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# **1. SENATE**

## **Chapter – I**

### **Statutes relating to the rules of business of the Senate and the Syndicate. (under Section 33(1) (1) of RGUHS Act 1994)**

ANNEXURE TO UNIVERSITY NOTIFICATION NO. ACA/STT-6/97-98, dt. 3.11.97

#### **THE SENATE:**

1. Meetings of the Senate: Meetings of the Senate shall be of two kinds.
  - (i) Ordinary and
  - ii) Special

The Vice-Chancellor shall preside over the Meetings of the Senate. In case of Vice-Chancellor's absence, one of the members nominated by the Vice-Chancellor shall preside at the meeting.

**1.1 Ordinary Meetings:** There shall be two ordinary meetings of the Senate in a year on dates to be fixed by the Vice-Chancellor, the first one in September and the Second one to be called the Annual meeting in March.

**1.2. Quorum:-** (i) The Quorum for any meeting of the Senate shall be 15 Member including the Chairman. If a quorum is not present within 30 minutes after the time appointed for a meeting. The meeting shall not be held and the Registrar shall make a record of the fact and the record shall be signed by the Chairman.

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

(iii) When a meeting of the Senate is dissolved for want of quorum as provided for in clauses (i) and (ii) above, the Vice-Chancellor shall have power to reconvene the meeting of the Senate within 15 days of such dissolution to transact business already mentioned in the agenda. In such an event, no quorum for holding the meeting would be necessary.

**1.3. Business at adjourned meetings:-** The Chairman shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but subject to the provisions laid down otherwise, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place: provided that the syndicate or the Vice-Chancellor may bring any urgent business before an urgent meeting with or without notice. When a meeting is adjourned for 15 days or more, not less than 10 days notice of the adjourned meeting and of the business to be transacted at such meeting shall be given. Save as aforesaid it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

**1.4. Notice of ordinary Meeting:-** (a) The Registrar, shall, under the direction of the Vice-Chancellor give not less than 35 clear days notice of the date of an ordinary meeting.

**Issue of Preliminary Agenda**

b. Not later than **Twenty (20) clear days** before the date of an ordinary meeting the Registrar, shall under the direction of the Vice-Chancellor, send by post to every member a preliminary agenda paper specifying the place, the day and the hour of the meeting and the business to be brought before the meeting provided however the syndicate or the Vice-Chancellor may bring any business which in its or his/her opinion is urgent before any ordinary meeting, with shorter notice or without placing the same on the agenda paper.

c. Non receipt of notice, agenda and other papers connected with any meeting of the senate by any Member shall not invalidate the proceedings of the meeting.

**1.5. Notice of Resolution:-** Any Member who wishes to move a resolution at any ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than **Twenty Five(25) clear days** before the date of the meeting. Every resolution shall begin in the form of “The Senate resolves that. Provided that no member shall send more than **4** such resolutions to be moved.

**1.6. Admissibility of Resolutions:-** (i) No resolution shall be admissible which does not comply with the following conditions, namely:-

(a) It shall relate to a matter within the cognizance and powers of the University and the Senate.

- (b) It shall be clearly and precisely expressed and shall raise substantially one definite issue.
- (c) It shall not contain arguments, inferences, ironical expressions or defamatory statements nor shall it refer to the conduct or character of persons except in their official or public capacity.
- (d) It shall not refer to any matter, which is under adjudication by a court of law.
- (e) It shall not raise substantially the same question as that raised in a motion moved and decided in the Senate during the Twelve months preceding the date of the Meeting at which it is to be moved, unless the prior consent of the Vice-Chancellor has been obtained and.
- (f) If identical admissible resolutions are received from more than one member the Vice-Chancellor may include only one resolution of a member at his/her discretion and not include the other identical resolutions of other members. The fact of non-inclusion may be informed to the members who had sent them.
- (ii) The Vice-Chancellor shall be sole authority to determine, whether a resolution is admissible or not. No resolution not admitted by the Vice-Chancellor shall be included in the agenda.

**1.7. Resolutions placed on agenda:-** (i) The Vice-Chancellor shall cause each resolution of which notice has been given and which has been admitted in accordance with statute 6 of this Chapter to be placed in the agenda of the meeting at which it is to be moved.

(ii) When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in the statute 6 of the above governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the objection.

(iii) Resolutions of which due notice has been received by the Registrar under this statute shall be included in the preliminary agenda paper.

**1.8. Notice of Amendment of Resolutions:-** Any member wishing to move an amendment to a resolutions included in the Preliminary agenda paper of an ordinary meeting of the Senate, shall forward a copy of the same to the Registrar so as to reach him not less than **Twelve (12) clear days** before the day of the meeting at which the resolution is to be moved.

**1.9. Admissibility of Amendments:-**Form of Amendments to Resolutions:

(i) No amendment shall be admitted which does not comply with Statute 6 and the following conditions:-

Amendment to a resolution shall be:

- a. by omitting a word or words;
- b. by leaving out a word or words in order to insert some other word or words
- c. by adding or inserting a word or words.

(ii) No amendment shall be proposed which would reduce a resolution to its negative or opposite form.

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

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

**1.10 Inclusion in the Final Agenda:-** Amendments of which notice is given in accordance with Statute 8 and which have been scrutinized and admitted under statute 9 of this Chapter, shall be included in the final agenda paper.

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

**Special Meeting:**

**1.12 Special Meeting of the Senate:** -(i) A Special meeting of the Senate may be convened by the Vice-Chancellor, whenever he/she thinks fit.

(ii) A special meeting shall also be convened by the Vice-Chancellor upon a requisition in writing signed by not less than fifteen members of the senate and sent to the Registrar. Such meeting shall be convened within thirty days from the date of receipt of such requisition. All such requisitions shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting.

(iii) No resolution shall be admissible which does not comply with the conditions laid down in statute 6 supra.

(iv) The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than **Fifteen (15) days** notice of such meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting at shorter notice. Any member who wishes to move an amendment to a resolution on the agenda paper shall forward the same to the Registrar in writing so as to reach him not later than **twelve clear days** before the date of the meeting. The Registrar, shall, on receipt of amendments, prepare, under the direction of Vice-Chancellor, a final agenda paper showing the admitted amendments to the resolutions together with other subjects, if any, and send it by post to each member Three(3) days before the date of the meeting. No business other than that clause 12(ii) or business brought forward by the Syndicate and the Vice-Chancellor shall be transacted at a special meeting of the Senate. For items in the agenda for which notice of twenty days has not been given, it shall be open to members to move amendments without giving prior notice.

**Business of Meetings:**

**1.13: Order of Business:** At every ordinary meeting of the Senate the following shall be order of business:-

- (i) Report of orders on the statutes submitted to the Chancellor under section 23(2) (iii) of the RGUHS Act (2) 1994.
- (ii) Confirmation of the minutes of the previous meeting, if necessary only in respect of the items objected to:
- (iii) Answering of Questions, if any, for such time as will be necessary not exceeding in any case one hour on each day of the meeting.
- (iv) Elections, if any;
- (v) Any motion for a change in the order of business as stated in the agenda paper;
- (vi) Business brought forward by the Syndicate / Vice-Chancellor;
- (vii) Business brought forward by the Academic Council;
- (viii) Business brought forward by the Members of the Senate.

