committee:
   i) Principal - Chairman
   ii) One senior Professor nominated by the Vice-Chancellor.
   iii) Head of the Department.
iv) Representative of the teacher concerned.

2) The Committee, after going through all the documents and evidence(s), shall see whether there is *a prima facie* case against the teacher.
   Provided that, while holding the preliminary enquiry; full opportunity shall be given to the teacher, to defend his case before the Committee.

3) The Committee, after going through all the documentary evidences and giving full opportunity to the teacher, shall prepare their report and submit the same to the Vice-Chancellor.

4) The Vice-Chancellor, after scrutinising the report of the Committee, shall hold full-fledged departmental enquiry of the teacher.
   Provided that, if the Vice-Chancellor after scrutinising the report, does not agree with the findings of the report, he shall drop the enquiry.
   Provided further that, if the Vice-Chancellor, after scrutinising the report, feels that the report is incomplete or requires some more documents/evidences, then he shall call for such additional documents/evidences, and take appropriate decision.

**YU 55: Procedure of Enquiry**

1) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiry into the truth and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, it may itself enquire into or appoint an enquiry officer not below the rank of District Judge; to enquire into the truth thereof. The appointment order of the enquiry officer shall be issued in the form appended in *Appendix No. VI*

2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up:
   a) The substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s);
   b) A statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain:
      i) A statement of all relevant facts including any admission, or confession by the teacher, and
      ii) A list of documents by which, and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

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

4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think and shall act in the manner as prescribed.

5) On receipt of written statement of defence of any or all of the article(s) of charge(s) by the teacher or on its non-receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.

6) Where the Disciplinary Authority appoints the enquiry officer, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the enquiry officer. The teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the enquiry officer permits the teacher to engage a legal practitioner to represent on his behalf the Disciplinary Authority may appoint a legal practitioner as presenting officer.

7) The Disciplinary Authority shall forward to the enquiry officer:
   a) A copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
   b) A copy of the order appointing the presenting officer,
   c) Copies of the statements of witnesses,
   d) Evidence proving the delivery of documents to the teacher,
   e) A copy of the written statement of defence by the teacher, if any.
8) The teacher shall appear in person before the Disciplinary Authority or the enquiry officer on such day and at such 
time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the 
statement of imputation(s) of misconduct as the Disciplinary Authority or the Enquiry Officer may, by notice in 
writing specify or such further time not exceeding ten days as the enquiry officer may allow.

9) The Disciplinary Authority may, suomoto or on being moved by the teacher against whom enquiry is instituted, for 
just and sufficient reasons, transfer the proceedings to another enquiry officer constituted for the purpose.

10) If the teacher who has not admitted any of the article(s) of charge(s), in his written statement of defence or has not 
submitted any written statement of defence, appears before the Disciplinary Authority or enquiry officer, it shall 
ask him whether he is guilty or has any defence to make and if he pleads guilty of any of the article(s) of 
charge(s), it shall be so recorded under the signature of the teacher and of that Authority.

11) The Enquiry Officer shall return to the Disciplinary Authority the findings in respect of those article(s) of 
charge(s) which the teacher pleads guilty.

12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the enquiry officer 
shall require the presenting officer to produce the evidence by which he proposes to prove article(s) of charge(s), 
and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher 
may, for the purpose of his defense,

a) Inspect within five days of the order or within such further time not exceeding five days as the enquiry 
officer may allow, the documents specified in the list,

b) Submit a list of witness(es) to be examined on his behalf,

c) Give a notice within ten days of the order or within such further time not exceeding ten days as the 
enquiry officer may allow, for the discovery or production of any document(s), but not mentioned in 
the list, indicating the relevance of such document(s).

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

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

c) On receipt of the requisition, the Authority having the custody or possession of the requisitioned 
document(s), shall produce the same before the enquiry officer. Provided that, the enquiry officer may, for 
reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case 
and the enquiry officer may withdraw the requisition or press for the same.

Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is 
satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be 
against the public interest, it shall inform the enquiry officer and the enquiry officer shall, on being so informed, 
withdraw there question and communicate the information to the teacher.

15) a) The enquiry shall commence on the date fixed by the enquiry officer and shall continue thereafter on the 
dates as may be fixed from time to time.

b) The oral evidence shall be recorded or caused to be recorded by the enquiry officer, in a question-answer 
form, on the completion of which it shall be read out to be correct and signed and dated by the teacher 
concerned, witness and the enquiry officer. The copy (copies) of the deposition(s) may be made 
available to the disciplinary Authority and to the teacher(s) on request and on payment of charges if any.
c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross-examined by the teacher. The Disciplinary Authority shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The enquiry officer may also put questions to the witnesses.

d) Before the close of the case by the Disciplinary Authority, the Enquiry Officer may allow the presenting officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es), and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The enquiry officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record. Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

e) When the case the Disciplinary Activity is closed, the teacher shall state his defence orally and/or in writing. The teacher may examine himself and the witness(es), may be cross-examined by the Disciplinary Authority, re-examined by the teacher and examined by the enquiry officer. The enquiry officer may also allow the teacher to produce new evidence, if it is necessary in the interest of natural justice.

f) After the teacher closes his case and if the teacher has not examined himself, the enquiry officer may generally question him on the circumstances appearing against him, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him.

g) The enquiry officer may, after the completion of production of evidence, hear the Disciplinary Authority or the presenting officer and the teacher and/or permit them to file written statements of argument of their respective case.

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

17) a) Wherever the enquiry officer, after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon, and is succeeded by another enquiry officer, he shall act on the evidence so recorded by his predecessor and partly recorded by himself. Provided that, if the succeeding enquiry officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, he may recall, examine, cross-examine and re-examine him; Provided further that, if the witness is recalled, he may be cross-examined and/or re-examined by the teacher or the presenting officer.

Where in the opinion of the enquiry officer, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), he may record its findings on such article(s) of charge(s): Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based and has been provided a reasonable opportunity of defending himself against such article(s) of charge(s).

YU56: Common Proceeding

Where two or more teachers are concerned in any case, the Disciplinary Authority, for the senior teacher amongst those concerned, shall take all actions and proceed as per provisions of these Bye-laws in respect of other teachers concerned.

YU 57: Report of the enquiry officer

1) After the conclusion of enquiry, the enquiry officer shall prepare a report. Such report shall contain:
   a) Article(s) of charge(s) and the statement of imputation(s) of misconduct;
   b) The defence of the teacher in respect of each article of charge;
   c) An assessment of the evidence in respect of each article of charge; and
   d) The findings on each article of charge and the reasons thereof.

2) The enquiry officer, shall forward to the Disciplinary Authority, the record of enquiry which shall include -
   a) The report prepared by him;
b) The written statements of defence submitted by the teacher;
c) The oral and documentary evidence produced in the enquiry;
d) The written statements of argument filed by the presenting officer and the teacher, if any; and
e) The orders, made by the Disciplinary Authority and enquiry officer in regard to the enquiry.

3) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such penalty as it may deem fit in accordance with these Bye-laws:
Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

YU58: Action on Enquiry Report
1. The Disciplinary Authority, shall consider the report and record its findings on each charge.
2. The Disciplinary Authority, itself not being the enquiry officer, shall consider the enquiry report and if it disagrees with the enquiry officer on any article(s) of charge(s), he shall record its reasons for such disagreement and refer the case back to the enquiry officer for further enquiry and report. The enquiry officer shall thereon proceed to hold further enquiry according to the provisions of the preceding Bye-laws.
3. If the Disciplinary Authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, he shall so order.
4. If the Disciplinary Authority, having regard to the findings, comes to the decision that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Bye-laws, determine what minor penalty shall be imposed, and he shall so order.
5) a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the decision that any of the major penalties be imposed on the teacher, it shall—
   I. furnish to the teacher, a copy of the enquiry report and its findings on each article of charge, expressly stating whether or not it agrees with the findings of the enquiry officer, together with brief reasons for its disagreement, if any; and
   II. give to the teacher a notice stating the penalty proposed to be imposed on him by calling upon him, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him. (Appendix No. X)
b) The Disciplinary Authority shall consider the representation, if any, made by the teacher and determine the quantum of penalty that be imposed on him on the basis of the evidence adduced.
6) The final orders made by the Disciplinary Authority under this Bye-laws shall be communicated to the teacher and the enquiry officer. A second show-cause notice shall be issued to the teacher before the penalty is executed. (Appendix No. IX)

YU59: Appeal

1) Notwithstanding anything contained in these Bye-laws no appeal shall be made against
   A. Any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
   B. Any order passed by an enquiry officer in the case of an enquiry under these Bye-laws.
2) Subject to the provisions of clause (1) above, the teacher may prefer an appeal against all or any of the following orders, namely:
   a) An order of suspension or deemed suspension made under Bye-laws.
   b) An order imposing any of the penalties, by the Disciplinary Authority.
   c) An order enhancing any penalty, imposed under these Bye-laws.
   d) An order which—
      I. Denies or varies to his disadvantage his pay, allowances or any other conditions of service;
      II. Denies placement to which he is otherwise eligible according to the recruitment rules;
      III. Interprets to his disadvantage the provisions of any such Bye-laws;
      IV. Reverts him while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
      V. Reduces or withholds the post-retirement benefits, if any;
VI. Determines the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;

VII. Determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his-- reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post as the case may be; **OR**

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

**YU 60: Appellate Authority**

The teacher aggrieved by the decision of the Disciplinary Authority, may appeal to the Chancellor of the University.

**YU 61: Service of Orders Notices etc.**

Every order, notice and other process made or issued under these Bye-laws shall be served in person on the teacher concerned or shall be communicated to him by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper. *(Appendix No. VIII)*
CHAPTER VII
RETIREMENT

YU 62: Retirement

1) The teacher after confirmation shall continue in the service till he attains the age of superannuation.
2) The Competent Authority shall require the teacher to retire from the service, if-
   a) He has reached the age of superannuation.
   b) He has committed misconduct and imposed with the penalty under sub- clause (iv), (v) or (vi) of clause (b)of Bye-laws 50 and has been found to be inefficient.
   c) He is found by the Medical Authority to be incapacitated for further service of any kind. It includes the retirement on account of mental or physical infirmity.
   d) He is absent from duties for five years or more.

YU63: Age of Superannuation

The age of superannuation of the teacher shall be sixty-five years (Approved in Resolution No. 8 dt. 02.07.2010) however, he shall retire from the service on the afternoon of the last day of the month in which he attains the age of superannuation.

YU 64: Extension in Service beyond the Age of Superannuation

The Competent Authority may, subject to the prior approval of the Chancellor grant an extension of service to the teacher beyond the age of superannuation, only on academic grounds, which shall be recorded in writing. Provided that, in same circumstances, extension be granted beyond the age of sixty years or upto sixty five years. Such proposal of granting extension to the teacher shall be forwarded to the Vice- Chancellor three months prior to his date of retirement.

In deserving cases on the basis of case to case analysis of need, contribution and health of the employ, extension may be granted upto the age of 70 year and as such of the faculty members may also be considered for appointment as HoD giving administrative powers upto the age of 70 years.

(Amended BoM dt.15.10.2011)

YU 65: Re-employment

1) Notwithstanding anything contained in these Bye-laws, the Competent Authority may, subject to the prior approval of the Chancellor, grant re-employment to any teacher already retired, in the academic interest, which shall be recorded in writing.

2) The teacher who has retired before the age of superannuation voluntarily, on medical ground, or for some other reason but not for avoiding any departmental proceedings may be re-employed by the Appointing Authority; with prior approval of the Chancellor. The specific reasons, carefully examined and recorded in writing by the Appointing Authority shall be communicated to the Chancellor. Such re-employed teacher shall be in the service, upto his normal age of superannuation and shall be subject to the provisions of these Bye-laws.

YU66: Voluntary Retirement

1) The teacher who has put in at least twenty years of qualifying service, may at his sole discretion, opt for voluntary retirement from the service, by giving three clear months' notice to the Appointing Authority. Provided that, during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of voluntary retirement at any time.

YU67: Retirement on Medical Ground

If the teacher is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the teacher shall retire from the service with effect from the date of such declaration and shall be entitled to proportionate post retirement benefits upto the date of retirement.
YU68: Removal or Compulsory Retirement
1) Subject to these Bye-laws, the Competent Authority may remove any teacher from the service or may require him to retire on the grounds of misconduct and inefficiency.
2) In respect of the teacher retiring for reasons other than by way of superannuation, the Vice-Chancellor shall promptly inform the Chancellor as soon as the cause thereof arises.
3) While forwarding such a name(s), the Vice-Chancellor shall specifically make a mention whether any dues either to the constituent college or the University, are outstanding in the name of the teacher who is due for retirement.

YU 69: Compensation for Retirement
No claim as compensation by the teacher who is required to retire under these provisions shall be entertained, except the contributory provident fund and gratuity.

YU 70: Post Retirement Benefits
1) The teacher working in the colleges against the permanent post shall be eligible for the post-retirement benefits such as insurance linked gratuity, and contributory provident fund only as per the Government of India rules.
2) The teacher shall clear all dues payable to the college and University outstanding to his account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him.
3) The teacher who has been declared as deserter or who ceases to be in service, may be entitled to the post-retirement benefits, as prescribed by the University, from time to time, pro-rata up to the date he attended his duties regularly, provided the said period qualifies for such benefits.
CHAPTER- VIII
MISCELLANEOUS

YU71: Discharge Certificate
The University shall issue a discharge certificate to the teacher who leaves service after following due
procedure as laid down under the Bye-laws, in the form appended in Appendix No. II

YU 72: Tenure Post
1) If the teacher is appointed on a post which is sanctioned/created for a specific period of time, the
teacher shall be governed by the specific provisions of the terms of contract and not by the
provisions of these Bye-laws. He shall have no legal claim on the said or similar post in the
colleges, except those specified in the contract.
Provided that, if the post is extended on the tenure basis, the teacher already working or the teacher
who was working may be given preference. On the expiry of such extended period, the teacher shall be
entitled to the terminal benefits as may be admissible.
2) The teacher may be appointed for a tenure period on a permanent or a temporary post, by a contract
and shall be governed by the terms of contract and not by the provisions of these Bye-laws under the
scheme.

YU 73: Deserter
The teacher who is absent from duty without permission for a period of more than thirty days, he shall
be deemed to be deserter and his services shall stand terminated automatically on the expiry of the
period.
Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate
reasons of his absence for reasons beyond his control, the Appointing Authority may, by a special order
condone his absence.
Provided further that, before terminating the services of the deserter, the Appointing Authority shall
first give thirty days notice to the deserter in local newspaper and send the copy of the said notice to the
deserter on his permanent address by registered post and paste the copy of the notice on the door of his
residence. After expiry of the notice period, Appointing Authority shall terminate the services of the
deserter.

YU 74: Discontinuation or Termination
1) The teacher shall not leave or discontinue his service in the colleges without giving a prior notice in
writing to the Competent Authority of his intention to leave or discontinue the service. The period of
notice shall be —
   a) Three calendar months in the case of the permanent teacher,
   b) one calendar month in the case of the temporary and / or probationary teacher;
   in case of short fall in resignation notice given by a permanent/probationary/temporary employee
   may be adjusted towards his/her balance of Earned Leave at his/her credit.
      (Amended on BOM dtd.17.08.2013)
   c) In case of breach of these provisions, the teacher shall pay to the college/University an amount
equal to his pay for the notice period required to be given by him. In case he fails to pay the
amount, it shall be recovered from the dues payable to him/her.
   d) In case an employee resigns because he is proceeding for higher studies notice period may be relaxed provided
sufficient proof for selection for higher education be produced and the staff gives an undertaking to serve
Yenepoya University for a specified period after acquiring that higher qualification.
      (Amended on BOM dtd. 08.10.2014)
2) If, the Disciplinary Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, he/she shall be discharged from service forthwith.

3) The teacher on probation shall not leave or discontinue his service without giving one month's prior notice in writing or one month basic pay in lieu thereof.

4) The Competent Authority shall not terminate the service of the teacher on probation without giving one month's prior notice in writing to the teacher or one month basic pay in lieu thereof.

YU 75: Resignation of a Teacher
The teacher working in the University and/or college shall resign his post by submitting resignation letter to the Appointing Authority in his own handwriting through proper channel.

YU 76: Relieving of a teacher
1) The teacher before leaving the service shall hand over the charge of his post to the person duly authorised by the Principal on his behalf.
2) The teacher shall return to the college, all the library books, advance(s), etc. and shall pay the maintenance charges of the accommodation provided to him if any.
3) The teacher shall vacate the quarter if any; allotted to him before handing over the charge.
4) The college shall pay all the dues which are payable to the teacher before he is being relieved, subject to his production of no-dues certificate from the concerned.

5) The Competent Authority shall handover the discharge certificate to the teacher in the prescribed form appended in Appendix No. XI.

YU 77: College Council –
Proposed to be shifted en bloc to Vol III – since it does not concerned with the service matters. There shall be a college council for every college. The college council shall consist of
1) Principal - Chairman
2) Heads of the Departments
3) Nominee of the Vice-Chancellor not connected with the college. The college council shall meet at least twice in an academic year. The minutes of the meeting shall be submitted to the Vice-Chancellor for his approval.
   The college council shall be responsible for –
   a) preparation of annual budget
   b) academic development plans
   c) starting of new programmes
   d) academic calendar
   e) curricular and co-curricular and extension activities
   f) sessional examinations

YU 78: Departmental Committee –
Proposed to be shifted en bloc to Vol III – since it does not concerned with the service matters. There shall be a separate departmental Committee for each department in the college:
1) Constitution of such departmental Committee shall be
   a) Head of the Department (Chairman)
   b) All Professors
   c) One Reader
   d) Two Lecturers.
   Head of the Department shall nominate one of the members of the Committee as its Member Secretary.
   Provided that, in the Department, if there are six or less than six teachers then all of them shall be the members of the Departmental Committee.
2) The Departmental Committee shall be responsible to-
   a) Smooth working of the department.
b) Obtain the students feedback of the teachers,
c) Monitor the teaching plan of the teacher,
d) Preparation of academic calendar of the department which shall include the terminal examination and other tests, if any, to be conducted during the academic year.
e) Preparation of theory and/or clinic time table.
f) Students' welfare, including cultural and sports activities.

3) The Departmental Committee shall constitute Sub-committees, such as, Examination Committee, Library Committee, Laboratory Maintenance Committee, Store Committee, Students’ Activities Guidance Committee, Seminar Committee, Excursion Committee or any other Committees required for smooth working of the department. Provided that, the Departmental Committee, while constituting Subcommittees, shall see that all the teachers working in the department get due participation in such Committees.

4) The Departmental Committee shall prepare the annual financial estimates and submit the same to the Principal.

5) The Departmental Committee shall allocate the budgetary provisions of laboratory, library, etc. to the various sections as per their requirements.

6) There shall be not less than four Departmental Committee meetings in an academic year. Provided that, the Chairman shall send the minutes of each meeting to the Vice-Chancellor through the Principal for his information.

7) The Departmental Committee, in consultation with the faculty, shall assess the possibilities of starting new academic programmes, research activities, submission of research projects, etc.

8) The Departmental Committee shall consider such other item as may be specified either by the Principal and/or the Vice-Chancellor, from time to time.

YU 79: Duties of the Teacher

a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as seminars, orientation, refresher courses, clinics, in-service programme, etc. The University may give the teacher every possible opportunity to do so.

b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance to research students, tutorials, clinics, examinations etc. and will encourage pursuit of learning in the students.

c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Head shall allot him, from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

d) The teacher shall observe the provisions of the Memorandum of Association, Bye-laws, in force and as modified, from time to time and abide by the decisions of the authorities, Vice-Chancellor, Principal and shall ensure the interest of the University and college such decisions. If it is found by the Board of Management that damage or loss has been caused to the college or University by an act or willful neglect or default on the part of the teacher, such damage or loss shall be recovered from him.

e) In addition to the duties of teaching and allied activities the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the college and/ or the University and administrative and supervisory work and maintenance of records and assessment reports or any other duties befitting the status of a teacher assigned to him by the Vice-Chancellor, Principal and/or Head.

f) A teacher shall help authorities of the University to enforce and maintain discipline and good habits among the students.

g) A teacher shall assist the University in smooth conduct of the examinations.

YU 80: Duties and Responsibilities of the Head of the Department

The Head of the Department shall be the principal academic and executive Head of the Department, and shall work directly under the control of the Principal. H.O.D. shall be appointed by the Vice-Chancellor in the manner as prescribed in these Bye-laws and shall work directly under the control of the Principal. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

1) He shall be ex-officio Chairman of the Departmental Committee.

2) He shall supervise and control the working of the teachers and the employees working in the department.

3) He shall be the reporting officer for the teachers and employees working in the department for their
self-assessment or confidential reports.  

4) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory and practical examination and/or test to be conducted during the academic year.

5) He shall, in consultation with the Vice-Chancellor, and Principal take the disciplinary action against the students in the Department.

6) He shall monitor the purchase of equipments, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.

7) He shall maintain the accession and dead stock registers of chemicals, equipments, furniture etc.

8) He shall, with the assistance of the teachers, carry out the annual stock verification of the Department.

9) He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.

10) He shall assist the University in smooth conduct of the examinations.

11) He shall maintain the casual leave account of the teachers.

12) He shall perform such other duties and responsibilities as may be assigned to him by the Principal and Vice-Chancellor, from time to time.

YU 81: The code of professional ethics

a) The teacher and his responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher shall constantly be under the scrutiny of his students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among students must be his own ideals. The profession further requires that the teachers shall be calm, placid and communicative by temperament and amicable in disposition. Teacher shall –

i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.

ii) Manage his private affairs in a manner consistent with the dignity of the profession.

iii) Seek to make professional growth continuous through study and research.

iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

v) Maintain active membership of professional organisations and strive to improve education and profession through them.

vi) Perform their duties in the form of teaching, tutorial, clinics, practical, seminar work and examination work conscientiously and with dedication.

vii) co-operate and assist in carrying out functions relating to the academic responsibilities, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the examinations, including supervision, invigilation and evaluation, and

viii) Participate in extension, co-curricular and extracurricular activities including community service.

b) Teachers and the students:

The teacher shall –

I) respect the right and dignity of the student in expressing his opinion-deal justly and impartially, with students regardless of their religion, caste, political, economic, social and physical characteristics.

II) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

III) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

IV) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

V) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

VI) Pay attention to only the attainment of the student in the assessment of merit.

VII) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward, in college premises.

VIII) help students to develop an understanding of our national heritage and national goals, and

IX) Refrain from inciting students against other students, colleagues and/or administration.
c) Teachers and colleagues:
   The teacher shall-
   i) Treat other members of the profession in the same manner as they themselves wish to be treated.
   ii) Speak respectfully with other teachers and render assistance for professional betterment.
   iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities.
   iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

d) Teachers and authorities:
   The teacher shall
   i) discharge his professional responsibilities according to the existing Bye-Laws and adhere to procedure and methods consistent with his profession in initiating steps through his own institutional bodies and/or professional organisations for change of any such rule in a manner not detrimental to the professional interest.
   ii) not undertake any other employment and commitment including private practice, private tuitions, coaching classes, writing question and answers, etc.
   iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
   iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession. should adhere to the conditions of contract.
   v) give and expect due notice before a change of position is made and
   vi) refrain from availing themselves for leave except for unavoidable reasons with a view to ensure completion of academic calendar.

e) Teachers and non-teaching employees:
   i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
   ii) the teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.

g) Teachers and guardians:
   The teachers shall try to see through teachers bodies and organisations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

h) Teachers and society:
   The teacher shall
   i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
   ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
   iii) Be aware of social problems and take part in such activities as would be conductive to the progress of society and hence the country as a whole.
   iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
   v) Organize community health and awareness programmes for the society at large.
   vi) Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred and enmity among different communities, relations or linguistic groups but actively work for National Integration.
Ref. No. Date:

To,

Dr/Shri./Smt ..........................................

Sub. Appointment to the post of..............................................in.................................(Subject) in the ..................................................college

Sir/Madam,

In response to our advertisement dated ......................................................... you had applied for the post of ......................................................... You were interviewed for the above post by the selection committee constituted by the University under Article No.12 (II) (a) and 12 (II) (b) of the Memorandum of Association.

I am pleased to inform you that the Board of Management has appointed you on the said post in ..................................................College .................................................. At......................... on a starting pay of Rs .................................................. In the scale of Rs .................. ................................. with effect from .................................................. Your appointment is subject to the following terms and conditions:

1. Your services will be governed by the Memorandum of Association, Bye-laws, Code of Conduct, Service Conditions etc. laid down by the University, from time to time.
2. (a) You are appointed in clear vacancy on full-time/part-time basis on probation for a period of two years from the date of joining. *(b) Your appointment is purely temporary for a period of..............................................i.e. from..................................................to ..................................................
   *(c) ............................................................................................................ Your appointment is on leave/lien vacancy for the period from .................................................. to..................................................
   *(d) This is temporary vacancy caused by .................................. Hence You are appointed full-time on purely temporary basis for a period of..................................................
   *(e) Your appointment is on part-time/clock hour contract basis only.
*3 (i) You will be paid basic pay of Rs /- per month in the scale indicated above. You will also be entitled to dearness allowance, house rent allowance and C.C.A. at the rates prescribed by the University, from time to time. Other allowances will be eligible as per the University rules, framed from time to time.

(ii) You will be paid remuneration at the rate of Rs ........................................ per lecture/per hour.

*4 (a) You will have to pass the NET or the SET or similar test as the case may be as laid down by the UGC, wherever applicable.

(b) You will have to acquire the qualifications .......................................................... as prescribed by the UGC within the .................................................. period.

*5 You will submit the originals as well as certified true copies of relevant testimonials such as mark sheets, birth date, experience, discharge/relieving, last pay, caste certificates etc. at the time of joining duties.

*6 In case you accept the appointment you shall have to execute deed of contract of service as prescribed in the Bye-Laws at the time of joining the duties.

*7 You will be allowed to join the duties on production of

(i) Two passport size photographs.

(ii) Discharge Relieving certificate from previous employer (if any).

8. You will undergo medical examination by the approved medical officer or by the civil surgeon at the place of your duty, within three one months from the date of joining the duties.

9. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal and copy to the undersigned. It will be presumed that any letter sent by registered post acknowledgement due (RPAD) on the address given, shall be deemed to have been acknowledged and duly signed by you.

10. You will not conduct or engage yourself in any private tuitions or private coaching classes and will not hold any office of profit.

11. You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service.

12. Your services are transferable to any other colleges run by the University as per the Bye-Laws.

13. You will have to communicate your acceptance to the Registrar within ten days from the date of receipt of this order of appointment, failing which your appointment is liable to be period, cancelled.

Yours faithfully,

REGISTRAR

Place:

Date:

*Please strike out whichever is not applicable.

Appendix II - deleted
This agreement made on the ..................................................... day of ..................................................... 200
...........................................between Shri./Smt./ Kum/Prof.
Dr. ...........................................................................................
hereinafter referred to as "the Teacher" of the first part and the Registrar, Yenepoya University, Mangalore, (Deemed University)" of the second part.

It is hereby agreed by and between the parties hereto as under
1) That the Board of Management of the University hereby appoints Shri./Smt./Kum/Prof./Dr ................................ as a in ..............................................................................................................in the scale of Rs ...................................................... (Post)
..................................................................................................In the department of (Subject).....................
..................................................................................................In..................................................................................................
College ........................................................................................................ with effect from the date when the
said ..................................................................................................................... Takes charge of the duties of his office and
said ..................................................................................................................... hereby agrees to abide by the conditions of
services leave rules and conduct, discipline and appeal rules as are prescribed and will be prescribed hereafter
by the bye-laws.

1. That the said parties agree and undertake to be bound by the Memorandum of Association,
Bye-laws, Ordinances of the University for the time being in force and as may be amended and/or modified
from time to time and brought into force at a later
date and which shall be deemed to form part of the agreement.

2. That the said parties agree that this agreement shall continue in force till the date of superannuation of the
teacher or until determined by notice in writing as required under the Bye-Laws relating to the conditions of
service for the teacher.

IN WITNESS whereof the parties hereto have set their hands and seals on the day of the month and year mentioned
above.
Place
Date:
Signed by the said

Signed and sealed

On behalf of the University
Registrar

(Teacher)
In the presence of
1
2
Name of the college: ____________________________________________________________

Performance Appraisal Report Year: ____________________________________________

A. General Information
   a) Name______________________________________________
   b) Date of Birth_________________________________________
   c) Address (Residential):___________________________Ph. No.________________
   d) Designation______________________________________________
   e) Department______________________________________________
   f) Area of Specialization____________________________________
   g) Date of Appointment____________________________________
   i) In the College__________________________________________
   ii) On the Present Post:____________________________________
   h) Honours Conferred

B. Teaching
   a) Classes Taught:

<table>
<thead>
<tr>
<th>Class</th>
<th>Period</th>
<th>Assigned per week L/T/P/C</th>
<th>Taught in the year L/T/P/C</th>
<th>Steps taken engaging of periods missed during absence of leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>i) Bachelors Degree</td>
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<tr>
<td>ii) Masters Degree</td>
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<tr>
<td>iii) Research Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Any other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(To be filled at the end of every academic year)

L = Lecture  T = Tutorial  P = Practical  C = Clinics

b) Regularity and Punctuality-

c) Details of course teaching plan, synopses of lectures and reading lists supplied to students.

d) Details of participation in the following
   i) Examination
   ii) Internal Evaluation
   iii) Paper Setting
   iv) Assessment of Home assignments
   v) Conduct of Examinations
   vi) Evaluation of Dissertation etc.
C) Details of Innovations/Contribution in Teaching, during the year:
   a) Design of curriculum
   b) Teaching methods:
   c) Laboratory experiments:
   d) Evaluation methods:
   e) Preparation of resource
      material including books
      reading materials, laboratory
      Manuals etc.
   f) Remedial Teaching Student
      Counseling (academic)
   g) Any other

D. Improvement of Professional Competence:
   Details regarding Refresher/Orientation Courses
   attended, participation in summer schools, workshops, seminars, symposia etc.

E. Research Contributions:
   a) Number of Students (M.Phil. I Ph.D., M.D., M.S., M.D.S., P. G. Diploma dissertation)

<table>
<thead>
<tr>
<th></th>
<th>At the beginning of the year</th>
<th>Registered during the year</th>
<th>completed during the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.D/MS/ME.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Phil.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

   b) No. of research papers published (Please enclose list).
   c) Research Projects

<table>
<thead>
<tr>
<th>Title of the Project</th>
<th>Name of the funding agency</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

d) Details of Seminars, Conferences, Symposia organised/ attended

e) Patents taken, if any, give a brief description
   0 Membership of Professional Bodies Editorship of Journals etc.

F. Extension Work / Community Service
   a) Please give a short account of your contribution to
      i) Community work such as values of National integration, secularism, democracy, socialism,
         humanism, peace, scientific temper, flood or drought relief, family planning, Public Health,AIDS
         etc.
      ii) National Literacy Mission
   b) Positions held/Leadership role played in organizations linked with Extension work and National Service
      Scheme (NSS) or NCC or any other similar activity

G Participation in Corporate Life
   Please give a short account of your contribution to
   a) College/Institute
   b) Co-curricular activities.
   c) Enrichment of Campus Life (hostels, sports, games, cultural activities
   d) Students' Welfare and Discipline
   e) Membership / Participation in Bodies / Committees on Education and National Development,
      Membership of University, Bodies and Authorities etc.
H. Assessment
   Steps taken by you for the evaluation of the course programme taught

I. General Data:
   State brief assessment of your performance indicating -
   a) achievements
   b) difficulties faced
   c) suggestions for improvement

   Signature of the Teacher

J. Remarks of the HOD (Assessing Authority):
   A. General information
   B. Teaching
   C. Details of Innovations/Contribution in Teaching, during the year
   D. Improvement of Professional Competence
   E. Research Contributions
   F. Extension Work / Community Service
   G. Participation in Corporate Life (Guest lectures, etc)
   H. Any other

   Remarks of Principal/Dean (Reviewing Authority)

   Remarks of the (Accepting Authority)

   Vice-Chancellor
APPENDIX - V
YENEPoya UNIVERSITY, MANGALORE
(Deemed University)
FORM OF SUSPENSION ORDER
(YU 53(1))

To,
……………………………………………………..
……………………………………………………..

As decided by the Board of Management by its resolution on item No……………….passed in its
meeting held on…………………………….., I,_______________________________ do
hereby suspend you ( Shri…………………………………………………………) from the service of
the_________________________College of the University with effect
from____________________on the charge/s mentioned below
(1) 
(2) 

2. It is also ordered that a regular departmental enquiry will be held into your conduct. Orders of appointing an enquiry
authority for the purpose is being issued separately.

3. You should note that it is not permissible for you to accept any gainful employment or to do any business while you are under
suspension. Any breach of this condition shall render you liable to forfeit your claim for subsistence allowance.

4. Pending further orders you will be paid a subsistence allowance provided under these Bye-laws.

By Order

REGISTRAR

Place: Mangalore
Date:
As it has been decided to hold a departmental enquiry into the conduct of Shri.______________________ on the charge(s) mentioned in the memo of charges an enquiry authority consisting Shri.________________________(Designation) is appointed as enquiry officer to hold the enquiry in accordance with the procedure prescribed by the Bye-laws. A proforma in which the charge sheet is to be served on Shri.________________ is attached. He is requested to see that they complete the enquiry and submit/s their report expeditiously and in any case on or before_______________________________

By Order

REGISTRAR

Place: Mangalore
Date:
APPENDIX - VII
YENEPOYA UNIVERSITY, MANGALORE
(Deemed University)
FORM OF MEMO OF CHARGES
(YU 55(3))
(Registered Post AID.)

To,

I, (Name and Designation) __________________________________________________________________________

appointed enquiry authority vide the order issued by ____________________________________________
under No. __________________________________________________ of ____________________________________ to hold a departmental
enquiry into your conduct do hereby charge you Shri. ______________ as under etc.

1. A statement of allegations on which the charges are based is attached herewith, copies of the relevant
documents which have been relied upon while framing the charges are also sent herewith.

2. You are called upon to put in your written statement of defence along with such documents as you intend to
rely on in your defence in answer to the above charges within days from the date hereof and to state at the same
time whether you desire to be heard in person. If you desire to examine any witness(es) in your defence, you
are called upon to furnish at the same time the names and addresses of your witness(es). On your failure to put
in your statement or to furnish the names and addresses of your witness(es) within the time allowed to you, it
will be presumed that you do not wish to make a statement or to furnish the names and addresses of any
witness(es).

2. You are further called upon to state why the above charges or any of them, if held proved, should not be
considered as good and sufficient ground for imposing upon you any one of the penalties specified in the Bye-Laws.
Any representation that you make with regard to the action taken against you would be considered by the competent
authority before the final order of punishment is passed. You may, if you so desire, take inspection of relevant
documents and if you further so desire you may take copies of required documents.

By Order
REGISTRAR

Place: Mangalore
Date:
APPENDIX - VIII
YENEOYA UNIVERSITY, MANGALORE
(Deemed University)

FORM OF ORDER FOR REMOVAL OR DISMISSAL
(YU61)

As decided by the Board of Management by its Resolution on item No. ___________________________ passed at its meeting held on ________________
I, hereby directs that Shri. ___________________________________________ is hereby dismissed/removed from the services of the ___________________________ college of the University with effect from ________________
Hence you are dismissed/removed from the services of the ___________________________ college of the University.

By Order

REGISTRAR

Place: Mangalore
Date:
APPENDIX - IX
YENEPOYA UNIVERSITY, MANGALORE
(Deemed University)

FORM OF ORDER FOR IMPOSING PENALTY
(YU 58(6))

(Registered Post A. D.)

To,

As decided by the Board of Management by its Resolution on item No. __________________________ passed in its meeting held on __________________________ I, hereby directs that Shri./Smt./Kum. ________________ be charged with a penalty of __________________________/dismissal/ removal from the service of the ________________ college of the University with effect from __________________________ (FN/AN).

Hence you are charged with a penalty of __________________________ dismissal/removal from the service of the said college of the University with effect from (FN/AN).

