



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

YENEPOYA (DEEMED TO BE UNIVERSITY)

UNIVERSITY ROAD, DERALAKATTE

MANGALORE-575018

PHONE NO 0824-2204668, 0824-2203943

EMAIL: registrar@yenepoya.edu.in

Website: www.yenepoya.edu.in

The Bye-Laws Governing the Functioning of the University

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Board of Management

The Board of Management shall be the highest governing body of the Institution Deemed to be University and to be headed by the Vice Chancellor. The board shall be and consisting of not less than 10 and not more than 15 members.

The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

Composition of the Board of Management:

- Vice-Chancellor-Chairperson
- Pro Vice-Chancellor
- Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority
- Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution deemed to be University as well as the Sponsoring body
- One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such

Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission.

- Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter se seniority
- Nominees of the Sponsoring body, not exceeding Four in number.
- The Registrar, who shall be ex officio Secretary of the Board of Management.

Tenure of the members of the Board of Management

All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.

Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

Powers and Limitations of the Board of Management

The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.

The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial and developmental matters.

The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

Meetings of the Board of Management

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 that, in case of emergency the item may be taken up for consideration, with the approval from the chairman, even if the item is not included in the agenda.

The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.

Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.

In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.

Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.

A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution deemed to be University as soon as maybe possible after the meeting.

Termination of Membership

If a member other than the Vice- Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

Delegation of powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

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 honor the resolutions. The Chairman shall have right to vote, and in the case of an equality of votes, a second of casting vote.

Academic Council

The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

The composition of the Academic Council shall be as under:

- Vice Chancellor –Chairperson
- Pro Vice-Chancellor
- Dean(s) of Faculties
- Heads of the Departments
- Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority
- Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority
- Two Assistant Professors from the Departments by rotation

based on inter-se seniority

- Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor
- Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge.
- The Registrar, who shall be ex officio the Secretary of the Academic Council.

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

Powers and functions of the academic council:

- To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon
- To exercise general supervision over all academic work of the Institution deemed to be University and to give direction regarding methods of instruction, evaluation, and

improvements in academic standards

- To promote research within the Institution Deemed to be University, and to acquire reports on such researches from time to time
- To prescribe courses /programmes of study leading to degree and diploma of the Institution Deemed to be University.
- To make arrangements for the conduct of examinations in conformity with the Bye-Laws.
- To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- To maintain proper standards of the examinations.
- To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institution Deemed to be University.
- To suggest measures for departmental co-ordination.
- To make recommendations to the Board of Management on:
 - a) Measures for improvement of standards of teaching research and training
 - b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc
 - c) To recommend to the Board of Management, the establishment or abolition of departments/centres.
 - d) To frame rules covering the academic functioning of the Institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

- To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management.
- To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require.
- To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction.
- To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management.
- To exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the Rules.

Meeting of the Academic Council

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.

The Academic Council shall meet as often as may be necessary but not less than three times during an academic year.

One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.

Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor, if any, shall preside over the meeting.

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.

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.

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.

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.

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.

Planning and Monitoring Board

The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.

- The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution Deemed to be University.
- The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

Constitution of Planning and Monitoring Board

Planning and Monitoring Board shall consist of the following members:

- The Vice-Chancellor –Chairman
- Seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.
- The Registrar - Member Secretary

Tenure of the members of the board

The term of office of the members of the Planning and Monitoring Board other than ex-office members shall be three years.

Meetings

Planning and Monitoring Board shall meet at least twice a year.

Powers and Duties of the Board

- 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;
- To review the maintenance of standards of instruction, education, evaluation, research, training, extension and collaboration in the University;
- To arrange for the inspection of colleges with view to assessing their academic performance and needs;
- 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;

- 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;
- To prepare the perspective of development plan of the University;
- To organize the academic audit of the colleges and University;
- The Board shall propose for collaborations with the institutions both at the national and international level
- 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.
- The Registrar, immediately after the meeting, shall draw the minutes and get the approval of the Chairman.
- The Registrar shall prepare the action taken report and place before the meeting for information.