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

**1.14. Questions:**

(i) At any ordinary meeting of the Senate, any member of the Senate may put questions for the purpose of obtaining information from the Vice-Chancellor on any matter concerning the University.

(ii) No question shall be admitted unless it complies with the following conditions.

(a) It shall not publish any name or statement, not strictly necessary to make the question intelligible.

(b) If a question contains a statement the member asking it shall make himself responsible for the accuracy of the statement.

(c) It shall not contain arguments, inferences, ironical expressions or defamatory statements or innuendoes.

(d) It shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition or suggestion;

(e) It shall not refer to the character or conduct of any person except in his official capacity in the university;

(f) No question once fully answered shall be put again.

(iii) Any member who wishes to put a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the questions to be put so as to reach him not later than **25 clear days** before the date of an ordinary meeting. No member can put more than five questions and no question shall refer to more than one subject.

**1.15: Disallowance of Questions:**

(iv) After the last date for the receipt of questions, the syndicate shall decide the admissibility of the question and the answers that should be given thereto. It may disallow any question on the ground that:-

(a) It is, in its opinion, in contravention of the laws of the University.

(b) It relates to a matter which is not primarily the concern of the University.

(c) It involves the preparation of elaborate statements or statistics involving an excessive amount of time and labour, or

(d) It cannot be answered consistently with the interests of the University.

(e) it does not conform to the requirement of statute 14(3).

(v) Decision of the Syndicate.

Decision of the Syndicate as to the admissibility of the question shall be final and no discussion there on shall be permitted at any meeting of Senate.

**1.16 Answer to Questions:**

(vi) Questions which have been admitted and the answers given thereto shall be circulated to the members of the Senate along with the final agenda.

**1.17: Answering of Questions at Meetings**

(vii) At a meeting of the Senate the Chairman shall call out the name of each questioner in the order in which the names are listed specifying the serial number of his question and make a sufficient pause to give him or any other member a reasonable opportunity of rising in his place and putting supplementary questions.

**1.18 .Answering of supplementary questions at Meetings:**

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

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

**1.19. No discussion on questions:**

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

**1.20. Motions without notice:**

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

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

**1.21 (17). Motions and Resolutions without notice:**

At any meeting of the Senate, the following motions and resolutions may be moved without previous notice:-

- (i) A motion for a change in the order of business as stated in the agenda paper.
- (ii) A motion directing the syndicate or the Academic Council or any other Authority of the University or committee to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Senate.
- (iii) A motion for the appointment of a committee to consider and report on any matter before the Senate at the time.
- (iv) A motion remitting any matter before the Senate at the time to the Syndicate or to the Academic Council or to any other University Authority for its views or recommendations and report.
- (v) Motion for the adjournment of the meeting or debate or any question to a specified time.
- (vi) A motion for the adjournment of the debate on any question to the next meeting of the Senate.
- (vii) A motion for the Senate going into a committee to consider any matter before the Senate at the time.
- (viii) A motion that the meeting be dissolved.
- (ix) A motion that the meeting do now pass on to the next business on the agenda paper.
- (x) A motion that the question be now put (if accepted by the Chairman)
- (xi) A resolution relating to business not included in the Agenda but brought forward either by syndicate or by the Vice-Chancellor under statute 4(b) of this statute.

**1.22. 18. Amendments without previous notice:-**

At any meeting of the Senate, the following amendments may be moved without previous notice



- (i) Amendments to a motion for a change in the order of business as stated in the agenda paper substitutive an order different from that in the motion;
- (ii) Amendments to a motion directing the syndicate or the Academic Council or other university Authority or Committee to review or reconsider its decision or recommendation;
- (iii) Amendments to a motion for appointment of a committee whether for enlarging or restricting its purpose or the questions remitted to it or for adding to or omitting the names of members proposed to form it;
- (iv) Amendments to a motion remitting any matter to the Syndicate or to the Academic Council or to any other University Authority;
- (v) Amendments to a motion for an adjournment of the meeting or debate to a specified time substituting a time different from that in the motion;
- (vi) Amendments to a resolution brought forward by the Syndicate or the Vice-Chancellor under the proviso contained in Statute 4 (b) of this Statute;
- (vii) Amendments to any resolution or amendment on the agenda paper which in the opinion of the Chairman have been rendered necessary by and are consequential upon any motion passed by the Senate at the same meeting;
- (viii) Amendments of a purely verbal or formal kind which in the opinion of the Chairman do not affect the sense of import of the motion to which they refer;

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

### **1.23. Motions in General**

**1.24 .(20) How to move motions:-** Every motion at a meeting shall be affirmative in forms and shall begin with the word “That” and it must be moved and seconded at the meeting, otherwise it shall drop provided, however that motions placed by the syndicate or by the Vice-Chancellor before the Senate on behalf of any of the University Authorities need not be seconded. When a motion has been made and seconded it shall be stated from the Chair unless the motion be ruled out of order by the Chairman.

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

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

23. When the debate on an amendments is concluded the Chairman shall say; “It has been moved” and shall state the motion, and shall then say “Since then it has been moved by way of amendment” and shall state the amendment.

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

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

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

**1.25. (27) withdrawals of motions at the Meeting:-** No resolution or amendment shall be withdrawn without the consent of the House. But this consent shall be presumed if the mover states his wish to withdraw the resolution or amendment and the Chairman, after interval during which to dissent is expressed, announces that it is withdrawn.

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

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

**1.26 Procedure on Motions:**

**30. Procedure on motions under statute 17:-** Any motion made under statute 17 (ii to ix) of this chapter shall take precedence of any question that may be before the meeting at the time and must be disposed of before such question.

31. When any motion under statute 17 (v, vii, viii and ix) of this Chapter has been brought forward and has been negatived, no other motion of the same kind shall be again brought forward until after the lapse of what the chairman shall deem a reasonable time nor shall any debate or discussion be allowed on such second or subsequent motion brought forward during a debate on the same question.

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

**33. Procedure for re-considering a previous decision:-** A motion directing the syndicate, the Academic Council or any other University Authority, or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion may also indicate generally the direction that the Authority or Committee shall report to the Senate by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

**34. Motion for appointment of a Committee:-** A motion for the appointment of a Committee to consider and report upon any question before the Senate at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the committee is to be constituted and the house may appoint the committee. The motion may include an instruction and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purpose for which the committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date, or a different date to the one already fixed in the original motion for the

submission of the report, provided, however that, if no date is mentioned for the submission of the report such report shall be made at the next meeting of the Senate and if it is not possible to do so, the fact shall be reported to the Senate at such meeting.

If the member moving the resolution or of any amendment there to proposes to include or omit in the committee persons who are not members of the Senate or who being members are not present at the meeting, he shall state at the meeting that he has obtained the consent of such persons to their names being proposed for inclusion or omission.

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

**36. Motion for Adjournment:-** A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form “That this meeting do now stands adjourned to”. or “That the debate on this question be now adjourned to” followed by words indicating the day and hour proposed for the adjourned meeting or debate.

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

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

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

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

**1.29. (38). Motion for Dissolution:-** A motion for dissolution of a meeting shall be in the form “That this meeting do now dissolve and may be made at any time but not so as to interrupt a speech.