By Order

REGISTRAR

Place: Mangalore
Date:
APPENDIX – X
YENEOYA UNIVERSITY, MANGALORE
(Deemed University)
FORM OF SHOW-CAUSE NOTICE
(YU 58 [5a(ii)])

From:
The Registrar,
Yenepoya University,
Mangalore
To:

Subject: Disciplinary action

I am to forward herewith a copy of the report submitted by the enquiry officer who conducted the departmental enquiry into your conduct the charges and to state that with due consideration of the findings arrived at in this respect it has been held that charges No. ____________________________ mentioned in the memo of charges served upon you have been proved against you. It is, therefore, proposed to dismiss/remove you from the service of the ____________________ college of the University; retire you compulsorily from the service of the ____________________ college of the University; reduce you to a lower post or pay-scale or the lower stage of increment in your present time-scale of pay.

2. You are hereby called upon to show cause within 14 days from the date of receipt of this notice as to why the proposed penalty should not, for good and sufficient reasons, be imposed upon you. If you fail to do so within the time allowed to you, it will be presumed that you do not wish to show any cause, in respect of the disciplinary action proposed to be taken against you.

3. You are requested to acknowledge receipt of this Notice.

By Order
REGISTRAR

Encl: As above
Place: Mangalore
Date: 2-7-2010
FORM OF HANDING OVER CHARGE
(YU 76(5))

______________________________________________
(Designation), in the
______________________________________________
college have handed over the charge of my post to
______________________________________________
______________________________________________ with effect from
______________________________________________ as I have resigned my
post from ____________________________________.

I have already submitted a clearance certificate obtained from the Principal of the college stating that no property or
money belonging to the ____________________________________ college and or University is in
my possession.
I have already handed over possession of the premises occupied by me in the said
college__________________________________________.

Signature of the Teacher

I, ____________________________________________ (Designation), in the college of have
taken over the charge from _____________________________ in the college, who has resigned his post
from ____________________________________ No property belonging to the college is
in his possession. The premises occupied by him in the college for his residential accommodation have also been duly
vacated and handed over by him.

Principal / Director

List of the property handed over to me.
TERMS & CONDITIONS OF SERVICE OF THE EMPLOYEES OF THE UNIVERSITY

Bye Laws (Vol. II)

YU 151-221

Approved by the Board of Management as per resolution (Agenda No. 5) in its meeting held on 11 July 2008
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YENEPoya UNIVERSITY

MANGALORE

In exercise of the powers conferred by Rule 5 (iv) of the Memorandum of Association of the Yenepoya University, Mangalore hereby makes the "SERVICE CONDITIONS" providing for the Terms and Conditions of Service of the employees of the Yenepoya University, Mangalore (including its Officers).

CHAPTER – I

YU 151 Short Title and Commencement:
These Bye-Laws may be called Yenepoya University, Mangalore (Employees) Service conditions.

YU 152 Extent of Application:
The employees including officers working in the Yenepoya University except where it is otherwise expressed or implied shall apply to all the full-time employees of the Yenepoya University.

YU 153 Right to interpret:
The Chancellor of the Yenepoya University shall have the right to interpret these Bye-Laws.

YU 154 Powers of relaxation:
The Chancellor may, at his discretion; exempt any such employees or class of employees from any provisions of these Bye-Laws or may direct that such provisions shall apply to said employees with such modifications not affecting the substance thereof as may be specified.

YU 155 Validity of Terms of Contract:
The terms of specific contract enforceable as provided by the Memorandum of Association, 2007, necessarily override the provisions of these Bye-Laws.

YU 156 Exercise and Delegation of Powers (under these Bye-Laws) :
No powers may be exercised or delegated under these Bye-Laws, except in consultation with the Appointing Authority, as mentioned in the Memorandum of Association of the Yenepoya University.

YU 157 Definitions:
The definitions given in the Memorandum of Association of the Yenepoya University shall hold good for the purpose of these Bye-Laws. In these Bye-Laws unless the context otherwise requires.

1. ‘Yenepoya University’ means the Yenepoya University deemed to be university established by the official gazette by the Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India.
2. 'Agreement' means the contract (implied or otherwise) entered into in writing between the employee and the Competent Authority/ officer or the person authorized by the Yenepoya University; (Amended on 11.10.2010)
3. 'Appendix' means appendix appended to these Bye-Laws;
4. 'Appointing Authority' means the Authority competent to make the appointments under the Memorandum of Association of the Yenepoya University;
5. 'Authority' means the Authority(ies) of the Yenepoya University as provided by or under the1 Memorandum. of Association of the Yenepoya University;
6. 'Board of Management' means the Board of Management of the Yenepoya University;
7. 'Chancellor' means the Chancellor of the Yenepoya University;
8. 'Cadre' means strength of the service or a part of service, sanctioned as a separate unit, by the Yenepoya University, from time to time;
9. 'College' means constituent college of the Yenepoya University;
10. 'Competent Authority' means the Authority competent to exercise different powers in the Bye-Laws specified herein;
11. 'Continuous Service' means service rendered by the employee, under the same Appointing Authority without any break.
12. 'Controller of Examinations' means the Controller of Examinations of the Yenepoya University;
13. 'Disciplinary Authority' means the Authority or the officer authorized to take disciplinary action against the employee, except otherwise as provided in the Memorandum of Association of the Yenepoya University;
14. 'Duty' means the compliance of the things the employee is expected to do by virtue of taking a job or assuming an office and as explained in these Bye—Laws;
15. 'Employee' means a employee including officers duly appointed in the employment of the Yenepoya University and/or its colleges.
16. 'Employer' means the Yenepoya University, Mangalore.
17. 'First Appointment' means the appointment of a person who has not held any appointment, for the time being, under the Yenepoya University.
18. 'Finance Officer' means Finance Officer of the Yenepoya University;
19. 'Funds of Yenepoya University' means the funds created or owned by the Yenepoya University;
(Amended on 11.10.2010)
20. 'Grievances Redressal Committee' means a Grievances Committee constituted under the Memorandum of Association;
21. 'Holiday' means a Sunday, a weekly off or any other day declared as holiday by the Yenepoya University;
22. 'Joining Time' means the time unit prescribed for and the period availed of by the employee to join a new post to which he is transferred or appointed and includes period of travel to or from a place to which he is posted;
23. 'Leave' means permission granted by the Competent Authority to the employee to remain absent from duty;
24. 'Medical Authority' means the Medical Officer appointed by Competent Authority or Medical Board constituted by the Competent Authority, as the case may be, or the registered medical practitioners included in the panel approved by the Board of Management;
25. 'Month' means a calendar month i. e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
26. 'Officiate' means to carry out function and/or duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien;
27. 'Permanent Post' means the post, carrying a definite scale of pay, sanctioned without time limit, by the Yenepoya University, from time to time;
28. 'Principal' means a Head of the College duly appointed by the Board of Management and shall include Director or Dean.
29. 'Proforma' means a form appended to these Bye-Laws;
30. 'Provident Fund' means the Yenepoya University Staff Contributory Provident Fund as per Government of India Rules;
31. 'Post Retirement Benefits' shall mean and include the contributory provident fund and gratuity, as decided by the Yenepoya University, from time to time;
32. 'Registrar' means the Registrar of the Yenepoya University;
33. 'Salary' means total monthly emoluments drawn by the employee and includes pay and allowances admissible from time to time;
34. 'Scale of pay' means pay which, subject to any conditions prescribed in these Bye-Laws, rises by periodical increments from a minimum to a maximum;
35. 'Scheme' means a research programme sanctioned or approved by the funding agencies for a definite period;
36. 'Subsistence Allowance' means monthly payment made to the employee, who is not in receipt of pay or
leave salary during the period of his suspension;
37. ‘Substantive Appointment’ means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
38. ‘Temporary Appointment’ means an appointment on a purely temporary basis or for a stipulated period;
39. ‘Tenure Post’ means a post which the employee may not hold for more than a limited time without reappointment or a temporary post which is sanctioned/created for specified limited period only;
40. ‘Transfer’ means the transfer of the employee from one post to another post in the same or different cadre at the same or another station, either to take up the duties of other post or in consequence of change of headquarters;
41. ‘Trainee’ means the employee with or without any previous experience, appointed purely as a trainee in the Yenepoya University or its colleges for specific period, usually twelve months; Provided that, such a employee shall not have any right on the permanent post.
(Amended on 11.10.2010)
42. ‘Probation’ means an employee, with previous experience outside the University, appointed on probation in the Yenepoya University or its constituent colleges for a specific period, usually twelve months.
43. ‘Vice-Chancellor’ means the Vice Chancellor of the Yenepoya University.
44. ‘Working hours’ means the working hours prescribed by the Board of Management for the employees working in the Yenepoya University and/or its colleges, from time to time;
CHAPTER-II

CLASSIFICATION & RECRUITMENT

YU 158:

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

YU 159: Classification:

The employees of the Yenepoya University shall be classified as follows:

1. **Group A** officers shall include Registrar, Controller of Examinations, Finance Officer, Law Officer, Executive Engineer, Deputy Registrar, Deputy Controller of Examinations, Deputy Finance Officer and such other employees so designated by the Yenepoya University as Group A officers, from time to time;

2. **Group B** Officers shall include Assistant Registrar, Assistant Controller of Examinations, Assistant Finance Officer, Assistant Executive Engineer, Public Relations Officer and such other employees so designated by the Yenepoya University as Group B officers, from time to time;

3. **Group C** employees of the Yenepoya University shall include Superintendents, Senior Assistants, Sr. System Administrator, System Administrator, I.T. Technician, I.T. Assistant, First Division Assistants, Second Division Assistants, Laboratory Assistants and Technicians, Stenographers/Computer operators and Drivers such other employees considered as equivalent, by the Yenepoya University as Group C employees, from time to time;

4. **Group D** employees shall include the employees such as Attenders, Watchmen, Sweepers and such other employees so designated by the Yenepoya University as Group D employees, from time to time.

(Amended in BOM held on 17.08.2013)

YU 160: Recruitment:

The appointments to the post(s) included in Group A to D (except of the Registrar) shall be made by the Registrar on the recommendations of the selection committee and after the approval of the Board of Management. Appointment letter to the Registrar shall be issued by the Vice Chancellor.

(Amended on 11.10.2010)

YU 161

1. The appointment to the post(s) of class A, B, C and D shall be made either by selection or by promotion or by deputation or on contract basis. A separate rules shall be prepared and placed before the Board of Management.

(Amended on 08.09.2012 BOM meeting)

2. The Board of Management shall be the Appointing Authority for the employees in Group A, B, C and/or D

A) by Promotion:

1. The appointment by promotion in Group A, B, C and/or D, shall be made on the basis of seniority cum merit from amongst the person(s) in the immediate lower cadre;

2. The person who is to be promoted to Group A, B, C or post(s) within Group D, shall have three years experience in the immediate lower cadre or in case of class IV, in the post next below the post to be
3. For determining the merit, the annual confidential reports for immediate past three reporting years shall be taken into account.

B) by Selection:

1) i) The Scrutiny Committee for each subject post, except for the Registrar’s post, shall consist of
   a) Registrar, Convenor
   b) Controller of Examinations
   c) Finance Officer
   d) Heads of the Concerned Departments/Sections
   In the case of the Registrar’s post the Vice Chancellor shall be the Chairman of the Scrutiny Committee. The committee shall adhere to the rules and regulations as specified in the advertisement

   ii) Scrutiny Committee shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.

   iii) Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed the following ratio and of number of posts to number of candidates: 1:8, 2:14, 3:20, 4:26, 5:32, and for more than five vacancies, the candidates invited shall be up to five candidates per vacancy to filled in.

   iv) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty days of such meeting being given to each candidate; and the particular of each candidate shall be sent to each member of the Selection Committee so as to reach him at least fifteen days before the date of the Selection Committee meeting. Provided, if there is urgency and the circumstances dictate and early action is needed, the candidates and the selection committee members may be contacted electronically within three days for the selection of candidates.

   v) In case of extraordinary circumstances the VC may appoint a person giving valid reasons when the person so appointed fulfils the qualification and the requirements, subject to ratification by the BoM.

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

(3) The appointment to the posts of all categories shall be made by following the duly accepted selection procedure as laid down in these Bye-Laws from time to time;

(4) The appointments to various posts of class I to IV categories shall be made by the Registrar on the recommendations of the selection committee and after the approval of the Board of Management.

(5) The constitution of the selection committee shall be as below:
   i) The Vice - Chancellor, Chairman
   ii) Two nominees of the Chancellor, of whom one shall be from the Board of Management
   iii) The concerned section head/expert to be co-opted, as necessary. *
   iv) Registrar - Member Secretary

(6) Deleted

(7) The list of selected candidates shall be placed before the BoM for approval.

(8) The Registrar shall appoint the employee strictly as per the recommendations of the selection committee and as approved by the Board of Management.

(Amended on 11.10.2010)
Deputy registrar or equivalent post

c) Qualifications

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

i) Who possess post-graduate degree of any statutory university and diploma in computer application or proven ability of using computers in different areas of office work.

ii) Who are not less than thirty five years of age and not more than forty five years of age, unless already in the service of the Yenepoya University or any other organization.

iii) Who have administrative experience of at least three years in the cadre of Assistant Registrar or equivalent cadre in the Yenepoya University or any other organization.

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

Assistant Registrar or equivalent post

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

i) Who possess a graduate degree of statutory university with diploma in computer application or proven ability of using computers in different areas of office work and any other desirable qualifications if any, prescribed by the Appointing Authority.

ii) Who are not less than thirty years of age and not more than forty years of age unless already in the service of the Yenepoya University and its colleges or any other organisation.

iii) who have administrative experience of at least three years as a Superintendent, or equivalent cadre in the Yenepoya University or any other organisation.

The selected candidate shall be on probation for a period of two years; during which he shall have to pass the Departmental Examination, if any, as prescribed or on the evaluation of the Assessing Authority as prescribed.

Ministerial and Technical Post in Group C

A. The appointment by selection/promotion to the post of Superintendent or equivalent post shall be made from amongst the persons:

i) Who possess degree of statutory university with diploma in computer application or proven ability of using computers in different areas of office work, and/or any other desirable qualification prescribed by the Appointing Authority.

ii) Who are not less than 25 years of age and not more than forty years of age unless already in the service of the Yenepoya University and its Constituent College or any other organization.

B. The appointment by selection/promotion of

i) Senior Assistants, First Division Assistants, Second Division Assistants

ii) Laboratory Assistants, Laboratory Technicians

iii) Stenographers/Computer operators

iv) Staff Nurses, Nursing Aids. And any other posts under non teaching cadres B, C and D which are not specified shall be made from amongst persons.

(i) Who possess the qualifications prescribed by the respective national regulatory Bodies/Yenepoya University in each case.

(ii) Who are not less than 18 years of age and not more than 40 years of age.

(Amended on 07.04.2014 BOM meeting)
The selected candidate shall be on probation for a period of two years, during which he will have to pass the Departmental Examination, if any, as prescribed or on the evaluation of the Assessing Authority as prescribe

YU 162 Deleted vide BoM dt. 11.10.2010
YU 163: Non-Ministerial Post included in class IV Group D:
The appointments to posts in the lowest cadres of Group D shall be made by selection from amongst the candidates—
i) Who have passed S.S.C or equivalent examination.
ii) Who are not less than eighteen years of age and who are not more than thirty years of age; and
ii) The selected candidate shall be on probation for a period of two years.
In exceptional cases, the age limits as prescribed above may be relaxed on the discrimination of the Selection Committee and ratified by the Board of Management.
CHAPTER-III
APPOINTMENTS

YU 164: Appointment:
Appointing Authority for all the employees shall be 'the Board of Management.
i. The Appointing Authority shall appoint the person(s) to various posts by selection from amongst the persons as recommended by the selection committee strictly in order of merit.
ii. The appointment order shall be in the proforma prescribed by the Yenepoya University
iii. The person appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, before reporting for duty.
iv. The person appointed on a post shall produce the authentic proof of the date of birth before reporting for duty.

Amended vide BoM dt.11.10.2010

YU 165: Service

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

(Amended vide BoM dt.11.10.2010)

YU 166: Probation

(1) (a) The appointment to a permanent post by selection shall be on probation for a period of two years which may be extended by one year.
(b) The employee appointed by promotion to a permanent post due to be filled in by promotion, shall, subject to the provisions of this Bye- Laws, be confirmed after a period of two years, subject to his satisfactory performance.
(2) During the period of probation, the employee shall comply with the conditions of successful completion of the probation as prescribed.
(3) i) Head of the College or Division, shall be the Assessing Authority under whom the employee on probation is working. He shall submit employee's assessment report to the Appointing Authority every six months from the date of his joining as prescribed in Appendix No. 111.
ii) Deficiencies, adverse remarks, if any, mentioned in the assessment report shall be communicated to the employee for his guidance and improvement.
iii) The last assessment report shall be submitted at least three months prior to the expiry of probationary period with specific recommendations of confirmation or otherwise.
(4) On receipt of assessment reports, and consideration of them and subject to condition of passing departmental examination, if any, during the probationary period, the Appointing Authority may-
a) Confirm the employee on probation in the service from a specific date.
b) Extend the period of probation for not more than a year, six months at a time, on expiry of which he shall either be confirmed or his services shall be dispensed with.
c) Terminate his services after giving him one months notice in writing..
d) Revert the employee to the post held by him, if any, under the YENEPOYA University or its colleges prior to his appointment on probation.
(5) If the employee on probation avails leave without pay, his period of probation shall be
deemed to have been extended to that

(6) **Employees are not eligible for any kind of leave, other than casual leave, during the first year of probation.**

(*Amended vide BoM dt.11.10.2010*)

**YU 167 Working Hours:**
1) The working hours of the employee shall be as laid down by the Board of Management, from time to time.
2) The appointing or Competent Authority may change the working hours and weekly holidays as per the administrative convenience. The employee shall discharge the duties and functions during the working hours prescribed by the appointing or Competent Authority.
3) The supervising officer may, if necessary, require the employee under him to work either before or after the working hours then the employee shall comply with his orders.

**YU 168 Duties:**
(1) It shall be the duty of the employee to lawfully discharge the functions and perform the official tasks assigned to him in accordance with the provisions made in these Bye-Laws and the orders issued, from time to time. The employee shall comply with the obligations attached to the post he holds and perform the specific functions, shall call for specific norms of behaviour and avoid the prohibited conduct.
(2) The period spent on duty as incorporated in these Bye-Laws shall be treated as the duty period and include-
   a) Service as a probationer
   b) Joining time.
   c) A course of instructions or training authorised by the Competent Authority.
   d) A course of instructions or training authorised by the Authorities like Vice Chancellor, Registrar, Finance Officer, Controller of Examinations and Principal, as the case may be.
(3) Subject to the provisions of these Bye-Laws, the duties of the employees including the officers shall be as specified in Bye-Laws No. 221. The appointing and/or Competent Authority may assign additional specific duties and functions to the employee as and when required and the employee shall comply.

**YU 169: Transfer:**
(1) The Appointing Authority may transfer the employee on a post in the cadre in which the employee is serving. Such employee may be transferred
   1. As administrative exigencies,
   2. As a routine periodical transfer,
   3. As a measure of disciplinary action, or
   4. On specific request of the employee.
   The transfer may involve change in the headquarters/station of work of the employee and the employee may be transferred to any colleges run by the Yenepoya University.
(2) The Appointing Authority may, subject to the provisions of these Bye-Laws or on specific request by the employee, transfer the employee to another post in a lower cadre.
(3) a) If the employee requests specifically for a transfer to another equivalent cadre, the Appointing Authority may examine the merits and relative utility in granting the request and issue the orders accordingly.
   b) If the Appointing Authority is of the opinion that the service of the employee is more useful in another equivalent cadre, it may transfer him to any such cadre.
(4) Joining time on transfer:
   a) When the transfer involves change from one station to another, joining time of seven days including Sunday and holidays will be given.
   *b) Joining time of one day is permissible when the transfer is to a new office but does not involve change of residence or when there is change of office in the same station.
   *c) Joining time shall not be admissible when the transfer does not involve actual change of office.

**YU 170: Assessment:**
(1) The Assessing Authority shall prepare the assessment report in the proforma prescribed in the Appendix No.
IX, in respect of employee placed under his control. If the employee has worked under the Assessing Authority for a part of the year, that Authority shall write the report for such a period.

(2) The assessment report shall be reviewed by the officer as prescribed in the Bye-Laws. Such Reviewing Authority shall carefully examine the remarks, adverse or outstandingly good in character, verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about the work and conduct of the employee.

(3) The following shall be the Assessing, Reviewing and Accepting Authorities:

Refer last page for details

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Employee</th>
<th>Assessing Authority</th>
<th>Reviewing Authority</th>
<th>Accepting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registrar, Controller of Examination, Finance Officer</td>
<td>Vice Chancellor</td>
<td>Vice Chancellor</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>2.</td>
<td>All other Group A Officers working in the office of the Yenepoya University</td>
<td>Registrar/Controller of Examinations/Finance Officer As the case maybe</td>
<td>Registrar</td>
<td>Vice Chancellor</td>
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<tr>
<td>3.</td>
<td>Group B</td>
<td>Same as Above</td>
<td>Registrar</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>4.</td>
<td>Group C and D</td>
<td>Concerned Heads of the Institutions/ Departments/ Sections</td>
<td>Registrar</td>
<td>Vice Chancellor</td>
</tr>
</tbody>
</table>

(4) The adverse remarks in the assessment report, if any, shall be brought to the notice of the employee, in writing, within three months from the end of assessment year. The adverse remarks not duly communicated to the employee shall be disregarded. 

5. The employee, who has been communicated adverse remarks, may within thirty days of receipt, represent his case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may recommend to expunge or retain such remarks and the Accepting Authority’s decision shall be final and shall be recorded in writing.

(6) The assessment report of the employee shall be the basis for determining his merit. His/Her record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years. The adverse remarks not duly communicated in writing to the employee within three months shall be disregarded for the purpose.

(7) In case of Group –D employee the Competent Authority may not follow the procedure of writing the confidential assessment report. However, information regarding his outstanding performance, misconduct or any other lapses on the part of such employee be obtained from the concerned Head and communicated to that employee in writing and the same shall be recorded in his service book.

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

(Amended vide BoM dt. 11.10.2010)

YU 171 : Service Book

1. A service book, as prescribed by Yenepoya University, shall be maintained by the Registrar for every employee working in the Constituent College of Yenepoya University.

2. The service book shall contain the record of service of each employee covering all essential events in his official
career such as (a) date of birth (b) caste (c) marks of identification (d) permanent address (e) date of first
appointment, (f) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (g) substantive or
officiating nature of appointment, (h) the scale of pay applicable (j) basic pay, (k) increment sanctioned, (l)
stoppage of increment; for any reason(s), (m) punishment with relevant offence or misconduct, (n) leave, except
casual leave granted from time to time, (o) name(s) of the legal successor; (p) such other relevant entries.
3. The date of birth of the employees shall be carefully recorded in the service book at the time of joining the service in
the Yenepoya University or its colleges and shall be verified with reference to the documentary evidence such as
school leaving certificate; S.S.C. or extract of birth register from appropriate Authority, such as municipal
council or corporation, village record etc. However, any other document such as horoscope or an affidavit shall
not be considered as an authentic, document for this purpose.
4. Whenever the employee is reduced to a lower rank, removed or dismissed from the service or suspended from-
services, action taken and the reasons thereof shall be briefly recorded in the service book with 'due
authentication by the Competent Authority.
5. The Appointing Authority shall keep the service book in safe custody and shall not b, allowed it to remain
with the employee.
6. The employee may peruse the entries in his service book to ensure that the service record is correctly maintained.
All the entries shall be shown to the employee at the end of every year and his signature obtained thereon.
7. A duplicate copy of the service book may be supplied to the employee on a specific request.
8. The Appointing Authority may cause to verify periodically the service book of each employee for correctness of
entries.
9. The service book shall be retained in the office after the employee ceases to be in service permanently.

(Amended vide BoM dt. 11.10.2010)

YU 172: Service Record

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

YU 173: Seniority:

1. The seniority of the permanent employees of the Yenepoya University and/or its colleges shall be with reference
to the date of confirmation.
2. The seniority of the employees selected at the same interview shall be as per order of preference given by the
selection committee, irrespective of the dates of their joining. If these employees complete the probation
satisfactorily and are confirmed within the stipulated period, their seniority shall not be affected.
However, if the period of probation and date of confirmation of an employee are postponed due to the leave
availed of, or due to unsatisfactorily performance, the seniority of the employee shall be determined with
reference to the date of his confirmation.
3. The employee reverted to the lower cadre shall regain his seniority in that cadre which he would have acquired
had he not been so promoted.
4. If the employee requests for change in the cadre of equivalent level, the Competent Authority, may examine the
merit of the request and relative utility in granting the request, and may grant the same.
5. The seniority list of all the employees in a cadre shall be prepared, as on 31st March of every year. The
provisional seniority list shall be made available to the employee for a reasonable inspection and for submission
of claim(s) and/or objection(s), if any. After consideration of claims and objections, if any, of the employee(s) in
the cadre, the Appointing Authority shall prepare the final seniority list and display the same at the end of every
calendar year. The employee not satisfied with his entries in the final seniority list may appeal to the Grievances
Redressal Committee. **The report of the Grievance Redressal Committee shall be placed before the Board of
Management**, whose decision shall be final and the same shall be incorporated in the subsequent seniority list.
(Amended vide BoM dt. 11.10.2010)

**YU 174 : Incapacity:**
The employee shall be considered to be incapacitated to discharge his duties either on physical or mental grounds and for the reasons stated below or otherwise as may be determined by the competent Medical Authority.

1) The employee may be considered as physically incapacitated,
   a) If he has been seriously injured or lost his limb and thereby has becomes unable to perform his duties;
   b) It has become incapable to perform his duties due to severe illness such as paralysis, heart attack, cancer, leprosy, AIDS, etc.

2) The employee may be considered mentally incapacitated to render his services, if,
   a) He has become insane.
   b) He is not capable of meeting with the requirement of the post to which he is appointed, despite of his mental equilibrium having been properly set.
   c) He has lost his control on his mental functions and is incapable of foreseeing the consequences of any of his actions.

3) Wherever an employee is to be declared incapacitated either physically or mentally his case be referred to the Medical Board which is to be constituted by the Board of Management.
   a) After receiving of the medical report from the Medical Board, the Competent Authority shall take the final decision.
   b) The mental or physical incapacity to function efficiently in his existing post may be treated as incapacity for continuing him in the same post or appointment in higher or lower posts, provided the incapacity is well proved. The Competent Authority may adopt such a procedure judiciously. The Competent Authority shall, however, endeavour to see whether the employee can perform the assigned duties if he is provided with alternate service in an equivalent post or any other post. The employee or his representative shall be given full opportunity to represent his case.
   c) The employee declared incapacitated either physically or mentally shall be retired from the service of the University and/or its colleges by the Appointing Authority with effect from the date of medical report. The employee concerned shall be eligible for the gratuity, provided if he fulfills the minimum requirements as laid down by the Yenepoya University, from time to time.
CHAPTER-IV
PAY AND ALLOWANCES

YU 175: Pay:
1. The employee of the Yenepoya University and/or its Colleges shall, unless otherwise directed, be entitled to receive the pay, for the services rendered, in the scale of pay prescribed for the cadre in which the employee is appointed, with effect from the commencement up to the cessation of the service in the Yenepoya University.
2. The Pay scales for all the employees shall be as prescribed by the Yenepoya University from time to time.
3. The initial pay of the employee appointed in the Yenepoya University and/or College shall be minimum of the scale of pay;

YU 176: Pay on Reversion
1. A promoted employee on reversion shall draw pay in the lower scale of pay, which may not be less than that which he would have drawn, had he not been so promoted.
2. In case the employee is reverted as a measure of punishment on account of misconduct, the Appointing Authority may fix his pay at any lower stage in the lower scale of pay.
Provided that, the subsistence allowance already paid to the employee shall be fully recovered either from the pay and allowances, as the case may be or from the leave salary payable to him,
3. When the employee is reverted on account of misconduct or inefficiency to a post carrying lower scale of pay, and is subsequently promoted or reinstated, his previous service in the post from which he was reverted, shall be counted for increment unless the Competent Authority declares that it shall not be so counted either in whole or in part.

YU 177 Increment:
(1) The employee, having his pay in a scale of pay, shall draw increment every year unless it is withheld for some reason(s). The benefit of increment falling due on any date of the calendar month shall be extended to the employee from the first date of that calendar month, without affecting the date of increment (s)
(2) The Competent Authority while withholding an increment(s) shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
(3) If the employee is promoted to a higher grade/post, he shall draw the increment on completion of full period for increment in the higher post and higher scale of pay.
(4) Service rendered, by the employee on probation, in the circumstances mentioned below, shall be counted for increment in the scale of pay:
   a. The employee on probation shall draw the first increment on completion of one year;
   b. He shall draw the second increment only on completion of probation satisfactorily, irrespective of the period from the date of first increment;
   c. The first and/or second\* date of increment shall be extended to the extent of the period for which the employee has availed any leave, while on probation except the casual leave.
   d. The date on which the employee completes the probation satisfactorily shall be the date of subsequent increment(s), unless the same is modified later due to some reason such as revision of pay, period of extraordinary leave, etc.
   e. The employee whose probationary period is extended on account of his failure to pass departmental examination, if any; within the prescribed time limit or on account of leave taken by him during the probationary period, shall be allowed to draw, second increment on the completion of the probationary period satisfactorily.
   f. The employee whose probationary period is extended on account of unsatisfactory performance shall be allowed to draw second increment only with effect from the date of satisfactory completion of the probationary period.
(5) Service rendered in the circumstances mentioned below shall count for increment.
   a) All duties performed by the employee whether continuous or otherwise in a post on a scale of pay,
   b) Authorised leave other than extraordinary leave,
(6) The employee on authorised leave shall draw the annual increment falling due, during the leave period, on
the date due, however, shall receive the effect on resumption of duty after expiry of leave, along with the
arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is
declared to have effect on the date of increment.

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

*Amended vide BoM dt. 11.10.2010

YU 178 : Allowances
The employees working in the Yenepoya University and/or its colleges, shall be entitled to only such allowances
which are sanctioned by the Board of Management, from time to time.
The Appointing Authority may grant personal pay to the employee to save him from loss of substantive pay in
respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such
substantive pay otherwise than as a measure of disciplinary action.

YU 179: Subsistence Allowance :
(1) The employee-under suspension shall be paid the subsistence allowance-at the rate of half the pay for a
period of the first six months, at the rate of 75% of the pay for the
period of next six months and at the rate of full pay thereafter. if the period of suspension is prolonged, for
reasons not directly attributable to the employee; and the allowances admissible thereon from time to time.
(2) The employee under suspension shall be paid the subsistence allowance at the rate of half the pay and the
allowances thereon, if the period of suspension is prolonged for the reasons directly attributable to the
employee.
(3) The employee shall furnish every month the following certificate before he is paid the subsistence allowance
" I certify and declare that I did not engage myself in any private and/or other paid employment, trade or
business during the period ……………." Provided that, if the Competent Authority suspects genuineness of the certificate, he may get the same duly
verified, if necessary through the police Authorities, and if the employee is found to have furnished a false
certificate it shall be construed as an act of misconduct and shall be an additional charge in the enquiry
against him.
(4) Any other compensatory allowance payable to the employee shall be subject to the extent and the conditions
as may be prescribed by the Competent Authority.
(5) (a) If the employee, under suspension is undergoing a trial in a criminal court or departmental inquiry under
these rules, he shall be provided with the subsistence allowance under clause (1) or (2) above.
(b) If the employee under suspension is convicted by the competent court and sentenced to imprisonment,
the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he
undergoes punishment or till he deems to be in service of the Yenepoya University and/or its colleges,
whichever is earlier.
(c) If the employee under suspension is acquitted in appeal he shall draw subsistence allowance at the normal
rate under clause (1) or (2) from the date of acquittal till the disposal of inquiry under these Bye-laws.
(6) If the employee under suspension attains the age of superannuation, he shall deem to have been retired and
shall not be entitled to any subsistence allowance thereafter. The employee shall be entitled to his own share
of contributory provident fund but shall not be entitled to the Yenepoya University share. The OFF share of
the Yenepoya University and the gratuity shall be paid to him after final decision of proceedings against him.
(7) If the employee under suspension is exonerated and/or it is observed that the suspension was wholly
unjustified, the employee shall receive full pay and allowances to which he would have been entitled had he
not been so suspended.
(8) When the employee under suspension is reinstated, after undergoing the punishment/penalty under these
rules, unless the Competent Authority has already passed such orders at the time of inflicting the
punishment, the Competent Authority may by order state,
(a) whether the said period be treated as duty, leave or leave not due and
(b) the nature of pay and allowances to be paid for the period.

**YU 180: T.A. and D.A:**
The employees required to undertake official tour in the course of discharge of his duty, shall be entitled to travelling and daily allowances as prescribed by the Board of Management, from time to time.
CHAPTER V
LEAVE

YU 181 : General Conditions:

1. The employee shall earn and be entitled to the leave, generally in proportion to the period of service duty and of the kind specified here below. However, the leave of any kind shall not be claimed as matter of right.

2. The employee may be granted leave only on his request. The employee may curtail period of sanctioned leave, with the approval of the Competent Authority. Provided that, in case the employee is contesting the election or has contracted any contagious disease, the Competent Authority may require him to proceed on leave and the employee shall comply.

3. The Competent Authority may sanction or refuse the leave applied for, but shall not alter the nature of leave, except with the request / consent of the employee.

4. The Competent Authority may not grant leave to the employee so as to deplete the strength of service or department below essential minimum.

5. The employee may combine one kind of leave with another, except casual leave, subject to the limit of aggregate period of absence as may be prescribed by the Board of Management.

6. Application for leave on medical ground shall be accompanied by a certificate of Medical Authority, indicating the nature and probable duration of illness. The employee returning from leave on medical ground, shall produce a certificate of fitness.

7. If the employee frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after the rest and treatment.

8. The employee, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time.

9. The employee shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct.

10. The employee appointed on contract basis in a scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

YU 182 : Casual Leave:

(1) A. The employee shall be entitled to fifteen days casual leave in a calendar year, or as prescribed by the Board of Management, from time to time.

B. (i) The employee shall obtain a prior permission for casual leave at least one day to the leave applied for. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the employee shall apply for ex post-facto sanction. (Appendix No. IV)

(ii) If the Competent Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

B. i. Mass casual leave shall not be treated as casual leave. It may be treated as unauthorised absence and dealt with accordingly. The action of going on mass casual leave—maybe treated as misconduct.

ii. In case the employee(s) is/ are unable to attend duty for reasons of natural calamity, the Competent Authority may sanction the same as casual leave and it shall not amount to mass casual leave.

C. The employee shall be entitled to not more than five days casual leave at a time. The Sundays and/or public holidays so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time shall not exceed eight days.

D. C.L. cannot be continued with any other kind of leave.

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

Amended vide BoM dt. 11.10.2010

YU 183: Earned Leave:
The non-vocational employee, shall be entitled to earned leave for the period spent on duty, at the rate and other details as prescribed by the Board of Management, from time to time.

Amended vide BoM dt. 11.10.2010

YU 184: Leave on Half Pay:
The employee shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The employee shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the employee either on medical ground or for private reason. The leave requested for on medical ground shall be supported by the certificate from the Medical Authority.

YU 185: Commuted Leave:
The employee may, with the approval of Competent Authority commute leave on half pay at his credit on the following conditions:
1) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of
2) Commuted leave shall not be granted under this Bye-Law unless the Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

YU 185(a): Special Medical Leave for Tuberculosis, Cancer, AIDS & Heart Surgery:
A Non Teaching Employee appointed on regular basis shall be entitled to 12 months full paid leave if he is suffering from extensive Tuberculosis, advanced Cancer or malignant diseases, advanced AIDS, serious brain ailment, cardiovascular diseases or such other diseases which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized clinic or under a specialist recognized by the University from time to time.

( Amended on BOM dt.17.08.2013)

YU 186 : Special Leave:
The employee disabled by injury or illness caused in, or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the Medical Authority, covering the requirement and the period, the Competent Authority shall sanction the said leave not exceeding twenty four months in entire service. Such leave shall not be debited to any other kind of leave. It may be combined with leave of any other kind. The period of such leave shall be treated as duty for pay.