Finance Committee

Finance committee shall be responsible for the prudent financial management of the Institution Deemed to be University. It shall plan and recommend for revenue mobilization and utilization strategies for the consideration of board of management

Composition of the Finance Committee:

The composition of Finance Committee is as under:

- Vice Chancellor – Chairperson
- Pro Vice-Chancellor
- One person nominated by the Society/Trust/Company
- Two nominees of the Board of Management, one of whom shall be a member of the Board
- One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission

- One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government.
- Finance Officer- Secretary ex officio

Tenure of the members of the finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

Powers and functions of the finance Committee

- To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval.
- To consider and recommend the annual budget and revised estimates to the Board of Management.
- To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the Institution deemed to be University without the approval of the Finance Committee.

Meetings of the finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting

Board of Studies

There shall be one Board of Studies for each Department of the Institution Deemed to be University. However, wherever necessary subjects could be grouped to form a board of study.

The composition of Board of Studies of each faculty/ Department shall be as under:

- Dean of faculty/ Head of the Department – Chairperson
- All Professors of the faculty/ Department
- Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority
- Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority
- Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The Board of studies shall have the following functions:

- To recommend, to the Academic Council/Board of Management, courses of study in the subject or group of subjects within its purview.
- 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.

- To recommend to the Academic Council in respect of the curriculum development based on the feedback received from the central councils and other stake holders of higher education.
- To arrange for the validation, by the external peers of the curriculum developed for the various programmes.
- To recommend to the Academic Council starting of add-on and bridge courses for the benefit of students.
- 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 3years.

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.

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.

Ad-hoc Board (Board of Studies)

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. The Ad-hoc Board shall exercise the same powers and perform the same duties as that of Board of Studies.

The Ad-hoc Board shall follow the same rules as that of Board of Studies for procedure and conduct of business at meetings.

Selection Committee for Teaching Faculty

There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

Composition of Selection Committee

- Vice chancellor –Chairman
- Dean of Faculty/
- Head of the Department
- External member
- External experts (concerned area of specialization or subject)
- Registrar-Secretary

Meetings and quorum

- The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.
- If the Board of Management is unable to accept the recommendations of the selection committee, it shall record its reasons about it and submit the case to the Chancellor whose decision shall be final in the matter.

Head of the Department

- There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department based on seniority.
- Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.
- Where the Head of the Department/Centre is unable to perform his/her duties owing to illness, absence or any other reason/cause, the next Professor/Associate Professor(*as per the case may be) shall officials as Head.
- When the Head of the Department/Centre relinquishes his/her office after completing the tenure of appointment, he or she shall handover charge of goods, materials, equipments, cash, etc. to the next Head(successor)
- While handing over the charge to the newly appointed Head, a statement giving all relevant details of the goods, equipments, materials, cash, etc., in question shall be prepared

and signed with date by both and each of them shall retain a copy of the signed statement and a copy to the Registrar also.

The Deans of the Faculties

- 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.
- The Dean of every faculty shall be nominated by the Vice-Chancellor for the period of two years. He shall be eligible for re-nomination.
- The Dean shall formulate the policies and development programme of his faculty and present the same to Planning and Monitoring Board for their consideration.
- 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.
- 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 freships, grant of terms, admission to

examinations etc.

- The Dean shall enquire, on being directed by the Academic Council; into any malpractices related to any academic program in his faculty by the colleges and report his finding to the Academic Council.
- The Dean shall prepare proposals for the award of fellowships, scholarships and other distinctions in his faculty for submission to the Academic Council.

The Principal

The Principal of the college shall be appointed by the Board of Management on the recommendations of the Selection Committee.

The selection committee shall consist of following members namely:

- The Vice-Chancellor -Chairman
 - The nominee of the Chancellor;
 - Two experts not below the rank of the Professor and not connected with the University
 - The Registrar -Secretary
-
- The Principal shall be whole-time salaried officer of the college
 - The Principal shall be responsible for the day-to-day administration of the college.
 - 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.
 - The Qualification and pay scale for the post of Principal shall be as per the prevailing University norms.

- 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.

Board of Examinations

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.

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.

- a) The Board of Examinations shall consist of the following Members;
- The Vice-Chancellor –Chairman
 - Two Deans of Faculties/ Principals of the colleges
 - One evaluation expert nominated by the Vice-Chancellor
 - Registrar
 - The Controller of Examinations-Member Secretary.
- b) The term of the office of the members other than ex-officio

Members shall be two years.