If the Chairman shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting he may decline to put the question to the meeting. If he accepts the motion it shall be put forth without amendment or debate. If the motion be carried the business still before the meeting shall drop and the Chairman shall declare the meeting dissolved.

**1.30 (39) Motion to pass to the next business on the agenda:-** A motion to pass to the next business on the agenda shall be in the form “That the meeting do now pass to the next business on the agenda paper” and may be moved at any time after the main question has been stated by the Chair, but not so as to interrupt a speech.

The Member moving the motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words, “I second the motion”. If the Chairman shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion it shall be put forth without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any moved or given notice of, shall drop.

**1.31 (40) Closure Motion:-** A motion for closure of a debate shall be in the form “That the question be now put” and may be moved at any time after a question has been stated from the Chair but not so as to interrupt a speech. A member who moves the closure shall confine himself to the words “I move that the question be now put”. The member who seconds the motion shall confine himself to the words “I second the motion”

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

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

**1.32. (41). SPEECHES:**

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

1. When putting a question or answering a question put;
2. When speaking on a point of order;
3. When offering a personal explanation; or
4. When with the special permission of the Chair, making a statement.

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

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

A member who has spoken to the main question may not move or second an amendment to it or a motion under statute 17 during the debate on the same question; but he may speak to any such new question when moved and seconded by the other members, if debate is permissible.

A member who has moved or seconded a amendment or a motion under Statute 17 (ii –ix) may not, after such amendment or motion has been disposed of, move or second any other amendment or motion under Statute 17 (ii-ix) or speak to the main question, he may however speak or move or second an amendment to any such new motion when moved and seconded by other members, if amendment or debate is permissible.

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

Provided further that, a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence to take part at a later period in the debate when it is resumed under Statute 36.

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

**43. Conditions for right of reply for mover:-** When the Chairman has ascertained that no other member entitled to address the meeting desires to speak the mover of the resolution may reply upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 17 (ii-vii) or of an amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

**44. Duration of Speeches:-** No speech shall ordinarily exceed five minutes in duration provided that, the mover of a resolution or of an amendment when moving the same, may speak for ten (10) minutes, provided further that the Chairman may at his discretion allow a longer period to any speaker:

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

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

**46. Speeches by Chairman:-** The Chairman has the same right of moving or seconding or speaking to or opposing a resolution or an amendment as any other member; but, if the Chairman desires to take part in debate, he shall vacate the Chair until the vote on that debate is taken.

During such time as the Chairman is absent, a member present shall be nominated by the Chairman to occupy the Chair. Without leaving the Chair, the Chairman may, however, at his/her discretion, or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceedings of the meeting.

**47. Personal Explanation:-** A member who explains that his speech has been misunderstood or that his conduct or character has been impugned in the debate, may be allowed to make a personal explanation. Such a personal explanation may be offered while another member is speaking only if the member who is speaking gives way by resuming his seat.

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

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

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

**1.33. VOTING:**

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



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

### **1.34. General**

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

**53. Powers of Chairman on Point of Order:-** If the Chairman rises the member speaking offering to speak must sit down at once.

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

**55. Powers of Chairman to maintain order:-** The Chairman may direct any member whose conduct is in his/her opinion, grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the days meeting.

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

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

**58. Objections to Minutes:-** If no exception is taken by any member who was present at the meeting to the correctness of the minutes within ten days of the sending of the minutes they shall be deemed to be correct.

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

**60. Protests:-** Any member intending to protest against a motion passed at a meeting of the Senate to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar during the office hours within two days from the date of the holding of the said meeting and shall within fourteen clear days from the date of the said meeting lodge his protest in writing with the Registrar during office hours. The Registrar under directions of the Vice-Chancellor shall forward as soon as may be, a copy of the protest to the mover of the motion. The mover of the motion may within fourteen clear days from the receipt of the protest by him from the Registrar, prepare and send to the Registrar a memorandum in support of the decision of the senate for the consideration of the syndicate. The syndicate shall, there-after, submit the protest and the memorandum, if any, together with a copy of the motion for the consideration and orders of the Chancellor and in all such cases the resolution shall not be submitted to the Chancellor for decision, except with the protest and the memorandum and any other papers which the syndicate and the Vice-Chancellor may, in this connection, desire to be considered by the Chancellor.

**1.35. Senate in Committee:**

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

**62. Resolution of Senate in Committee to be confirmed by Senate:-** The Resolutions passed at meetings of the Senate in Committee shall be embodied in a report by the Registrar which shall be laid before the senate at the same or at a subsequent meeting. The Resolutions of the senate in committee shall not become final unless they are confirmed by the senate in open meeting.

**63. Attendance Register at meetings:-** Member of the Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

**64. Lapse of motions etc:-** Motion and all member's Resolutions together with their amendments, if any, on the agenda paper of a senate meeting which have not been moved or voted upon for want of time or for any other reasons at the meeting to which the agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda paper of the next or any subsequent meeting save on receipt of a fresh notice:

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

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## **2. SYNDICATE**

### **STATUTES GOVERNING POWERS AND FUNCTIONS OF THE SYNDICATE**

ANNEXURE TO THIS UNIVERSITY NOTIFICATION NO. ACA/STT-6/97-98, DATED 26.02.98

**2.1.** Subject to the general directions of the Senate, the syndicate shall have the power of management and administration of the revenues and properties of the University and the control of all administrative affairs of the University.

2. Without prejudice to the generally of the foregoing the Syndicate shall have the following powers, namely:-

- (i) to manage and regulate the finances and all other administrative affairs of the University and for that purpose to appoint such agents as it may feel necessary and proper.
- (ii) To enter into, vary carry out and cancel contracts on behalf of the University.
- (iii) To appoint, examiners and moderators and if necessary to change or remove them and also to fix their fees, emoluments and traveling and other allowances.
- (iv) To make arrangements for the conduct of examinations in the prescribed manner.
- (v) To receive, acquire, hold control and administer the properties of the university both movable and immovable and to invest the funds of the University judiciously in appropriate schemes.
- (vi) To cause to be maintained proper accounts of the properties and funds of the University.
- (vii) To prescribe, charge and collect fees for.
  - tuition and research.
  - Admission to examinations and convocations.
  - Such other services as the University may undertake.
  - Affiliation and inspection of colleges and registration of graduates; and
  - Such other purpose as may be prescribed by the Statutes.

- viii. to prepare the financial estimates of the University and to submit the same to the Senate.
- ix. to administer and control the colleges, hostels, libraries, laboratories, museums, printing press and publication bureau and other institutions established or maintained by the University.
- x. to institute posts of any class or classes of non teaching staff.
- xi. to make recommendations regarding admission of colleges to affiliations.
- xii. to recognize hostels not administered by the University and to suspend or withdraw such recognition.
- xiii. to regulate supervise and control the residence and disciplines of the students of the University within the campus and its annexes, and promote their health and well being;
- xiv. to constitute and regulate the working of the employment Bureau and the Bureau of Information;
- xv. to delegate such of its functions to the Vice-Chancellor as may be prescribed by the Statutes;
- xvi. to select a common seal for the University and to provide for its custody and use;
- xvii. to arrange for the conduct of litigation by or against the University.
- xviii. to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act Statutes, Ordinances or Rules;
- xix. to institute suspend or abolish Professorship, Asst. Professorship, Lecturership or any other posts of teachers required by the University on the recommendation of the Academic Council.
- xx. to institute fellowship, traveling fellowship, scholarship, studentship, exhibition, medals and prizes.
- xxi. Deleted
- xxii. to conferment of the title of Professor Emeritus on the recommendation of the Academic Council
- xxiii. to under take publication of works of merit and research pertaining to health sciences.