YU 187: Maternity Leave:
1) The permanent female employee, who has two living children, on the date of the application, shall not be entitled to maternity leave for a period of ninety days. Such leave shall not be debited to her leave account. In the case of the vocational employee, if the confinement takes place during a vacation, the maternity leave shall run concurrently with it.
2) The temporary female employee who has put in at least two years of continuous service shall be eligible for maternity leave referred to in clause (1).
3) The temporary female employee who has put in continuous service for a period exceeding one year, but less than two years, shall be entitled to maternity leave of 90 days on half pay, which shall not be debited to her leave account.
4) The temporary female employee with less than one year service shall not be entitled to maternity leave and
the period of absence shall be treated as extraordinary leave.
5) The application for maternity leave shall be supported by medical certificate indicating the probable dates of confinement. The employee shall report the date of confinement.
6) The female employee may avail other leave, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum period of sixty days without production of a medical certificate.

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

Amended vide BoM dt. 11.10.2010

YU 188: Leave Preparatory to Retirement:
(1) The employee may avail leave, as the leave preparatory to retirement on superannuation or on voluntary basis, to the extent of earned leave under the existing rules.
(2) The leave preparatory to retirement shall not extend beyond the date of his retirement.
(3) The employee on the leave preparatory to retirement shall be required to join his duties before he actually retires.
(4) The employee shall forgo all types of leave at his credit on day of attaining age of superannuation or retirement.

Amended vide BoM dt. 11.10.2010

YU 189: Leave Sanctioning Authority:
Subject to the overall control of the Appointing Authority, the following shall be the Competent Authorities to sanction leave under these Bye-Laws.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Kind of leave</th>
<th>Competent Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For the Yenepoya University:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Group A employee of leave</td>
<td>All kinds</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>(ii)</td>
<td>Group B,C, &amp; D employee</td>
<td>All kinds</td>
<td>Registrar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>For the Colleges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Group B,C, &amp; D employee</td>
<td>Casual leave</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>Group B,C, &amp; D employee</td>
<td>All other leaves</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

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

YU 190: Leave on Re-employment:
In the case of a person re-employed after retirement on superannuation, the provisions of these rules shall apply as if he had entered in to the service of the Yenepoya University and / or its colleges for the first time on the date of his re-employment.
YU 191: Conduct

I) The employee shall be at the disposal of the Yenepoya University for full time and shall serve in such capacity and at such place, as he may from time to time, be so directed.

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

III) The employee shall at all time maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He shall ensure the integrity and devotion to duty of all employees under his control and Authority for the time being.

IV) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the Yenepoya University and / or its colleges.

V) The employee shall not in the discharge of the official duties, deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he or any member of his family is interested, except with a prior permission of the competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantages or benefits to such company, firm or body, as the case may be.

VI) (a) The employee shall not, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya University, and /or colleges or to an outsider, to whom he is not authorized to communicate such document and information, or shall not himself make any use thereof.

(b) The employee shall not contribute to the media any matter connected with the Yenepoya University and / or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He shall also not try to obtain unauthorizedly any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

(c) The employee shall not air or vent his personal grievances or any matter related to his service through the media or through any mode other than those as may be provided by or under these Bye-Laws.

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

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

VIII) The employee shall not, without the express sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

IX) The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya University.

Explanation: The expression “gift” includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.
X) The employee shall not accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

XI) The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his family except co-operative consumers, housing or credit societies.

XII) The employee shall intimate to the Competent Authority, if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya University.

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

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

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

(14) The employee shall not, without prior permission of the Competent Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit:

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

(15) a. The employee or his relative shall neither bid directly or indirectly, at any auction of property of the college or Yenepoya University nor submit any tender for any supply to the YENEOYA University.

b. The employee shall not use the Yenepoya University and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him or put to his charge.

(16) The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will among different communities or religious, social, regional, communal or other grounds.

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

Provided that, the employee may give evidence at:

A. an inquiry before Enquiry Authority appointed by the Competent Authority.

B. a judicial inquiry, or

C. a departmental inquiry ordered by the Competent Authority.

YU 192 : Misconduct

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

1) Any action by the employee contrary to the provisions prescribed in these Bye-Laws,
2) Going on illegal strike, abetting including instigation or action in furtherance thereof,
3) Theft, fraud or dishonesty,
4) Habitual break of standing orders, rules, etc.
5) Willful or negligent damage caused to the Yenepoya University and/or its colleges property.
6) Refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws,
7) Any action, involving moral turpitude and attracting conviction in court of law,
8) Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Yenepoya University.
9) Willful neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
10) Involvement in violence inciting-violence,
11) Stopping the work either singly or with other employees or inciting anyone else not to work,
12) Allowing anyone within the prohibited premises of the College or Yenepoya University, whose entry is prohibited without a permission of the Competent Authority.
13) Falsification of or tampering with any paper or record of the College or Yenepoya University,
14) Obtaining employment under other University or any other private, semi-government or government organisation by misleading or by misrepresenting the facts,
15) Making any false or exaggerated allegations against any superior officer or Authority or co-employee,
16) Attending the duties in intoxicated state.
17) Committing nuisance during the working hours under intoxicated state or otherwise.
18) Misappropriation of any amount, and/or movable and immovable property, of the College or Yenepoya University or late crediting the amount received for respective Yenepoya University and its colleges in the account of Yenepoya University beyond the reasonable time to be decided by the concerned Authority.
19) Committing any act involving moral turpitude.
20) Misbehaviour with another employee or member of public.
21) Proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control.

YU 193: Disciplinary Authority

Disciplinary Authority for the Group A, B, C, & D employees shall be the Board of Management.

YU 194: Penalties

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

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

(b) Major Penalties -
   i. Withholding of promotion for longer period.
   ii. Reduction to a lower stage in the pay scale.
   iii. Reduction to a lower scale of pay, grade, post or services.
   iv. Compulsory retirement,
   v. Removal from service.
   vi. Dismissal from service.

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

Explanation (2): The order under clause (a) (v) for recovery shall expressly state the amount of the whole or part of any Disciplinary Authority pecuniary loss caused by him to the Yenepoya University, by negligence or by breach of orders.
**Explanation (3)**: Reduction under clause (b) (ii) in the scale of pay, shall be for specified period, with further direction as to whether or not the employee shall earn increment(s) during the period and whether on the expiry of such period, the reduction shall or shall not have the effect of postponement of future increments in his pay.

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

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

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

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

**YU 195: Procedure of imposing Minor Penalty**

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

(a) issue notice to the employee in writing along with the imputation(s) of misconduct and require him to show cause as to why the action proposed be not taken against him.

(b) give reasonable opportunity to the employee to furnish the explanation.

(c) take into consideration the explanation of the employee and record findings on each imputation of misconduct; and

(d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charges(s).

**YU 196: Action not amounting to Penalty**

The following shall not amount to penalty within the meaning of Bye-laws 194, namely

(a) withholding of increment of pay of the employee for his failure to pass departmental examination; if any, in accordance with the Bye-laws or orders, or the terms of his appointment on probation;

(b) non-promotion of the employee, whether in substantive or in officiating capacity after consideration of his case, to a service, grade or post for promotion to which he is eligible, on administrative ground not connected with his conduct;

(c) reversion of the employee officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with this conduct;

(d) reversion of the employee, appointed on probation to any other service, grade or post; to his permanent service, grade or post held by him under the Yenepoya University, during or at the end of the period of probation, in accordance with the terms of his appointment or the rules and orders governing such probation.

(e) repatriation of the service of the employee whose services have been borrowed from outside Authority or recalling the employee from the foreign employment to such Authority;

(f) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;

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

**YU 197 Suspension**

The Disciplinary Authority may, by an order in the proforma prescribed in the Proforma Appendix No. VI, place the employee under suspension.

1. (a) (i) Where disciplinary proceedings against him are contemplated or are pending and are likely to result
into imposing any of the major penalties,
(ii) Where in the opinion of the Competent Authority he has engaged himself in activities prejudicial to the interests of the Yenepoya University, and
(iii) Where there is reason to believe that his continuance in service is likely to cause embarrassment or to hamper the investigation of the case, or likely to tamper with the official record or document(s); or
(b) Where case against him in respect of any criminal offence is under investigation, enquiry or trial in a court of law.

2. The employee shall be deemed to have been placed under suspension,' 
(a) With effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty eight hours,
(b) With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.

3. While under suspension, the employee shall neither be allowed to resign nor granted leave.
4. The employee under suspension shall not engage himself in any private or gainful employment, trade or business during the period of suspension.
5. The employee under suspension shall not leave the headquarters during the period of suspension without a prior written permission of the Competent Authority.
6. If the employee under suspension attains the age of superannuation, during the period of suspension, he shall be deemed to have been retired from the date of his superannuation. However, the departmental or judicial proceedings pending against him shall continue even after his retirement.

YU 198: Procedure of Enquiry

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

2) Where it is proposed to hold enquiry against the employee, the Disciplinary Authority shall draw up or cause to draw up:
   a) The substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
   b) A statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain
      i) A statement of all relevant facts including any admission, or confession by the employee,
      and
      ii) A list of documents by which, and list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

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

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

5) On receipt of written statement of defence of any or all of the article(s) of charge(s) by the employee or on its non-receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.

6) Where the Disciplinary Authority appoints the Enquiry Authority, it may by an order appoint another employee or any other suitable person to present the case in support of the article(s) of the charges(s) before the Enquiry Authority. The employee may take assistance of any other employee or any other suitable person to represent the case on his behalf. In case the Enquiry Authority permits the employee to engage a legal practitioner to represent on his behalf the Disciplinary Authority may appoint a legal practitioner to
represent on his behalf the Disciplinary Authority may appoint a legal practitioner as presenting officer.

7) The Disciplinary Authority shall forward to the Enquiry Authority.
   a) A copy of each of the articles(s) of charge(s) and the statement of imputation(s) of misconduct,
   b) A copy of the order appointing the presenting officer
   c) Copies of the statements of witnesses
   d) Evidence proving the delivery of documents to the employee, and
   e) A copy of the written statement of defence by the use employee, if any.

8) The employee shall appear in person before the Disciplinary Authority or the Enquiry Authority on such day and at such time within ten working days from the date of receipt by the employee of the articles(s) of charge(s) and the statement of imputation(s) of misconduct as the disciplinary- or the Enquiry Authority may, by notice in writing specify, or such further time not exceeding ten days as the Enquiry Authority may allow.

9) The Disciplinary Authority may, suo motu or on being moved by the employee against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Authority constituted for the purpose.

10) If the employee who has not admitted any of the article(s) of charge(s), in his written statement of defence, or has not submitted any written statement of defence, appears before the Disciplinary Authority or Enquiry Authority, it shall ask him whether he is guilty or has any defence to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the employee and of that Authority.

11) The Enquiry Authority shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the employee pleads guilty.

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

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

14) (a) The employee may, by notice to the enquiry Authority, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Authority, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date:
   (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Authority: Provided that, the Enquiry Authority may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case, and the Enquiry Authority may withdraw the requisition or may not press for the same. Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Enquiry Authority, and the Enquiry Authority shall, on being so informed, withdraw the requisition and communicate the information to the employee.

15) (a) The enquiry shall commence on the date fixed by the Enquiry Authority and shall continue thereafter on the dates as may be fixed, from time to time.
   (b) The oral evidence shall be recorded or caused to be recorded by the Enquiry Authority, in a narrative form and not in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the witness and the enquiry officer. The copy(ies) of the deposition(s) may be made available to the Disciplinary Authority and to the employee(s) on request and on payment of charges.
   (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall
be produced by the Disciplinary Authority. The witness(es) may be examined by the Disciplinary Authority and cross examined by the employee. The Disciplinary Authority shall be entitled to re examine the witness, on any point(s) on which he has been cross examined. The Enquiry Authority may also put questions to the witnesses.

(d) Before the close of the case by the Disciplinary Authority, the Enquiry Authority may allow the presenting officer to produce fresh evidence, and include the same in the list, or may itself call for the new evidence or recall and re examine any witness(es), and in such cases, the employee shall be entitled to have a copy of the list of further evidence. The Enquiry Authority shall give the employee an opportunity of inspection of document(s) before they are taken on record. Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

(e) When the case of the Disciplinary Authority is closed, the employee shall state his defence orally and/or in writing. The employee may examine himself and the witness(es), may be cross-examined by the Disciplinary Authority, re examined by the employee and examined by the Enquiry Authority. The Enquiry Authority may also allow the employee to produce new evidence, if it is necessary in the interest of justice.

(f) After the employee closes his case and if the employee has not examined himself, the Enquiry Authority may generally question him on the circumstances appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(g) The Enquiry Authority may, after the completion of production of evidence, hear the Disciplinary Authority or the presenting officer, and the employee and/or permit them to file written statements of argument of their respective cases.

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

xvii) a) Wherever the Enquiry Authority, after having heard and recorded the whole or, part of the evidence, ceases to exercise jurisdiction thereon, and is succeeded by another Enquiry Authority, it shall act on the evidence so recorded by its predecessor and partly recorded by itself. Provided that, if the succeeding Enquiry Authority is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, it may recall, examine, cross-examine and re-examine him: Provided further that, if the witness is recalled, he may be cross-examined and/or reexamined by the employee or the presenting officer:

b) Where in the opinion of the Enquiry Authority, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), it may record its findings on such article(s) of charge(s): Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the employee has either admitted the facts on which such article(s) of charge(s) is based and has been provided a reasonable opportunity of defending himself against such article(s) of charge(s).

YU 199: Common Procedure

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

YU 200 : Enquiry Report

(1) After the conclusion of enquiry, the Enquiry Authority shall prepare a report. Such report shall contain -

1) article(s) of charge(s) and the statement of imputation(s) of misconduct;

2) the defence of the employee in respect of each article of charge;

a) an assessment of the evidence in respect of each article of charge; and

b) the findings on each article of charge and the reasons thereof;
(2) The Enquiry Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of enquiry which shall include –

(i) the report prepared by it;
(ii) the written statements of defence submitted by the employee;
(iii) the oral and documentary evidence produced in the enquiry;
(iv) the written statements of argument filed by the presenting officer and the employee, if any and
(v) the orders, made by the Disciplinary Authority and Enquiry Authority in regard to the enquiry.

(3) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es), and impose on the employee such penalty as it may deem fit in accordance with these Bye-Laws:

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

YU 201 : Action on Enquiry Report:

(1) The Disciplinary Authority, shall consider the report and record its findings on each charge.

(2) The Disciplinary Authority, if itself is not being the enquiry officer, shall consider the enquiry report and if it disagrees with the Enquiry Authority on any article(s) of charge(s), it shall record its reasons for such disagreement, and refer the case back to the Enquiry Authority for further enquiry and report. The Enquiry Authority shall thereon proceed to hold further enquiry according to the provisions of the preceding Bye-Laws; as far as may be.

(3) If the Disciplinary Authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the employee be exonerated, it shall so order.

(4) If the Disciplinary Authority, having regard to the findings, comes to the decision that any of the minor penalties be imposed on the employee, it shall notwithstanding anything contained in these Bye Laws, determine what penalty shall be imposed, it shall so order.

(5) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, comes to the decision that any of the major penalties be imposed on the employee, it shall -

(a) (i) furnish to the employee, a copy of the enquiry report and its findings on each article of charge, expressly stating whether or not it agrees with the findings of the Enquiry Authority, together with brief reasons for its disagreement, if any, and
(ii) give to the employee a notice stating the penalty proposed to be imposed on him by calling upon him, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him.

(b) The Disciplinary Authority shall consider the representation, if any, made by the employee and determine the quantum of penalty that be imposed on him on the basis of the evidence adduced.

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

YU 202 : Appeal:

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

a) any order of all interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension

b) any order passed by an Enquiry Authority in the case of an enquiry under these Bye-Laws.

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

 a) an order of suspension or deemed suspension made under Bye-Law 1

 b) an order imposing any of the penalties, whether made by the Authority or by the appellate, or by the Reviewing Authority,

 c) an order enhancing any penalty, imposed under these Bye-Laws,
d) an order which -
i) denies or varies to his disadvantage his pay, allowances or any other service;
ii) denies promotion to which he is otherwise eligible according, to the recruitment and promotion Bye-
Laws and which is due to him according to seniority;
iii) interprets to his disadvantage the provisions of any such Bye-Laws;
iv) reverts him while officiating in a higher service, to a lower service, grade or post, other than as a penalty;
v) reduces or withholds the post retirement benefits, if any;
vi) determines the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion
vii) determines his pay and allowances, for the period of suspension, or, for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade, or post as the case may be, or
viii) determines nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc. as the case may be.

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

YU 203 : Appellate Authorities :
The Appellating Authority for all the employees shall be the Chancellor of the Yenepoya University.

YU 204 : Period of Limitations
The employee aggrieved by the decision of the Disciplinary Authority may appeal under these Bye-Laws within a period of thirty days from the date of receipt of the order:
Provided that, the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

YU 205 :Subject to the provisions of the law for the time being in force
(1) every employee preferring an appeal shall do so separately and in his own name and shall address it to the Authority to which the appeal lies with a copy to the Disciplinary Authority.
(2) the appeal shall be complete in itself and shall contain all material, statements and arguments on which the appellant relies, but shall not contain any disrespectful, improper language or allegation.

YU 206: Submission of Appeal
Every appeal shall be submitted to the Appellate Authority through the proper channel. An advance copy may be submitted direct to the Appellate Authority.

YU 207 : Transmission of Appeal
The Authority which made the order appealed against shall, on receipt of a copy of the appeal; without any avoidable delay and without waiting for any direction from the Appellate Authority, transmit to the Appellate Authority every appeal together with its comments thereon and the relevant records.

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

(3) The Appellate Authority may pass orders
a) confirming, enhancing, reducing or setting aside the penalty; or
b) remit the case to the Authority which had passed the order appealed against, with such directions as it may deem appropriate in the circumstances of the case;

(4) The Appellate Authority shall not impose any enhanced penalty which neither such Authority nor the Authority which made the order appealed against is competent to impose;

(5) If the Appellate Authority proposes to enhance the penalty and to impose one of the major penalties and an enquiry under the Bye-Laws has not already been held in the case, the Appellate Authority may itself hold or cause to hold such enquiry as per the provisions prescribed and thereafter on consideration of the proceedings of such enquiry, by following the procedure prescribed in the foregoing Bye-Laws, as if the enquiry is being held afresh.

(6) If the Appellate Authority proposes to enhance the penalty and to impose any of the major penalties and an enquiry under these Bye-Laws has already been held, the appellate Authority shall give to the employee a notice, stating the enhanced penalty proposed to be imposed on him, and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the enhanced penalty and make orders as it may deem fit.

(7) No order imposing an enhanced penalty shall be made in any other case unless the appellant has been served with a notice.

(8) The Appellate Authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

(9) The Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.

YU 209: Service of orders, Notices etc.
Every order, notice and other process made or issued under these Bye-Laws shall be served in person on the employee concerned or shall be communicated to him by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local news paper.

YU 210: Power to relax time limit and condone delay:
Save as otherwise expressly provided in these Bye-Laws, the Authority competent under these Bye-Laws to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these Bye-Laws for anything required be done under these rules or condone any delay.
CHAPTER VII
RETIREMENT

YU 211: Retirement:

1. The employee after confirmation, shall continue in the service of the Yenepoya University till he attains the age of superannuation.

2. The Competent Authority shall require the employee to retire from the service of the Yenepoya University, if-
   a) He has reached the age of superannuation.
   b) He has committed misconduct and imposed with the penalty under sub-clause (iv), (v) or (vi) of clause (b) of Bye-Law 196 has been found to be inefficient.
   c) He is found by the Medical Authority to be incapacitated for further service of any kind. This includes the retirement on account of mental or physical infirmity; and
   d) The post held by the employee is abolished and there is no suitable post equal to his post in which he can be absorbed.
   e) He has remained absent unauthorisedly from duties for five years or more.

YU 212: Age of Retirement:

1. The age of superannuation of the employee in Group A, B, C or D, shall be sixty years; however, he shall retire from service on the afternoon of the last day of the month in which he attains the age.

2. Explanation: The employee whose date of birth is the first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age sixty years.

Amended vide BoM dt.11.10.2010

YU 213: Voluntary Retirement:

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

YU 214: Retirement on medical Grounds:

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

YU 215: Removal or compulsory Retirement:

1. Subject to these Bye-Laws, the Competent Authority may remove any employee from the service of the Yenepoya University or may required him the ground of insolvency or

2. In respect of the employee retiring for reasons other than by way of superannuation, the Registrar shall promptly inform the Board of Management, as soon as the cause thereof arises.

3. While forwarding such proposal, the Registrar shall specifically mention whether any dues either to the Yenepoya University are outstanding in the name of the employee who is due for retirement.

YU 216: Claims for Compensation for retirements:

No claim made as compensation by the employee who is required to retire under these provisions shall be entertained.
YU 217 : Post Retirement Benefits :

(1) The employees working in the Yenepoya University shall be eligible for contributory provident fund and gratuity.

Provided that, the scheme of the contributory provident fund shall be as prescribed by the Competent Authority of the Yenepoya University, from time to time.

Provided further that, the amount of gratuity and qualifying period for getting gratuity, shall be as decided by the Yenepoya University, from time to time.

(2) The employee shall clear all dues payable to the Yenepoya University and/or its colleges, as the case may be, outstanding to his account and vacate the residential accommodation, if he has been provided, before the post retirement benefits are extended to him, as may be prescribed by the Yenepoya University, from time to time.

(3) The employee who has been declared as deserter or who ceases to be in service, may be entitled to the post retirement benefits, as prescribed by the Yenepoya University, from time to time, pro-rata upto the date he attended his duties regularly, provided the said period qualified for such benefits.
CHAPTER - VIII
MISCELLANEOUS

YU 218 : Tenure Post :
(1) If the employee is appointed on a post which is sanctioned / created for a specific period of time, the employee shall be governed by the specific provisions of the terms of contract and not by the provisions of the Bye-Laws. He shall have no legal claim on the said or similar post in the Yenepoya University and/or its colleges, except those specified in the contract.
(2) The employee may be appointed for a fixed period against permanent or a temporary post, by a contract, and shall be governed by the terms of contract and not by the Provisions of these Bye-Laws.

YU 219 : Deserter :
If a permanent employee absents himself from duty without any permission for a period of more than thirty days, he shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of this period.
Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his absence for the reasons beyond his control, the Appointing Authority may, by a special order condone his absence.
Provided further that, before terminating the services of the deserter, the Appointing Authority shall first give thirty days notice to the deserter in a local newspaper, send a copy of the said notice to deserter on his permanent address by a registered post and paste the copy of the notice on the door of his residence. After expiry of the notice period, if the deserter fails to join his duties, the Appointing Authority shall terminate the services of the deserter.

YU 220 : Discontinuation and Termination :
(1) The employee shall not leave or discontinue his service in the Yenepoya University without giving a prior notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of notice shall be -
(a) Three calendar months in the case of employee in Group A, B C and D, who have been confirmed in their post.
In case of breach of these provisions, the employee shall pay to the Yenepoya University and/or its college an amount equal to his basic pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.
(2) If the Disciplinary Authority, after completing the procedure of a departmental enquiry, comes to the conclusion that the employee should be compulsorily retired or removed from service, it shall give three months' notice in case of the permanent employee in Group A, B, C and D, or one month's notice to those who are on probation or in temporary service or pay the salary for the period in lieu thereof.
(3) The employee on probation shall not leave or discontinue his service without giving one month's prior notice in writing or one month's salary in lieu thereof. In case of short fall in resignation notice given by a permanent/probationary/temporary employee may be adjusted towards his/her balance of Earned Leave at his/her credit.

( Amended on BOM dtd.17.08.2013)
(4) In case of higher studies notice period may be relaxed provided sufficient proof for higher education is produced.

( Amended on BOM dtd.08.10.2014)

(5) The Competent Authority shall not terminate the service of the employee on probation without giving one month's prior notice in writing to the employee or one month’s salary in lieu thereof.
(6) The employee shall cease to be in the service of the Yenepoya University and/or its Colleges; as the case may be, in case he absents himself, even with the permission of the Competent Authority; continuously for a period of five years:
Provided that, the period spent by the employee on medical leave or study leave shall not be counted as
absence for this purpose.

(7) The employee suffering from contagious or infectious disease and who is declared as unfit for the service by the Medical Authority shall be discharged from the service of the Yenepoya University.
CHAPTER IX
DUTIES AND RESPONSIBILITIES OF THE EMPLOYEES

In addition to the powers, duties and responsibilities provided for under the Memorandum of Association, the officers and employees mentioned hereinbelow shall perform the duties and carry out the functions as prescribed below and as may be directed by the Competent Authority / Authorities, from time to time.

YU 221 : Employees of the Yenepoya University :

(1) The Registrar, as the chief administrative officer of the Yenepoya University, shall regulate the work, conduct the affairs of the departments, branches, sections, units placed under his charge as well as of the officers and other employees of the Yenepoya University in accordance with the provisions of the Memorandum of Association and Bye-Laws. The Registrar shall assess and evaluate the performance of the officers, employees and others connected thereto and take such measures as he may deem fit to regularise and to improve the working of the Yenepoya University.

(2) The Registrar shall, subject to the decision of the Yenepoya University Authorities, enter into agreement, sign document and authenticate record on behalf of the Yenepoya University.

(3) The Registrar shall be the custodian of the records, common seal and such other property of the Yenepoya University as the Board of Management may commit to his charge.

(4) a) The Registrar shall issue notice, agenda, furnish information on the items of the agenda and keep the minutes of all the meetings of the Board of Management, the Academic Council and the Boards and Committees constituted under the Memorandum of Association or by the Authorities of the Yenepoya University, of which he is or deemed to be the Secretary.

b) The Registrar shall implement the decisions of such Authorities faithfully, effectively and expeditiously.

c) The Registrar shall refer the decision of the Authority to such other body or Authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.

d) The Registrar shall submit to the Vice Chancellor the decision of the Authority or the body, which according to him is not consistent with the provisions of the Memorandum of Association, and Bye-Laws or is not in the interest of the Yenepoya University.

(5) The Registrar, after the approval of the Board of Management, shall make the appointments of the employees in class I, II, III and IV, against the approved posts, by following the procedure prescribed. He shall allot the post(s) available amongst various departments, branches, sections, units, etc. as well as sub-centre(s), so as to ensure smooth and efficient functioning of the departments, branches, sections, units, sub-centres of the Yenepoya University.

(6) The Registrar shall be competent to transfer, promote, revert the employees in class I, II, III and IV in accordance with the exigency and the procedure prescribed.

(7) a) The Registrar, as the chief administrative officer, shall supervise the working of all the employees in class I, II, III and IV so as to ensure that they function efficiently and yield maximum of their capacity.

b) The Registrar, in consultation with the Head of the colleges, branch or section, shall ensure that the employee complies with the requirements of the Memorandum Association and Bye-Laws, orders of the Government of India, UGC and the Authority and serves well in furtherance to objectives of the Yenepoya University.

(8) The Registrar shall have the power to visit and examine records, papers, documents of any branch, section, unit of the Yenepoya University as well as colleges in connection with the administrative matters.

(9) The Registrar shall deal with all legal matters connected with the sections which are directly under his control including signing vakalatnama and executing affidavit(s) etc.

(10) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or as may be directed by the Vice- Chancellor from time to time.

II) Finance Officer : The Finance Officer shall perform following duties and responsibilities.

i) As the Receiving and Paying Officer - The Finance Officer shall receive all moneys (other than moneys received in colleges) due to and receivable on behalf of the Yenepoya University and bring them promptly to
the account and pay or otherwise settle claims preferred against the Yenepoya University.

ii) As the Accounting Officer - The Finance Officer shall compile accounts of the Yenepoya University in accordance with the rules and procedure prescribed in the Accounts Code.

iii) As the Primary Auditor - The Finance Officer shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the Yenepoya University.

iv) As the Financial Advisor - The Finance Officer shall be the chief financial advisor to Vice-Chancellor and to the Yenepoya University in all matters relating to the accounts and budget estimates or to the operation of the Accounts Code generally. No financial sanction shall, therefore, be issued by any Authority without prior consultation with him and no transaction project or proposal shall be transacted, undertaken or made without obtaining his prior opinion regarding its financial propriety.

v) The Finance Officer shall keep himself fully conversant with all sanctions and orders made by the office and with other proceedings of the University which may affect the estimates or accounts of actual or anticipated receipts and charges. He shall advise the Vice-Chancellor and the Yenepoya University on the financial effects of all the proposals for expenditure and keep a watch as far as possible, over all the liabilities as soon as they are incurred, particularly in respect of liabilities incurred against the grants of the funding agency.

vi) The Finance Officer shall be consulted on all matters relating to finances, budget and accounts and copies of all sanction orders of proceedings involving financial implications shall be supplied to him as and when they are issued.

vii) The Finance Officer shall be the principal controlling and supervising officer of the staff in the Finance Branch as well as in the decentralized finance units and the staff dealing with the accounts placed under various departments, branches, sections, units of the Yenepoya University. The Finance Officer shall be competent to effect internal transfer of the staff under his control in consultation with the Registrar.

viii) a) The Finance Officer shall issue notice, prepare agenda, furnish information on the items of the agenda and keep the minutes of the Finance Committee, purchase and sales committee and any other committee appointed either by the Board of Management, Finance Committee or the Purchase Committee or any other body of which he is or deemed to be the Secretary.

b) He shall implement the decision of the Finance Committee, purchase and sales committee or any other committee or body faithfully, effectively and expeditiously.

c) He shall refer the decision of the Finance Committee, purchase and sales committee, or such other Authority or body to appropriate body or Authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.

d) He shall submit to the Vice-Chancellor the decision of the Authority or the body which according to him is not consistent with the provision of the Memorandum of Association and Bye-Laws or is not in the interest of the Yenepoya University.

ix) The Finance Officer shall, subject to the proper implementation of the project, programme, scheme or activity and completion of the formalities thereto as the case may be, and in consultation with the officer In-charge by whatever designation, prefer timely claims to the funding agencies, sanctioning the project, programme, scheme or activity to the Yenepoya University; disburse the amount received thereunder to the officer in-charge of the said project, programme, scheme or activity as the case may be, account for the same, audit or cause to audit the expenditure and certify the utilization of the said amount and/or completion of the same.

x) The Finance Officer shall be responsible to look into the court cases concerning the sections which are directly under his control and shall take steps to deal with all the legal matters, such as signing vakalatnama, executing affidavit(s), furnishing necessary information to the Advocate in consultation with the Law Officer.

xi) The Finance Officer shall ensure that the Bye-Laws and orders for the time being in force, are observed in relation to all transactions of the Yenepoya University which come within his purview of duties. If he considers that any transaction or order relating to receipt or expenditure, is likely to be challenged on the application / completion / compilation of the primary audit, he shall bring it to the notice of the Vice-Chancellor or other Authority through the Vice-Chancellor which sanctioned the transaction or issue the order, with a statement of his reasons and obtain the orders of that Authority. If the Vice-Chancellor or the other Authority over-rules him and he is not satisfied with the decision, he shall forthwith make a brief note of the case in the register of the audit objections, and submit the register to the Vice-Chancellor or the other Authority who may either reconsideer, accept his advise and order accordingly or reject the same giving the reasons in writing in the said register.

xii) All the papers, files related to income or expenditure or which has direct bearing on the Yenepoya
University finances shall invariably be routed through the Finance Officer.

xiii) The Finance Officer shall keep a timely watch on the interest bearing securities and other investments of the Yenepoya University. He shall maintain the register(s) of the investments and the securities and submit the detailed report to the Finance Committee.

xiv) The Finance Officer shall prepare monthly trial balance of the receipts and expenditure and place the same before the Vice-Chancellor or the Authorities as the case may be.

xv) The Finance Officer shall monitor purchases and sales of moveable property of the Yenepoya University in accordance with the decisions of the purchase and sales committee and shall maintain record of the said purchases and sales made.

xvi) The Finance Officer shall sign daily cash book and monthly balance.

xvii) He shall report to the Registrar any misconduct committed by the employee working in the Finance branch for further necessary action.

xviii) He shall write the confidential assessment report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.

xix) He shall sanction casual leave and issue memo to the employee under his charge or any misdemeanour.

xx) The Finance Officer shall exercise such other duties as prescribed, from time to time, by the Vice-Chancellor.

III) Controller of Examinations:

1. The Controller of Examinations shall prepare various programmes of the Yenepoya University examinations well in time and adhere to the schedule of declaration of results as prescribed in the Memorandum of Association.

2. He shall assign the duties and responsibilities to the officers working in the examination branch of the rank of Deputy Controller of Examinations and Assistant Controller of Examinations, from time to time.

3. a. He shall convene regular meetings of the Board of Examinations or other statutory bodies relating to the examination as per the programme approved by the Chairman of the Board of Examination. He shall issue notice, agenda, furnish information on the items of the agenda and keep minutes of the meetings of such Authority or body.

b. He shall implement the decisions of such Authority or body faithfully, effectively and expeditiously.

c. He shall refer the decision of the Authority to such other body or Authority as may be necessary for consideration, approval, sanction or ratification as the case may be.

d. He shall submit to the Vice-Chancellor the decision of the Authority or body which according to him is not consistent with the provisions of the Memorandum of Association and Bye-Laws or is not in the interest of the Yenepoya University.

4. a. He shall supervise and regulate the work of the examination branch, the examination centres and central assessment programme centres as well as such other activities related to the examination, like computer centre.

b. He shall report to the Registrar any misconduct committed by the employee in connection with the examination for further necessary action.

c. He shall obtain the action taken by the Vice-Chancellor, the Registrar against the employee or the teacher who has committed misconduct in connection with the examination and report the same to the Board of Examinations and maintain the register thereof.

d. He shall write the confidential assessment report of the employee placed under his control and forward the same to the Registrar within the stipulated period.

e. He may for administrative exigency transfer any of the employee placed under his charge within the examination branch in consultation with the Registrar.

f. He shall sanction the casual leave and issue memos to the employee under his charge for any misdemeanour.
5.  

a) He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results from time to time.  
b) He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of results of examinations.  
c) He shall report to the Academic Council regarding the results of the examinations.

d) He shall ensure that the work of confidential printing is carried out as per the schedule and that the manuscripts are delivered to the examination centres well in time.  
e) He shall maintain absolute secrecy as regards to printing of question papers.

vii) He may visit examination centres as well as central assessment programme centres as and when required.

viii) He may visit the examination centre(s) as well as central assessment programme centre(s) and ensure that proper arrangements of examinations or evaluation are made by the college and recognised colleges concerned for the smooth conduct of the examinations and of the central assessment programme.

ix) He shall, in consultation with the Vice-Chancellor constitute one or more flying squads for each district to maintain the strict vigilance during the university examinations.

x) He shall, deal with all the legal matters in connections with the examinations, etc and also sign all the legal documents, vakalatnamas, affidavit agreements, etc. arising out thereof.

xi) He shall prepare and present the budget of the examination branch to the Board of Examinations.

xii) He shall have the financial powers as delegated by the Vice-Chancellor, from time to time.

xiii) In addition to the above duties, he shall perform such other duties and responsibilities assigned by the Vice-Chancellor, from time to time.

IV Director of Students' Welfare: Following shall be the duties and responsibilities of the Director of Students' Welfare:

i) He shall organise and co-ordinate the students welfare activities at the University and colleges.

ii) He shall organise specific students activities (at Yenepoya University level) like leadership training, inter-collegiate and inter-university youth festivals, cultural activities, talent shows, tours and the like, subject to the approval of the Vice-Chancellor.

iii) He shall as co-ordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature, as may be assigned by the Vice-Chancellor/Board of Management from time to time.

iv) He shall organise various functions of national importance and important functions like Independence Day, Republic Day, Foundation Day of the Yenepoya University.

v) He shall encourage cultural; social and literary activities with a view to fostering healthy corporate life in the student community;

vi) He shall act as a secretary of the students' welfare board;

vii) He shall issue notices or to cause to issue notices of the meetings of the students' council.

viii) He shall advise, guide and supervise in general the activities of the students' council.

ix) He shall maintain accounts and hold and manage the funds and property of the students' council in his capacity as a treasurer of the students' council and submit the same or cause to submit the same;

x) He shall ensure that the accounts of the students' council are duly audited and the auditor's report along with a statement of accounts submitted to the Board of Management on or before the 31st of March of the following year or on the date that may be specified by the Vice-Chancellor.

xi) He shall accord sanction and regulate the expenditure with the provisions made in the budget for the students' council.

xii) He shall notify as per the Bye-Laws governing the election/nomination, to the students' council, to the 'Principals/Directors and inform the date and the time and the manner of holding the election of students' council.

xiii) He shall bring to the notice of the Vice-Chancellor any of the activities of the students' council or any other students organization if prejudicial to the Yenepoya University or/and is not in the interest of the student.

xiv) The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' welfare and/or approved by the students' council act as a
liaison between the Government of India, Government, other Universities, national and cultural organizations etc.

xv) He shall be responsible for the smooth conduct and co-ordination of students' council elections.

xvi) He shall issue the notice of meetings of the student's council, prepare the agenda and keep the minutes of the student's council.

xvii) He shall co-ordinate the curricular, co-curricular and extra curricular activities of different Students Associations for a better corporate

xviii) He shall arrange for the periodical medical examinations of students and to ensure medical assistance to them.

xix) In addition to the duties and responsibilities mentioned above, he shall perform such other duties and perform such other functions as assigned by the Vice- Chancellor, from time to time.

xx) He shall perform such other duties as may be assigned to him by the Authorities and assist in any other work that may be allotted to him by the Authorities of the Yenepoya University.