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

In addition to the above, the Board shall exercise the following

- To approve paper-setters, examiners and moderators from amongst persons included in the panels recommended by Board of Studies.
- To undertake, exercise and experiment in examination reforms
- To exercise such other powers in relation to examinations as may be assigned to it by or under this Memorandum of Association.

The Controller of Examinations shall give fifteen days clear notice for the meeting of the Board. 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.

- a) In order to appoint paper-setters, examiners and moderators, the Board shall constitute Committees for every subject or group of subjects consisting of—
 - Vice-Chancellor; -Chairman
 - The Dean of the faculty;
 - Chairman, Board of Studies;
 - 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.

Malpractice enquiry committee

- 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:
- Legal Expert
 - Educationist

- Senior Faculty Member of Yenepoya (Deemed to be 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.

The Board shall prepare and submit the financial estimates to the Finance Officer for incorporation in the budget of the University.

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.

The Controller of Examinations shall send agenda papers to the members at least seven days prior to the date of the meeting.

The Controller of Examinations, after the meeting is over, shall draw the minutes and submit the same for approval of the Chairman within 24hours.

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.

The Controller of Examinations shall prepare the action taken report (ATR) and place before the next Board meeting.

Convocation

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).

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.

Conduct of additional / special convocation

The regular convocation of the University be conducted in the month of September and additional/special convocation in the month of March every year.

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.

On the recommendations of the Academic Council and as per the approval of the Board of Management the following Degrees, Diplomas and Certificates shall be conferred faculty wise.

- Faculty of Medicine
- Faculty of Dentistry
- Faculty of Nursing
- Faculty of Allied and Healthcare Professions
- Faculty of Arts and Social Sciences
- Faculty of Ayurveda
- Faculty of Homeopathy
- Faculty of Commerce and Management
- Faculty of Pharmacy
- Faculty of Science
- Faculty of Naturopathy and Yogic sciences

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 scrutinize the applications received and prepare the list of the candidates faculty wise, programme wise, 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
 - e. The exact date and timings of the convocation ceremony shall be communicated to the candidates by the Controller of Examinations.
 - f. The gown should be distributed prior to the commencement of the convocation.
 - g. The color of the gown shall be as decided by the Board of Management.
 - The Registrar shall, in consultation with the Vice-Chancellor, prepare minute-to-minute programme and rituals to be followed during the convocation ceremony.
 - The Vice-Chancellor shall get the approval of the Chancellor for minute to minute programme.

- After getting the approval of the Chancellor, same shall be communicated to the members of the Board of Management, Academic Council and the candidates.
- h. 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 of 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:

Controller of Examinations	Registrar
Members of Academic Council	Members of Academic council

Members of Board of Management	Members of Board of Management
Deans of the Faculties	Deans of the Faculties
Principals	Principals
Chancellor	Vice-Chancellor
	Chief Guest

- Candidates- **Candidates**
- Candidates - **Candidates**
- Candidates – **Candidate**

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.

The Chancellor declares the convocation opens 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.

- **Vice Chancellor welcomes and presents his report**
- **The Hon^{ble} Chancellor request the Hon^{ble} Chief Guest to deliver the convocation address.**
- **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:

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 PhD, M.Ch, M.D, M.S, M.B.B.S and Postgraduate Diploma. 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.

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 PhD, M.D.S. and B.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.

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 PhD, M. Sc Nursing , B. Sc Nursing and Post Basic B.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.

Important Note:

The Deans of other faculties of study shall follow the above (for example faculty of medicine) method of presenting the candidate during the convocation for conferring degrees by chancellor.

(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, Pharmacy, Ayurveda, Homeopathy, Allied Health Sciences, Faculty of Sciences, Faculty of Commerce and Management, Faculty of Arts and Social 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 honor of the Hon’ble Chancellor and Chief Guest.

Eligibility of Students

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:

- Original manuscripts of HSC and/or all other qualifying examination(s) passed by the student, along with one attested copy of each.
- Original copies / degree certificate of the last qualifying examination(s), along with one attested copy of each

The fees for provisional eligibility certificate shall be as prescribed, from time to time.

The provisional eligibility certificate issued by the University does not entail right for admission to a course.

A provisional eligibility certificate to the student shall be issued if he/she–

- Submits the application along with the original transcripts and H.S.C./degree passing certificate.
- Gives an undertaking to the effect that his admission will be strictly provisional

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.