- xxiv. to organize regulate & control University Union.
- xxv. to the extent feasible establish the suitable residential accommodations to the staff of the University.
- xxvi. generally to do such other acts or make such other provisions
- xxvii. as may be deemed necessary under the Act.

**2.2. Meetings of the Syndicate:-** The Syndicate shall have at least 6 meetings during a year. The interval between two consecutive meetings shall not exceed 75 days.

Provided that, the Vice-Chancellor may convene a meeting of the Syndicate whenever he/she thinks it necessary.

Meetings of the Syndicate shall ordinarily be held at head quarters and also at other places at the discretion of the Vice-Chancellor.

**2.3. Quorum:-** The quorum for a meeting of the Syndicate shall be seven (7)

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

**2.5. Notice of Propositions by Members:-** Notice by members of subjects to be included in the agenda shall be sent so as to reach the Registrar not later than **ten(10) clear days** before the meeting.

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

**2.7. Notice of Amendments:-** Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar **within three (3) days** after the receipt of the agenda.

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

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

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

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

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

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

The Chairman shall regulate the order of Speeches.

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

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

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

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

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

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

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

**2.16. Notes of dissent by Members:-** Any member who dissents from a decision of the syndicate and expresses a desire to give a note of dissents may do so before the close of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal references of any kind as also attributing of motives shall be avoided. If a member has come to know any allegations against any University personnel, he shall give it in writing to the Chairman of the Syndicate. The Chairman after thorough examination will take action in consultation with the Syndicate. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

**2.17. The proceedings of the meetings:-**

- (i) The proceedings of each meeting of the Syndicate shall be drawn up and circulated to members within twelve(12) days after the meeting. The salient points indicating the trend of the discussions that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar within Seven(7) days of the receipt of the proceedings. Such resolutions as have thus been objected to shall be placed before the next meeting for the confirmation and other matter shall be taken to be passed finally, provided that, action may be taken in anticipation of confirmation in urgent cases.
- (ii) After confirmation, copies of the proceedings shall be sent to the Chancellor, Government and to the members of the Senate.

**17. The resolutions by circulation:-** A note of questions decided by circulation shall be recorded in the minutes book of the Syndicate.



**2. 18. Special Meetings:-** On a requisition signed by any Seven members of the Syndicate to convene a special meeting there of the Registrar shall convene a special meeting on a date to be fixed by the Chairman. At such a meeting only such subjects as the signatories to the requisition have set forth in the requisition shall be brought forward and disposed off.

**2.19. Reconsideration of subjects once disposed of:-** Subject once disposed of may be brought up again with reasons which appeal adequate to the Vice-Chancellor.

**2.20. Proposition by Members:-** subjects sent by members will ordinarily be included in the agenda. It shall, however, be open to the Vice-Chancellor to disallow any subject being so included, if he considers that it does not properly fall within the purview of the Syndicate or that it contravenes the provisions of the Act, the statutes or the ordinances or that it is not expedient to discuss the subject either in public interests or the interest of the University.

**2.21. Additional powers and functions:-** In addition to the powers vested in it under the Act the syndicate shall have the following additional powers and functions.

- (i) To appoint such sub-committees or other committees as might be considered necessary to advise the syndicate on any matter coming before it for decision.
- (ii) To refer any matter to the Academic Council, a faculty, a board of studies, a Board of Examiners or any Committee or person for a report or opinion there on.
- (iii) To maintain a register of donors of the University.
- (iv) To publish lists of Text books prescribed or recommended by the Boards of Studies and the Academic Council.

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# **3.ACADEMIC COUNCIL**

## **CONSTITUTION OF THE ACADEMIC COUNCIL AND ITS POWERS AND FUNCTIONS.**

Annexure to university Notification No. ACA/STT-6/97-98, dated 3.11.1997.

### **3.1.Title:**

These Statutes shall be called statutes relating to constitution and powers of the Academic Council.

### **3.2. Constitution of the Academic Council:**

1. The Academic Council shall consist of the following members namely:

- (1) The Vice-Chancellor
- (2) The Director of Medical Education
- (3) The Director of Indian Medicine and Homoeopathy
- (4) Deans of Faculties
- (5) Chairmen of the Boards of Studies
- (6) Ten professors, nominated by the Vice-Chancellor, by rotation for a period of one year.
- (7) Principals of Ten Colleges, by rotation for a period of one year from amongst the following Group of colleges that only two principals are selected from each group.

In each group, selection shall be made by rotation from the list of Institutions arranged in chronological order of the date of their establishment.

Group I	- Medical Colleges
Group II	- Dental Colleges
Group III	- Ayurveda Unani, Homoeopathy and Yoga & Naturopathy Colleges.
Group IV	- Pharmacy Colleges
Group V	- Nursing, Physiotherapy and Colleges having other paramedical courses.

8. EIGHT members of whom six shall be from six faculties who have research experience and TWO shall be from among professor Emeritus nominated by the Vice-Chancellor for a period of one year.

9. Registrar (Evaluation)

10. Registrar

**Member Secretary.**

**3.3 Powers of the Academic Council:**

(i) The Academic Council shall be the Principal Academic body of the University and shall subject to provisions of this Act, the Statutes and the Ordinances have the control and General Regulation of and be responsible for the maintenance of standards of instruction, education and examination of the University.

ii. The Academic Council shall recommend ordinances on all Academic Matters and in particular on following matters, namely:

- a. Admission of students to the courses offered in the University.
- b. Courses of study, syllabus and scheme of Examination and conditions on which students shall be admitted to University Examinations.

iii. The Ordinance made by the Academic Council shall come into force from the date of approval by the syndicate or such other date as the syndicate may direct.

3. The Academic Council shall exercise the following powers subject to provisions of this Act. Statutes and Ordinances:

- a. To make proposals for Ordinances relating to Academic matters.
- b. To arrange for co-ordination of students and of teaching in colleges and in recognized institutions.
- c. To advise the University on the promotion of research.
- d. To suggest measures for revisions and innovations in Academic matters and Research Programme.
- e. To make proposals for the Institution of fellowships, scholarships, studentships and for their award.
- f. To declare the results of the various University Examinations or to appoint committees or officers to do so.
- g. To make proposals for promoting research within the University or for promoting other specialized studies.

- h. To exercise such other powers and to perform such other duties as may be required on this Act, the Statutes and Ordinances.
- i. To make proposals for allocating subjects to the various faculties.
- j. Generally advise the University on all Academic matters.