V Deputy Registrar and equivalent cadres:

1. Subject to the overall direction, control and supervision of the Group A officer, who shall be controlling officer, the Deputy Registrar in charge of Branch / Section / Unit Department, (Branch in brief) shall be responsible for the smooth conduct and working of his Branch for the allotment of work to the Assistant Registrar(s), Superintendent(s), Senior Assistants, etc. who shall be directly responsible to him.

2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/ worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.

3. He shall issue warnings and reprimand to erring employee. He shall also maintain of cause to maintain leave register, movement register and all other official registers etc.

4. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and take such action as he may deem fit in case of habitual late corners or those who habitually remain absent by issuing warnings in writing and recommending to the Registrar through his controlling superior officer for the disciplinary action of severe nature, in case, the same employee shows no improvement.

5. He shall communicate in writing, from time to time, about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money, his Branch spends. He shall submit periodical returns and reports, and shall prepare the budget for his Branch every year and place it for approval of the appropriate Authority.

6. The Deputy Registrar shall maintain cordial public relations and attend the queries of the members of the public and supply the information through the concerned officer to the Government, U.G.C., Chancellor etc. The Deputy Registrar shall help the members of the public to solve their difficulties concerning his Branch and entertain the complaints, if any, against the staff working under him.

7. He shall carry out his duties and responsibilities in a just manner without any discrimination; and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.

8. i. The Branch where the Assistant Registrar is not provided, the Deputy Registrar shall carry out the functions, which are prescribed for the Assistant Registrar, as those of the Deputy Registrar.

ii. The Deputy Registrar shall ensure that the Assistant Registrar(s) and the subordinate staff in his Branch dispose of the cases, exercise the powers and carry out the functions as per provisions of the Memorandum of Association and Bye-Laws, the decision of the Authorities, the order of the Government and the guidelines of the bodies like UGC, AICTE, MCI, DCI, etc.

9. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his sections. He shall be responsible for preserving the documents, deeds etc. concerning his Branch.

10. The Deputy Registrar shall personally look into the court cases of his Branch and shall take steps to deal with the legal matters adequately, He shall keep the controlling officer informed about the cases and
obtain h orders wherever necessary. He shall carry out any other work assigned to him by the higher officers of the Yenepoya University from time to time.

VI. Executive Engineer:
The Executive Engineer, by whatever designation, shall be overall incharge of the new constructions, maintenance of the building and the property of the Yenepoya University and shall work under the control of the Registrar and perform the duties and carry out the functions as follows:

I. a) He shall be responsible for all new construction works of the buildings, roads, electrical installations and other structures on the campus or the property of the Yenepoya University.
b) He shall prepare or cause to prepare the plans and estimates either himself or through Architect, scrutinise the estimates, ensure approval thereof by the respective Authorities, publications and/or issuance of tender papers, due scrutiny and analysis of the tenders and their submission to the respective Authorities for approval.
c) He shall ensure completion of all the preliminary formalities before the commencement of construction of new building/electrical installation.
d) He shall, personally, through his subordinate staff and the Architect, ensure that the construction/installation is as per the design and plans approved; as per the specifications prescribed and of the quality expected.
e) He shall measure or cause to measure the work done and ensure that the same is recorded in the measurement book.
f) He shall issue instructions to the Architect and/or to the contractor about the proper implementation and proper progress of the construction installation.
g) He shall verify the work with the measurement book, scrutinise the payment bills and certify the progress of construction/installation and recommend/approve the payment thereof.

II. He shall prepare and submit commencement certificate, compliance report, completion certificate, progress report and utilisation certificate to the Government, U.G.C., and other funding agencies, as the case may be.

III. He shall obtain permission and certificates from the local municipal Authorities, the Government etc. before the commencement and after the completion of the construction/installation and obtain their permission to put the building into use.

IV. He shall maintain and preserve the documents like plans, blue prints estimates, architectural drawings, municipal permission, agreement with the architecture, agreement with the contractor etc. properly and safely.

V. He shall maintain all the buildings public utility services like electricity water supply, drainage, telephone lines etc. on the campus and the property of the Yenepoya University.

VI. He shall prepare the annual budget of recurring and non recurring expenditure of his section.

VII. He shall periodically verify the stocks of the buildings, equipments, machinery and such articles put under his control.

VIII. He shall supervise the work of the staff working under his control.

IX. a) He shall issue notice of the meeting of the Buildings and Works Committee and other committee there under, prepare agenda and keep the minutes of the meeting.
b) He shall refer the decisions of the Buildings and Works Committee or other committee to proper Authority or body for approval or ratification and if necessary to the Chancellor for his concurrence.
c) He shall implement the decisions of the Authorities faithfully, effectively and expeditiously and periodically submit the compliance thereof to the Registrar.

X. He shall maintain and update the history sheet of every building / property.

XI. He shall deal with all legal matters and disputes connected with his branch.

XII. He shall exercise such other duties and carry out such other functions as may be directed / entrusted to him from time to time.

VII. Public Relation Officer:

i) The Public Relation Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.
ii) He shall be responsible to ensure that the information relating to the Yenepoya University is disseminated properly. He shall have to co-ordinate the services of media for communication purposes, publicizing of social events, academic achievements of the Yenepoya University as concurred by the Registrar.

iii) He shall maintain the enquiry service for students, staff and also for visitors to the Yenepoya University regarding courses being conducted, the examination, the admission rules etc.

iv) He shall forward information about the views and reaction of the community on the various decisions taken by the Yenepoya University, feed back, to review its existing programme and plan for the future. He shall keep liaison with colleges of academic, research and development organization or similar colleges and disseminate information through periodicals, booklets, press advertisements and audio visual media.

v) He shall acquaint himself with printing techniques.

vi) He shall assist the Registrar in organizing press conferences as and when required by the Vice Chancellor or other Authorities.

vii) He shall supervise, control the staff working under him.

viii) He shall arrange to publish advertisements in newspapers approved by the Authorities and scrutinize the bills received from the newspapers and arrange the payment thereof.

ix) He shall provide assistance and guidance to the students, parents and public in respect of the affairs of the Yenepoya University.

x) He shall receive, welcome and entertain the dignitaries and arrange their accommodation and appropriate conveyance with the approval of the Registrar.

xi) He shall prepare and arrange the distribution of invitation cards of various functions, programmes arranged or organized by the YENEPOYA University.

xii) He shall supervise and control the working at reception/inquiry counters.

xiii) He shall prepare the information brochure of the Yenepoya University based on the factual information and academic calendar of the Yenepoya University consisting of the various events which are scheduled during the academic year.

xiv) In addition to the above duties and responsibilities, the Public Relations Officer shall perform the duties and responsibilities as may be entrusted to him by the Registrar.

VIII. Assistant Registrar & equivalent cadres:

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, the Registrar, the Deputy Registrar or Head of the concerned Branch under whom he is working as a Head of the Section and he shall have the powers and responsibilities assigned by the Deputy Registrar.

2. He shall be incharge of the section and shall be responsible for their normal and smooth working.

3. He shall look after day to day work of the section of which he is incharge as per the instructions of the higher Authorities. He shall hold periodical meetings of his staff to ensure proper implementation of tasks entrusted to his section and in accordance with the provisions of the Memorandum of Association and Bye-Laws, decision of Authorities, Government orders and guidelines of the bodies like U.G.C. He shall take review of the difficulties faced and assist the staff to remove them or piecemeal before higher Authorities for solution.

4. He shall be responsible for planning and scheduling of the entire work of the section well in advance and shall take the periodical reviews of its execution.

5. He shall assign/re-assign specific jobs to his subordinates, and shall also decide the time- dimension in respect of the jobs so assigned where the norms are not laid down.

6. He shall ensure and maintain proper co-ordination and follow-up with other Department/Branch/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the Authorities.

7. He shall be responsible for smooth and efficient running/working of the section and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.

8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.

9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section. He shall call meetings of his staff periodically, train the members of his department and provide guidance to all.

10. He shall dispose of cases of importance quoting the authorisation(s) clearly applicable and submit the same to 1 officer, with clear and specific comments for their approval and sanction, if required.
11. He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceeding of the work.
12. He shall exercise constant vigilance which is sine-qua-non of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.
13. He shall prepare as per rules and specifications the confidential and assessment report and submit them to the Deputy Registrar. The Assistant Registrar may issue warning in writing, to the erring staff working under him and if there is no improvement report the case of such employee to the Registrar through the Deputy Registrar for suitable disciplinary action.
14. He shall record verbal discussions, orders and instructions, which shall be attested by the concerned higher officer.
15. He shall prepare item for consideration of the Board of Management, Academic Council or for other Authorities/bodies of concerned with his section, and execute the decision of the Authority faithfully, effectively and expeditiously.
16. He shall appraise the plan which he may prepare and its time schedule to employee working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner, show no discrimination on whatever ground and look after the welfare of the employees working under him.
17. He shall carry out any other work assigned to him from time to time by the higher officers.

IX. Security Officer:
The Security Officer shall be overall incharge of the safety and security of the employees teachers, students and the property of the Yenepoya University and shall work under the control of the Registrar or such other officer as may be directed by the Registrar.

1. He shall be personally responsible for the safety of the staff, teachers, students officers and the property. The Security Officer shall ensure that no encroachment or the YENEPOYA University property/campus or building takes place and that no unauthorized persons are allowed to enter the premises of the Yenepoya University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to take help of the police in emergency and in ordinary course with the permission of the Registrar.
2. He shall be responsible in respect of all routine matters pertaining to the recruitment optimal utilisation and deployment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the watchman from one place to another and to take the disciplinary actions, if any, in order to ensure proper security. In case of major disciplinary action, the matter shall be submitted to the Registrar.
3. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.

X. Superintendent, & equivalent cadres:

1. He shall receive the mail, the papers and files and initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. He shall deal with correspondence which he himself can dispose off without the assistance and guidance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instructions.
3. He shall mark and distribute the correspondence to the subordinate staff dealing the matter/subject.
4. He shall exercise, check and follow the correspondence received from the Government of India, U.G.C., the other Universities, statutory councils, etc.
5. He shall draft notes and independently deal with cases which are routine in nature. He shall prepare notes with reference to relevant rules, regulations, precedences and future implications etc. on special cases and submit the same to higher officers.
6. He shall maintain the muster roll of the members of the staff working under him and inform the Registrar/Principal about late attendance, absentees etc.
7. He shall scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Registrar and/or Principal, as the case may be.
8. He shall attend meetings, issue notice of meetings, prepare agendas, prepare draft minutes of the meetings and take follow-up actions.
9. He shall supervise the work of subordinate staff in the form of periodic check of the work carried out by the
staff.
10. He shall give instructions regarding destruction of old records according to the directives of Branch Officer / Section Head.
11. He shall attend to such other work as may be given to him with the approval of the higher officer/Head of the Department.

XI. Junior Engineer:
The Junior Engineer shall work under the direction of the Executive Engineer and carry out following functions,
1. He shall be responsible for check-up of each building at least once in a month and reporting observations with suggestions of maintenance to higher Authorities. While inspecting, he shall keep liaison with the representative of the user department.
2. a. He shall prepare plans and estimates for minor repair works after inspection and as directed, and carry out the repairs under directions of the Registrar, exercise control quality and economy.
   b. He shall attend emergent repairs especially in residential buildings, where safety is a problem he should not wait only on reporting but take quick remedial measures.
   c. He shall keep proper maintenance of internal roads, gardens cleanliness of building etc.
   d. He shall keep accounts of stores, tools and plans which are under his custody.
   e. He shall maintain the register of masonry works and printed return of buildings.
3. He shall check maintenance book kept by the beat-in-charge including checking mazdoors attendance periodically.
4. He shall prevent and remove encroachment on Yenepoya University lands.
5. He shall attend electrical deficiencies with the help of the electrical wing. Inform well in advance where electrical installation needs to be attended while doing civil work so that delay and accidents are avoided.
6. He shall report damages if any, due to any reason promptly.
7. He shall attend all the duties as prescribed in public works manual, government circulars etc.
8. He shall carry out any other duties assigned by the Registrar and/or Executive Engineer, from time to time.

XII. Personal Assistant:
1. The Personal Assistant shall be responsible to the officer whom he is working.
2. He shall be responsible for their personal correspondence, appointments, engagements etc. other than normal office duties.
3. He shall perform the duties and responsibilities assigned to him by the concerned officer from time to time
4. He shall maintain programme sheets of the officer, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of the officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and despatch it promptly to relevant section along with the instruction of the officer. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

XIII. First Division Assistant & equivalent cadres:
I. The First Division Assistant and the employee in equivalent cadre shall
II. Exercise, check and follow up the incoming letters received from the Department/Colleges Students etc.
III. Point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
IV. Submit notes/drafts for approval of the officers through the superintendent/section officer, scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent, as the case may be.
V. Ensure the prompt dispatch of letters.
VI. Arrange filing of the papers and arrange in order, year-wise and subject-wise
VII. Maintain calendar of periodical returns for incoming and outgoing, separately and ensure timely submission of such returns.
VIII. Attend to such other work that maybe assigned to him with the approval of the Registrar.

XIV) Junior Assistant & equivalent cadres

The Junior Assistant and the employee in equivalent cadre shall

I. Submit notes/drafts for approval of the officers through the superintendent.
II. Enter the mail and letters and inter-departmental correspondence/files etc. letters documents eh. Addressed to the officer by name will be received by the officer themselves or through PA’s stenographers/Secretaries.
III. Acknowledge letters received.
IV. Submit dak to the superintendent/section officer/assistant section officer/assistant superintendent daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/ documents etc.
V. Prepare list of letters issued during a week to which replies have not been received and for which reminders are required to be sent.
VI. Send relevant extracts or any part of a receipt, through section officer/ assistant registrar/superintendent to the section, branch concerned for remarks and/or necessary action.
VII. Open and maintain service-book/ new file(s)/note-book(s),- do copying work/rubber stamping and to attend to all types of administrative/ clerical work.
VIII. Prepare different registers, forms
IX. Keep a note-book to watch timely disposal of urgent papers.
X. Collect the relevant material required for taking action on a receipt viz, file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.
XI. Supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
XII. Prepare routine letters/replies for approval where noting is not required to issue reminders.
XIII. Supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
XIV. Prepare monthly arrears report and submit it to the immediate superior officer for perusal and guidance/ instructions.
XV. Carry out any other work assigned from time to time, with the approval of the Registrar.

XV) Deputy Finance Officer:

The Deputy Finance Officer shall

I. Ensure that the various payments made from the funds are within budgetary provision and with the sanction of Competent Authorities.
II. Attend to correspondence with Central Government, UGC and other higher Authorities with the assistance of the Finance Officer.
III. Ensure proper attendance of staff working under him.
IV. Ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and ensure that non—revenue account appearing in particular account of fund are reconciled.
V. Attend to audit queries and to reply audit report to submit necessary statement of accounts.
VI. Recover grants due to the Yenepoya University from the outside bodies including the approval of the Government of India, U.G.C. etc.
VII. Supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
VIII. Attend to such other works assigned to him by the Finance Officer.

XVI) Superintendent or equal cadre:

The employee appointed as Superintendent or equal cadre shall

I. Prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
II. Prepare periodic accounts of funds entrusted to him and to assist the chief/deputy accountant in furnishing of figures of expenditure to higher authorities.
III. Maintain books of accounts, payment register and funds entrusted to him.
IV. Attend to all the matters pertaining to deduction of income tax, professional tax and l.i.c. premia, c.p.f. from the salary of individual employee.
V. Attend to routine correspondence with banks and other departments.
VI. Supervise the work of accounts clerk under him and to pass the bill for payment as per relevant rules.
VII. Attend to such other works as may be assigned to him with the approval of the, finance officer/deputy registrar (finance and chief or deputy accountant).
XVII) **Senior assistant and equal cadre:**
The employee appointed as Senior assistant and equal cadre shall -
I. Write various books of accounts such as ledger, salary register, income tax register, etc.
II. Ensure proper filing of vouchers and papers.
III. Prepare bills for payment.
IV. Prepare the returns.
V. Report to the assistant accountant/deputy accountant about any mistakes noticed by him in book of accounts.
VI. Attend to such other work as may be assigned to him with the approval of the finance officer, accountant, from time to time.

XVIII) **Garden Superintendent:**
The Garden Superintendent shall be under the direct control of the Registrar, or such other officer as may be directed by the Registrar.
He shall be responsible for maintenance and development of garden(s) on the campus of the Yenepoya University. He shall also supervise the work of gardeners and other persons working under him and regulate the working of the staff working under him. He shall assist beautification of the campus and also for development of the Botanical garden. He shall carry out the plantation programme taking the help of the social forest department of the Government and other relevant body.

XIX) **Curator:**
The curator shall perform the following duties
I. Shall acquire, register, store, display and conserve museum objects.
II. Shall publish the results of research.
III. Shall ensure the safety and security of the museum materials under his charge against damage and degeneration, vandalism, pilferages or burglary and accidents.
IV. Shall offer guide services to the visitors in general and in the modern concept of a museum's functions, fulfill the duties of a teacher and of students at all levels of education.
V. Shall prepare a detailed plan for the development of the museum for long term as well as short term durations.
VI. Shall develop, update and maintain the museum literature including purchase of new books, framing the rules for issuing the books, preservation of the books.
VII. Shall prepare ethnographic accounts of the various tribes/communities, particularly of Karnataka with special emphasis on the use of material culture.
VIII. Shall prepare a detailed list of museum articles giving all the details such as local and the English names of the articles, the place of procurement, names of the tribe/community using it; a small sketch photograph indicating different parts etc. A photograph showing the mechanics of the instrument, the activity, date of procurement, etc. Providing an index card for future details.
IX. Shall keep the museum presentable, neat and clean.
X. Shall take suitable steps for creating an awareness among the common people by way of writing popular articles, arranging exhibitions, film shows, preparing brochure, pamphlets providing information about the museum.
XI. Shall maintain registers for the equipments purchased, to ensure its proper use, arrange for their repairs or write off etc.
XII. Shall allocate and supervise the duties and responsibilities of the museum assistant in consultation with the head of the department.
XIII. Shall acquire modern techniques and methods of preservation of museum exhibits.
XIV. Shall conduct field tours for ensuring the collection of museum artefacts and other exhibits.
XV. Shall perform any other duties that may be assigned from time to time.

XX) **Curator Assistant:**
The Curator Assistant shall perform the following duties:
I. Shall maintain museum grants register, acquisition register, accession register, visitor's register, library register etc.
II. Shall undertake minor replacements, repairs and servicing of the museum equipments.
III. Shall invite quotations and order for apparatus and equipments required.
IV. Shall withdraw and settle financial advances required for purchases.
V. Shall arrange for and supervise anti-termite treatment in the museum and laboratory hail.
VI. Shall supervise cleaning and orderly up-keep of the museum.
VII. Shall order books for the museum library, catalogue them and prepare their accession cards.
VIII. Shall assist the curator while on collection tours.
IX. Shall receive visitors, school excursions and offer guided tours to them.
X. Shall do photography work needed for documentation and preparation of condition reports of the museum artefacts.
XI. Shall undertake and complete annual stock verification.
XII. Shall assist the curator in all technical work pertaining to the museum.
XIII. Shall perform any other duties assigned from time to time.

XXI) Store Keeper:
The employees appointed as Superintendent, Senior Assistants, Junior Assistants in the Department/Section of Purchase & Stores,
I. He shall maintain the store items either consumable or non consumable committed to his charge in proper manner.
II. He shall maintain the record of procurement and disbursement of such items along with the cost of its procurement, transport, octroi, duty, storage charge in proper manner.
III. He shall, keeping in view the demand level, maintain adequate stock of each item and ensure that the stocks are adequately recuperated.
IV. He shall maintain the accession and store register and bin cards properly and up-to-date.
V. He shall in consultation with the appropriate Authorities dispose of the stock of the items which are not required for long time or which are spoiled or rendered useless, after following the procedure and complete the procedure for writing the same off.
VI. He shall undertake periodical and annual stock verification and evaluation and submit the accounts thereof to the Head of the Department. He shall furnish the financial estimates for his annual requirements and shall comply with the audit objections, if any, to the satisfaction of the auditor(s).

XXII) Receptionist:
The receptionist shall work under the direct control of the public relation officer.
I. He shall receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.
II. He shall be well acquainted with examination dates, announcement of result, various programmes of the meetings, publications and other activities of the Yenepoya University and furnish such information to the person making enquiries.
III. He shall perform such other duties and responsibilities as may be assigned to him by the public relations officer, from time to time.
IV. He shall display on the notice-board important notices, circulars etc. received from the various sections.

XXIII) Telephone operator:
I. He shall operate the telephone board and take messages if required, inform the telephone department/the mechanic if there is any fault with the board. Follow up the payment of telephone bills, maintain records of the outward calls attended.
II. He shall ensure that no unofficial local/STD/ISD/trunk calls are made without prior permission of the higher officer and prior payment of requisite charges.
III. He shall carry out any other works as assigned by the concerned officer, from time to time.

XXIV) Driver:
I. The driver shall maintain and drive the vehicle, of whatever nature, put to his charge very efficiently. He shall ensure that the vehicle under his charge is cleaned and washed daily.
II. He shall, ensure that the engine of such vehicle is maintained in proper condition by undertaking regular maintenance and care, which would include daily, weekly monthly and periodically, as may be prescribed by vehicle incharge.
III. He shall, ensure that all the parts of the engine as well as vehicle including the body the wheels are maintained properly and due care is taken to ensure that the part which are worn out are either repaired or replaced in time. He shall ensure that servicing of the vehicle is carried out after certain period or after
certain limit of mileage, including charge, or replacement of various oils including maintenance of battery, dynamo, carburetor, gear system, break assembly, electrical fittings etc.

IV. He shall maintain appropriate log book of using the vehicle and other maintenance repairs carried out.
V. He shall report for his duties at a given time and carry out the duties without any grouse.

XXV) Laboratory Assistant:
The employee appointed as Laboratory Assistant shall
I. Assist students and teachers in conducting practicals and experiments.
II. Maintain dead stock register and register of consumable materials and to undertake the end of the academic year, a physical stock verification of laboratory materials.
III. Assist the incharge of laboratory in purchase and procurement of laboratory materials
IV. Supervise the work of laboratory attendants working under him.
V. Assist the incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
VI. Report about breakages/losses in laboratory, to his superiors.
VII. Report to incharge of laboratory about misbehaviour by the students inside the laboratory.
VIII. Ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
IX. Prepare the chemicals as per the requirement of the practicals, arrange for the plant material, specimen etc. Required for the day to day practicals.
X. Assist the laboratory incharge during the practical examinations.
XI. Attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department/Principal.

XXVI) Laboratory Attendant:
The employee appointed as the laboratory attendant shall:
I. Clean laboratory and keep laboratory materials including apparatus and equipments in proper place.
II. Render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
III. Assist laboratory assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
IV. Render physical assistance to students and teachers in conducting practicals and experiments.
V. Report about loss of laboratory equipment and other materials to his superiors.
VI. Open and lock cupboards, doors, windows and gates of laboratory.
VII. Attend to delivery of letters connected with laboratory and its staff.
VIII. Clean the instruments, glassware, etc. Before the start of the practicals or after the practicals are over.
IX. Assist the laboratory incharge during the practical examinations.
X. Attend to such other duties which are assigned to him by the laboratory staff, with the approval of incharge of the laboratory.

XXVII) Watchman:
I. The employee appointed as the watchman, shall guard the property committed to his charge during the period of his duty which include both movable and immovable property.
II. He shall ensure that, the movable or immovable property of the employee, teacher, student residing at the campus is properly guarded.
III. He shall during the hour of the duties remain alert, and ensure that anyone moving around suspiciously or in a manner which he cannot express satisfactorily; is nabbed or apprehended and produced before the security Authority for further investigation.
IV. He shall prevent any person from causing bodily hurt to any other person within the jurisdiction of his duty.
He shall prevent any person causing harm to any building, tree plants, garden, installation of any kind within his jurisdiction.
V. He shall attend any agitation, demonstration or procession within his jurisdiction with alacrity and ensure that no untoward incident takes place by preventing any damage, or committing any such Memorandum of Association. In case any person commits any such destructive behaviour or damage to any property or any untoward behavior he shall report the same to the security officer.
VI. He shall maintain proper turnout, discipline and integrity.
VII. He shall perform such other duties which are assigned to him by the security officer from time to time.

(28)Jamadar, Naik and Hawaldar + Deleted
He shall perform ordinary duties of a peon in addition to the following duties:

d) He shall supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentees, late attendance, misbehaviour etc. to the Authorities.

e) He shall see that peons observe office timings.

f) He shall see that peons open windows and blinds at the start of the day, switch on lights, fans etc.

g) He shall arrange for distribution of peons and account for their movements.

h) He shall arrange for moving of muster rolls to and from administrative branch.

i) He shall arrange for distribution of office circulars.

j) He shall arrange rest intervals of peons to suit the convenience of the officers of departments.

k) He shall maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the administrative branch by making necessary arrangements during leave etc.

l) He shall open and close office premises, where necessary.

m) He shall see that cleanliness of the office is maintained by supervision.

n) He shall see that peons and all other who are expected to be in uniforms and badges wear the same punctually.

o) He shall get the floor cleaned with water, insecticiding etc. periodically.

p) He shall carry out any other work that may be assigned by the concerned officer from time to time.

q) Wherever the post of Jamadar is not in existence the naik/hawaldar shall perform the duties of supervising the peons, hamals and sweepers.

r) He shall perform such other duties and responsibilities as are assigned to him by the concerned officer, from time to time.

XXVIII) Peons:
The employee appointed as peon/peon cum-homal shall

i) Open and close the doors and windows, etc. Switch on and off lights and fans as and when required.

ii) Do dusting of office furniture, books, book shelves, files tables equipments, machines etc.

iii) Pack, unpack, stamp, paste, seal, sort, arrange, etc., papers, books, parcels, cards circulars, agendas, minutes, etc. As per instructions.

iv) Carry messages, letters, papers, books, journals, and others library materials, files registers, etc. From one place to another inside the office or outside as the case may be.

v) Carry furniture items, machines, equipment and other portable items from one place to another inside the office or outside as the case may be.

vi) Control check counters, and to ensure security of the library, laboratory materials and report about loss and damage of books and any other materials to seniors.

vii) Operate franking machine, photocopiers, resograph/xeroxing machines etc. Whenever necessary.

viii) Undertake repair of books and other materials.

ix) Carry out work of similar nature which the seniors may assign.

x) Serve drinking water, tea etc. To employees and visitors when required.

xi) Carry out any other work as may be assigned to him, from time to time, by his seniors.

XXIX) Sweepers:
Sweeping and cleaning the lavatories, latrines, floors and drainage pipelines in the building and any other office work related to cleaning as assigned by the Section Head/officer.

Collect the garbage and debris and dispose off or store the same at appropriate place assigned officer concerned and any other work as may be assigned to him by the concerned from time to time.

XXX) Technical / Other Staff:

Technical staff such as computer operator, programmer, research officer, stenographer, junior research officer, research assistant, research investigator, cartographer, curator, field collector artist, photographers, glass blower, technicians (A,B,C and E) fitter, mechanics, typist, animal caretaker, medical record technician, nurse, compounder, dresser, x-ray technician, lab. technician etc. shall perform the respective duties and responsibilities assigned to them by the Heads of their Departments/Officer under whose control they are placed, for the time being. They shall not refuse the work/duty assigned to them by the Head of the Department/Officer. Refusal of work/duty shall be treated as insubordination and dealt with according to the provisions made under these Bye-Laws.
Dear/Madam,

1. With reference to your application dated you are hereby appointed to the post of in the Yenepoya University on a starting pay of Rs p.m. in the of pay scale of

2. Your appointment is on probation/temporary upto . During the period of probation, your services can be discontinued by giving one month's notice on either side.

3. After the completion of the probation period of one year normally you will be entitled to annual increment subject to your satisfactory performance and conduct and a report thereof from concerned Head of the College Section/Unit/Department.

4. Your appointment is on probation and it shall not be deemed as confirmed unless you are issued with an order of confirmation at the end of your probation.

5. Your services will be governed by the provisions of the Service Conditions prescribed by the Yenepoya University from time to time and, Bye-Laws prepared thereunder for the time being in force and the Service Conditions (Terms and conditions of service of employee).

6. You will be entitled to receive the allowances as per rules prevailing at present and as may revised from time to time.

7. If your acceptance is not received your appointment is liable to be cancelled/ withdrawn.

8. In case you are accepting the appointment, you shall have to submit the discharge certificate from your present employer, if any, and will have to sign an agreement or give an undertaking in the prescribed proforma (enclosed) before joining the duties.

Registrar
Shri/Smt/Kum ...........................................

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

The Registrar,
Yenepoya University,
Mangalore

Sir,

I have received the letter of appointment No. ............................... dated ....................... and the conditions mentioned therein and I declare that I agree by the terms and conditions including pay scales mentioned therein

Thanking you,

Yours faithfully,

Designation:
Name and signature of the Employee

Reference No.of appointment letter and date: .............................................................
This contract made on the .......................day of.......................2008, between Shri/Smt.................................................................And the Registrar of the Yenepoya University, Mangalore.

It is hereby agreed by and between the parties as under:

1) The Registrar

2) Shri/Smt.................................................................

Appointed as.............................................................under letter no........................................

dated.................................................................

Signature of the employee Registrar

Place: Mangalore

Date: Date:

Witness:

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<th>Name</th>
<th>Address</th>
<th>Signature</th>
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<td>2).................. ..........</td>
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REPORT ABOUT THE ABILITY, CONDUCT AND PERFORMANCE OF A PROBATIONER

[YU.166 (3)(a)]

I. Performance

1. Industry
2. Application
3. Initiative
4. Accuracy
5. Punctual in work
6. Promptness
7. Relations with superiors
8. Relation with colleagues
9. Dependability

II. General

1. General Impression
2. Leadership qualities
3. Knowledge

III. Recommendations

Fit to be continued in the post or not?

Signature

Designation
Appendix No. IV

ESTABLISHMENT SECTION

[YU. 182]

Application for Casual Leave

d) Name .............................................................................................................

e) Designation................................. Section.........................................................

f) Period of Casual Leave applied for .................................................................days
(from to with permission to prefix/suffix Sundays)

and Holidays on ..............................................................

g) Reason............................................................................................................

Date : .......................................................... (Signature of Employee)

Remarks of the Section concerned

Leave due days.
hrı/Smt./Kum,.............................................................. may/may not be granted leave applied for by
him/her for the reason that .................................................................

Deputy Registrar/Assistant Registrar/
Principal Concerning Officer

Remarks of the Establishment Section

Casual Leave for .........................days from.........................to.........................

is sanctioned /refused.

Casual Leave balance after deduction..............................................................

Registrar/Principal

N.B. - In case of Colleges Principal.

signatures

Assessing Authority

Reviewing Authority

Accepting Authority
Appendix IV(A)  

ESTABLISHMENT SECTION

Application for Leave  
[Under YU.183, 184, 185]

iii) Name ……………………………………………………………………………………………

iv) Designation …………………………………………………………………………………

3 of leave and period of leave required………………… from………………
to

4 Reason ………………………………………………………………………………………

5. Address during absence of leave ………………………………………………………

Earned Leave/Commuted Leave/Half Pay Leave

Date :…………………….  (Signature of Employee)

Remarks of the Section Concerned

Shri/Smt./Kum. may/may not be granted leave

applied for by him/her. Shri/Smt./Kum. may please be appointed as substitute to hold additional charge of post of/to

act at during the period of leave

applied for by him/her for the reason that………………………………………………

Deputy Registrar/Assistant Registrar  Principal

Remarks of the Establishment Unit

E L  days. H.P.L. days

Earned Leave for days from …to ……………

Commuted Leave for days from …………… to…………

Half Pay Leave for days from …………… to…………

may be sanctioned/refused.

It is certified that Shri/Smt/Kum. would have continued to officiate as but for proceeding on leave.

Appointment of Shri/Smt/Kum to act as/to hold additional

cost of post of as substitute……………………………..may please be approved during the

said period of leave.

Leave sanctioned/Refused
Appendix V

YENPOYA UNIVERSITY, MANGALORE

FORM OF SUSPENSION ORDER
(Under YU.197(1))

1. Shri/Smt..............................................................is hereby informed that the charge(s) of (1)....................................................... (2)................................................................................................................... (3)................................................................................................................... etc. have been proved prima-facie.

2. Shri/Smt..............................................................is hereby suspended under the provisions of Bye-Law.......................................of the Service Conditions, with effect from.................................................................pending further investigation in the matter. He should hand over the charge of his/her post as directed by his superiors immediately.

Competent Authority

Place: Mangalore
Date:

Appendix No. VI

I

YENPOYA UNIVERSITY, MANGALORE

FROM APPOINTMENT OF ENQUIRY AUTHORITY/OFFICER/COMMITTEE
[Under YU.198]

As it has been decided to hold a Departmental inquiry into conduct of Shri..............................................................on the charge(s) mentioned in the margin, an Authority/Officer consisting Shri ...........................................(Designation).........................is appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Shri..............................................................is attached.................................Shri..............................................................is requested to see that they/he complete/s the inquiry and submit/s their/his report expeditiously and in any case on or before..............................

Competent Authority

Place: Mangalore
Date:
Appendix VI

YENPOYA UNIVERSITY, MANGALORE

FORM OF CHARGE SHEET

(Under YU.198(3))

1. Name and Designation…………………………………………………………………… appointed as Inquiry
   Authority /Officer by the order No………………………………………………
   dated……………………issue by……………………………………to hold a Departmental Inquiry into your
   conduct do hereby charge (Shri…………………………………….)as under:
   (1)
   (2)
   Etc.

2. A statement of allegations on which the charges are based is attached herewith. A list of documents and of
   the witness by which each article of charge is proposed to be sustained is also enclosed.

3. You are called upon to put in your written statement of defence along with such documents as you
   intend to rely on in your defence in answer to the above charge within ………… days from the date
   thereof and to state at the same time whether you desire to be heard in person. If you desire to examine any
   witness in your defence, you are called upon to furnish at the same time the names and addresses of your witnesses. On your failure to put in your
   statement to furnish the names and addresses of your witness, within the time allowed to you, it will be
   presumed that you do not wish to make a statement or to furnish the names and addresses of your witness.

4. You are further called upon to state as to why above charges or any of them, if held
   proved, should not be considered as good and in the rule of the Service Conditions of (Terms and Conditions of service of the non-teaching employees 2006. Any representation
   that you make with regard to the action taken against you would be considered by the Competent Authority
   before the final order of punishment is passed to you. You may, if you desire, apply for copies of the relevant
documents.

Competent Authority
Appendix VII

YENPOYA UNIVERSITY, MANGALORE

FORM OF CONFIDENTIAL REPORT
(Under YU 170(1))

1) Full Name: .................................
2) Father’s Name: ..............................
3) Date of Birth: ..............................
4) Place of Birth: ..............................
5) Nationality and Religion: .................
6) Whether belongs to:SC/ST/Other Backward Classes
7) Home to Family?: ...........................
8) Property held: ..............................
9) If so what and where?: ...................
10) Date if joining Yenepoya University, Mangalore: .................................
11) If service is not continuous: ..............................
12) Details of previous service: ............... 
13) Mother Tongue: ............................
14) Language known: ..........................