The student passing his/her last qualifying examination conducted by the Board of Education/School of Education/University outside India, shall submit his/her application in the prescribed form for eligibility.

On scrutiny of such application, if the student is found eligible for admission, he/she will be issued a provisional eligibility certificate. However, his/her eligibility will be finalized subject to AIU clearance.

Board of Inter-disciplinary Studies

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.

Composition of Board of Inter – disciplinary Studies

- The Chairman of the Boards of Studies, in the respective subjects including Ad-hoc Boards, if any.
- 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, and the other shall be a teacher in the subject concerned.
- One professor, in the subject or discipline, nominated by the Vice-Chancellor.
- One Reader, in the subject or discipline, nominated by the Vice-Chancellor.
- One lecturer, in the subject or discipline with at least four years teaching experience, nominated by the Vice-Chancellor.
- One expert in the subject/discipline nominated by the Vice-Chancellor.
- The Chairman shall be nominated by the Vice-Chancellor.

Functional aspects

- 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.
- The resolutions adopted by the Board shall be placed before the Academic Council for its approval.
- The Board shall discuss and recommend the starting of the Disciplinary subject(s) under the faculty.
- The Board shall prepare the course structure, scheme of marking and syllabi of the Inter disciplinary subject and submit the same for the approval of the Academic Council.
- 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

There shall be a Board of Post-graduate Teaching and Research and the Board shall be involved in coordinating post- graduate teaching and training at the post-graduate studies and research, and to establish interactions with the industries/universities.

Composition of Board:

- The Vice-Chancellor – Chairman
- Pro-Vice-Chancellor
- The Deans of the faculties
- Two Professors other than Principal from each college
- Nominated by the Vice-chancellor on the basis of seniority and by rotation.
- Two experts not connected with the University nominated by the Vice-Chancellor.
- The Registrar shall act as Member Secretary of the Board.

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.

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.

- Recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in the colleges
- Recommend to the Academic Council the requirements regarding post- graduate teachers in the respective subject(s) including the adjunct teacher(s)
- Recognize research supervisors and post-graduate teachers
- 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
- 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

- 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.

University Research Committee

The University Research committee shall be responsible for evolving strategies for augmenting research activities in the Institution deemed to be University. The committee shall develop appropriate guidelines for effective management of all the research activities.

The Yenepoya University Research Committee shall consist of;

- The Vice-Chancellor; -Chairman
- The Pro-Vice-Chancellor
- Deans of Faculties
- Director/Dy. Director YRC
- Director/Dy. Director M.Phil and Ph.D program
- Chair person of concerned BOS
- Controller of Examinations
- Two experts of Professor cadre nominated by the Vice-Chancellor
- Registrar – Member Secretary

The nominated members under clause chairpersons of concerned BOS, Experts and Controller of Examination shall attend the meeting only for the particular item.

- Eleven members of the committee shall form the quorum for a meeting of the committee.
- 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.
- The committee shall be responsible for the overall management of the research activities in the University.
- Suitable guidelines shall be developed by this committee for the management of research activities
- 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.
- The proceedings of the committee shall be placed before the Board of Management for its approval.

Publication Board

The board shall evolve necessary guidelines and action plans for publications of research journal or any other work suitable for publications which include books, theses and dissertations. It shall function as a scrutiny come recommending body for listing the materials for publications and for obtaining necessary approval of the Board of Management.

There shall be a Publication Board in the University;

Constitution

- The Vice-Chancellor; -Chairman
- The Pro-Vice-Chancellor;
- Deans of Faculties;
- Two persons nominated by the Vice-Chancellor;
- Registrar – Member Secretary.

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 motu. 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 teacher for Post-graduate Teaching and Research

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 recognized 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).

The teacher appointed in the grade of Lecturer shall be deemed to have been recognized as the post-graduate teacher by the University for imparting instruction to the post-graduate courses. However, in case of professional courses, he/she shall apply for getting recognition as the post-graduate teacher for research guidance.

A person shall be recognized 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:
 - Post-graduate teaching leading to degree and diploma such as M.D./M.S./Diploma/ M.Ch. /M.D.S. /M.B.A. M.Ed. M.Sc. etc.