**4. i. There shall be a committee of the Academic Council**, constituted by the Academic Council at its first Ordinary meeting which shall consist of Vice-Chancellor as the Chairman. DME and Director for ISM&H, Deans of Faculties. Registrar (Eva.). The Registrar as Member Secretary. **The Quorum for Committee shall be five.**

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

iii. This Committee is also empowered to deal with urgent matters which cannot wait for the formal meeting of the Academic Council provided the decision taken will be placed before the Academic Council for ratification.

iv. It is competent for the Vice-Chancellor to invite for any meeting of the committee, persons having special knowledge and experience of any subject and persons so invited shall be competent to take part in the discussion of the committee but shall not be entitled to vote upon any subject.

v. The Committee shall in particular advise the Academic Council in the following matters.

1. The Grant of exemption in accordance with the regulations, if any
2. Recognition of examinations of other universities institutions and board as equivalent to Examinations of the University.
3. Application received for affiliation of Colleges.
4. Such other matter may be referred to it by the Academic Council

vi. Chairman:- The Vice-Chancellor, if present shall preside at meeting of the Committee and in her/his absence a person nominated by the Vice-Chancellor be Chairman.

vii. The Vice-Chancellor at her/his discretion obtains the opinion of the committee by Circulation.

**(3.4) 5. Meeting of the Academic Council :-** The meeting of the Academic Council shall be of three kinds, namely:

i. Ordinary                      ii. Extraordinary and    iii. Special

**(3.5) 6. Quorum:** One third of the Members of the Academic Council including the Chairman shall be the quorum for any meeting of the Academic Council.

**7. Chairman of the Meeting:-** The Vice-Chancellor if present shall preside at all meeting of the Academic Council , but if the Vice-Chancellor is not present a member nominated by her/him shall be the Chairman.

**8. Non-Receipt of notice .**agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.

**( 3.6) 9. Ordinary Meeting:-** Ordinary Meetings of the Academic Council shall be held twice a year, the first in the month of May/June and the second in the month of October/ November.

**(3.7) 10. Notice of Ordinary Meeting:-** The Registrar shall under the direction of the Vice-Chancellor, give not less than 35 clear days notice for the date of an ordinary meeting.

**(3.8)11. Resolutions:**

No member shall send more than four resolutions

i.     **Date for forwarding resolution:** - Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not later than twenty-five clear days before the date of the meeting. Such resolutions shall begin with the words “The Academic Council resolves that.....”

ii.    **Resolution to be placed on the Agenda Paper:-** The Registrar under the direction of the Vice-Chancellor, shall cause each

- iii. resolution of which notice has been given in accordance with Statute 11(1) of this Chapter to be placed on the Agenda paper at the meeting at which it is to be moved subject in general to the Statutes governing the admissibility of resolutions at a meeting.
- iv. **Dispatch of Agenda Paper:-** Not less than **twenty days** before the date of ordinary meeting. The Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and hour of the meeting and business to be brought before the meeting, provided that the syndicate or the Vice-Chancellor may bring any business which in its or his/her opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.
- v. **Notice of Amendments:** - Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not later than fifteen clear days before the day of the meeting at which the resolution is to be moved and the amendments shall be included in the final agenda paper subject in general to the Statutes governing the admissibility of amendments to resolutions at Academic Council Meetings.
- vi. **Resolution on report or statements:-** Notwithstanding the notice prescribed for resolutions under statutes 11 any member who wishes to move a resolution on any report or statement by the Syndicate included in the preliminary agenda paper, may do so by giving notice of the resolution which shall reach the Registrar not later than twelve clear days before the date of the meeting provided, however, that no such notice will be necessary in the case of motions relating to any business brought forward by the Syndicate or the Vice-Chancellor.
- vii. **Dispatch of Final Agenda Paper:-** The Registrar shall on receipt of amendments and resolutions given in accordance with the above Statutes prepare under direction of the Vice-Chancellor a final Agenda paper together with other subjects, if any and send a copy of it by post to each member of the Academic Council not less than **five days** before the date of meeting.

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

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

**(3.11) 14. Order of business:-** The procedure for the issue of notice and agenda paper and all other requisites for the conduct of the special meeting shall so far as it is applicable be the same as that prescribed for and applicable to Extraordinary meetings of the Academic Council.

**(3.12) 15. Business of Meeting:-**

At every meeting of the Academic Council the following shall be the order of business:

1. Report of decisions of the syndicate under section 35.
2. Elections. If any
3. Any motion for a change in the order of business as stated in the agenda paper.
4. Business brought forward by the Vice-Chancellor or the Syndicate;
5. Business brought forward by the Faculties and Boards of Studies, and
6. Business brought forward by members of the Academic Council.

**(3.13) 16. Admissibility of Resolutions:-**

(1) No resolution shall be admissible which does not comply with the following conditions, namely:

- a. It shall relate to a matter within the cognisance and powers of the University and the Senate.
- b. It shall be clearly and precisely expressed and shall rise substantially one definite issue.
- c. It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity.
- d. It shall not rise substantially the same question as that raised in a motion moved and preceding the date of the meeting at which it is to be moved. Unless the prior consent of the Vice-Chancellor has been obtained, and
- e. It shall not refer to any matter which is under adjudication by a Court of law .
- f. If identical admissible resolutions are received from more than one member, the Vice-Chancellor may include only one resolution of a member at his/her discretion and not include the other identical resolutions of other members. The fact of non-inclusion may be informed to the members who had sent them.

(2) The Vice-Chancellor shall be the sole authority to determine whether a resolution is admissible or not.

No resolution not admitted by the Vice-Chancellor shall be included in the agenda.



**(3.14) 17. Resolutions placed on Agenda:**

1. The Vice-Chancellor shall cause each resolution of which notice has been given and which has been admitted in accordance with Statute of this Chapter, to be placed in the Agenda of the meeting at which it is to be moved.
2. When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 16 above governing the admissibility of resolutions, the Registrar shall, as soon as may intimate the fact to the member stating the objection.
3. Resolutions of which due notice has been received by the Registrar under this statute shall be included in the preliminary agenda paper.

**(3.15) 18. Notice of Amendment of Resolutions:-** Any member to move an amendment to a resolution included in the preliminary agenda paper of an ordinary meeting of the Academic Council shall forward a copy of the same to the Registrar so as to reach him not less than **fifteen clear days** before the day of the meeting at which the resolution is to be moved.

**(3.16) 19. Admissibility of Amendments: Form of Amendments to Resolutions:-**

1. No amendments shall be admitted which does not comply with Statutes and the following conditions:-
  - i. by omitting a word or words
  - ii. by leaving out a word or words in order to insert some other word or words; and
  - iii. by adding or inserting a word or words.

**(3.17) 20. Relevancy of Amendments.**

1. No amendments shall be proposed which would reduce a resolution to its negative or opposite form.
2. Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.
3. An amendment must not be virtually an independent proposition.

Amendments of which notice is given in accordance with Statute 11 and which have been scrutinized and admitted under statute 16 of this chapter. Shall be included in the final agenda paper.

**(3.18) 21. Withdrawal and expulsion of members:-**

The Chairman may direct any member whose conduct is in his/her opinion, grossly disorderly to withdraw immediately from the meeting, and any member so ordered to withdraw shall do so forthwith and shall absent himself, during the remainder of the days meeting.