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<tr>
<th>Sl No.</th>
<th>Qualification and degree</th>
<th>University</th>
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(Estimate of General ability and character of Grade ‘A’ to Grade ‘C’ officers and Employees)

1. Name:
2. Period of Report :
3. Post of posts held:
4. Industry and Application:
5. Capacity to get work done by subordinates:
6. Relations to get work done the public:
7. General intelligence:
8. Technical ability(where relevant)
9. Special aptitude:
10. Administrative ability including :
    Judgement, initiative and drive.
11. Integrity and character:
12. Whether powers delegated are fully utilized?:
13. General Assessment:

Date: ...............................  Signature, Name and Designation

of the Reporting officer

Place: Mangalore

Remarks of the Reviewing officer
3) Length of service under Reviewing officer:

4) Do you agree with the Reporting officer (if not, state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment?

Date: 

Signature, Name and Designation of the reviewing officer

Place: Mangalore

Ephemeral Roll of the Year Office of the

Full Name: 
(in block letters)

Post held:

Date of joining the office

To be used by the reporting officer for giving CR of the employees.

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief remarks regarding officer’s work character of conduct deserving to be noted including commendations, warnings, rewards or punishments.</th>
<th>Reference to file of case, if any</th>
<th>Signature</th>
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To be destroyed one year after the Confidential Report for the period has been sent, if not adverse remarks are given on the basis of the Ephemeral roll, then the Ephemeral Roll shall be kept with the relevant confidential report till representation if any against the adverse remarks is decided.
YENEPAYA UNIVERSITY

Recognized under Sec 3(A) of the UGC Act 1956 as per HRD notification No. F.9-11/2007-U.3(A) dated 27/02/2008

CONSTITUENT COLLEGES
YENEPAYA DENTAL COLLEGE
YENEPAYA MEDICAL COLLEGE
YENEPAYA NURSING COLLEGE
YENEPAYA PHYSIOTHERAPY COLLEGE

University Road
Deralakatte, Mangalore 575018

Bye Laws (Vol. III)

YU 301 to 577

Approved by the Board of Management as per resolution (Agenda No. 5) in its meeting held on 11 July 2008
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Yenepoya University

These Bye-Laws may be called “the Bye-Laws governing the working of the University”

These Bye-Laws shall come into force from 11 July 2008

The definitions given in the Memorandum of Association and volume I/II of the Bye laws shall hold good for the purpose of these Bye-Laws.

Board of Examinations
(under Rule 4(vii) of the MoA)

**YU 301** The Board of Examinations shall be the principal authority for the smooth conduct of the examinations and making policy decisions with regard to organizing and holding examinations, improving the system of examinations, appointing paper-setters, examiners moderators and also to prepare the schedule of dates for holding examinations and timely declaration of results.

**YU 302** The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide complaints received pertaining to any matter arising out of conduct of examinations.

**YU 303**

a) The Board of Examinations shall consist of the following Members;
   i) the Vice-Chancellor - Chairman
   ii) two Deans of Faculties/ Principals of the colleges;
   iii) one evaluation expert nominated by the Vice-Chancellor
   iv) Registrar
   v) the Controller of Examinations-Member Secretary.

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

**YU 304** Functions of the Board of Examinations

a) The Board of Examinations shall ensure proper organization of examinations, common entrance tests and other tests, including assessment, moderation, tabulation and the declaration of results.

b) The Board shall meet twice in a year or as and when convened by the Chairman. One third members of the Board shall constitute the quorum. If the meeting is adjourned for want of quorum then no quorum shall be required for such meeting.

c) In particular and without prejudice to the generality of duties as mentioned in clause (a) above, the Board shall exercise the following powers and perform following duties, namely;

   i) To approve paper-setters, examiners and moderators from amongst persons included in the panels recommended by Board of Studies and where necessary, having regard to the recommendations made by the Committee under clause (a) of the Bye-Laws No. 307 remove them or debar them;

   ii) To undertake, exercise and experiment in examination reforms;
iii) To exercise such other powers in relation to examinations as may be assigned to it by or under this Memorandum of Association.

**YU 305** The Controller of Examinations shall give fifteen days clear notice for the meeting of the Board.

**YU 306** In case of any emergency requiring immediate action to be taken, the chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary and at the next meeting of the Board, the action taken shall be reported by such person.

**YU 307**

a) In order to appoint paper-setters, examiners and moderators, the Board shall constitute Committees for every subject or group of subjects consisting of –

i) Vice-Chancellor; Chairman
ii) The Dean of the faculty;
iii) Chairman, Board of Studies;
iv) The Controller of Examinations-Member-Secretary;

b) The Committee shall appoint paper-setters, examiners and moderators out of the panels approved by the Board of Examinations.

c) Ordinarily, no member of the Board or any of the subject Committees shall be appointed as paper-setter, examiner, moderator or referee;

d) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the Committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seal intact shall then be sent to the press/reprography section;

e) Assessment of answer books for all examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at University. The answer books then shall be coded and shall be masked. All the examiners will attend the central assessment centers and assess the answer books at the center only. The answer books will then be de-masked and the result sheets will be prepared by the moderators.

**YU 308**

a) In order to investigate and suggest disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations, the Board shall constitute an “Malpractice Enquiry Committee” of not more than three persons of whom one shall be Chairman;

b) The constitution of the Malpractice Enquiry Committee shall consist of the following:

1. Legal Expert
2. Educationist
3. Sr. Faculty Member of Yenepoya University

The Vice Chancellor shall place the panel before the Board of Management for consideration & approval.

c) The term of the office of the committee shall be one year. Two members constitute a quorum.

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

**YU 309**  
The Board shall prepare and submit the financial estimates to the Finance Officer for incorporation in the budget of the University.

**YU 310**  
The Board shall arrange for strict vigilance during the conduct of Examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors.

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

**YU 312**  
The Controller of Examinations, after the meeting is over, shall draw the minutes and submit the same for approval of the Chairman within 24 hours.

**YU 313**  
The Controller of Examinations, shall send the minutes of the meeting to the members after getting the approval of the Chairman, along with the agenda for the next meeting.

**YU 314**  
The Controller of Examinations shall prepare the action taken report (ATR) and place before the next Board meeting.

### Building and Works Committee
(Under Rule 4 (vii) of the MoA)

**YU 315**  
There shall be a Building and Works Committee consisting of the following members:

i) The Vice-Chancellor - Chairman  
ii) The Pro-Vice-Chancellor; if any  
iii) An eminent engineer and Architect nominated by the Chancellor;  
iv) Chancellor’s nominee from the Board of Management;  
v) Registrar  
v) Finance Officer  
vi) University Engineer - Member Secretary.

**YU 316**  
The term of the office of the members other than ex-officio Members shall be two years.

**YU 317**  
a) The Committee shall meet as and when necessary under the direction of the Vice-Chancellor and accordingly the member secretary shall convene the meetings.

b) The quorum to constitute the meeting of the Committee shall be five members.

c) If there is no quorum, the meeting of the Committee shall be adjourned by the Chairman to a specific time on the same day or on later day. No quorum shall be necessary for such adjourned meeting.

d) The notice convening a meeting shall be sent to the members by the member secretary at least fifteen days in advance of the date of meeting together with the agenda, provided that a special meeting of the Committee may be called at a shorter notice, if deemed necessary, by the Chairman.
e) The agenda papers for the meetings shall be subject to the approval of the Chairman. The agenda papers and all relevant papers concerning the agenda shall be sent to the members at least seven days prior to the date of the meeting. For an adjourned meeting it will not be necessary again to send the agenda to the members.

f) After the meeting, the minutes shall be drawn by the Secretary and shall get them approved from the Chairman. The recommendations of the Committee shall be placed before the Board of Management for its approval.

The works will be classified as below:

a) **Maintenance Works**: These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.

b) **Minor Works**: These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated cost of Rs. Ten lakhs or less.

c) **Major Works**: These shall include original works, special repair works involving structural additions and alterations with an estimated cost exceeding Rs. Ten lakhs.

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**YU 318**

The works will be classified as below:

a) **Maintenance Works**: These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.

b) **Minor Works**: These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated cost of Rs. Ten lakhs or less.

c) **Major Works**: These shall include original works, special repair works involving structural additions and alterations with an estimated cost exceeding Rs. Ten lakhs.

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**YU 319**

a) **Maintenance Works**: The Executive Engineer shall be responsible for preparation of plans and estimates for these works and also for their execution and supervision under the guidance of the Committee.

b) **Minor Works**:
   i. The Executive Engineer, under the directions of the Committee, shall get the plans prepared and estimates for such works either through his own staff or where necessary with the help of a consulting architect/structural engineer chosen from the panel of architect/structural engineers, as approved by the Board of Management.
   
   ii. The selection of the architect for a particular job shall be made by the Board of Management on the recommendations of the Committee.

   iii. The Executive Engineer shall be responsible for execution supervision of these works under the guidance of the Committee.

   iv. The Executive Engineer shall prepare the plan and block estimates as per the requirements of the user departments and place before the Committee for its approval.

   v. The Committee after due scrutiny shall approve the works and recommend the same to the Board of Management for its approval.

   vi. After getting the approval of Board of Management, architect/structural engineer shall prepare the detailed plans, estimates and draft tender notice for placing before the Committee.

   vii. After the approval of the Committee, the tender notice shall be published in the leading newspapers.

   viii. The tenders shall be opened before the Committee in the presence of the bidders.

   ix. The Committee, after the technical scrutiny, shall open the price bid and if necessary negotiate with the contractors and recommend the name of lowest bidder to the Board of Management.
The Committee shall perform following duties and responsibilities:

a) The Committee under the direction and overall supervision of the Board of Management shall be responsible for the execution of all types of works. The Committee shall be competent to accord administrative approval and financial sanction, to maintenance works subject to availability of funds provided in the budget.

b) The Committee shall recommend to the Board of Management for administrative approval and sanction for the expenditure in respect of all the works.

c) The Committee shall recommend to the Finance Committee, a programme of works to be executed in the ensuing year. On the basis of the recommendations of the Committee and subject to the final approval of the Board of Management, a lumpsum provision will be made in the annual budget for maintenance and other works.

d) After getting the approval of the Board of Management, the Executive Engineer shall prepare the detailed plan, drawings, estimates of work and place before the Committee for its approval.

e) The Committee shall prepare a panel of at least five architects and five R.C.C consultants of proven experience and merit for the works. Such panel will be subject to approval of the Board of Management.

f) In addition to above, the Committee shall –

1) maintain the panel of Architects and RCC consultants.
2) maintain a separate list of contractors on the basis of their professional experience and financial capability for execution of works concerned.
3) be responsible for getting technical scrutiny carried out as may be considered necessary by it.
4) be responsible, after careful scrutiny, for the acceptance of tenders received for works concerned and in case where it proposes to assign a work to a contractor whose tender is not the lowest, it will record its reasons in writing and recommend the same to the Board of Management.
5) exercise general supervision over the work of engineering staff and in particular ensure that essential records and data like the property registers, works’ register etc., are maintained properly and are kept upto date. Likewise, it shall also ensure that the rejected tenders are retained for a period of three years, unless they are to be required for a longer period for any specific purpose, such as court case, departmental inquiry, etc. It shall also ensure that the Executive Engineer/ Architect certify the completion of works in accordance with the final design, in respect of concerned works.

The Committee shall have the power to:

a) accord necessary administrative approval and financial sanction for maintenance works subject to availability of funds in the budget for such works. The administrative approval and financial sanction for minor works and major works shall be accorded by the Board of Management after such proposals are recommended by it.

b) settle rates not covered in the tender and settle claims and disputes with the contractors in respect of maintenance works and works to be undertaken.

c) In respect of maintenance and other works, the Chairman shall have the powers to sanction the payment of monthly running account bills of a work, subject to such a
bill having been examined by the architects, and certified as ‘fit for pay’ by the Executive Engineer.

d) In respect of maintenance and other works, the Chairman shall have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10% of the sanction. In case the amount of the final bills exceeds or recedes by 10% of the sanction, the Chairman of the Committee shall have the powers to release 90% part payment of the balance payment due against the tender items. The remaining 10% of the payment so deducted against the tender items along with excesses and extras shall be released only after the approval of the Committee.

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

YU 322

a) The Committee shall constitute the Technical Committee which shall consist of following members:
   i. Architect nominated by the Chancellor
   ii. Engineer nominated by the Chancellor
   iii. Executive Engineer.

b) The Technical Committee shall –
   i. scrutinize the proposal(s) prepared by the Executive Engineer
   ii. make the scrutiny of the running account (RA) bills, final bills, measurement books (MBs), etc, prepared by the Executive Engineer.
   iii. Periodically inspect the progress of the works and report to the Committee.
   iv. Advise the Committee on any technical matter.
   v. Advise the Committee as regards to the extension in time limit of the project; sanction of extra items which are not included in the original estimates, escalation, if any, in the cost of building.
   vi. Check the quality of the various material used for the project.
   vii. Perform such other duties and responsibilities as may be assigned to it by the Committee, from time to time.

Board of Inter-disciplinary Studies
(Under Rule 4(vii) of the MoA)

YU 323 There shall be a Board of Inter-disciplinary Studies in each faculty. The Vice-Chancellor may constitute Board of Inter-disciplinary Studies involving more than one Faculty.

YU 324 The Board of Inter-disciplinary Studies shall consist of

a) The Chairman of the Boards of Studies, in the respective subjects including Ad-hoc Boards, if any.

b) Two members from each of the Boards of Studies concerned, nominated by the Vice-Chancellor. One of the members so nominated shall be a person with specialized
knowledge, co-opted on the Board of Studies under clause (II)(e) of Rule No. 13 of the Memorandum of Association, and the other shall be a teacher in the subject concerned.

c) One professor, in the subject or discipline, nominated by the Vice-Chancellor.
d) One Reader, in the subject or discipline, nominated by the Vice-Chancellor.
e) One lecturer, in the subject or discipline with at least four years teaching experience, nominated by the Vice-Chancellor.
f) One expert in the subject/discipline nominated by the Vice-Chancellor.
g) The Chairman shall be nominated by the Vice-Chancellor.

YU 325

a) The term of the office of the members of the Board shall be two years. The Board shall meet at least once a year. The meeting of the Board shall be convened by the Chairman. At least fifteen clear days notice shall be issued by the Registrar.
b) The resolutions adopted by the Board shall be placed before the Academic Council for its approval.
c) The Board shall discuss and recommend the starting of the Disciplinary subject(s) under the faculty.
d) The Board shall prepare the course structure, scheme of marking and syllabi of the Interdisciplinary subject and submit the same for the approval of the Academic Council.
e) The Board shall discuss and recommend the number of credits for each course, transfer of credits, accumulation of credits etc. in each of the interdisciplinary subjects.

Board of Post-graduate Teaching and Research
(Under Rule 4 (vii) of the MoA)

YU 326

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

The Board shall consist of the following members, namely:
   i. The Vice-Chancellor - Chairman;
   ii. Pro-Vice-Chancellor, if any,
   iii. The Deans of the faculties;
   iv. Two Professors other than Principal from each college
       Nominated by the Vice-chancellor on the basis of seniority and by rotation.
   v. Two experts not connected with the University nominated by the Vice-Chancellor.
   vi. The Registrar shall act as Member Secretary of the Board.

YU 327

The term of office of members other than ex-officio members shall be two years. The Board shall meet at least once in a year.

YU 328

Powers and Duties:

a. Subject to the provisions of the Memorandum of Association and Bye-Laws, the Board shall have the power to control, regulate and co-ordinate post-graduate teaching and training at the post-graduate studies and research, and to establish interactions with the industries/universities.

b. In particular and without prejudice to the generality of the foregoing provisions, the Board shall exercise the following powers and perform the following functions:

   i) recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in the colleges;
ii) recommend to the Academic Council the requirements regarding post-graduate teachers in the respective subject(s) including the adjunct teacher(s)
iii) recognize research supervisors and post-graduate teachers;
iv) determine the programme(s) of instruction, teaching, training and research, and indicate the nature and extent of the work that the recognized teachers may be called upon to undertake;
v) exercise the power of the University in so far as they are related to co-operation and collaboration with other universities or organization; for research and advisory services and for such other purposes; to enter into appropriate arrangements with other universities and organizations to conduct certain courses as the situation may demand; and further, to undertake development programmes in postgraduate education, research, consultancy based projects and training programmes for outside agencies by charging fees so as to generate resources;
vi) exercise such other powers and perform such other duties as are prescribed by or under the Memorandum of Association and Bye-Laws in connection with post-graduate teaching and the research carried out in the University and the post-graduate centers.

**Yenepoya University Research Committee**

**YU 329** The YURC shall consist of;

i. The Vice Chancellor – Chairman
ii. Director Research and Financer
iii. Finance officer
iv. The Deans of Faculties
v. Two experts of professor cadre nominated by the Vice Chancellor
vi. Director/Dy, Director Yenepoya Research Centre
vii. Director/Dy. Director, MPhil and Ph. D Programmes
viii. One external expert nominated by the Vice Chancellor – Member.
ix. The Chairperson of the concerned Board of Studies
x. Expert in the area of specialization, nominated by the Vice-Chancellor-
xii. Registrar – Member Secretary

The nominated members under clause (ix, x, and xi) above shall attend the meeting only for the particular item.

**YU 330(1):** Six members of the committee shall form the quorum for a meeting of the committee.

**YU 330(2):** The term of the members of the committee shall be for two years. The committee shall meet once in three months and/or as and when needed.
**YU 331:** The committee shall be responsible for the overall management of the research activities in the University.

**YU 332:** Suitable guidelines shall be developed by this committee for the management of research activities

**YU 333:** The committee shall approve research grants, publication charges, incentives and/or any claims under research head, out of the funds allotted by the University for the said purpose.

**YU 334:** The proceedings of the committee shall be placed before the Board of Management for its approval.

(Amended on BOM meeting dtd. 31.01.2014)

**Board of Extra Mural Studies**
(Under Rule 4(vii)of the MoA)

**YU 335** There shall be the Board of Extra Mural Studies consisting of the following members:

i. The Vice-Chancellor - Chairman;  
ii. The Pro-Vice-Chancellor; if any  
iii. Three members nominated by the Vice-Chancellor of whom at least two shall be residents of rural areas;  
v. Three members representing each Faculty, nominated by the Vice-Chancellor;  
iv. Director, Students’ Welfare or in his absence the Registrar shall act as Member Secretary.

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

**YU 337** The Board shall arrange for imparting instructions, outside the regular courses of study prescribed for degrees, diplomas and Certificates by –

i. holding popular extension lectures at the various places;  
ii. conducting educational camps for school-going children, drop-out children in rural areas and women and youth;  
iii. organizing inter-disciplinary courses, special vocational courses, popular science courses for students, women, factory workers, youth and various professional groups;  
iv. undertaking study-projects with the involvement of local people in rural centres;  
v. organizing educative seminars, lecture series and other similar programmes on relevant current issues;
vi. disseminating knowledge about government policies, schemes for the cultural, social and economic upliftment of the rural population;

vii. securing co-operation of other educational organizations, social organizations ready to work towards the common goals of education;

viii. securing co-operation with the N.S.S., N.C.C. and such other NGOs and GOs in rural uplift and women empowerment programmes;

ix. organizing special vocational courses for students, women, factory workers and various professional groups.

x. organizing health check up camps for students, poor and needy persons, in schools/colleges and rural health centres respectively.

**YU 338**  The Board shall print and publish books, notes, booklets on topics of knowledge related to the special courses.

**YU 339**  The Board shall fix conditions for the admission of participants to the extra mural programmes organized by it and the payment of fees thereof if any.

**YU 340**  The Board shall meet once in six months, and at other times, when convened by the Vice-Chancellor.

**YU 341**  The office of nominated member shall stand vacated in case the Member ceases to hold a particular office of designation by virtue of which he is nominated as a member or remains absent from three consecutive meetings or tenders resignation.

**YU 342**  The one third of the members shall constitute a quorum for a meeting of the Board. All items shall be decided by the majority of the votes. No quorum shall be necessary in case of a meeting adjourned for the want of quorum.

**Board of Sports and Physical Culture**
(Under Rule 4(vii) of the MoA)

**YU 343**  The objects of the Board are:

i. To promote, organize and conduct the sports, games and physical culture in the University.

ii. To inculcate and enhance the spirit of true sportsmanship amongst the students;

iii. To undertake and conduct inter-collegiate and Inter-University and such other types of sports tournaments.

iv. To award sports fellowships.

**YU 344**  The Board shall consist of the following members; namely:

i. the Vice-Chancellor - Chairman

ii. The Pro-Vice-Chancellor; if any

iii. Two experts in the field of sports and physical culture to be nominated by the Vice-Chancellor.

iv. Two members of the Board of Management nominated by the Vice-Chancellor;
v. The Director of Students Welfare;
vi. The Director of Sports – Member Secretary.

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

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

2. The University shall collect such amount, which will be decided by the Board of Management, from time to time, per year per student borne on the rolls of each college, as on the 1st day of August of the year concerned for the purpose of organizing sports.

3. Generally, to do everything except enter into financial commitments, for the promotion of sports and physical culture and to advise the Board of Management in all matters pertaining to sports and physical culture.

4. The Board shall nominate, if necessary, Secretary for the Board, nominate team managers, selection committees and coach for the terms which are participating in the inter-university tournaments.

5. The Board may organize youth festival at the University level and arrange to participate in the Inter-University youth festival organized by AIU.

The Employment and Placement Cell
(Under Rule 4(vii) of the MoA)

**YU 347** The Employment and Placement Cell shall consist of:

i. The Vice-Chancellor. – Chairman

ii. The Pro-Vice-Chancellor, if any

iii. The Director of Employment or his nominee not below the rank of Deputy Director of Employment;

iv. The Dean; R and D;

v. The Director of Students’ Welfare;

vi. The Registrar

vii. Two members nominated by the Vice-Chancellor

viii. The Placement Officer- Member Secretary;

**YU 348** The members other than the ex-officio members of the Cell shall

Hold office for three years.

**YU 349** The Cell shall meet at least once in each term and at other times when convened by the Vice-Chancellor.

**YU 350**

a) Five members shall from a quorum for a meeting of the cell. No quorum shall be necessary in case of a meeting adjourned for want of a quorum.

b) If there is no quorum at the commencement of the scheduled Meeting, the Registrar or his representative under the signature of the Chairman may adjourn the meeting and the adjourned meeting shall be held after half an hour.

**YU 351** The functions of the Cell shall be:

a) To select apprentice(s) for practical training both professional and non-professional in firms and industrial concerns;

b) To recommend to the industries, financial institutions, firms companies etc. names of suitable candidates for appointments as and when requested;

c) To establish liaison with potential employers;

d) To prepare database of possible job openings and supplying the same information to graduates and under-graduates students.

e) To advise students preparing for various competitive examinations, and, if necessary, to organize training programmes, lectures, workshops, seminars for them by inviting experts.

f) To organize campus interviews for various companies, business houses etc. for the placement.

g) To prepare students for examinations like TOEFL, CRE, GMAT, USMLE, FLAB, PRCCET etc. by conducting special classes.

**Information Bureau**

(Under Rule 4(vii) of the MoA)
There shall be an Information Bureau in the University.

**YU 352** The Information Bureau shall consist of following members:

i. Vice-Chancellor - Chairman  
ii. All Deans of Faculties;  
iii. Two Members of Board of Management nominated by the Vice – Chancellor;  
iv. N.S.S Co-ordinator;  
v. Registrar  
vi. Director of Students’ Welfare;  
vii. Public Relations Officer – Member Secretary.

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

**YU 354** 1. The Bureau shall designate the Public Relation Officer as the Officer for Information and Public Relations.  
2. The Bureau shall meet at least once in every term and at other times when convened by the Vice-Chancellor.

**YU 355** Four members shall form the quorum for a meeting of the Bureau. No quorum shall be necessary in case of a meeting adjourned for want of quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the secretary under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

**YU 356** The functions of the Bureau shall be:

a) to collect and furnish information in regard to Indian and foreign Universities, other educational institutions, training centres and industrial works;

b) to correspond with Indian and foreign universities, other educational institutions, training centres and industries with a view to placing students in suitable conditions of study and/or training in those universities, institutions, centers of industries;

c) to advise students and give them such other help as may be required;

d) to keep in constant touch with the work of the office and with the applications and inquiries received by the office from students, Indian and foreign universities, other educational institutions and training centres or industries, from time to time.

**YU 357** The Bureau shall exercise following powers; namely:

a) The Bureau shall have the power to correspond directly with such universities, institutions and persons as agreed.
b) The Bureau shall have the power to take the deposit from any person or applicant who desires expenditure to be incurred on his behalf, or who wishes books, pamphlets etc. from the Bureau to be issued to him.

c) Wherever necessary, the Bureau shall correspond on behalf of applicants. But the cost of dispatching applications for admission, leadership etc. by air mail shall be borne by the applicant.

d) The Bureau shall have the power to conduct and manage, on behalf of recognized or approved universities and institutions, examination which may universities and institutions or may assist students in obtaining qualifications in such universities of institutions.

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

Library Committee
(Under Rule 4(vii) of the MoA)

YU 358a) There shall be a Library Committee for administering, organizing and maintaining the library and library services of the University. It shall consists of following members, namely:

i. The Vice-Chancellor - Chairman;
ii. The Pro Vice-Chancellor; if any
iii. The Principals of the colleges;
iv. Three Heads of the Departments by seniority and rotation nominated by the Vice-Chancellor;
v. The Registrar,
vi. The Finance Officer;
vii. The Librarian, Member Secretary

b) All members of the Library Committee, other than the ex-officio members, shall hold office for a period of three years and shall not be eligible for re-nomination thereafter. The Committee shall meet at least twice a year.

c) The functions of the Committee shall be as follows –

i. to provide for proper organization and functioning of the library, documentation services and updating the stock of books;
ii. to provide for proper modernization and improvement of library and documentation services, and guidelines for upgrading of the library;
iii. to recommend to the Board of Management library fees and other charges for the use of library services by students and others;
iv. to prepare the annual budget and proposals for development of the library.
v. to submit to the Board of Management the annual report on the functioning of the library.;
vi. to prepare the annual budget of the library;
vii. to allocate the budget to the colleges and departments.
viii. To establish intra-library loan service for the benefits of the faculty and the students.
ix. To procure books and journals including e-journals and on-line journals.

x. To recommend to the Board of Management to start programmes at certificate, diploma and degree in Library and Information Science.

**N.S.S. and N.C.C. Board**
(Under Rule 4(vii) of the MoA)

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

i. The Vice-Chancellor - Chairman.

ii. The Pro-Vice-Chancellor, if any

iii. Eight members nominated by the Vice-Chancellor
    - two from amongst members of Board of Sports and Physical Culture
    - two from the Board of Extra Mural Studies
    - two experts on N.C.C and N.S.S and
    - two members of the Board of Management.

iv. The Director of Students’ Welfare – Secretary.

**YU 360** Members of the Board other than Ex-Officio members, shall hold office for three years.

**YU 361**

a) The Board shall meet ordinarily nonce in six months and at other times whenever convened by the Chairman. Five members shall form the quorum of a meeting of the Board.

b) In case, if there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Director or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour. No quorum shall be necessary in case of a meeting adjourned for want of a quorum.

**YU 362** The Vice – Chancellor or in his absence Pro-Vice-Chancellor, shall preside over the meeting.

**YU 363** The functions of the Board shall be:

a) to plan and prepare programme under NSS and NCC and circulate them to the colleges;

b) to supervise, guide and control the various schemes undertaken by the colleges;

c) to evaluate the work done by the colleges under these schemes and to submit a report to the Board of Management for consideration.

d) To prepare budget and to finalize disbursement of the amount received as grants to the NSS and NCC schemes of various colleges;

e) To organize various types of N.S.S. and N.C.C camps;

f) To pool up resources for providing facilities to the colleges under the schemes;

g) To select teachers and senior students for training for the implementation of various activities under NSS and NCC;

h) To do any other activities or the matters referred to it by the Board of Management.
Purchase Committee
(Under Rule 4(vii) of the MoA)

YU 364

a) There shall be a purchase committee for dealing with all matters pertaining to the purchases and sale of the University, in respect of such items where individual cost of each item exceeds rupees one lakh at a time;
b) The Committee shall consist of the following members, namely;
   i. The Vice-Chancellor; Chairman
   ii. The Pro-Vice-Chancellor; if any
   iii. One nominee of the Chancellor
   iv. Two members of the Board of Management;
   v. Principals of the colleges;
   vi. The Registrar;
   vii. The Finance Officer – Member Secretary;

c) All the members of the Committee other than ex-officio members, shall hold the office for a period of three years;
d) The Finance Officer, after getting the administrative approval of the appropriate officers, shall invite the tenders/quotations with all the details from the vendors;
e) The tenders/quotations shall be published in a national/state level newspaper;
f) The Finance Officer shall open the tenders in presence of the vendors, prepare the comparative statement and place the same before the purchase committee for its decision;
g) The Committee, may invite the vendors for discussion/ negotiations;
h) The committee may, if required, invite the technical experts;
i) The committee shall meet as and when necessary;
j) The Finance officer shall prepare the agenda and send the same to the members at least seven days before the date of the meeting along with the minutes of the preceding meeting of the committee;
k) After the meeting of the Committee, Finance Officer shall draw the minutes and get the approval of the Chairman.
l) The quorum for a meeting shall be six members. No quorum is required for a meeting if it is adjourned for the want of quorum.

YU 365

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

The sub-committee shall consists of

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

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

YU 366  The proceedings of the Committee shall be placed before Board of Management for its approval.
Students’ Council
(Under Rule 4(vii) of the MoA)

YU 378 a) There shall be a Student Council at the University level to promote a sense of responsibility, leadership qualities and to inculcate civic sense and national integration among the students in general and to look after the welfare of the students and to promote and co-ordinate extra-curricular activities in particular.
The Council shall consists of the following members; namely:

i) Vice-Chancellor; Chairman
ii) Principals of the colleges,
iii) NSS and NCC co-ordinators;
iv) Registrar
v) Director of Student’s Welfare – Member Secretary.
vi) One student from each class who has shown academic merit at the examination conducted by the University held in the preceding year, nominated by the Principal;

vii) One student nominated by the Principal from each of the following activities who has shown outstanding performance in Sports, NSS, NCC, cultural activities.
viii) Two lady students nominated by the Principal.

YU 379 The term of office of the nominated student members on the colleges and the University council shall commence with effect from the date of nomination on the particular council, and shall extend up to the last day of the academic year, unless they have in the mean time, incurred any disqualifications specified by or under the Memorandum of Association, or the Bye-Laws and shall then expire.

YU 380 Every meeting of the University council shall be presided over by the Vice-chancellor and shall be attended by the Pro-Vice-Chancellor, and such other officers whose presence may be required for a particular meeting on the orders of the Vice-Chancellor.

YU 381 One-third of members of each council shall constitute the quorum of a meeting of the council. In the absence of the quorum the meeting will be adjourned for a period of half an hour from the scheduled time of the meeting and then continue further. All questions shall be decided by the majority of votes of the members present either by showing hands or by standing.

YU 382 The meeting of the University council shall be held at least once in a year or at such other times as may be decided by the Vice-Chancellor and Principal, as the case may be. The meetings of the council shall be convened with a notice of ten clear days. The College Councils shall meet at least twice in a year.

YU 383 The meeting of the University council shall be presided over by the Vice-Chancellor and in his absence by the Pro-Vice-Chancellor.

YU 384 The Principal of the College shall preside over the meeting of the Council at the college level.
The Director of Student’s Welfare shall issue notices of the meetings of the Council.

The Director of Student’s Welfare in consultation with the Vice-Chancellor and Principal, as the case may be, shall prepare the agenda of the meeting and send the same to the members.

Immediately after the meetings are over, the Director shall draw the minutes and get the approval of the Chairman.

The Director of Students’ Welfare in consultation with the Vice-Chancellor, and Principal, shall prepare the Annual Budget of the Council and forward the same to the Finance Officer.

The Council at University level shall organize annual Youth festival

All the items before Council shall be decided by the majority votes.

The Council shall prepare an annual budget of its activities and shall review the same, if required.

The Councils shall be responsible for the overall development of the students.

**Board of Management**

(Under Rule 5 of the MoA)

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

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

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

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

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

The Board of Management may refer any of the subjects within its purview to the relevant Authority/Body. The report of such authority/body shall be considered by the Board of Management.
The agenda of the Board of Management meeting and its enclosures and the minutes of the meeting, there of shall be treated as confidential.

The business of Board of Management shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered seriatim unless otherwise decided at the meeting.

The decision of the Board of Management shall be recorded in the form of resolutions. Every resolution shall be passed by majority. But it shall not contain the deliberations and discussions. However, any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members along with the agenda of the succeeding meeting.

Immediately after the meeting is concluded, the Registrar shall submit the minutes recorded to the Chairman for his approval. On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions.

The Registrar shall ensure that the action taken on every resolution of the Board of Management is duly reported to the Board of Management as soon as the action thereon is completed. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereon and the nature of action taken.

The members of the Board of Management shall be under obligation to safeguard the interests of the University, and honour the resolutions.

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

**Ad-hoc Board**

(Under Rule 6(i) of the MoA)

There shall be an Ad-hoc Board in a subject or group of subjects consisting of not more than five persons nominated by the Vice-Chancellor. Out of such members, two shall be experts from outside the University. The Ad-hoc Board shall function until such time as the Board of Studies in a particular subject is constituted under Rule No. 13 of the Memorandum of Association.

The Vice-Chancellor shall nominate the Chairman of the Ad-hoc Board.

The tenure of the office of all the members shall be of three years from the date of first meeting.
YU 407 The Ad-hoc Board shall exercise the same powers and perform the same duties as that of Board of Studies.

YU 408 The Ad-hoc Board shall follow the same rules as that of Board of Studies for procedure and conduct of business at meetings.

**Academic Council**
(Under Rule 8 of the MoA)

YU 409 The Academic Council presided over by the Vice-Chancellor shall meet on the date(s) and time approved by the Vice-Chancellor.

The Registrar shall issue a notice of the meeting, at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting ten clear days before the date of the meeting.

YU 410 In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting.

YU 411 The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered seriatim, unless otherwise decided at the meeting.

YU 412 The decision of the Academic Council shall be recorded in the form of resolution. Every resolution shall be passed by majority, but it shall not contain the deliberations and discussions. However any dissent specifically requested by the members(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the subsequent meeting.

Within 3 working days of the meeting of the Academic Council is concluded, the Registrar shall prepare and submit the minutes to the Chairman for his approval. On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions.

YU 413 The Registrar or concerned officer shall ensure that the action taken on every resolution is duly reported to the Academic Council as soon as the action thereon is completed. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items the resolutions there of and the nature of action taken.

YU 414 One – third of the sitting members shall constitute the quorum for a meeting of the Academic Council. No quorum shall be necessary in the case of meeting adjourned for want of quorum. All items shall be decided by a majority of votes of the members present.

YU 415 The Chairman at the meeting of the Academic Council shall have a right to vote, and in the case of an equality of votes, a second or casting vote.
Advisory Committee
(Under Rule 10 of MoA)

YU 416 a) There shall be an Advisory Committee for the University. Such a committee shall consist of following members; namely:

i. UGC nominee, - Chairman
ii. Vice-Chancellor;
iii. Pro-Vice-Chancellor, if any;
iv. Principals of colleges;
v. Deans of faculties;
vii. Registrar – Member Secretary

b) i. The term of the office of the Committee other than ex-officio members shall be three years.
ii. One third members shall constitute the quorum.
iii. There shall be at least two meetings of the Advisory Committee in a year.
iv. The Registrar shall give twenty-one days clear notice in writing to the members and shall send agenda papers at least ten days prior to the date of the meeting.

c) Functions of the Committee

i. The Committee shall advise the University in its overall academic and administrative development.
ii. The Committee shall recommend to the Planning and Monitoring Board to undertake specialization in studies.
iii. To oversee the financial position of the University and suggest the ways and means for resource mobilizations.
iv. To call for reports, returns and other information related to the academic planning and growth.
v. To exercise such other powers and perform such other duties as may be required for the academic enrichment of the University.