- Ph.D. and D.Sc.
- b) The teacher recognized as a Ph.D./D.Sc. supervisor shall automatically become eligible for post-graduate teaching for M.D./M.S./M.B.A./M.Ed. and Diploma courses under respective faculties.
 - 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 recognized as the post-graduate teacher by research for guiding 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 recognized by ICMR and who is designated as the Adjunct Professor, Adjunct Reader or Adjunct Lecturer shall be recognized as the post- graduate teacher for those post graduate students pursuing degree by research.

g) Accordingly, a teacher seeking recognition as the post-graduate teacher shall not be above 65 years of age. The teacher recognized for the post-graduate teaching, shall cease to be so recognized on completion of 65 years of age and shall cease to be recognized 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.

- 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 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.

Library Committee

There shall be a Library Committee for administering, organizing and maintaining the library and library services of the University.

Composition

- The Vice- Chancellor -Chairman;
- The Pro Vice Chancellor
- The Principals of the colleges;
- Three Heads of the Departments by seniority and rotation nominated by the Vice-Chancellor;
- The Registrar,
- The Finance Officer;
- The Librarian, Member Secretary

Tenure of Membership

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.

The functions of the Committee shall be

- To provide for proper organization and functioning of the library, documentation services and updating the stock of books
- To provide for proper modernization and improvement of library and documentation services, and guidelines for upgrading of the library
- To recommend to the Board of Management library fees and other charges for the use of library services by students and others
- To prepare the annual budget and proposals for development of the library.
- To submit to the Board of Management the annual report on the functioning of the library
- To prepare the annual budget of the library
- To allocate the budget to the colleges and departments.
- To establish intra-library loan service for the benefits of the faculty and the students.
- To procure books and journals including e-journals and on-line journals.
- To recommend to the Board of Management to start programmes at certificate, diploma and degree in Library and Information Science.

Purchase Committee

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 five lakhs at a time.

Composition

- The Vice-Chancellor-Chairman
 - The Pro-Vice-Chancellor
 - One nominee of the Chancellor
 - Two members of the Board of Management
 - Principals of the colleges
 - The Registrar
 - The Finance Officer–Member Secretary
- a) All the members of the Committee other than ex-officio members, shall hold the office for a period of three years;
- b) The Finance Officer, after getting the administrative approval of the appropriate officers, shall invite the tenders/quotations with all the details from the vendors;
- c) The tenders/quotations shall be published in a national/state

- level newspaper;
- d) 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;
 - e) The Committee, may invite the vendors for discussion/negotiations;
 - f) The committee may, if required, invite the technical experts;
 - g) The committee shall meet as and when necessary;
 - h) 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;
 - i) After the meeting of the Committee, Finance Officer shall draw the minutes and get the approval of the Chairman.
 - j) 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.
 - k) 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

- Vice – Chancellor or in his absence Pro-Vice-Chancellor shall be the Chairman

- Two members of the committee nominated by the Vice-chancellor;
 - The Registrar
 - Finance Officer-Member Secretary;
- l) The sub- committee, after scrutinizing the proposal, shall invite the tender for sale of the articles mentioned above. After receipt of the tenders, the Finance Officer shall open the tender in presence of the bidders; prepare the comparative chart and place before the Committee.
- m) The Committee may invite the tenders for negotiations and take the appropriate decision.

The proceedings of the Committee shall be placed before Board of Management for its approval.

Students Council

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.

Constitution

- Vice-Chancellor;-Chairman
- Principals of the colleges,
- NSS and NCC co-coordinators
- Registrar
- One student from each program who has excelled in academics, aptitude for co curricular, extra-curricular activities, leadership quality and communication skills.
- One student nominated by the Principal from each of the following activities who has shown outstanding performance in Sports, NSS, NCC, cultural activities.
- Two lady students nominated by the Principal.
- Director of Student's Welfare – Member Secretary.

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.

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.

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.

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.

The meeting of the University council shall be presided over by the Vice-Chancellor and in his absence by the Pro-Vice-Chancellor.

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.

YENEPOYA (DEEMED TO BE UNIVERSITY)
UNIVERSITY ROAD, DERALAKATTE
MANGALORE-575018
PHONE NO 0824-2204668, 0824-2203943
EMAIL: registrar@yenepoya.edu.in
Website: www.yenepoya.edu.in