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

ii. **Objection to Minutes:-** If no exception is taken by any member who was present at the meeting to the correctness of the minutes within twenty one days of the sending of the minutes, they shall be deemed to be correct.

iii. **Procedure to decide objections:-** If exception be taken within the time aforesaid by means of a letter addressed to the Registrar, specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Academic Council.

**(3.20) 23. Lapse of motions etc:-** Motions and all members Resolutions together with their amendments, if any, on the agenda paper of an Academic Council meeting which have not been moved or voted upon for want of time or for any other reason at the meeting to which the agenda paper relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda paper of the next or any subsequent meeting save on receipt of a fresh notice:

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

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# **4. FINANCE COMMITTEE**

## **STATUTES GOVERNING CONSTITUTION, POWERS AND FUNCTIONS**

Annexure to University Notification No. ACA/STT-6/97-98, dated 3.11.1997.

### **4.1. Composition:**

The Finance Committee shall comprise of the following members.

- i.
  - a. Vice-Chancellor
  - b. Secretary to Government, Health & Family Welfare Department or his nominee not below the rank of Joint Secretary/ Deputy Secretary.
  - c. Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary / Deputy Secretary.
  - d. One member nominated by the Vice-Chancellor from amongst the Members of the Syndicate.
  - e. One member nominated by the Vice-Chancellor from amongst the Senate Members.
  - f. Director of Medical Education.
  - g. Finance Officer. Secretary.
- ii. Registrar shall be a permanent invitee.

### **4.2. FUNCTIONS OF THE FINANCE COMMITTEE:**

The Finance Committee shall perform the following functions namely:

1. To scrutinize the annual budget estimates and make its recommendations to syndicate.
2. To conduct the general examination of the accounts of the University, review the yearly audit reports and make its recommendations thereon.
3. To examine proposals of the University regarding re-appropriation of the budget.
4. To examine any such matter involving financial expenditure.
5. Notwithstanding anything in the subsection the Vice-Chancellor may in case of urgency for reasons to be recorded in writing, in case of such Expenditure in excess to the limit prescribed by the Syndicate from time to time shall report to the next earliest meeting of the Finance Committee.

**4.3. MEETING:**

The Finance Committee shall meet at least once in three months or more often if the Vice-Chancellor considers it necessary.

**4.4. CHAIRMAN OF THE MEETING:**

The Vice-Chancellor, if present shall preside over the meeting of the Finance Committee. In the absence of the Vice-Chancellor a member of the Committee nominated by the Vice-Chancellor shall preside over the meeting.

**4.5 . QUORUM**

**Three members** of the committee including the Chairman and at least one officer of the State Government nominated (b) and (c) above shall form the Quorum. If there is no Quorum within the time stipulated by the Chairman, the meeting shall not be held and the Finance Officer shall make a record of the fact which shall be signed by the Chairman.

When the Meeting cannot be held for want of quorum by issue of the notice to members, the Chairman shall adjourn the meeting of the committee to a date not later than **seven days** of the meeting adjourned to transact the business mentioned in the Agenda. In such an event, no quorum at the reconvened meeting shall be necessary.

**4.6 . NOTICE OF THE MEETING:**

- a. .The Finance Officer shall under the direction of the Vice-Chancellor, give not less than seven days notice of the date of the meeting. The notice shall specify the place, the date and hour of the meeting together with the notes on the agenda shall also be sent along with the notice.
- b. Non-receipt of the notice, Agenda and other papers connected with any meeting of the Committee by any member shall not invalidate the proceedings of the meeting.

**4.7. ATTENDANCE REGISTER AT THE MEETING.**

Members of the Committee attending a meeting shall sign in a Register kept for the purpose.

8. Soon after the attendance is marked by the member, the Vice-Chancellor / Chairman of the meeting shall take up the items on the Agenda for discussion. After necessary discussion the resolution of the committee, shall be taken down by the secretary. As the detailed notes on the various items to be discussed at the meeting would have been given to the members along with the notice of the meeting, and any other further clarification required would be furnished during the discussion at the meeting, the minutes shall be in the form of only resolution on the subjects placed before the meeting.

9. The Minutes of the proceeding of each meeting of the Finance Committee recorded as above shall be signed by the Chairman of the Meeting. The Finance Officer shall send by post Ordinarily, **within ten days** after the meeting a copy of the minutes of the meeting so signed by the Chairman to each member of the Finance Committee.

10. If there is no objection from any member regarding any resolution within seven days of sending the minutes, they shall be deemed to be correct.

11. If the objections are received within the time aforesaid by means of the letter addressed to the Finance Officer definitely specifying the points which require correction in the Minutes, the minutes shall be brought forward by the Finance Officer at the next meeting of the Finance Committee for confirmation or correction of such points.

12. Subject to the above, minutes of the meeting shall be confirmed by the Finance Committee at its next meeting.

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## **5. ELECTIONS TO AUTHORITIES OF UNIVERSITY**

### STATUTES RELATING TO ELECTIONS TO THE AUTHOURITIES OF THE UNIVERSITY

(under section 33(1) (i) of RGUHS Act 1994)

#### **St. 5.1: Definitions:**

1. In this Chapter unless the context otherwise requires:

- (i) 'Teachers' means full time teachers employed, in a University Department, University College or an affiliated college.
- (ii) Continuing Candidate means any candidate not elected and not excluded from the poll at any given time.
- (iii) 'Exhausted Paper' means ballot papers on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to have become exhausted whenever:
  - a. The names of two or more candidates whether continuing or not are marked with the same figure and are next in order of preference; or
  - b. The name of the candidate next in order of preference whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures.
- (iv) ' First Preference' means the figure 1 set opposite the name of a candidate 'Second Preference' means the figure 2 set opposite the name of a candidate. Third Preference means the figure 3 set opposite the name of a candidate and so on.
- (v) 'Original Vote' in relation to a candidate means a vote derived from a ballot paper on which a First Preference is recorded for such candidate.
- (vi) 'Surplus' means the number by which the votes of any candidate original and transferred, exceeds the quota.
- (vii) 'Transferred Votes' in relating to any candidate means votes credited to such candidate which are derived from a ballot paper on which a second or subsequent preference is recorded.

(viii) 'Unexhausted Paper' means a ballot paper on which a further preference is recorded for a continuing candidate.

(ix) 'Act' means the Rajiv Gandhi University of Health Sciences Act 1994 as amended from time to time.

2. Words and expression used but not defined in these statutes shall have the meaning assigned to them in the Act.

**St. 5.2: Elections to be held in accordance with this Chapter:**

All elections to the authorities shall be held in accordance with the provisions of this chapter unless there is a provision to the contrary or unless it is inconsistent with or repugnant to the subject or context.

**St. 5.3: Maintenance of Electoral Rolls:**

1. The Registrar shall maintain the electoral rolls of all the persons and bodies entitled to elect members to the authorities of the University showing the names and address, age, sex and degrees, of all persons and names of bodies qualified to vote. Separate electoral rolls shall be maintained in respect of each of the following constituencies.