Planning and Monitoring Board
(Under Rule 11 of the MoA)

YU 417 There shall be a Planning and Monitoring Board.

a) Constitution of Planning and Monitoring Board

Planning and Monitoring Board shall consist of the following members:

i. The Vice-Chancellor - Chairman
ii. The Pro-Vice-Chancellor; if any
iii. Two Deans by rotation nominated by the Vice-Chancellor;
iv. Three experts representing the Health Science, Industry, Science and Technology, Research and Development, etc. nominated by the Vice-Chancellor;
v. UGC nominee;
vi. The Registrar; - Member Secretary
b) i. The term of office of the members of the Board other than ex-officio members shall be three years.

ii. The Board shall meet at least twice a year.

iii. The Board shall establish active collaborations with the institutions both at the national and international level.

c) Powers and Duties of the Board:

Subject to the provisions made in the Memorandum of Association or the Bye-Laws, the Board shall exercise the following powers and perform the following duties, namely:

i. to recommend to the Board of Management the broad development programmes in liberal and professional education, having regard to the objectives of the University and regional and national needs of the country;

ii. to review the maintenance of standards of instruction, education, evaluation, research, training, extension and collaboration in the University;

iii. to arrange for the inspection of colleges with view to assessing their academic performance and needs;

iv. to recommend to the Board of Management and Academic Council for the inspection of the colleges, hostels, hospitals, rural health centres in order to assess their academic performance and needs, wherever necessary, with a view to maintain efficiency, ensure adequate student amenities, health services;

v. to advise the Board of Management and Academic Council any matter which it may deem necessary for the fulfillment of the objectives of the University;

vi. to prepare the perspective of development plan of the University;

vii. to organize the academic audit of the colleges and University;

viii. The Registrar shall issue the notice of the meeting at least twenty one days prior to the meeting and shall send the agenda at least ten days prior to the date of the meeting.

ix. The Registrar, immediately after the meeting, shall draw the minutes and get the approval of the Chairman.

x. The Registrar shall prepare the action taken report and place before the meeting for information.

**Board of Studies**

*(Under Rule 13 of the MoA)*
There shall be the following Boards of Studies in the following subjects:

1) **Faculty of Medicine**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Departments</th>
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<tbody>
<tr>
<td>1</td>
<td>Anatomy</td>
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<tr>
<td>2</td>
<td>Physiology</td>
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<td>3</td>
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<td>OBG</td>
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<td>17</td>
<td>Anaesthesiology</td>
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<td>18</td>
<td>Radio-Diagnosis</td>
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<td>19</td>
<td>Paediatrics</td>
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<td>20</td>
<td>Orthopaedics</td>
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### Faculty of Dentistry

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<tr>
<th>Sl. No.</th>
<th>Departments</th>
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<tbody>
<tr>
<td>1</td>
<td>Prosthodontics and Crown &amp; Bridge</td>
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<tr>
<td>2</td>
<td>Periodontology</td>
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<td>3</td>
<td>Oral &amp; Maxillofacial Surgery</td>
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<tr>
<td>4</td>
<td>Conservative Dentistry &amp; Endodontics</td>
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<tr>
<td>5</td>
<td>Orthodontics and Dentofacial Orthopaedics</td>
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<tr>
<td>6</td>
<td>Oral Pathology and Microbiology</td>
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<td>7</td>
<td>Public Health Dentistry</td>
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<td>8</td>
<td>Paedodontics and Preventive Dentistry</td>
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<td>9</td>
<td>Oral Medicine and Radiology</td>
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### 2) Faculty of Nursing

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<th>Sl. No.</th>
<th>Departments</th>
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<tr>
<td>1</td>
<td>Paediatric Nursing</td>
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<td>2</td>
<td>OBG Nursing</td>
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<td>3</td>
<td>Mental Health Nursing</td>
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<td>4</td>
<td>Medical Surgical Nursing</td>
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<td>Community Health Nursing</td>
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### 3) Faculty of Allied Health and Basic Sciences

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<td>Physiotherapy</td>
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**Amendment:** Subject wise Board of Studies shall be created as and when new subjects are introduced. (Amended on 08.09.2012 BOM meeting)

**YU 419** The Board of studies shall have the following functions:

- a) To recommend, to the Academic Council/Board of Management, courses of study in the subject or group of subjects within its purview.
- b) To recommend names of suitable persons for inclusion in the panels for appointment of paper setters, examiners and moderators at examinations conducted by the University.
- c) To recommend to the Academic Council in respect of the curriculum development based on the feedback received from the central councils and other stakeholders of higher education.
- d) To arrange for the validation, by the external peers of the curriculum developed for the various programmes.
- e) To recommend to the Academic Council starting of add-on and bridge courses for the benefit of students.
- f) To recommend to the Academic Council for the academic collaboration and/or twinning arrangements with other universities and institutions within and outside the country.
The Vice Chancellor shall constitute the Board of Studies for the various faculties, as per the guidelines of the Memorandum of Association. As when the need arises new Boards of Studies may be constituted by the Vice Chancellor.

The term of office of the members, not including ex-officio, shall be for 3 years. Both for department wise BOS as well as Faculties. *(Amended on BOM dtd. 17.08.13)*

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

The Chairman shall submit the proceedings of the meeting to the Registrar, within 7 days of the meeting.

The Chairperson of respective Board of Studies shall prepare and circulate the agenda papers to the members at least ten days prior to the date of the meeting. *(Amended on BOM dtd. 22.01.2015)*

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

Any item of business before the Board, at the discretion of the Chairman and with the consultation of the Chancellor, may be resolved by a circular. Every such item so resolved shall be placed before the subsequent meeting of the Board for its confirmation.

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

**Grievances Committee**
*(Under Rule 14 of the MoA)*

There shall be a Grievances Redressal Committee to settle the grievances of the employees of the University and shall consist of the following members nominated by the Chancellor –

i. Retired High Court Judge, - Chairman
ii. One educationist;
iii. One practicing senior advocate;

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

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

The Committee shall entertain and hear the grievances or complaints of the teachers and other employees working in the University and colleges.
The Committee shall entertain the complaints or grievances only from individuals and no collective complaints shall be entertained.

The Complainant shall have to submit his grievance in the prescribed form. *Appendix – No. I.*

Every complainant shall submit his complaint in original, duly signed, in a sealed envelope marked ‘Confidential’. This shall be forwarded through proper channel. The complainant may forward one advance copy directly to the Registrar in addition.

It shall be the responsibility of the concerned head to forward the complaint along with his observations, within three days from the date of receipt of the complaint.

The complainant shall attach attested photocopies of all such documents, which he/she deems necessary to support his complaint.

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

It is the responsibility of every complainant and the respondent(s) to personally remain present before the grievances committee, when called for.

The Committee shall entertain and consider complaints like:

i. Employee of the University of the colleges (including teachers) who is dismissed or removed or whose services are otherwise terminated or who is reduced in rank by the University shall have right to appeal to the committee.

ii. Placement in respective scales and designations, removal of a teacher from Headship, withholding of increment.

iii. Sexual harassment, of a lady teacher at the work place in the form of indecent language, gestures, psychological pressure, etc: In keeping with the requirements of the State Government and other regulatory authorities, there shall be a Women’s Grievance Committee and Prevention of Sexual Harassment in Work Place Committee. Any female employee/student may lodge a grievance with the Secretary, provided the nature of the grievance clearly arises out of gender discrimination. The recommendation of this committee shall be placed before the Grievance Committee for final decision.

iv. Any other grievance, not covered above.

Leave without pay, refusing to acknowledge letters and similar other minor complaints shall be decided at the administrative level in the University and college.

The Committee shall entertain the complaint and direct both the parties to remain present before the committee. If both the parties are absent without any valid reasons, then the complaint shall stand dismissed. If one of the parties remains present, the committee shall take ex-party decision.
Notwithstanding anything contained in these Bye-Laws, the Petitioner and the Respondent shall personally remain present before the committee for hearing. They shall not be allowed to send any representative to plead their case before the committee.

The Committee shall hear the grievance of the complainant. While doing so, full opportunity of being heard shall be given to both the parties. After hearing both the parties, the committee shall take its decision and recommend the same to the Board of Management shall be final and binding on both the parties.

**Controller of Examinations**

(Under Rule 15 of the MoA)

i) The Controller of Examinations shall be appointed by the Board of Management on the recommendations of the Selection Committee constituted as under Rule No.15(d)(a) of MoA for the selection of Registrar, and shall work under the direct supervision of the Vice – Chancellor.

iii) He shall be appointed for a term of five years and qualifications and pay scale shall be as laid down by the UGC and accepted by the University, from time to time.

iv) He shall supervise and regulate the work of the Examination Division, the examination centres and central assessment programme centres as well as such other activities related to the conduct of examination and examination result processing units.

v) As per the recommendation of the Board of Examinations, he shall take action against the employee who has committed misconduct in connection with the examination and report the same to the Board of Management and maintain the register there of.

vi) He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results, from time to time.

vii) He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of the results of the examinations.

viii) He shall report to the Board of Management through Board of Examinations about the position of the declaration of the results of the examinations.

ix) He shall ensure that the work of confidential printing/photocopying is carried out as per the schedule and that the question papers are delivered to the examination centres well in time.

x) He shall maintain absolute secrecy as regards to printing of question papers.

xi) He may visit examination centres as well as central assessment programme centres as and when required.
xii) He shall ensure that proper arrangements of examinations or evaluation are made for the smooth conduct of the examinations and of the central assessment programme.

xiii) He shall, in consultation with the Vice-Chancellor, constitute flying squads to maintain the strict vigilance during the university examinations.

xiv) He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, vakalatnamas, affidavits, agreements, etc. arising out thereof.

xv) He shall prepare and present the budget of the examination branch to the Finance Committee.

xvi) He shall prepare the time table of the examinations with the probable dates of declaration of the results and announce the same in advance.

xvii) He shall, in case of eventuality, postpone, cancel the examinations, in part or in whole and inform the Board of Examinations. He shall take the disciplinary action or initiate the criminal or civil proceedings against any persons or group of persons alleged to have committed malpractices.

xviii) He shall take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the conduct of examinations.

**Directors**
(Under Rule 15 of MoA)

The Vice-Chancellor may appoint Director (Academics), Director (Administration), Director (Research), Director (Finance), Director (R and D), Director (Students Welfare), Director (Placements), Director (Internal Quality Assurance), and /or such other directors as deemed necessary for the smooth functioning of the University. The Vice Chancellor may appoint these officers in honorary capacity, or he may give additional charge of these positions to the faculty working in the colleges.

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

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

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

**The Deans of the Faculties**
(Under Rule 15 of the MoA)

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

b) The Dean of every faculty shall be nominated by the Vice-Chancellor for the period of two years. He shall be eligible for renomination.

c) The Dean shall formulate the policies and development programme of his faculty and present the same to Planning and Monitoring Board for their consideration.

d) The Dean shall be responsible for the academic development of his faculty and shall ensure proper implementation of the resolutions and decisions of the Board, Board of Studies, Planning and Monitoring Board, Board of Management, Academic Council and the Board of Examinations in respect of his faculty.

e) Subject to the supervision, direction and control of the Vice-Chancellor, the Dean shall, after taking such advice as he thinks necessary, decide upon the grievances of students regarding the enrolment, eligibility, migration, scholarships, studentships or freeships, grant of terms, admission to examinations etc.

f) The Dean shall enquire, on being directed by the Academic Council; into any malpractices related to any academic programme in his faculty by the colleges and report his finding to the Academic Council.

g) The Dean shall prepare proposals for the award of fellowships, scholarships and other distinctions in his faculty for submission to the Academic Council.

A. The Chancellor

(Under Rule 15 of the MoA)

a) The Chancellor of the University shall be appointed by the sponsoring society for the period of five years.

b) The Chancellor, may issue directions to the Vice-Chancellor to convene the meetings of any authority or body of the University for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meetings to the Chancellor for his perusal.

c) The Chancellor may call for such information and record relating to any affairs of the University and issue such directions there upon as he may deem fit in the interest of the University shall comply with such directions.

d) The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceedings of any authority, body, committee or officer, which in the opinion of the Chancellor, is not in conformity with the Memorandum of Association and the Bye-Laws made there under or is not in the interest of the University and the authority, body, committee and officer shall comply with the same, provided that, before making such order the Chancellor shall call upon the authority, body, committee of officer, as the case may be, to show cause within a specified period, as to why such order should not be made and if any cause is shown, the Chancellor shall consider the same and wherever he deems it fit, decide the action to be taken in the matter, and such decision of the Chancellor shall be final.

e) Where in the opinion of the Chancellor, the conduct of any nominated, appointed or co-opted member is detrimental to the smooth functioning of the University or any authority of body or committee, the Chancellor may, after giving such member an opportunity to explanation in writing and after considering such explanation, if any, and being satisfied that, it is necessary so to do, suspend or disqualify such member for such period as Chancellor may deem fit.
f) The Board of Management shall furnish to the Central Government, University Grants Commission and Chancellor such returns or other information with respect to the property of academic and administrative activities of the University.

g) The Chancellor shall nominate person(s) to various Authorities and Bodies of the University as provided in various Rules of MoA.

B. **Vice – Chancellor**

The Vice-Chancellor shall be a whole time salaried of the Yenepoya Deemed-to-be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search Committee. The Composition of the above Committee would be:-

I. A Nominee of the Chancellor of the University
II. A Nominee of the Central Government : who shall be an eminent academician nominated by the Government in consultation with the UGC
III. A nominee of the Board of Management

Provided further that if the Chancellor does not approve of any of these persons so recommended, he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of said period of 5 years, he can continue in office till his successor is appointed and assumes office but not beyond six months.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office of extension, thereof, if any, he completes the age of 70 years.

The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.

(Amended on BOM dtd. 22.01.2015)

If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and in his absence due to illness or any other cause, the Dean or if there is no Dean, the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed or as the case may be, the existing Vice-Chancellor resumes duties.

Powers of the Vice-Chancellor

a) The Vice-Chancellor, shall be the Principal and executive officer of the Yenepoya Deemed-to-be- University and shall exercise general supervision or control over the affairs of the Yenepoya Deemed-to-be- University and shall be mainly responsible for implementation of the decisions of all the authorities of the University.

b) The Vice-Chancellor, shall be the Ex-Officio chairman of the Board of Management, the Academic Council, the Finance committee, the planning & Monitoring Board and Selection Committees.
c) The Vice-Chancellor, shall have the power to convene or cause to be convened meeting of the various authorities of the University.

d) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be Yenepoya Dememed-to-be- University under its regulations and Ruled, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (b) above is of the opinion that such action ought not to have been taken, if may refer the matter to the Chancellor whose decision thereon shall be final.

Provided that if any person in the service of the Yenepoya Dememed-to-be- University is aggrieved by the action taken by the Vice-Chancellor under the said causes, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the Meeting in the subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

c) It shall be the duty of the Vice-Chancellor to ensure that regulations and Rules of the Yenepoya Dememed-to-be- University are duly observed and implemented: and, he/she shall have necessary powers in this regard.

f) All powers relating to the proper maintenance and discipline of the Yenepoya Dememed-to-be- University shall be vested in the Vice-Chancellor.

g) The Vice-Chancellor shall have the power to re-delegated some of his power to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

h) The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.

i) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

Amended on 07.09.2012

YU 441  (Deleted Vide BoM 19/15/2011 dt. 22.07.2011)

YU 442  a) The Principal of the college shall be appointed by the Board of Management on the recommendations of the Selection Committee.

b) The selection committee shall consist of following members; namely:

i) The Vice-Chancellor - Chairman

ii) The nominee of the Chancellor;

iii) Two experts not below the rank of the Professor and not connected with the University

iv) The Registrar - Secretary

c) The advertisement, procedure of the meeting etc. shall be as laid down in the Rule No. 12(iii) of the MoA.

d) The Principal shall be whole-time salaried officer of the college

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e) The Principal shall be responsible for the day-to-day administration of the college.

f) The Principal shall be responsible for the overall academic development of the college and shall try to excel the standards of teaching, learning, research and evaluation.

g) The Qualification and pay scale for the post of Principal shall be as laid down by the University Grants Commission and accepted by the University, from time to time.

h) The Principal shall perform such other duties and responsibilities, which are allotted to him by the Board of Management and the Vice-Chancellor, from time to time.

### Pro-Vice-Chancellor

(under Rule 15 of the MoA)

**YU 443a)** The Chancellor, in consultations with the Vice-Chancellor, may appoint Pro-Vice-Chancellor.

b) The Pro-Vice-Chancellor shall be a person who has held the post of Professor, Principal or who is an educational administrator of repute.

c) The term of the Pro-Vice-Chancellor shall be co-terminus with the Vice-Chancellor or till he attains the age of 65 years.

d) The Pro-Vice-Chancellor shall be full time salaried officer of the University, and pay and allowances admissible for him and as well as the terms and conditions of his service shall be such as may be determined by the University, from time to time.

e) The duties and responsibilities of the Pro-Vice-Chancellor shall be as decided by the Vice-Chancellor in consultation with the Chancellor.

f) The Pro-Vice-Chancellor shall be the ex-officio member of all the authorities and bodies of the University and shall, in absence of the Vice-Chancellor, preside over the meetings of the authorities and Bodies of the University.

### The Bye-Laws Committee

(Under Rule 6 of MoA)

**YU 444a)** The Bye-Laws Committee shall consist of five members nominated by the Board of Management, at least three of whom shall be members of the Board of Management, and two members of the Academic Council. The senior most member shall act as the Chairman of the Committee. The committee may, if required, co-opt experts.

g) The committee shall hold office for three years.

c) The duties and functions of the committee shall be to consider draft Bye-Laws, for being placed before the Academic Council and Board of Management.

d) Any vacancy occurring on the committee shall be filled by the Board of Management only for the remaining part of the period.

e) The committee shall meet as and when required.
Enrolment of Students
(Under Rule 26(b) of the MoA

YU 445 Enrolment

For undergraduate programme: A student shall be admitted to the undergraduate programme of the University who has passed.

i) PUC conducted by the Karnataka State Board of Secondary and Higher Examination or the Indian School Certificate Examination (I.S.C.) or Central Board of Secondary Education (CBSE) examination or any other examination equivalent to 10+2 examination of any recognized state board in India.

ii) Students, who are foreign nationals/non-resident Indian/persons of Indian origin, should have passed an examination which is recognized as equivalent to the 10+2 examination (PUC), by Yenepoya University/Association of Indian Universities, New Delhi.

iii) Students who wish to take admission for first degree courses (MBBS, BDS, BPT, B.Sc, etc), should complete 17 years of age on or before 31 December of the year of admission.

iv) The students should have obtained minimum of 50% (in case of reserved category student 40%) marks aggregate in the subjects of Physics, Chemistry, Biology/Mathematics and pass in English, except in the case of B.Sc Nursing, where the Indian Nursing Council has laid down the minimum eligibility marks at 45% (40% in case of reserved category).

v) The student should have also passed the common entrance test conducted by the University with minimum of 50% marks. (in case of reserved category students 40%). Admissions shall be made according to the rank list based on merit in the entrance test.

vi) At the time of admission student shall submit the original transcripts of X and XII examinations, school leaving certificate, attempt certificate (for postgraduate courses only), medical fitness certificate and such other documents as may be required by the University.

vii) The student at the time of admission, shall pay the tuition, registration and eligibility fees as prescribed by the University, from time to time.

viii) The University shall scrutinize the documents and issue provisional eligibility, on the grounds of which, the student may be provisionally admitted to the concerned course. The University shall approve the eligibility within three months from the date of admission.

ix) In case if a student is found not eligible, because of falsified documents submitted by him, fees shall not be refunded and a case shall be filed with the police authorities under cognizable offence.

a) For post-graduate programme

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

i) who possesses a degree of this University or any other statutory university within or outside the state; provided that, in case of admission to health science or engineering programmes the student should have passed his degree examination from the college recognized by the respective central council, except in the case of M. Sc Nursing where the student should have obtained 55% in B. Sc Nursing (50% in case of reserved category) AND
ii) who has passed CET examination conducted by the University and who has scored 50% marks (in case of candidates from reserved category 40%)

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

i) A student shall be admitted to research programme leading to award of M. Phil, Ph.D. or D. Sc. of the University who has passed post-graduate degree with B+ or equivalent of this University or from any other statutory university in the appropriate discipline; and

ii) In case of Ph. D or D.Sc. programmes student should have passed the Pre-Ph. D. course of the University, as laid down in the rules and regulations of Ph. D programs and approved by the Board of Management

iii) A student, who has passed the GATE examination conducted by UGC or CSIR or any other central funding agency.

Admission of NRI Students
(26 (b) of MoA)

NRI/Overseas and Indian origin Students

YU 446 a) The NRI/Overseas/Indian origin students hereafter, in this section, referred to as “student” seeking admission to the University shall apply to the Registrar in prescribed form with prescribed fees on or before the last date prescribed.

b) The student possessing student visa in favour of the University and eligibility certificate issued by Association of Indian Universities, New Delhi, shall only be considered for admission.

YU 447 Admission of a student shall be finalized, subject to his fulfilling eligibility criteria as may be determined, from time to time, undergoing a medical examination as per the rules of Government and paying of registration fee and/or such other fees as prescribed, from time to time.

YU 448 Admission of a student shall be regulated only with “No Objection” certificate from the Ministry of External Affairs and/or Ministry of Health of Government of India.

YU 449 a) The commitment of the University shall be restricted to the degree course for which the student is admitted. Admission of these students to higher course in the same or other faculty shall be at the discretion of the University and shall depend upon his performance in the entrance examination conducted by the University.

b) The student having duly completed graduate course of other Indian Universities or foreign Universities and if found eligible shall be allowed to take up the entrance examination.

YU 450 The student shall have to appear and pass the ‘Entrance Test’ in English by paying the required fees to be decided; from time to time.

YU 451 The student shall be charged the tuition and other fees, if any, at the differential rates decided by the competent authority, from time to time.

YU 452 in case, the student seeks to cancel his admission, the refund of tuition fees and the deposits paid by him at the time of admission shall be regulated as follows:

a) He shall be entitled to get refund of 90% of the tuition fees and the entire amount of deposit, if he applies for cancellation of the admission within ten days from the date of his admission.
b) He shall be entitled to get refund of 75% of the tuition fees and the entire amount of deposit, if he applies for the cancellation of the admission after 10 days and within 30 days from the date of his admission.

c) He shall be entitled to get refund of only deposits, if he applies for the cancellation of the admission at the end of first term after deducting the amount due, for damages caused to the equipment, books or other properties, if any, of the college.

**Eligibility Certificate**

**YU 453** A student passing the examination conducted by the HSC Board/University and such other recognized Institution outside the state seeking admission in the University, shall apply for provisional eligibility certificate to the Registrar in a prescribed form along with the prescribed fees, and with the following documents:

a) Original manuscripts of HSC and/or all other qualifying examination(s) passed by the student, along with one attested copy of each.

b) Original copies / degree certificate of the last qualifying examination(s), along with one attested copy of each

**YU 454** The fees for provisional eligibility certificate shall be as prescribed, from time to time

**YU 455** The provisional eligibility certificate issued by the University does not entail right for admission to a course.

**YU 456** A provisional eligibility certificate to the student shall be issued if he –

a) Submits the application along with the original transcripts and H.S.C. /degree passing certificate.

b) Gives an undertaking to the effect that his admission will be strictly provisional

**YU 457** The student passing the last qualifying examination conducted by the Board situated outside the state but within India shall submit his application for eligibility certificate and such student shall only be admitted on the basis of eligibility certificate issued by the University.

**YU 458** The student passing his last qualifying examination conducted by the Board of Education/School of Education/University outside India, shall submit his application in the prescribed form for eligibility. On scrutiny of such application, if the student is found eligible for admission, he will be issued a provisional eligibility certificate. However, his eligibility will be finalized subject to AIU clearance.

**Migration Certificate**

**YU 459** Any student applying for admission to first degree or higher courses and having passed the qualifying exam from outside the University, shall have to submit a migration certificate (original along with one attested copy) from the concerned Board/University.

**YU 460** The student joining any other college or university shall apply through the Principal or the Registrar of the college or university for migration certificate in the prescribed form to the Registrar of the University. The fees for the migration certificate shall be as prescribed, from time to time.

**YU 461** The student shall submit his application for migration certificate to the Registrar with copy of the transfer certificate. If the migration certificate is lost, a duplicate copy may be issued on production of affidavit and after paying the required fees.
The student who does not get his enrolment finalized by 31st January of the concerned academic year for any reason whatsoever, shall be liable to have his admission cancelled and such a student shall not be allowed to appear for the examination conducted by the University.

**Institution of Degrees, Diplomas, Certificates and Other Academic Distinctions**
(Under Rule 26 (d) of the MoA)

The University may confer such degrees, diplomas and certificates which are listed in the second schedule of the UGC and other academic distinctions as may be recommended by the Academic Council and approved by the Board of Management.

The Chancellor may, on the recommendation of the Board of Management and the Academic Council supported by a majority vote of not less than two-third members of each such authority, present at its meeting, with a quorum comprising not less than one-half of members of each such authority, withdraw degree or diploma or certificate or any other academic distinction permanently or for such period as the Chancellor thinks fit, if such a person is convicted by a court of law for any offence involving moral turpitude.

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

**Honorary Degree**

The Board of Management may consider recommendations of the Academic Council for conferment of an Honorary Degree or other academic distinction on any person, without requiring him to undergo any test or examination, on ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction, and such recommendation shall be deemed to have been duly passed if supported by majority of not less than two thirds of the members present at the meeting of the Academic Council, the quorum being not less than one-half of its total membership.

The Board of Management may take a decision on the proposal of the Academic Council provided that the Academic Council shall not entertain or consider any proposal in that behalf unless the Vice-Chancellor has obtained prior approval of the Chancellor.

The honorary degree shall be conferred either in a special convocation or in the annual convocation.

**Tuition and other fees**
(Under Rule 26(e) of MOA)

Tuition and development fees charged to the students shall be as decided by the University Grants Commission and accepted by the University, from time to time.
Provided that, fees other than tuition fees shall be prescribed by the Board of Management, from time to time.

**Maintenance of discipline among the students and disciplinary powers**

(Under Rule 26 (h) of MoA)

a) Every student, during his course of studies, shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.

b) Definitions: In this Bye-Laws unless the context otherwise requires,

i) ‘Student’ means a person who is enrolled in the University for receiving instructions and/or qualifying for any degree or diploma or certificate of the University.

ii) ‘College’ means a constituent college run by the University.

iv) ‘Competent Authority’ means the Vice Chancellor of the University or the person to whom the powers are delegated by the Vice-Chancellor under these Bye-Laws.

c) The Vice-Chancellor may, by order, delegate all or any of his powers under the Memorandum of Association as he deems fit, to such other officer as he may nominate in that behalf.

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

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

e) Obligations of the students: Every student, shall at all times,
i) Conduct himself properly,

ii) Maintain proper behavior,

iii) Observe strict discipline both within the campus of the college, hostel, hospital and also outside, in buses or any other mode of transport, at public places or at picnic or study tours, organized by the college or playgrounds or in extra curriculum activities.

iv) Ensure that no act of his purposely or otherwise brings the University or college disrepute.

f) Any act of a student which is contrary to the provisions of clause (e) above shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter, namely:

i) Any act whether directly or indirectly causes or attempts to cause disturbance in the lawful functioning of college and/or University.

ii) Habitual unpunctuality in attending lectures, practicals, clinics, tutorials, sessional examinations and other courses as may be prescribed.

iii) Repeated absence from lectures, tutorials, practicals and other courses, as prescribed.
iv) Any act whether direct or indirect through the media or newspapers and/or other media, by which, in the opinion of the competent authority, the college and University stand defamed, and any other act of intimidating and/or assailing and/or threatening the employees/officers/officials of the college and University and any act to cause damage to the assets of the University and college by any means.

v) Occupation of any building such as, hostel, room, residential quarter or such other accommodation in the premises owned or hired by the college or University without prior permission from the competent authority.

vi) Permitting or conniving with any person not authorized to occupy any hostel room, residential quarter, or any accommodation or any part thereof of the college or University.

vii) Securing admission in the University, to any undergraduate or postgraduate programme or any other course by fabrication of the documents or suppression of facts or information.

viii) Obstruction to any student or group of students in his or their legitimate activities pertaining to classroom, laboratories, fields, playgrounds, gymnasium or places of social and cultural activity within the campus of the college and University.

ix) Suppressing material information or supply of false information to the college and University, for seeking any privilege.

x) Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college, hostel, playground and University.

xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the college, hostel and University.

xii) Ragging, bullying or harassing any student in college and University or outside thereof.

xiii) Indulging in any act of violence, assault, intimidation or threatening in the institution or hostels or outside thereof.

xiv) Destroying or attempting to destroy or tamper with any official record or document of the University and college.

xvi) Misconduct of the student, at any meeting or special functions or sports and cultural activities arranged by the University and college or at any other public place.

xvii) Stealing or damaging any farm produce or any property belonging to the college and University, staff member of the college and University or any other public place.

xviii) Instigating violence or participating in any demonstrations or violent agitation or violent strike in the college and University.

xix) Instigating or participating in any ‘gherao’ of any official or staff member of the University.

xx) Violation of any of the rules and regulations of the University or order of the competent authority.

xxi) Gambling in any form in the University or college, hostel etc.

xxii) Disorderly behavior in any form or any act specifically forbidden by the competent authority.

xxiii) Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against student concerned.

xxiv) Any act violating any provision of the Memorandum of Association, Bye-Laws made thereunder.

xxv) Conviction in the court of law for criminal offence involving moral turpitude.
xxvi) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the competent authority as an act of misconduct and/or indiscipline.

g) The competent authority may impose any one or more of the following punishment(s) on the students found guilty of misconduct, indiscipline, in proportion thereof:

i) warning/censure/reprimand

ii) fine not exceeding Rs. 5,000/-

iii) Cancellation of the scholarship/award/prize/medal, awarded to the student by the University, with prospective effect.

iv) expulsion from the college.

v) debarring from admission to a course or courses of study in the concerned college, debarring from appearing from examination or examinations, conducted by the University concerned, for a specific period, not exceeding five years.

vi) cancellation of performance of the student concerned in an examination in which he has appeared.

vii) Rustication from the University for the period not exceeding five years.

h) If the competent authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause No. (g) above it may itself or through other person(s), authorized by it, for this purpose, shall make inquiry, in following manner;

i) due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.

ii) student charged shall be required within three days of receipt of the notice to submit his written representation about such charge(s).

iii) if the student fail to submit his written representation within specified time limit, the inquiry may be held separately.

iv) if oral evidence of the witness against student is recorded by the enquiry authority, the student charged shall be given an opportunity to give his reply to the contents of the statement of the witness(es).

v) if the student charged desires to see the relevant documents, which are being taken into consideration or are to be relied upon for the purpose of proving the charge or charges, the same may at the discretion of the enquiry authority, be shown to him after the notice as provided in sub-clauses (i) above is furnished to him.

vi) the student charged shall be required to produce documents, if any, in support of his defense. The enquiry authority may admit relevant evidence, documentary, or otherwise, at the stage before the final orders are passed.

vii) legal practitioner shall not be allowed to appear either on behalf of the student charged or the University, in the proceedings before the enquiry authority.

viii) enquiry authority shall record findings on each implication of misconduct or indiscipline and the reasons for such findings and submit the report along with proceedings to the competent authority.
ix) the competent authority on the basis of findings shall pass such orders, as it deems fit.

i) Provided that procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:

i) When the student charged admits the charges in writing.

ii) When the student charged has absconded for any other reasons or it is impracticable to communicate with him.

iii) If in the opinion of the competent authority, a punishment or fine not exceeding Rs.5000/- or reprimand, censure, warning is sufficient.

iv) If the punishment or rustication is imposed on a student by the Vice-Chancellor or such other person in whom the authority is vested by him, student shall be entitled to prefer an appeal to the grievance committee of the University within seven days of the receipt of the notice of the punishment.

v) In respect of such student, Principal of the respective college shall maintain the record of punishment.

vi) The University shall, on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent under a certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available in the college record.

vii) A copy of these rules shall be supplied to each student at the time of his admission to the University/college and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record admission of the students.

viii) If any foreign student is admitted, the college concerned shall send a copy of the rules to concerned foreign embassy and department of external affairs.

**Residence, Health, Conduct and Discipline of Students**
(Under Rule 26(i) of MoA)

**YU 467** Every student of the University shall reside either –

a) In the University hostel, or in a hall or boarding house recognized by the University authorities.

b) With a parent or some person accepted by the University to be his guardian.

**YU 468** Every non-resident student shall submit to the Principal the name, address and relationship, if any, of the person with whom he proposes to stay. The Principal shall satisfy in every case that the arrangements made are suitable, and that the guardian is aYUe and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.

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

i) The number of jostles and the names of the superintendents;

ii) The number of resident-students in each hostel and recognized halls;

iii) The number of non-resident students living with their parents.

iv) The number of non-resident students living with their guardians.

[Note: Students living in the jostle of the University, or in a recognized boarding house are termed resident students, others are termed non-resident students.]
Acceptance for transfer of movable and immovable property to the University
(Under Rule 26 (s) of the MoA)

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

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

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

Authorities and Officers responsible for damage
(Under Rule 26(s) of the MoA)

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

Acceptance and Management of Trust Bequests, Donations and Endowments
(Under 26 (s) read with 5(a) (xviii) of the MoA)

YU 472 All offers of bequests, donations and endowments, the management whereof is to be vested in the University, shall be accepted on condition that the annual realization therefrom shall be subject to a deduction of ten percent thereof and the amount realized by such annual deduction shall be credited to the endowment fund at the commencement of every financial year. Appendix-No.II.

The University shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed or community.
Provided that, restrictions pertaining to caste, creed and community shall not apply in the case of an award meant for women and students belonging to scheduled castes and scheduled tribes.

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

a) The Board of Management shall be the principal authority to accept all offers of donations and endowments.

b) The person or the trust that gives the donations and endowments shall be entitled for tax exemption, if any; as per the Government of India rules, from time to time.

c) The University may accept the donation in the form of money, shares, debentures, equipment and fixed assets.

**Convocation**
(Under Rule 5(a) xxiv r/w 26(d) of the MoA)

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

YU 473(1) Under relevant circumstances on additional / special convocation may be held by Yenepoya University with prior approval from the BOM for conferring Degrees, Diplomas, Certificates and Fellowships in person or in absentia.  
**(Amended on BOM dtd. 08.03.2015)**

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

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

A) **Faculty of Medicine**  
a) Pre Clinical  
b) Para Clinical  
c) Medicine and allied subjects  
d) Surgery and allied subjects
<table>
<thead>
<tr>
<th>College Department</th>
<th>Corresponding Board of Studies</th>
</tr>
</thead>
</table>

**A] Faculty of Medicine**

1. Anatomy
2. Physiology
3. Biochemistry

4. Pharmacology
5. Pathology
6. Microbiology
7. Forensic Medicine
8. Community Medicine

9. Medicine
10. Pediatrics
11. TB and Respiratory Diseases
12. Dermatology and STD
13. Radiology
14. Psychiatry

15. Surgery
16. Anesthesiology
17. Orthopedics
18. E.N.T
19. Ophthalmology
20. Obstetrics and Gynecology

**B. Faculty of Dentistry**

1. General Anatomy
2. Physiology and Biochemistry
3. General Pathology and Microbiology
4. Dental Material
5. General Pharmacology
6. Dental Anatomy and Oral Histology
7. Preclinical Conservative
8. Oral Pathology and Microbiology
9. General Medicine
10. General Surgery
11. Prosthodontics
12. Orthodontics
13. Periodontics

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vi. Oral Surgery
vii. Pedodontics
viii. Oral Diagnosis and Radiology
ix. Conservative Dentistry
x. Community Dentistry

C. Faculty of Nursing

BOS in Nursing

D. Faculty of Allied Health & Basic Sciences

BOS in Physiotherapy

YU 476

Precedence amongst the members of the Board of Management and the Academic Council: The Chancellor, Pro-Chancellor, Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans of Faculties, President’s nominees on the Board of Management, the HRD nominee, UGC nominee, members of the Board of Management, members of the Academic Council, Registrar, Controller of Examinations.