(i) Constituency of Professors (S 21 X 1); and

(ii) Constituency of Teachers other than Professors as per Section (S.21 XII)

2. All teachers who are appointed on a full time basis and who have requisite qualifications to be a teacher as per statute by bodies or Government or University shall be entitled to be registered in the electoral roll for the respective constituency by enclosing a photo at the time of Registration. In order to enable the Registrar to maintain the electoral rolls corrected up to date the Principal of every college shall immediately inform the Registrar about every change in the teacher ship of that college and the Registrar, shall on receipt of the information, implement alteration either strike off from the electoral roll the names of the persons who have ceased to be or include there in the names of persons who have become teachers of that college. The Registrar shall suo motu register in the respective electoral rolls the names of the teachers who are employees of the University and make necessary changes as and when teachers are appointed by the University or cease to be such teachers. The age of the teachers shall not exceed 65 years on the 1<sup>st</sup> January of the year in which election is held.

**St. 5.4: Elections to be held at meetings:**

The following elections shall be held at the meetings of the respective bodies.

- (i) Election of five members by the Karnataka Legislative Assembly to the Senate (S.21 VII)
- (ii) Election of two members by the Karnataka Legislative Council to the Senate (S.21 VIII)
- (iii) Election of three persons by the Senate to Syndicate (S.24 VII)

**St . 5.5. Corrections of Electoral Rolls.**

The Vice-Chancellor shall have the authority to correct the electoral rolls if any omission or wrongful inclusion or need for deletion / addition consequent on nomination or appointment is brought to his notice before the last date fixed for receipt of nominations. No corrections shall be made after that date.

**St. 5.6: Copies of Electoral Rolls:**

Copies of the electoral rolls shall be furnished on payment of such charges as may be specified by the Vice-Chancellor.

**St. 5.7: Returning Officer:**

The Registrar or such other officer as might be nominated by the Vice-Chancellor shall be the returning Officer and as such responsible for the conduct of Elections:

**St. 5.8: Powers of the Vice-Chancellor:**

1. The Vice-Chancellor shall have the power:
  - i) To fix the time limit for filing nominations and withdrawal of nominations.
  - ii) To fix the date of election
  - iii) To order the holding of elections in anticipation of vacancies about to occur by efflux of time.
2. If in the opinion of the Vice-Chancellor an emergency has arisen, it shall be competent for him to assume the powers of the Returning Officer and function as such either by himself or by deputing any other person therefor when in any election, the Returning Officer cannot carry out his duties.

**St. 5.9: Election Notifications:**

1. In case of election of members to the Senate by the Karnataka Legislative Assembly and the Karnataka Legislative Council under as per S.21 VII of the Act. The Registrar shall send a communication to the Secretary, Karnataka



Legislature informing him that an election of the member or members of the Assembly or the Council or of both to the Senate be held and the result thereof communicated to the Registrar as soon as possible.

2. Notification shall be given in the case of following as per st. 10(4)
  - (i) Five Professors among themselves to Senate as per Section 20 X1
  - (ii) Five Teachers other than Professors elected among themselves as per section 20 XII
  - (iii) Three persons elected by the Senate among themselves to the Syndicate as per the Section 24 VII.
3. **The Notification shall give the following particulars:**
  - (i) The constituency and the number of seats to be filled by election in each constituency;
  - (ii) The date fixed as the last date for receiving nominations, the date so fixed being not less than fourteen days before the date of election;
  - (iii) The date and time fixed for the scrutiny of nomination papers;
  - (iv) The date and time before which the nomination may be withdrawn;
  - (v) The date and time of election and the place/s of voting.
4. In case of an election to be held at a meeting of any authority or body, the notice of election shall be given to every member of the authority or body at least twenty one clear days before the date of election, fixing the last date and time for receipt of nominations not less than ten clear days before the date and time of the meeting for elections.
5. All elections to the authorities of the University shall be in accordance with the system of single proportional representation by means of single transferable vote.

**St. 5.10: Nomination of the Candidates.**

1. Nomination papers shall be in the form prescribed by the Vice-Chancellor and shall be dated and signed by two electors one of whom shall be the proposer and the other the seconder and shall contain the names in full, addresses and designations of the signatories and of the candidate nominated. No person shall be nominated as a candidate for election until he signifies his consent on the nomination paper.

Notwithstanding anything contained above, where the number of voters in any constituency are less than three the nomination paper in the prescribed form shall be submitted by the candidate himself under his signature without being proposed and seconded.

2. The nomination paper should reach the Returning Officer before the date and time fixed for the purpose. Any nomination paper which is received after the date and time fixed or which is not accompanied by the deposit receipt referred to in St. 5.11 or which does not comply with any of the formalities required by the Statutes shall be rejected.

**St. 5.11. Deposit by Candidates**

1. Every candidate at an election on the Senate by any of constituencies of Registered Graduates shall deposit with the University a Sum of Rs. 100/- and the receipt for payment of the amount of the deposit shall accompany his nomination paper. The candidate shall not deemed to be duly nominated unless the said deposit has been made.

2. The deposit referred to in clause (1) shall be forfeited to the university if the candidate is not elected and number of votes credited to him at the last count before he is excluded or before the last of the successful candidate is elected less than one eighth of the quota.

**3. .The Deposit shall be refunded:**

- (i) If the nomination of the candidate is declared invalid or
- (ii) If the candidate duly withdraws his candidature, or
- (iii) If he dies before the date fixed for the scrutiny and counting of votes, or
- (iv) If he is elected, or
- (v) If the candidate is not elected and the deposit is not forfeited under clause (2)

**St. 5.12: Scrutiny of Nominations:**

1. As soon as possible after the last day fixed for receipt of nominations, at the time and place fixed and notified in the notice of elections, the Registrar or any person nominated by him shall scrutinize the nominations and decide their validity. The candidate or his agent duly authorized in writing shall be entitled to be present at such scrutiny.

2. A list of candidates whose nomination papers have been declared valid shall be published on the notice Board in the office of the University on the same day and copy of the same forwarded to each of the candidates nominated for election.

3. In case of dispute about the decision as to the validity or otherwise of any nomination, the matter may be referred to the Vice-Chancellor or in his absence a Dean of the faculty as designated by Vice-Chancellor whose decision shall be final.

**St. 5.13: Withdrawal of Candidature:**

Any candidate may withdraw his candidature by a notice in writing and attested to by two voters in the form prescribed by the Vice-Chancellor and all such applications should reach the office of the Registrar before the time fixed on the date notified for the purpose.

Provided that where the number of voters in any constituency are less than three, a candidate may withdraw his candidature by a notice in writing in the prescribed form, without being attested.

**St. 5.14: List of candidates to be notified:**

The Returning Officer shall publish as soon as practicable on the Notice Board a final list of candidates validly nominated.

**St. 5.15: Preparation of the ballot paper:**

1. The Ballot paper for every election to any of the authorities of the University shall contain the names of all the candidates, whose nomination papers have been accepted, the names being arranged in the alphabetical order. If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or some other manner.
2. The ballot paper shall bear the authorized stamp of the University and shall not bear any serial number. The counterfoils of the ballot papers shall be serially numbered.
3. The ballot paper may contain particulars as mentioned in Form III (Enclosed)

**St. 5.16: Procedure of election at a Meeting:**

1. The polling shall take place by secret ballot on the day of the meeting of the election authority at the time fixed by the Vice-Chancellor for the purpose.
2. All members present at the meeting shall be entitled to vote. No vote shall be given by proxy. Members present shall sign in the nominal electoral roll kept for the purpose as a record of voting at the election.
3. The returning officer shall ascertain that the person desiring to vote is a member who has not already voted and shall enter his name upon the counterfoil of the ballot paper in the ballot paper book obtaining signature on the counterfoil and shall then tear out the ballot paper corresponding to that counterfoil and hand it to the member.
4. When a member has received a ballot paper, he shall proceed to the place arranged for marking the vote and shall record his vote by placing the figure in the space opposite the name of the candidate whom he votes. The figure 1 shall be placed opposite the name of the one candidate only; relative preference for the other candidates may be indicated by placing in the spaces opposite their names the figures 2,3,4 etc. in the order of preferences.