YU 477

Procedure to be followed during Convocation Ceremony

a) Every year, the Registrar shall publish the notification for the convocation ceremony in web site, in the calendar of events, in the notice boards, giving last date of the receipt of the application, probable date of convocation ceremony, cost of the application form etc.

b) The Controller of Examinations, after the last date is over, shall scrutinise the applications received and prepare the list of the candidates facultywise, programmewise, alphabetically as per the merit of the candidates in the preceding examination.

c) The list so prepared shall be placed before the Academic Council for its approval and recommendations of the Board of Management.

d) The list of the candidates as recommended shall be placed before the Board of Management for its approval.

e) The exact date and timings of the convocation ceremony shall be communicated to the candidates by the Controller of Examinations.

g) The gown should be distributed prior to the commencement of the convocation.
h) The colour of the gown shall be as decided by the Board of Management.

i) The Registrar shall, in consultation with the Vice-Chancellor, prepare minute-to-minute programme and rituals to be followed during the convocation ceremony.

ii) The Vice-Chancellor shall get the approval of the Chancellor for minute to minute programme.

iii) After getting the approval of the Chancellor, same shall be communicated to the members of the Board of Management, Academic Council and the candidates.

J) Normally, the minute to minute programme shall be in the following format:
   - Arrival of the Hon’ble Chancellor at the campus, the Vice-Chancellor will receive the Hon’ble Chancellor.
   - Arrival of the Hon’ble Chief Guest at the campus, the Hon’ble Chancellor will receive the Chief Guest.
   - Introduction of the Hon’ble Chancellor and Hon’ble Chief Guest to the Deans of faculties and
members of the Academic Council and Board of Management and group photograph.

- The Hon’ble Chancellor and the Chief Guest are received by the Vice-Chancellor to the robing room. They robe and join the procession.

**Formation of the procession shall be in the following order:**

<table>
<thead>
<tr>
<th>Controller of Examinations</th>
<th>Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of Academic Council</td>
<td>Members of Academic Council</td>
</tr>
<tr>
<td>Members of Board of Management</td>
<td>Members of Board of Management</td>
</tr>
<tr>
<td><strong>Deans of the Faculties</strong></td>
<td><strong>Deans of the Faculties</strong></td>
</tr>
<tr>
<td><strong>Principals</strong></td>
<td><strong>Principals</strong></td>
</tr>
<tr>
<td>Chancellor</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Chief Guest</td>
<td></td>
</tr>
<tr>
<td>a) Candidates</td>
<td>Candidates</td>
</tr>
<tr>
<td>b) Candidates</td>
<td>Candidates</td>
</tr>
<tr>
<td>c) Candidates</td>
<td>Candidates</td>
</tr>
</tbody>
</table>
The procession reaches the convocation hall and members take their seats.

**The Vice-Chancellor presents bouquet to the Hon’ble Chancellor and the Chief Guest. The Hon’ble Chancellor will honour the Chief Guest.**

(Amended on 15.01.2013 BOM)

- The Chancellor declares the convocation open in the following words.

Pursuant to the recommendation made by the Academic Council to the Board of Management that the respective degrees be conferred upon those who have qualified themselves for the same, and pursuant to the decision of the Board of Management to hold the Convocation Ceremony for conferring Degrees on those In Person and In Absentia, this Convocation of Yenepoya University (Deemed University) is hereby convened.

1. **Vice Chancellor welcomes and presents his report**
2. **The Hon’ble Chancellor request the Hon’ble Chief Guest to deliver the convocation address.**
3. **Convocation address by the Chief Guest.**

**Chancellor says “let the candidates be presented”**

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

  a) **Faculty of Medicine**

  The Dean : Dr.
  Mr. Chancellor, Sir,

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

  (Amended on 15.01.2013 BOM)

b) **Faculty of Dentistry**

The Dean : Dr.
Mr. Chancellor, Sir,

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

C) Faculty of Nursing

The Dean : Dr.

Mr. Chancellor, Sir,

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

(Amended on 15.01.2013 BOM)

d) Faculty of Allied Health and Basic Science

The Dean : Dr.

Mr. Chancellor, Sir,

I present to you the candidates in the Faculty of Allied Health and Basic Sciences who have been examined and found qualified for the Degrees, Diplomas and Certificates i.e. BPT and MPT Pursuant to the decision of the Board of Management to accept the recommendation made by the Academic Council to confer Degrees and Diplomas, I pray that these candidates may be admitted to the respective Degrees and Diplomas. On behalf of those who have been permitted to receive their Degrees and Diplomas In Absentia, I pray that they also may be admitted thereto.

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

In my capacity as Chancellor of this University, I hereby grant the request made by the Deans of faculties of medicine, dentistry, Nursing & the faculty of allied health & basic sciences, to confer upon the graduates the Degrees, Diplomas and Certificates, In Person and In Absentia.

- The Chancellor declares that the Convocation Ceremony is over in the following words:

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

- National Anthem.

- The Procession leaves the Convocation Hall.

- At HOME in honour of the Hon’ble Chancellor and Chief Guest.

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

(Under Rule 26(s) of MoA)

YU 478  a) i) The Registrar shall enter into, verify, carry out and cancel all contracts for and on behalf of the University in accordance with such resolution as the Board of Management may pass, from time to time.

ii) The Registrar shall also enter into; on behalf of the University, the
contract of service with the Vice-Chancellor and other employees of the University.

b) i) The Registrar shall be the custodian of the common seal of the University.

ii) The common seal of the University shall not be affixed to any instrument except by the authority by the resolution of the Board of Management in that behalf and except in the presence of the Registrar, who shall sign every such instrument to which the common seal of the University is so affixed in his presence.

iii) Every certificate of degree or diploma awarded during the convocation ceremony under the Bye-laws shall require to bear the seal of the University and the signature of the Vice Chancellor.

Academic Terms of University

(Under Rule 26 (s) of MoA)

YU 479 The academic year of the University shall be divided into two terms.

YU 480 The dates of the commencement of first and second terms and the last dates of the first and second terms shall be decided by the Board of Management, from time to time.

YU 481 Notwithstanding anything contained in these Bye-Laws, the Board of Management shall have the power, to shift vacation and also extend or reduce its duration.

Provided that, duration of a vacation shall not be extended or reduced, except by a vote of a two-third majority of the members present at a meeting of the Board of Management. In such cases, the period added to either term shall be regarded for the purposes of these Bye-Laws, as part of the other term which has been reduced.

YU 482 Terms to be kept for examination by the student may not be consecutive; but the total number of terms to be kept shall be as prescribed for the course laid down for the examination concerned and shall be kept to the satisfaction of the authorities concerned.

YU 483 For keeping a term in any class in the college, student shall put in attendance of a number of periods which will constitute at least 80% percent of the total number of periods of each term and shall further satisfy the provisions of Bye-Laws.

YU 484 The Vice-Chancellor is empowered to condone attendance of the students, who are required to participate in the sports held under the auspices of the University, A. I.U., Government, etc. for the period during which they are unavoidably absent from the college.

YU 485 The Principal of the colleges shall keep a register of the daily attendance of duly admitted students.

YU 486 To keep a term in the college student must complete to the satisfaction of the Principal, the course of studies prescribed for such term for the class to which such student belongs.
Protection of Powers
(Under Rule 26(s) of the MoA)

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

Preservation of Record
(Under Rule 26(s) of MOA)

YU 488 The record shall be preserved for a period indicated below, and shall be retained by the respective section(s). After the expiry of the period, the record shall be sent for pulping, after getting written prior permission from the respective Heads of the Unit/Section.

YU 489 Record of permanent nature shall be sent to the Record Section for preservation.

Provided that, before sending such record to Record Section, the papers shall be neatly and securely bound.

Provided further that, the loose sheet of record shall not be accepted by the Record Section.

YU 490 The record(s) for which the period of preservation has expired shall be shredded and sent for pulping.

YU 491 The record to be sent to the Record Section for preservation shall be wrapped in bundles in uniform size in pieces of cloth not exceeding size 54”X54”.

YU 492 Whenever any record is required by any section, it shall make a written request to the Record Section well in advance.

Provided that, such papers should be returned back to the Record Section within seven days.

YU 493 The Record Section shall accept such record, which is to be preserved for more than five years.

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Particulars</th>
<th>Period of Preservation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>2</td>
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<tr>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

Accounts Section

i) Cash Book (Kird) Permanent

ii) P.F., Cash Books & relevant files Permanent

iii) Minutes of Finance & Accounts Committee Permanent

iv) Monthly Bank Reconciliation Statement Permanent
v) Registers of Receipt Books Permanent

vi) Publication Permanent

vii) Budget Estimates Permanent (5 copies)

viii) L.I. C. Premium Permanent

ix) Pay Bills 30 Years

x) Voucher Files (A) 20 Years The vouchers pertaining to capital expenditure should be permanently preserved.

xi) Vouchers Files (B) 3 years The vouchers pertaining to paltry amounts like daily wages, meeting allowances, T.A. and D.A., Miscellaneous expenses can be dispensed with 3 years after audit.

xii) Ledgers (Classified) 10 years

xiii) Collection Registers 10 years

xiv) Advance Registers 5 years

xv) Cheque Book Register 5 years

xvi) Receipt Book Register Permanent

Post-graduate Section

i) Scholarship files 5 years

ii) Fellowship file 5 years

iii) Transfer Certificates 5 years

iv) Admission Forms to whom admission is granted 2 years

v) Admission forms to whom admission is not granted 2 years

vi) Attendance Registers 2 years beyond of Students year of passing

vii) Time Table 5 years

viii) Agenda and Minutes of Bodies and Authorities Permanent

ix) Ph.D., and register showing enrolment of students with their subjects and other details Permanent
x) Ph.D., registration form of students
synopsis of the thesis reports of the referees
and Notifications
Permanently

xi) Resolution of the Board of
Management about granting
Recognition to teachers as a post-
Graduate teacher
Permanently

xii) Registers of Recognition of teachers
with all the particulars
Permanently

xiii) Files containing application
of Recognition and letters issued to teachers
about granting/not granting recognition
10 years

xiv) Medical Registration
(P.G.) (Court Cases)
5 years

xv) Register regarding
(Court Cases)
Permanently

Store Section
i) Quotation cases
(Furniture, Stationery & other material) 2 years

ii) Registers (Bills registers, form registers
and stock registers) 2 years

iii) Dead Stock Registers
Permanently

iv) Store Registers (Cement, Steel, Paper)
Permanent

v) Log Book of Vehicles and other Registers
2 years.

Eligibility
Eligibility forms
5 years

Board of Studies Section
i) Agenda and Minutes of the
various Boards and Faculties
Permanent

ii) Syllabuses and Text-Books
Permanent

Inward and Outward Unit
i) Inward Registers
5 years

ii) Outward Registers
5 years
Establishment/Administration Section

i) Alterations and changes in Birth date and names
   Permanent

ii) All Appointments
    Permanent

iii) Applications of various posts
     3 years

iv) Circulars
    Permanent

v) Dismissals and Resignations
   Permanent

vi) Circulars regarding holidays
    Permanent

vii) Earned Leave
     Permanent

viii) Service Books (Teaching & Non – Teaching)
      Permanent

ix) Residential accommodation (Allotment)
    Permanent

x) Attendance Registers
   3 years

xi) Circulars from UGC and Central Government
    5 years

Examination Section

i) Answer-Books (Used)
   Three months from the date of declaration of results.
   for CET and examinations conducted by the University

ii) Mark Lists received from examiners
    1 year
    Be preserved for one year after the date of declaration of results.

iii) Hand-written question papers
     6 months
     Be preserved for 6 months after the date of declaration of results.

iv) Junior Supervisor’s Report
    6 months
    Be preserved for 6 months after the date of declaration of results.

v) Correspondence regarding division of work
   1 Year
   Be preserved for one year after the date of declaration of results.

vi) Results - Record copies
    permanent

vii) Term Work Results (up to Graduation)
     1 Year
viii) Applications of Examiners

ix) Question paper files (2 copies)

Examination result Ledgers (all examinations)

xi) Examiners Appointment 2 Years orders

xii) Sanction of Examination Centre

xiii) Supervisors' Appointment orders 2 Years

xiv) Correspondence regarding Examiners and paper-setters 2 Years meetings

xv) Acknowledgment receipts of question papers 1 Year

xvi) Correspondence in connection with issue of marklist 1 Year

xvii) Transfer Certificate 3 Years

xviii) Marklist counter foils 1 Year

xix) Convocation forms 2 Years

xx) Correspondence regarding internship of M.B.B.S., B.D.S. students 2 Years

xxi) Counter foils of Migration Certificates 3 Years

xxii) Registers - Lapses Cases permanent

Appointment Unit

i) Examination Procedure Committee Report permanent

ii) Seating Arrangement 2 Years

iii) Time-tables of the Examinations 2 Years

iv) Dates of actual declaration of results permanent

v) Dates of Commencement of Examinations 2 Years

Engineering Section

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

iii)  Foundation drawings  permanent

iv)  Measurement Books of -  permanent

1.  New Building
2.  Repairs & Maintenance

v)  Levelling Books, Indent
   Inspection Books, Cement Consumption Books  permanent

vi)  File for every Building & Architect  permanent

vii)  Weekly Report of Junior Engineer, Maistri & Mukadam  1 Year  be preserved one year after audit.

viii)  Land Acquisition  permanent

ix)  Minutes of Building Committee Meeting  permanent

x)  Estimates, Plans, History sheet  containing all additions and alterations of all the buildings of the University  permanent

xi)  File, Quotation, Site, development Water Supply correspondence  permanent

Electrical Engineering Unit

i)  Wiring tenders and contracts  permanent

ii)  Contracts with Electricity Boards and P.W.D.  permanent

iii)  Estimates for Electric fitting of the Building  20 Years

iv)  Correspondence with Electricity Board and P.W.D.  permanent

v)  Indent Books  permanent
UGC Unit

i) Correspondence with the Education, New Delhi 25Years Ministry of Education, New Delhi

ii) Revision of Salary Scales 10 Years

iii) Statistical Returns 3 Years

iv) Financial Assistance to Teachers only sanctioned cases 20 Years

v) Import Licence, Dollar Loan permanent

vi) Section 2 (f) UGC Act permanent

vii) Committees set up as per UGC's instructions for various purposes 10 Years

viii) Essential Statistics permanent

ix) Annual Returns permanent

x) Scientific Equipment and Books permanent

xi) Scientific Equipment permanent

xii) Books & Journals permanent

Publication Board

(Under Rule 26(s) of MoA)

YU 494 There shall be a Publication Board in the University, The Board shall consist of following members, namely

i) The Vice-Chancellor; - Chairman

ii) The Pro-Vice-Chancellor;

iii) Deans of Faculties;

iv) Two persons nominated by the Vice-Chancellor;

v) Registrar - Member Secretary.

YU 495 Members of the Board other than ex-officio members shall hold office for three years. Any casual vacancy caused by death, resignation, or the member ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Vice-Chancellor by nomination. A member so nominated shall hold office for the unexpired residual term of office of the original member whose place he occupies.
The Board shall meet annually in September, or whenever convened by the Vice-Chancellor suo moto. Four members shall form the quorum for a meeting of the Board. No quorum shall be necessary for an adjourned meeting. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

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

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

The functions of the Board shall be

a) to undertake, with the sanction of the Board of Management, the publications of -
   i) the Research Journal;
   ii) any other work such as thesis, dissertation or scientific work, if considered suitable by the Board,
   iii) Self instructional material (SIM)
   iv) Annual Report.

b) to recommend financial assistance to deserving authors of standard works and/or publishers of standard works in accordance with the rules as may be laid down, from time to time.

Recognition to a person for Post-graduate Teaching and Research
(Under Rule 26(s) of MoA)

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

Provided that, the teacher appointed in the grade of Professor or Reader in the subject, shall be deemed to have been recognized as a post-graduate teacher in the said subject and related areas, for all purposes, and subject to the guidelines of the concerned regulatory authority (MCI, DCI, NCI, AICTE, etc).

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

a) The Board of Teaching and Research shall grant recognition to a teacher under any of the following categories:
   i) Post-graduate teaching leading to degree and diploma such as M.D./M.S./Diploma/ M.E./M.D.S./M.B.A. M.Ed. etc.
   ii) Ph.D. and D.Sc.


c) In case the Board of Teaching and Research does not recognize a teacher for post-graduate teaching/research, it shall record its reasons in writing and the teacher shall be informed accordingly.

d) The visiting faculty, other than the teacher approved by the University, in the colleges and who is teaching at degree or post-graduate level and who has published work to his credit may be recognized as a post-graduate teacher for M. Phil and Ph.D. degrees.

e) In exceptional cases, an eminent Doctor and/or Scientist working in the R and D of Pharmaceutical Industry who is not approved as a teacher may be recognised as the post-graduate teacher by research leading to Ph.D. provided that, the person concerned has to his credit acknowledged published research work in indexed journals and is actively engaged in research.

f) The person from the R and D of Industry, Medical Research Institutes recognised by ICMR and who is designated as the Adjunct Professor, Adjunct Reader or Adjunct Lecturer shall be recognised as the post-graduate teacher by research.

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

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

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

a) Recognition for post-graduate teaching/research shall stand withdrawn in case he ceases to be a teacher, with the exception of duly recognized external PhD guides.
b) Recognition for post-graduate teaching/research shall be with be withdrawn in case the teacher has committed any misconduct and has been inflicted with a major penalty for the misconduct having been duly proved.

c) The recognition for post-graduate teaching/research under the previous ordinances shall be withdrawn only after due and sufficient opportunity is provided to such a teacher to show cause as to why such recognition should not be withdrawn. The decision of the Board of Teaching and Research thereon shall be final.

Registers
(Under Rule 26 (s) of MoA)

YU 505  The University shall maintain –

a) a general register giving details of each student, who has been admitted in the college, the date of admission, the date of birth, the name of the birth place, attendance at the sessional examinations and the results of such examinations, and the date of withdrawal;

b) a register of daily attendance of each student.

c) A register of daily attendance of the employees including teachers.

Savings
(Under Rule 26 (s) of the MoA)

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

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

b) All debts, liabilities and obligations incurred before the commencement of this Memorandum of Association, and lawfully subsisting against any existing college, shall be discharges and satisfies by the respective constituent colleges;

c) Any Will, Deed or other document made before the commencement of this Memorandum of Association which contains in bequest gift, term or trust in favour of the colleges shall, on and from the commencement of this Memorandum of Association be constructed as if the corresponding constituent college is named therein instead of the existing colleges;

d) The teachers and other employees, who were appointed by the Trust Sponsoring Body under the provisions of the Rajiv Gandhi University of Health Sciences Act, 1994 immediately before the commencement of the Memorandum of Association, shall be deemed to be appointed by the University under the various provisions of Memorandum of Association and Bye-Laws made thereunder;

e) The students who have graduated from the colleges before the commencement of this Memorandum of Association, shall be deemed to be the registered graduates of the University.
T.A./D.A. Rules
(Under Rule 26 (s) of MoA)

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

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

Examinations
(Under Rule 26(g) of MOA)

YU 508 Definitions

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

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

b) “Admission to the Examination” means the issuance of an admission card to a candidate in certification of his having completed all the conditions laid down in the relevant Bye-Laws, by the University.

c) “ATKT” means allowed to keep terms of the next class inspite of failure in the subjects as per the ATKT rules of the University, from time to time.

d) “Attempt” means either partial or complete appearance by a candidate at an examination. Provided that, mere remittance of examination fees shall not amount to an attempt at an examination.

e) “Candidate” means a student, who has been duly admitted to an examination by the University.

f) “Convocation fee” means the fee chargeable to the student for obtaining the degree/diploma certificates of the University.

g) “Examination Fee” means fees required to be paid by the student to appear for the examination conducted by the University.

h) “Gracing Rules” means the gracing rules provided under these Bye-Laws.

i) Deleted - BoM on 13.01.2012
j. “Moderations of Question Papers” means a process where an appointed Moderator moderate Question Papers set by the Paper setters.

Amended BoM on 13.01.2012

k. i) “Post Graduate Degree Examination” means an examination leading to award of post-graduate degree by the University.

ii) “Post-Graduate Diploma Examination” means an examination leading to award of post-graduate diploma by the University.

iii) “Super Specialty Examination” means an examination leading to the super specialty degree by the University after post-graduation.

iv) “Under-Graduate Examination” means an examination leading to award of degree by the University.

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

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

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

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

YU 509 Preliminary

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

b) University shall hold the end examinations twice in a academic year as decided by the Board of Examinations from time to time.

c) The student who is eligible to appear for the examination shall submit his examination form to the University on or before the date(s) notified by the University.

d) Notwithstanding anything contrary to these Bye-Laws, no student shall be admitted to the examination, if he has already passed the same examination or corresponding examination of any other statutory University, which has been recognised as equivalent to that examination.
e) The University shall prepare and publish a schedule of examinations for each and every course conducted by it at least three months before the commencement of the examinations.

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

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

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

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

YU 512 The Board of Examinations shall have power to exclude any candidate from an examination, on being satisfied that he is suffering from an infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

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

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

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

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

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

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

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

YU 517 The passing and degree certificates shall be given to only those who pass an examination.
In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of similar nature, the Board of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Board of Examinations shall consider necessary in that behalf.

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

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

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

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

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

Provided that, the statement of marks shall only be supplied by the University under the signature of the Controller of Examination.
Rates of Remuneration
(Under Rule 26 (g) of MoA)

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

Examination Fees and Refund of Examination Fees

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

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

a) Where a candidate dies prior to the examination the entire fee shall be refunded. The applicant requesting for the refund of amount paid by the deceased shall have to produce the death certificate and the certificate signed by the Principal.

b) Half of the fee shall be refunded, provided that the application to that effect is received by the controller of Examinations at least seven clear days before the date of commencement of the written examination.

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

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

d) Where a candidate is prevented from appearing at an examination for any other good and sufficient reasons and sends in an application for refund of his fee to the Controller of Examinations so as to reach him before the expiry of the seventh day after the commencement of the written examination, one fourth of the fee shall be refunded.

e) The entire fee of the candidate whose application form for admission to the examination is withdrawn or whose admission to the examination is cancelled will be refunded after the declaration of the result of the examination concerned.

f) When a student intimates his inability to appear for the examination the same should be treated as his request for the refund of the examination fee and the refund be made as per provisions mentioned in the clauses (a) to (e) above.
[Notes : i) All cases of refund of examination fees will be decided after the declaration of the result of the concerned examination. The fees shall be refunded by DD.

ii) The applications received in the office of the University on the date of the commencement of the written examination shall be treated to have been received before the date of commencement of the examination.

iii) Wherever the expression ‘clear days’ appears in the above clauses, for the purpose of counting days, the first and the last day shall be excluded.]

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

**YU 525 a)**

i) **The Controller of Examinations shall invite the applications for appointment of internal and external examiners, paper setters, moderators from the teachers of the University and the other Universities.**

   *Amended BoM on 13.01.2012*

ii) The application forms and other details shall also be made available on the website of the University.

iii) After the last date is over, the Controller of Examinations shall prepare the panel of paper-setters, moderators and examiners (theory and practicals), classwise and subjectwise and place before the Board of Studies in the respective subjects.

iii) The Board of Studies, after due scrutiny, shall recommend the panel(s) in their respective subjects, to the Board of Examination.

iv) **The panels as recommended by the Board of Studies shall be placed before the Board of Examination and it will be approved by the Vice Chancellor.**

   *Amended BoM on 13.01.2012*

v) The committee shall prepare list of eligible persons for various examinations and tests, from amongst persons, included in the panels and shall submit it to the Board of Examination, which shall then appoint paper-setters, moderators and examiners (theory and practicals) for the examination.

vi) The Controller of Examinations shall appoint the required number of paper-setters, moderators and examiners out of the panel(s) approved by the Board of Examination.

vii) **In case, if the panel is exhausted, the Controller of Examinations in consultation with the Chairman BoS and with the approval of the Vice-Chancellor shall appoint examiners.**

   *Amended BoM on 13.01.2012*
Provided that, the Controller of Examinations shall place the list of such examiners appointed, before the ensuing meeting of the Board of Examinations for ratification.

vii) The Controller of Examinations shall update the Panel in consultation with the Chairman Board of Studies and approved by Vice-Chancellor.
Amended BoM on 13.01.2012

x) The teachers of the University cannot claim examinership as a matter of right.

b) i) There shall be Paper-setters for each examination consisting a minimum of two paper setters for each subject.
Amended BoM on 13.01.2012

ii) Each paper-setter shall prepare and submit three different independent paper sets along with scheme of marking and model answers in a separate sealed cover to the Controller of Examinations.
Amended BoM on 13.01.2012

iii) The paper sets so received shall be moderated by a Teacher in that concerned subject appointed by the University.
Amended BoM on 13.01.2012

iv) The moderator shall moderate all the paper sets in terms of the content, weightage and language.
Amended BoM on 13.01.2012

v) The moderator, after moderation, shall seal the individual packets and submit the same to the Controller of Examinations in a sealed cover with certificate under his signature.
Amended BoM on 13.01.2012

vi) Deleted  BoM on 13.01.2012

vii) The paper-setters who do not submit their question papers to the Controller of Examinations within the prescribed time limit, shall, ipsofacto, cease to be paper setters.

viii) The question papers, unless otherwise specified, shall be set in English.
Conduct of Examination

YU 526  Procedure of conduct of theory examination at the centre

a) The Chief Superintendent of the Examination Centre shall be appointed by the Controller of Examinations.

Amended BoM on 13.01.2012

b) The Principal of the college shall be the chief Superintendent and will be responsible for the entire matters connected with examinations at his centre.

A Deputy Chief superintendent also will be appointed by university to assist the Chief Superintendent and for the smooth conduct of examination at the centre.

All expenses incurred in connection with the conduct of the examinations at a centre shall be reimbursed by the University as per the rate approved by the University, from time to time. The accounts shall be submitted in the prescribed forms within a month from the last date of examination in the centre.

Amended BoM on 13.01.2012

c) No person other than the candidates, invigilators and such other persons as may be authorized by the Chief Superintendent shall be allowed to enter the premises of the examination centre. The Chief Superintendent shall take all necessary steps to ensure this by displaying a notice to this effect prominently

Amended BoM on 13.01.2012

d) Candidates for all examinations shall strictly abide by the instructions that may be issued to them by the Controller of Examinations from time to time.

Amended BoM on 13.01.2012

e) The controller of Examinations shall supply sufficient number of YU answer books and copies of question papers (in sealed packets) and other stationary as per the requirements of the centre to the Chief Superintendent well in advance deemed to be fit.

Amended BoM on 13.01.2012

f) The Chief Superintendent shall send the sealed answer books with all safety measures to the Controller of Examinations by name immediately after examination of the day is over.

Amended BoM on 13.01.2012
g) **The Chief Superintendent**, after the examination is over, shall prepare the consolidated statement of the answer books, question papers used for the examinations and submit the same in sealed envelope to the Controller of Examinations.

*Amended BoM on 13.01.2012*

h) **The Chief Superintendent** shall send the unused YU answer books and question paper in a separate sealed cover to controller of examinations.

*Amended BoM on 13.01.2012*

**Vigilance Squads**

**YU 527**

a) The Controller of Examinations shall appoint in consultation with Vice Chancellor, vigilance squad consisting of three senior teachers to visit the examination centres. One of the members of the vigilance squad shall be a lady teacher.

The chairman of Squad shall submit the report on surprise visit directly to the controller of Examinations.

The Chief Superintendent of the college where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance during the conduct of examination and shall ensure that no malpractice takes place during the examination.

The **Chief Superintendent** shall report any Malpractice cases, to the Controller of Examinations immediately after the paper is over.

*Amended BoM on 13.01.2012*

b) The squad shall ensure that the examinations are conducted as per the set procedure of the University and shall ascertain whether the **chief Superintendent and others** are following scrupulously the instructions for the conduct of the examinations.

*Amended BoM on 13.01.2012*

c) The Squad shall check the students who try to resort to malpractices at the time of examinations and report such cases to the Controller of Examinations.

d) The Squad shall be authorized to visit any examination centre without prior intimation and **enter office of the Chief Superintendent to check** the record and other material relating to the conduct of examination. They can enter in any YU examination for checking the candidates identity card, hall tickets etc. to ascertain the authenticity of the candidate. The Squad shall be authorized to detect use of malpractices and unfair means in the examination, if necessary, by physical check.
In case of female candidates, the physical check shall be made by a lady member of the Squad.

Amended BoM on 13.01.2012

e) The Chairman of Squad shall submit the report directly to the Controller of Examinations.

Amended BoM on 13.01.2012

f) The Principal of the college where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance during the conduct of examination and shall ensure that no malpractice takes place during the examination.

f) The Chief Superintendent shall report all malpractice cases, if any, to the Controller of Examinations immediately after the examination is over.

Amended BoM on 13.01.2012

YU 528 Centralized Evaluation Programme (CEP)
The conduct of examinations and declaration of their result constitute one of the important activities of the University. The scheme of Centralized Evaluation Programme (CEP) is being introduced in the University with a view to:

a) declare the results at the earliest possible time.

b) increase the reliability, accuracy and efficiency in the process of evaluation and declaration of results,

c) maintain consistency and uniform standard in the Evaluation

d) creating confidence among the academic Community about the valuation system

Amended BoM on 13.01.2012

YU 529 Centralized Evaluation Programme (CEP)
a) Answer books of all examination shall be evaluated only at the Centralized Valuation Camp.

b) The Venue of the Centralized Evaluation Camp shall be in the University premises.

c) The Controller of Examinations shall appoint with the approval of Vice-Chancellor one Chairman for each examination from among the senior most teachers of the subjects.

d) He will be designated as Chairman, Board of Examiners for Evaluation

Amended BoM on 13.01.2012
Each paper of a candidate will be valued by one Internal Examiner and One External Examiner. The External Examiner shall be a Teacher from outside the Yenepoya University. If there is 15% difference of marks between the 1st valuation and 2nd Valuation for particular scripts, this script will be subjected to a 3rd Valuation by an Examiner who has not made the 1st valuation and 2nd Valuation for this script. The Average marks of Two / Three (as in the case may be) will be awarded to the candidate. This pattern of valuation is only applicable for Dental and Medical UG courses and PG courses of Allied Health Sciences. For Other Non Medical PG courses also this pattern of Valuation (Assessment) will be followed if not otherwise Specified by the competent Authorities.

For Medical and Dental PG Courses the scripts of each candidates shall be valued by Four Examiners of whom Two should be External.

The Controller of Examinations shall appoint examiners in consultation of the Vice Chancellor.

The Controller of Examination shall appoint required number of examiners and shall send written appointment letter to all the Examiners well in advance so as to enable to the examiners to communicate their acceptance.

The Senior Teacher will be appointed as The Custodian of Answer scripts and He/She shall work as per the direction of the Chairman, BOE (E)

The Practical Examinations of this particular session shall also conduct under the supervision of Chairman (BOEV).

One Co coordinator shall be appointed to assist the work in the Valuation Camp.

The Principal/Chief Superintendent shall have the total responsibility of the Centralized Valuation camp held in his Centre.

Amended BoM on 13.01.2012

After the centralised evaluation the Chairman shall collect all the answer books and reconcile with the pre-cap data

The Chairman will collect all the marklists and validate them in terms of signatures of the moderator/examiners.

The Chairman shall seal all the answer book bundles and marklists in a separate envelope and handover the custody of the same to the Controller of Examinations.

Result Processing

a) The results of the examination shall be tabulated in a prescribed form.

b) All the marks received in the examination section will be entered in the
system by two data entry operators independently and through the mismatch software, for the mistakes, if any, in the data entry and same shall be verified by a senior designated official.

c) After validation of all the data by the senior designated official, result shall be processed and the Controller of Examinations shall declare the results after the approval of the Vice Chancellor.

d) The Controller of Examinations shall publish the same in the University Official Web site and send the ledger and statement of marks to the concerned Principal.

Amended BoM on 13.01.2012

Procedure to be followed while making amendments correction in the Result

{Under Rule 26 (g) of MoA}

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

a) While entering the marks from the marklist into the system, if, by mistake, the marks of a wrong number are entered or, through oversight, if the last digit of the seat number is taken to be the marks the unit head shall verify the corrected entry personally and sign it.

b) If the candidate appearing for the practical examination by paying fees for the out of turn, is shown as absent, but his marks are received, then in such a case the Unit Head shall enter the corrected marks after due verification.

c) At times, while rechecking, the totals of the marks made in the system are found to be incorrect. In such a case the Unit Head shall make the correction and sign it.

d) At times, a student appears for a subject not specified in the examination form. In all such cases approval of the Controller of Examinations should be obtained for such case and the entry in the Ledger be corrected with the signature of the Asstt. Controller of Examinations and the modified result be communicated by the Deputy Controller of Examinations.

e) At times, entries against a wrong seat number are found recorded by examiners. In such case approval of the Controller of Examinations shall be obtained separately for each case. The entries in the ledger shall be corrected with the signature of the Asstt. Controller of Examinations and the modified result be communicated by the Deputy Controller of Examinations.

f) The cases, where the result is being revised as a consequence of the verification of marks, the cases may be referred to the unit concerned by the Asstt. Controller of Examinations after obtaining the approval of the Controller of Examinations. The Deputy Controller of Examinations concerned shall communicate the result thereon.
g) Deleted BoM on 13.01.2012

h) In case some intentional tampering of the result is discovered in any unit and the person doing it is not traced the responsibility will be fixed on all the employees in the unit collectively and necessary action will be taken against them all.

i) In case where the result of an examination has been declared and published and it is found that the said result has been affected by any malpractice, fraud or any other improper conduct where the candidate has benefited and that such candidate, has in the opinion of the Board of Examination been party or privy to or connived at such malpractices, fraud or improper conduct, the Board of Examination shall have power at any time, notwithstanding the issue of certificate or the award of a price of scholarship, to amend the result of such candidate and to make such declaration as the Board of Examinations deems in that behalf.

**YU 535**

Grace Marks

Gracing Rule shall be concurrent with the provisions of the rules of the respective National Regulatory Bodies from time to time. *Grace Marks will not be considered for Rank and Higher Classes.*

Amended BoM on 13.01.2012

**YU 536**

Gracing Rule shall be concurrent with the provisions wherever mandatory in the rules of the respective National Regulatory Bodies from time to time. *Grace Marks will not be considered for Rank and Higher Classes.*

Amended BoM on 13.01.2012

**YU 537**

Deleted BoM on 13.01.2012

**YU 538**

Unfair Means Resorted to by the Candidate

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

**YU 539**

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

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

**Competent Authority**

Yu 540  The Board of Examinations duly constituted under these Bye-Laws shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

Yu 541  Definition – Unless the context otherwise requires

a) “Unfair Means” mean and includes one or more of the following acts of commission or omissions on the part of student/s during the examination period.

i) possessing objectionable material and / or copying there from.

ii) transcribing any unauthorised material or any other use thereof.

iii) intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

iv) unauthorisedly communicating with other candidates or any one else inside or outside the examination hall.

v) mutual and / or masscopying.

vi) smuggling-out, or smuggling-in of either YU blank or written answer books as copying material

Amended BoM on 13.01.2012

vii) smuggling-in YU blank or written answer book and forging signature of the Room Superintended thereon.

Amended BoM on 13.01.2012

viii) interfering with or counterfeiting seal of the University or office stationery used in the examinations.

ix) insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examination.

x) impersonation at the examination.

xi) revealing identity in any form in the answer written or in any other part of the answer book by the candidate at the examination.

xii) or any other similar act(s) of commission and/or omission (s), which may be considered as unfair means by the competent authority.

b) “Unfair Means relating to Examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
c) “Unfair Means Material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the candidate or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

d) “Possession of unfair means material by a candidate” means having any unauthorized material in his possession or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

e) “Candidate found in possession” means a candidate; reported in writing, as having been found in possession of unfair means material by Room Superintendent, Chief Superintendent, member of the vigilance squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it’s being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegal provided report to that effect is submitted by the Chief Superintendent or any other authorized person to the Controller of Examinations.

Amended BoM on 13.01.2012

f) “Material related to the subject of examination” means and includes, the material produced as evidence, certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegitimate for any of the reasons referred to in clause (e) above, the presumption shall be that the material did relate to the subject of the examination.

g) “Senior Supervisor” means Principal of the College where the examination center is located.

YU 542 During Examination, candidate shall be under disciplinary control of the senior and junior supervisors.

YU 543 The senior supervisors shall, in the case of unfair means, follow the procedure as under:

YU 544 The candidate shall be called upon to surrender to the senior supervisor, the unfair means material found in his possession, if any, and his answer book.

YU 545 Signature of the concerned candidate shall be obtained on the relevant materials and list thereon. The Sr. Supervisor and Jr. Supervisors shall also sign on all the relevant materials and documents.

YU 546 Statement of the candidate and his undertaking in the prescribed format (Appendix – III) shall be recorded in writing by the senior supervisors. If the candidate refuses to make statement or to give an undertaking (Appendix – No.IV), the concerned Sr. Supervisor and Jr. supervisors shall record their statements accordingly under their signatures.
The senior supervisors shall take one or more of the following decisions depending upon seriousness/gravity of the case:

a) In the case of impersonation or violence, expel the candidate(s) from the examination and not allow him to appear for the remaining examination.

b) Obtain undertaking from the candidate to the effect that the decision of the concerned competent authority in his case shall be final and binding and allow him to continue with his examination.

c) May report the case to the Police Station as per the provisions of IPC an act to provide for preventing malpractices at the University and Board examinations. Appendix-No. V

d) Confiscate his answer book, mark it as “suspected unfair means case” and issue him fresh answer book duly marked.

e) The copying material found in possession of the candidate, his statement and the statement of Jr. supervisor and the answer book(S) shall be forwarded by the Sr. Supervisor along with his statement to the Controller of Examinations in a separate sealed envelope marked “Suspected unfair means case” Appendix-No. VI &VII.

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

Procedure to be followed by Examiner during Assessment

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

Amended BoM on 13.01.2012

A prima facie case of unfair means reported to the Controller of Examination from the Centralized Valuation Camp shall be inquired into a Committee constituted by the Vice Chancellor. In the event, cases of unfair means are reported through any other sources, the Controller of Examinations shall scrutinize the case, collect preliminary information to find out whether there is a prima facie case for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor. If the Vice Chancellor is satisfied that there is a prima facie case, he shall place the same before the Malpractice Enquiry Committee for further Investigation. The controller of Examinations, shall be the Presenting Officer of the case before the Committee and shall deal with the case till it is finally disposed of.

Amended BoM on 13.01.2012
The result of such candidate shall be kept reserved until his case is finalized by the Board of Examinations.

Appointment of Examination Unfair Means Committee the Board of Examinations shall constitute a unfair means committee as provided in Bye-Laws No, (307).

Procedure to be followed by the Examination Unfair Means Committee should be as under.

a) The Controller of Examinations or the officer authorized by him, shall inform the candidate concerned in writing of the act of unfair means alleged to have been committed by him, and shall ask him to show cause as so why the charge(s) leveled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

b) The candidate should personally appear before the Committee one a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him therein. The candidate himself only shall present his case before the committee.

c) The documents which are being taken into consideration or are to be elide upon for the purpose of proving charge (s) against the candidate should be shown to him by the Committee, if the candidate personally presents before the committee. The evidence, if any, should be recorded in the presence of the delinquent candidate.

d) Reasonable opportunity, including oral hearing, may be given to the candidate in his defence before the committee. The reply/explanation given by the candidate to the show cause notice shall be considered by the committee before making final recommendation.

e) The committee should follow the above procedure in the spirit of the principle of natural justice.

f) After serving a show cause notice, if the delinquent candidate fails to appear before the Committee on the day, time and place fixed for the meeting, the candidate may be given one more opportunity to appear before the Committee in his defence. If candidate still remains absent or does not appear before the Committee the Committee, shall proceed with the case on the basis of available evidences and decide his case.

g) The report of the committee shall be placed before the Board of Examinations for final decision.

**Punishment**

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

a) Annulment of performance of the candidate in full or in part in the examination he has appeared for.

b) Debarring candidate from appearing for any examination of the University for a stipulated period not exceeding five years.

c) Debarring candidate from taking admission for any course in the University for a stipulated period not exceeding five years.
d) Cancellation of the scholarship(s) or award(s) or prize or medal etc. awarded to him by the University in that examination.

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

**YU 555** The Board shall ensure that the quantum of punishment imposed on the candidate commensurate with the gravity of the offence committed by him.

**YU 556** The candidate may be informed of the punishment finally imposed on him in writing by the Controller of Examinations, under intimation to his Principal.

**YU 557** The Broad Categories of Unfair Means Resorted to by candidate at the examinations and the quantum of punishment for each category thereof shall be as follows -

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Nature of Malpractice</th>
<th>Quantum of Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Possession of copying material</td>
<td>Annulment of the performance of the candidate at the examination in full*</td>
</tr>
<tr>
<td>b)</td>
<td>Actual copying from the copying material.</td>
<td>Exclusion of the candidate from examination for one additional examination</td>
</tr>
<tr>
<td>c)</td>
<td>Possession of another student’s answer books.</td>
<td>Exclusion of the candidate from examination for one additional examination. (Both the candidates)</td>
</tr>
<tr>
<td>d)</td>
<td>Possession of another candidate’s answer book and actual evidence of copying there form</td>
<td>Exclusion of the candidate(s) form examination for two additional examinations. (Both the candidates)</td>
</tr>
<tr>
<td>e)</td>
<td>Mutual/Mass copying.</td>
<td>Exclusion of the candidates from examination for two additional examinations.</td>
</tr>
<tr>
<td>f)</td>
<td>Smuggling-out or smuggling in answer book as copying material.</td>
<td>Exclusion of the candidates from examination for two additional Examinations.</td>
</tr>
<tr>
<td>g)</td>
<td>Smuggling-in of written answer book based on the question paper set at the examination.</td>
<td>Exclusion of the candidates from examination for three additional Examinations.</td>
</tr>
<tr>
<td>h)</td>
<td>Smuggling-in of written answer book forging signature of the invigilator on the answer book or supplement</td>
<td>Exclusion of the candidates from examination for four additional attempts.</td>
</tr>
<tr>
<td>i)</td>
<td>Attempt to forge the signature of the invigilator on the answer book or supplement</td>
<td>Exclusion of the candidates from examination for four additional attempts.</td>
</tr>
<tr>
<td>j)</td>
<td>Interfering with or counterfeiting or University seal or answer books or office stationery used in the examinations.</td>
<td>Exclusion of the candidates from examination for four additional Attempts</td>
</tr>
</tbody>
</table>
k) Answer book. Main or supplement written outside the examination hall or any book.  
Exclusion of the candidates from examination for four additional Attempts other insertion in answer.

l) To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.  
Exclusion of the candidates from examination for four additional Attempts.

m) Using obscene language/ violence/ threat at the examination centre by a candidate at the examiners.  
Exclusion of the candidates from examination for four additional Attempts.

n) Impersonation at the examination.  
Exclusion of the candidates from examination for five additional attempts. (both the candidate if impersonator is student of the University).

o) Revealing identity in any form in the answer written or in any other part of the answer book by the student at the examination  
Annulment of the performance of the candidate at the examination In full.

p) Found having written on palms or on the body, or on the clothes while in the examination.  
Annulment of the performance of the candidate at the examination In full.

q) All other malpractices not covered in the aforesaid categories.  
Annulment of the performance of the candidate at the examination In full and severe punishment depending upon the gravity on the offence.

YU 558 If on a previous occasion a disciplinary action was taken against a candidate for malpractice used at examination and he is caught again for malpractices used at the examination, in this event, he shall be dealt with severely. Enhanced punishment shall impose on such candidate. This enhanced punishment may extend to doubling the punishment provided for the offence, when committed at the second or subsequent examination.

YU 559 Practical/ Dissertation/ Project Report examination: candidate involved in malpractice at practical at practical/ dissertation/project report examination shall be dealt with as per the punishment provided for the theory examination.

YU 560 The competent authority, in addition to the above mentioned punishments, may impose a fine, not exceeding Rs. 1000/- on the candidate declared guilty.

*(Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as annual practical examination, but does not include performance at internal examinations, term work, project work with its term work, oral or practical and dissertation examination unless malpractice is used thereat.)

Malpractices used or Lapses Committed by any paper-setters, Examiners, Moderators, Referees, Teachers or any other person connected with the Conduct of Examination.
YU 561 Competent Authority

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

YU 562 Definition: Unless the context otherwise requires:

a) “Paper-setter, Examiner, Moderator, Referee” means and includes person(s) duly appointed as such for the examination by the competent authority and the term “any other person connected with the conduct of examination” means and includes person(s) appointed on examination duty by the competent authority.

b) “Malpractice/Lapse” Means and includes one or more of the following acts of commission or omission on the part of the person(s) included in (a) above relating to the examination:

i) Leakage of question(s) or question paper set at the University examination before the time of examination.

ii) Examiner/Moderator intentionally awarding marks to candidate in assessment of answer books, dissertation or project work, which are glaringly higher or lower than the student deserves or awarding no marks at all to the student.

iii) Paper-setter omitting a question, serial number of question, repeating question or setting question(s) outside the scope of syllabus.

iv) Examiner/Referee showing negligence in detecting malpractice used by candidate(s).

v) Jr. Supervisor, Sr Supervisor, Center-in-charge showing negligence/apathy in carrying out duties or aiding, abetting, allowing and/or instigating students to use malpractice(s).

vi) Any other similar act(s) of commission and/or omission(s), which may be considered as malpractices or lapses by the competent authority.

c) “Malpractice or lapse relating to examination”

Means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means. Fraud or undue influence with a view to obtaining wrongful gain for himself or for any other person or causing wrongful loss to other person/s or omitting to do what he is bound to do as duties.

Investigating committee

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

YU 563 Procedure for investigation
a) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination reported to the University shall be scrutinized by the Controller of Examinations who will also collect preliminary information to find out whether there is a prima facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his preliminary report to the Vice-Chancellor, if the Vice-Chancellor is satisfied that there is a prima-facie case then he shall place the same before the Committee for further investigations through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the Case before the Committee, Police authorities and Court and shall deal with the case till it is finally disposed of.

b) The competent authority or the officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him at the examination and shall ask him to show cause as to why the charge(s) leveled against him should not be held as proved and why the punishment stipulated in the show cause notice should not be inflicted on him.

c) The concerned person be asked to appear before the committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him therein. The concerned person himself only shall present his case before the Committee.

d) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge(s) against the concerned person shall be shown to him by the Committee if he presents himself before the committee. The evidence, if any, should be recorded in the presence of the delinquent.

e) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his defence before the committee. The reply/explanation given to the show cause notice shall also be considered by the committee before making final report/recommendation.

f) The Committee shall follow the above procedure in the spirit of principle of natural justice.

g) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he be given one more opportunity to appear before the committee in his defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his case in his absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.

h) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

Punishment
The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charge(s) and shall inflict any one or more of
the following punishments on the implicated person found guilty of using malpractice(s) or committing lapses at the examination:

a) Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, work either permanently or for a specific period.

b) Imposing fine, not exceeding Rs.1000/- if the concerned person fails to pay the fine, within a stipulated period, the competent authority may impose on such a person additional punishment/penalty as it may deem fit.

c) Referring his case to the Registrar for taking such disciplinary action as deemed fit as per the rules governing his service conditions.

d) The competent authority or the officer authorized in his behalf, shall inform the concerned person about the decision taken in his case and the punishments imposed on him.

e) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause (a) and (b), the decision of the Board of Examinations shall be final and binding.

f) The competent authority shall supply a typed copy of the relevant extract of the fact finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his case to the appellant/petitioner, if applied for in writing.

g) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.

h) As far as possible the quantum of punishment should commensurate with the gravity of the offence.

**YU 565**

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

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

e) Paper–setter omitting question at the time of finalization of question paper set at the examination or repeating the while writing

f) Paper-setter committing malpractice during the examination

g) Paper-setter setting questions outside the scope of the syllabus

h) Examiner showing negligence in detecting malpractices used by the candidate(s) while assessing answer books

i) Guiding Teacher showing negligence in supervision of dissertation/project work by the student.

j) Invigilator/Sr.Supervisor showing apathy in carrying out duties related to examination(e.g. not taking a round to the examination hall or opening the packet of question paper before prescribed time)

k) Invigilator helping candidate in copying answers while in the examination or showing negligence in reporting cases of copying answers by students while on supervision duty.

Disqualification from any examination work for a period of three years.

(rh) Disqualification from any examination work for a period of three years.

As decided by the Board of Examinations.

l) Invigilator candidate in mass copying while on examination duty

a) Permanent disqualification from any examination work and

b) Disciplinary action by imposed the Board of Examinations

(Note: The quantum of punishment at Sr. No. a) shall apply also to the nature of malpractices at Sr. No.(b) to Sr. No.(n) in addition to the punishment prescribed there at)

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

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

YU 566 Deleted. since we are following the double valuation pattern

BoM on 13.01.2012
Miscellaneous

YU 567  The character certificate shall be supplied to the final year undergraduate and post graduate students on payment of the charges to be decided, from time to time.

YU 568  The fee for any certificate not provided for in any of the Bye Laws shall be decided, from time to time. The fee paid by a person for obtaining a certificate shall not be refunded.

YU 569  No candidate shall be eligible for any fellowship, prize, medal or other award who presents himself for the examination to which the award relates, after the expiry of the minimum period prescribed for that examination. the computation of the period for this purpose, shall begin from the date of passing of the preceding examination which qualified the candidate to enter on the course for the higher examination.

YU 570  Deleted.
  since we are following the double valuation pattern from (e) to (l) or (a) to (l)
  BoM on 13.01.2012

YU 571  Deleted.
  since we are following the double valuation pattern.
  We may amend like this:
  Committee for Redressal of Grievances

Procedure for the redressal of Grievance in the Examination.
The Vice Chancellor may constitute a committee for redressal of the grievance consisting the following :
  * Dean of the Faculty concerned
  * Chairman of the Board of Studies – member in the subject concerned
  * One Teacher having minimum 20 years teaching experience in the subject / Paper
  * The controller of Examinations – Member Secretary
  * The Controller of Examination shall convene the meeting.
  * The Committee shall verify the complaint / grievance and make recommendations
  * The recommendations of the committee shall be placed before the Board of Examinations.
  * The Board of examinations may recommend for the further course of action subject to the order of the Vice Chancellor
  * After considering all the facts the Vice Chancellor shall take Final decision in this matter.

Funds, Accounts, Audit and Annual Report
(Under Rule 33 of MoA)

572  Budget

a)  The annual financial estimates or budget of the University for the ensuing financial year shall be prepared by the Finance Officer under the direction of the Finance Committee at least three months before the commencement of the financial year.

b)  Every year, the Finance Officer shall initiate the process of preparation of budget in the month of January. He shall send the blank formats to the Principal, Head of the Departments and section heads with the position of the receipt and expenditure upto
end of December of the different budget heads.

c) The Principals, department/section heads, taking into account the receipt and expenditure up to the month of December and probable receipt and expenditure of the next year, shall prepare the budget of their college, department/section and forward the same to the Finance Officer by 15th January.

d) The Finance Officer based on the information received from different colleges, department/sections shall prepare budget and place before the Finance Committee for its approval.

e) The Finance Committee, after due scrutiny, shall pass the budget and recommend the same to the Board of Management for final approval.

f) Every year, in the month of October, the Finance Officer shall prepare supplementary demands, if any, and place before the finance committee.

g) The Finance Officer, after getting the approval of the Board of Management, shall forward the copies of the budget to the University Grants Commission and the Chancellor.

h) The financial year of the University shall be the same as that of the Government of India.

**YU 573 Funds of University**

The University shall establish following funds, namely:

a) general fund;

b) salary fund;

c) trust fund;

d) development and programme funds;

e) contingency fund; and

f) any other fund which, in the opinion of the University is deemed necessary to establish.

a) **General Fund**

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

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

ii) all income of the University from any source whatsoever, including income from fees and charges,

iii) any sum borrowed from the banks or any other agency;

iv) sum received from any other source or agency.

b) **Salary Fund**

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

c) **Trust Fund / Corpus Fund**

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

d) **Development and Programme Fund**
The University shall consist of all infrastructure development received from UGC and other national and international funding agencies, industry, banks, financial institutions or any persons.

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

e) Contingency Fund

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

The surplus moneys at the credit of these funds, which cannot immediately or at any early date be applied for the purpose aforesaid shall, from time to time; be deposited in the bank(s) as directed by the Board of Management.

YU 574 Annual Accounts and Audit

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

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

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

YU 575 Annual Report

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

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

Establishment of College, Department or Centre

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

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YU 576 a) The Planning and Monitoring Board, taking into consideration the manpower requirements at regional and national level, shall prepare the perspective plan of the University. The perspective plan shall consist of the specific recommendation like starting of a college, programme; twinning arrangements and collaboration with other institutions at national and international level.

b) The perspective plan prepared by the Board shall be placed before the Academic Council for its consideration.

c) The Academic Council, after detailed discussions, shall recommend the same to the Board of Management for its approval.

d) The Board of Management may approve the plan or amend the same or refer back to Planning and Monitoring Board with specific additions/ modifications.

e) The perspective plan as approved by the Board of Management shall be sent to the
University Grants Commission and Chancellor for their information.
f) The University, if required, may amend, repeal the perspective plan as when required, depending on the educational needs of the region and the state.
g) The programmes/courses to be started by the colleges shall be initiated at the Board of Studies level and shall be in tune with the perspective plan of the University.
h) The Board of Studies shall prepare the detailed programme/course structure that includes detailed unitised syllabus, number of classroom teaching hours, standard of passing, grading rules, nature of theory and practical examination, additional teachers and infrastructural facilities required for the programme course to be launched, etc,
i) The programme or course structure prepared by the Board of Studies shall be placed before the Academic Council for its "approval. However, in case of the post-graduate programme the same may be placed before the Board of Postgraduate Research and Teaching for its approval.
j) The recommendations of the Academic Council or Board of Postgraduate Research and Teaching, as the case may be, shall be placed before the Board of Management for its approval.
k) After the approval of the Board of Management, the item may be placed before the Finance Committee for making budgetary provisions.
l) The University, before starting the programme, however, shall take the prior approval of the University Grants Commission.

Procedure for Conduct of All India Entrance Test (AIET)

1. These guidelines may be called "Bye-Laws for conduct of All India Entrance Test" by the University.

2. In these Bye-Laws, unless the context requires otherwise-

   i) 'AIET' means All India Entrance Test or any other similar test with any other name, conducted by the University for selection of students to any programmes run by the University.

   ii) 'Competent Authority' means the authority so designated by the University.

   iii) 'Candidate' means a person who has submitted his application in the prescribed form with prescribed fees to the Competent Authority and, who is found eligible to appear for the AIET.

   iv) 'Chairman' means Chairman of the Board of Paper Setters,

   v) 'Day and Date of Examination' means Day and Date of the AIET examination as fixed and notified by the person appointed by the Competent Authority,

   vi) 'Examination Centre' means the examination centre and/ or the location identified by the Competent Authority at various places as per the existing requirement, from time to time,

   vii) 'Paper Setter' means the person appointed by the Competent Authority to set the question papers,

   viii) 'Presiding Officer' means the person(s) so designed by the Competent Authority to monitor the conduct of AIET at an examination centre,
ix) 'Printer' means the confidential press identified for the printing of question papers and YUank answer sheets by the Competent Authority.

x) `Schedule of AIET' means and includes the day, date, time and AIET examination centre and such other information related to conduct of the AIET.

Pre-examination related guidelines

3. The Competent Authority shall:
   i) Prepare the scheme of the AIET and place before the Board of Examination for its approval.
   ii) By Notification, publish the schedule of the AIET examination in leading newspapers both at the National and State levels,
   iii) Mention in the Notification, information such as cost of prospectus, last date for sale of prospectus, last date for receipt of the duly filled application, AIET fees, examination centres, syllabi for the various subjects included in the AIET, AIET schedule, date of declaration of result, date of counseling, number of seats available to the candidates belonging to the socially disadvantaged class etc.
   iv) Prepare after the last date for the sale of prospectus, a 'reconciliation report' which shall include the total number of prospectus printed, total number of prospectus sold, amount received there from, etc.
      Prepare centre-wise bundles of the application forms received by the last date prescribed for the purpose including the late date with last fees, if any,
   vi) Scrutinize all the applications and prepare centre wise bundles of applications of eligible candidates for further processing on ICR,
   vii) Get the centre wise name list of the candidates and their hall tickets printed in duplicate or in triplicate as deemed necessary.
   viii) Arrange to send the hall tickets, time table, name of the examination centre, instructions, if any to the candidates by Registered Post and e-mail and ensure that all this information is also available on the WEBSITE of the Competent Authority.

Syllabus of AIET

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

5. Appointment of Paper Setters and Question Paper Setting
   i) A subject wise Board of Paper Setters shall be appointed by the Competent Authority, each such Board consisting of five members.
   ii) The Competent Authority shall also appoint a Chairman for each Board of Paper setters. The Chairman, apart from being a subject expert, will be the moderator for the Board of Paper Setters working under him.
   iii) In addition to the detailed syllabus and structure of the question paper to be set, the Paper Setters shall be provided with information regarding the 'Content wise weight ages' (Marks) to be given to each topic in the syllabus while drawing up a question paper for the concerned subject.
iv) Each Board of Paper Setters for a given subject shall set three independent parallel sets of question papers in accordance with the approved structure as well as the pre-determined content wise weightages. Besides, in addition to these sets each Board shall also submit additional 25% questions (items) per set on various topics in the syllabus as ‘Extra Questions’. Each question paper set shall also be accompanied by a separately packed and sealed envelope containing the answer keys for the given questions. Only multiple choice type objective items, each having four answers choices, will be the accepted questions format in the AIET.

v) All the question paper sets (manuscripts) shall be submitted by the Board of Paper Setters to its Chairman who in turn, will check the content as well as language accuracy of each paper set as well as its coverage of the syllabus in accordance with the given topic wise weightages. If felt necessary, he may replace certain questions from among those given as 'Extra Questions'. He shall then finalize for a specific subject, three parallel question paper sets with their respective answer keys, ensuring that these three sets of question papers are fully independent sets without any repetition and that each set as a whole does justice to the prescribed syllabus.

vi) The finalized and sealed manuscripts of the three sets of question papers along with their answer keys shall then be handed over by the Chairman to the Competent Authority for further necessary action.

vii) The Competent Authority, shall then select at random any ONE SET from among the three in his custody as the final set to be taken a for printing.

viii) The balance sets along with the unused 'Extra Questions' shall be kept as 'Reserve Sets' to deal with emergency situations requiring immediate printing of a fresh set of Question Papers.

ix) The Competent Authority shall identify the printer for printing of question papers and YUank answer sheets. While selecting the printer, the Competent Authority shall ascertain the credentials and the track record of the printer and shall, as far as possible, select the printer from outside the State. The printer shall be RBI approved printer for confidential work.

6. The PRINTER shall:

i) Scramble (vertically and horizontally), through software, the question paper handed over to him and make four versions of the same, with clear indications regarding the Version number or code printed both on the question paper as well as the answer sheet accompanying it.

Print the required number of copies of each version along with their answer sheets, duly arrange the four versions sequentially as per the seating arrangements provided to him and prepare center wise parcels of different denominations as instructed to him and in accordance with the requirements of the exam, centers.

iii) Seal each question paper packet along with the corresponding answer sheets in a plastic cover and further seal them in cloth-lined bags, as per the instructions given to him. He shall use only computer seals on both sides of the cloth-lined bags.
iv) Paste a slip on each cloth-lined bag. The slip shall contain matter as given below:

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

Signatures

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

External Senior Supervisor

v) Deliver all the packets to the Competent Authority or to such other person(s)/Presiding Officer at different centres that are authorized to receive the same on his behalf.

7 The Competent Authority or persons)/Presiding Officer shall keep all the packets received from the printer in safe custody and seal the same. He should, if deemed necessary, arrange for armed police guards for the safe custody of the question papers and answer sheets.

8. The Competent Authority shall prepare an exhaustive instructional Manual for the smooth conduct of AIET which shall include among other matters, the instructions to the Examination Centre, Presiding Officer, Invigilators, rates of remuneration for the staff, sealing of used answer sheets and question papers, return of unused question papers and answer sheets, etc.

On Examination (Conduct of AIET)

9. All the candidates shall be asked to take their seats at least 30 minutes before the commencement of the examination and shall be appraised in advance about the rules to be followed during the conduct of the examination.

10. The Presiding Officer of the Examination Centre shall make arrangements for video shooting during the opening of the question paper packets and during the conduct of the examination at the Exam Centre so that there is a record of the examination process operating at each exam Centre.

11. Opening of the sealed question and answer sheet packets at any Examination Centre shall be done in the presence of one candidate appearing for the AIET, the Presiding Officer and the External Senior Supervisor and the Certificate pasted on each packet shall be duly signed after requisite verification.

12. The Presiding Officer, after the examination is over, shall collect the Answer sheets- both used and unused —and seal them in different bags in the presence of one of the candidates appearing for the examination and each such bag shall be signed by the Presiding Officer, a candidate and the External Senior Supervisor.
13. The Presiding Officer shall immediately thereafter arrange to dispatch the sealed packets to the Competent Authority and the Competent Authority shall issue a receipt for the same.

14. The Competent Authority shall thereafter prepare the “Reconciliation Report” of used, unused question papers and answer sheets and shall keep this record ready for the inspection of the Committee, as and when required.

**Post-examination-related Guidelines**

15. The Competent Authority shall do the following:

i) Open the bundles received from the examination centers, count the number of answer sheets and tally them with the reconciliation report.

ii) Arrange serially, version wise, all the answer scripts and keep them ready for assessment.

iii) Before beginning the assessment, however, he shall collect all the queries/complaints received from the candidates and/or parents related to the question papers and shall place them before the Board of Paper Setters for their consideration.

iv) The Chairman and the Paper Setters, after giving due consideration to the queries/complaints received from the students shall discuss objectively, the merits of each case and decide whether suitable benefit needs to be given with regard to a specific question/questions.

v) Once the appropriate decision regarding the queries/complaints raised are taken, he shall arrange to prepare the answer keys of all the four scrambled versions and have them integrated into the assessment system using the ICR.

vi) After suitable verification regarding the accurate use of the appropriate answer keys on the ICR through a process of sample checking, he shall get the scanning completed version wise using the ICR. This shall be followed by obtaining the consolidated category wise result sheet, arranged in descending order. After again verifying the accuracy of the result sheet including the scanning and assessment processes through sample checking, he shall place the same before the Committee for its approval.

vii) After obtaining the approval of the Committee, he shall declare the result by giving the notification of the same in the newspapers and shall also make the same available on the official WEBSITE.

viii) If possible, he shall arrange for a complete video shooting of the scanning of answer sheets

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

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

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

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

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

18. Counseling:
   i) The counseling of the students for actual admission shall be done on the dates already declared in the prospectus.

   ii) The Competent Authority shall arrange for the verification of documents during the counseling session. These shall include the Statement of Marks of at the plus 2 level, school leaving certificate, attempt certificate, birth certificate, and other certificates such as domicile, case validation and such other documents that may be deemed necessary for verification before admitting the candidate for the professional courses.

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

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

20. The performance of the candidate in AIET and his subsequent admission to any of the programme of the University shall stand cancelled if he –

   i) Has submitted false information or record

   ii) Has resorted to any unfair means during the AIET.

   iii) Has tried to bribe any of the employees of the University for the purpose of the admission.

   iv) Has paid any sum to any person who is not the employee of the University for the purpose of the admission.

YU 578 - Yenepoya University Ethics Committee:

1. There shall be an Institutional Ethics Committee named as Yenepoya University Ethics Committee (YUEC) whose primary objective will be to discuss and deliberate on ethical issues arising out of research proposals on human subjects and give ethical clearance for the same. The Yenepoya University Ethics Committee shall also discuss,
deliberate and attempt conflict resolutions in ethical issues arising out of day-to-day clinical health care in patients of Yenepoya University.

2. The composition, scope and functions of the Yenepoya University Ethics Committee shall be done keeping in mind the rules and regulations of the concerned Government regulatory authorities (DCGI, ICMR, etc.).

3. The terms of membership shall be for two calendar years and shall be effective by notification issued by the Registrar. Each member at the start of his/her term has to sign an undertaking on maintaining confidentiality and declaring conflict of Interest.

4. In the event of membership falling vacant for any reason, the same shall be filled in for the residuary period by a notification issued by the Registrar based on the recommendations of the committee.

5. The Secretary’s powers and functions shall be as listed out in the standard operating procedure of the manual of YUEC.

6. Yenepoya University Ethics Committee shall meet at least once every month and the Secretary has to submit the calendar of events (for the whole year) at the beginning of each calendar year to the Registrar. Extra ordinary meetings can be arranged on the directions of the Vice Chancellor, in accordance with the Standard Operative Procedure (SOP) Manual of Yenepoya University Ethics Committee (YUEC).

7. The Secretary shall send the notice of the meeting with agenda at least seven days in advance. A minimum of five members will be required as quorum. In case of ethical deliberation on a clinical trial involving drug(s), the pharmacologist has to be one of the five members of the quorum. Emergency meetings as per direction from Vice Chancellor can be held at short notice, in accordance with the Standard Operative Procedure (SOP) Manual of Yenepoya University Ethics Committee (YUEC).

8. The Secretary shall prepare minutes and with the approval of the Chairperson, circulate amongst the members and submit a copy to the Office of the Registrar, within seven days of the meeting.

9. The external members of YUEC shall be eligible for sitting fees and TA/DA as determined by the Yenepoya University from time to time. The internal members of the Yenepoya University Ethics Committee shall not be eligible for any honorarium/sitting fees.

10. In case of sponsored clinical trials or extramural funded grants the Yenepoya University Ethics Committee shall be eligible to receive the sitting fees as approved by the Board of Management from time to time.

(Amended BOM dtd.17.08.2013)
The Pro-Chancellor

1. The pro-Chancellor shall be appointed by the Chancellor for a specified period.

2. The Pro-Chancellor in the absence of the Chancellor, shall preside over the Convocation of the University.

(Amended on BOM dtd 22.01.2015)

Appendix-1

Yenepoya University

(Deemed University)
(Under Bye-Law No.427)

Application for the Grievances Redressal

From:
……………………………
……………………………
……………………………

To
The Chairman,
Grievance Redressal Committee
Yenepoya University,
MANGALORE

Subject: Grievance Redressal .................................................................

Sir,

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

1. Name :

2. Address : ________________

3. Name of the College: ________

4. Designation :

5. Please indicate nature your grievance in brief:
6. Have you approached to the
   Person concerned : Yes/No

7. If Yes, please attach the copy of complaint

8. What was the action taken on your complaint by the
   Head/Principal/Registrar

9. Have you filed case in any Court. If Yes, please give
   all the details and attach the copy of your affidavit.

10. Declaration by the complaint

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

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

   (Name: ____________________________ )

11. Details of the grievance of the employee :

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

   Signature

13. Resolution of the Grievance Redressal Committee
Appendix-II

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

Computer Scanning Form

<table>
<thead>
<tr>
<th>IN PERSON</th>
<th>IN ABSENTIA</th>
</tr>
</thead>
</table>

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

01.1. Code 02. Faculty  Course Code

<table>
<thead>
<tr>
<th>03 PRN Number</th>
<th>04 Seat No.</th>
</tr>
</thead>
</table>

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

06. Sex 1 = Male, 2 = Female

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

08. Name of Examination

09. Month & Year of Passing

10. Class Obtained (Refer Code List)

   04 = April, 10 = October

12. Principal/Special Subject Code

13. Subject Name/Branch/Sub Branch

(Refer Code List)
14. Convocation Fees Paid

Space for Photograph
Paste one recent photograph
of Identity Card Size
YU ack & White only.

Please do not Pin or Staple but Paste the photograph neatly

Signature of the Candidate
(Signature within the Box. only)

Place : 
Appendix-III

Yenepoya University

(Deemed University)

Statement of Candidate who is alleged to have used Unfair Means at the University Examination
(Under Bye-Laws No.546)

Name in Full : …………………………………………………………………………

Address : ……………………………………………………………………………

…………………………………………………………………………

…………………………………………………………………………

Examination : ……………………………………………………………………

Seat No. : ………………………………………………………………………

Paper No. & Subject : ………………………………………………………………

To
The Controller of Examinations
Yenepoya University

Sir,

I. appeared at the above examination held on at the

______________________________________________________College (Centre)

In the Morning/Evening session.

I give below my statement as follows :

Place

Date:

Time

Signature of the Candidate
Appendix-IV

Yenepoya University
(Deemed University)

FORM OF UNDERTAKING
(Under Bye-Laws No.546)

Full Name of the Candidate: ____________________________
Permanent/Local Address : ____________________________

To:

The Controller of Examinations
Yenepoya University

Sir,

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

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

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

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

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

In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Before me

Chief Invigilator of the Centre and

Rubber Stamp of the College

Date: ____________________________
Appendix-V

PROFORMA ‘A’
Yenepoya University
(Deemed University)
(Under Bye-Laws No. 547) (c)

To
The Inspector/Sub-Inspector,
.................. Police Station.

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

Sir,

On behalf of the Yenepoya University, the Examination held in the First Half/Second Half of 200 is conducted in the premises of the College. I have been authorised by Yenepoya University of Higher Education and Research vide letter No. dated addressed to the Principal

........................................by

to take action under the provisions of IPC an Act to provide for preventing malpractices at University and other specified examinations.

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

1. Full Name of the Student :

2. Examination Seat No.

3. Name of the College through which he/she appeared for the examination

4. Name of the Subject, Date and Time

5. Full Name of the

7. Material found with the Candidate: ______________________________

8. Other Information if any

in connection with the case ______________________________

Shri/Kum.----------------------------- has committed the offence of the----------------------------- examination and therefore I lodge a complaint against him/her with the

(Name of the Police Station)

Yours faithfully,
Chief Superintendent

Name of the Centre
Place :
Date -  ----------------
Appendix-VI

Yenepoya University

Report of the Jr. Supervisor/Sr. Supervisor
(Under Bye-Laws No. 547(e))

YU No.
Examination:
Subject:
To
The Controller of Examinations
Yenepoya University
Sir,
I, the undersigned, Jr. Supervisor appointed on the above mentioned YUock at the ------------------
-------------------------------examination held at -----------------------------College (Centre) am hereby making report
against Candidate No.------------------
Shri/Kum.----------------------------------at the examinations, as follows

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

Name & Address of the Jr. Supervisor          Date:          Yours faithfully
Time:          Jr. Supervisor

Signature of Sr. Supervisor

Date:          Name:

Forwarded to the Controller of Examinations for necessary action.

Seal of the College (Centre)

Place:
Date:----------

Encl:---------

Signature of Chief Invigilator
Appendix-VII

Yenepoya University
(Deemed University)

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PROFORMA `B'

Proforma for submission of the information regarding prosecution of candidates appeared at the Centre as provided in Bye-Laws No. 547(e)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>01.</td>
<td>Name of the Centre</td>
</tr>
<tr>
<td>02.</td>
<td>Examination</td>
</tr>
<tr>
<td>03.</td>
<td>Name and Seat No. of the Candidate prosecuted</td>
</tr>
<tr>
<td>04.</td>
<td>Date of Prosecution</td>
</tr>
<tr>
<td>05.</td>
<td>Report of which the candidate was found malpractising and nature of Practice in brief</td>
</tr>
<tr>
<td>06.</td>
<td>Name of the person who detected malpractice</td>
</tr>
<tr>
<td>07.</td>
<td>Signature of Jr.Supervisor</td>
</tr>
<tr>
<td>08.</td>
<td>Signature of Sr.Supervisor</td>
</tr>
<tr>
<td>09.</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

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Appendix-VIII

Yenepoya University
(Deemed University)
(Under Bye-Law No.571(o))

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

Date -.

To
The Controller of Examinations
Yenepoya University

Sir,

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

Yours faithfully.

(Signature with Name of the Student)

Name of the Student:-----------------------------------------
Address:---------------------------------------------

Name of the Examination :----------------- Part/Semester----------------
Centre : ---------------------------- Seat No. --------------

Subject : ----------------------------------

1. Paper ___________________ Marks Obtained: ___________ Out of

2. Paper ___________________ Marks Obtained: ___________ Out of

Reasons of grievances with points of objections should be submitted in the following format with question-wise justification for each answer book(s) to be reevaluated.
Question/Sub-question No. of Paper Points of grievances Justification

1. Student shall use separate sheet if required of the above format to provide the detailed information regarding the points of grievances and its question-wise justification.

2. The fee for revaluation Rs. 500/- per paper is to be paid in cash at University office or by DD in favour of 'The Finance Officer, Yenepoya University'.

3. The application must be accompanied along with the Xerox copy of the Answer book(s) obtained from the University Office and should reach to University Office within seven days from the receipt of photo/xerox copy.

The applications incomplete in any respect and without justification will be rejected, without giving any reason and the fees once paid shall not be refunded.