“Marking of ballot papers in ROMAN figures or writing numbers in words, like ‘one’ or ‘two’ or ‘three’ etc., shall not be treated as invalid, provided the preferences indicated is clear”.

5. After the ballot papers are deposited in the ballot box kept for the purpose, the Returning Officer shall conduct the scrutiny with the help of scrutinizers nominated by the Chairman of the meeting from among those present.
6. After the counting is over, the Returning Officer shall intimate to the Chairman the number of votes secured by each candidate and the Chairman shall declare the result. In case of equality of votes success shall declare the result. In case of equality of votes successful candidate shall be determined by a lot.

**St. 5.17: Election Procedure Generally:**

Unless the subject or the context otherwise indicates the following rules shall be applicable to all elections of the University.

1. If the number of contesting candidates are more than the number of seats to be filled, a poll shall be taken.

2. If the number of such candidates are equal to the number of seats to be filled, the Returning officer shall forthwith declare all such candidates duly elected.
3. If the number of such candidates are less than the number of seats to be filled, the returning officer shall forthwith declare all such candidates to be elected and take necessary action under statute 10 to fill the remaining seat or seats.
4. Polling Centres shall be provided at suitable places within the University area and voters be assigned to each of such centres by the Vice-Chancellor.
5. A notice shall be put up at each polling centre, indicating.
  - I. the name of the election
  - II. the names of the contesting candidates and
  - III. the hours of voting.
6. An election Officer, shall be appointed by the Returning Officer for each polling centre. The election Officer who will be in charge of the centre shall maintain order at the centre. No person other than a voter shall be permitted to enter the polling centre by verification of the photo.
7. No voter shall be allowed to enter the polling centre for recording his vote, before the commencement or after the expiry of the period fixed for polling.
8. Every polling centre shall have such number of compartments as the election officer considers necessary to enable the voters to record their votes within prescribed time limit.
9. Immediately before the commencement of the polling the election officer shall show to the candidate or his authorized agent present at the centre, that the ballot box is empty and then lock and seal it for use, in front of them.
10. As each voter enters the polling centre, the election officer, shall check up the voter's name and other particulars and take all the reasonable care to ensure the identity of the voter before the issue of the ballot paper.
11. If a person, representing himself to be a particular voter applies for a ballot paper after another person has already voted as such voter he shall, on a satisfactorily answering such questions relating to his identity as the

election officer may put, be issued a ballot paper. The ballot paper to be issued in such cases shall be serially the last in the bundle of ballot papers issued for use at the polling centre and words, "Tendered Ballot paper" shall be endorsed on the back of it by the election officer. The voter after marking the tendered ballot paper in the voting compartment shall not put in the ballot box but deliver it to the election officer who shall place it in a separate cover suitably marked.

12. Before the ballot paper is issued to a voter the number of the voter as in the electoral roll shall be entered on the counterfoil and the counterfoil shall be signed by the Voter. A mark shall be placed by the issuing officer in his copy of the electoral roll against the number of the voter to whom the voting paper is issued.

1. The Voter on receiving the ballot paper, shall forth with proceed to one of the compartments where he shall mark his vote. He shall then put the ballot into the ballot box kept in front of the election officer.
2. Every voter shall vote without any delay and shall leave the polling centre as he has put the ballot paper into the ballot box.
3. If a voter spoils his ballot paper inadvertently he may be given another paper and the spoilt paper and its counterfoil shall be cancelled by the election officer.
4. Each contesting candidate may appoint an agent at a polling centre who shall be duly authorized by him in writing, such agent shall present the instrument of authorization to the election officer to enable the latter to permit him to be present at the polling centre.

**Statute 5.18: Ballot Paper when invalid:**

A ballot paper is invalid:

- (i) If it does not bear the authorized stamp of the University ; or
- (ii) If there is any mark or writing by which the voter can be identified; or
- (iii) If the figure (1) is not marked; or
- (iv) If the figure(1) is set opposite the name of more than one candidate or is so placed is to render it doubtful to which candidate it is intended to apply; or
- (v) If the figure (1) and some other figures are set opposite the name of the same candidate.

**Explanation:**

Ballot paper is also valid if the figure/s (1) etc., are expressed in numerals, Kannada/ Roman or words in Kannada/ English.

**Statutes. 5.19: Scrutiny and counting of votes:**

1. After rejecting the ballot paper which are invalid the Returning Officer shall:
  - (i) Arrange the remaining ballot papers in parcels according to the first preference for each candidate.
  - (ii) Count and record the number of papers in each parcel and the total number; and
  - (iii) Credit to each candidate the value of the papers in this parcel.
2. The number of the paper in all parcels shall then be added together and the total divided by a number exceeding by one the number of vacancies to be filled and result increased by one shall be the number sufficient to secure the return of a candidate herein after called 'the quota'.

**(Total number of valid votes)**

**(Number of candidate to be elected +one)=Result +1=Quota.**

3. If at any time a number of candidates equal to the number of persons to be elected has obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.
4. Any candidate, in whose parcel the number of votes on the first preferences being counted is equal to or greater than the quota, shall be declared elected.
5. (a) If the number of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.  
(b) If the number of the papers in any such parcel are greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as the next in the order of the voter's preference in the manner prescribed in Clause 6.
6. (a) If and whenever, as a result of any operation prescribed by these statutes a candidate has a surplus that surplus shall be transferred in accordance with the provisions of this clause.

(b) If, in ascertaining the number of papers to be transferred from a sub-parcel fractional parts are found to exist and if, owing to the existence of such fractional parts taken in the order of their magnitude, beginning with the largest as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as the value of unit and the remaining fractional parts shall be ignored. If two or more fractional parts are to equal magnitude, that fractional part shall be deemed to be the larger which arises from the larger sub- parcel, and if the sub parcels in question are equal size, preference shall be given to the candidate who has obtained the larger number of original votes.

c. If more than one candidate has surplus the largest surplus shall be dealt with first and the others in the order of the magnitude; provided that every surplus arising on the first count of votes shall be dealt with before these arising on the second count, and so on.

d. Where two or more surpluses are equal, the Registrar shall decide, as herein after provided in Clause (11) which shall be first dealt with.

e. (i) If the surplus of any candidate to be transferred arises from original votes only all the papers in the parcel belonging to the candidate whose surplus is to be transferred shall be examined and the un-exhausted papers be divided into sub-parcels according to the next preferences recorded thereon. A separate sub-parcel shall be also be made the exhausted papers.

(ii) The number of the papers in each sub-parcel and the total of all un-exhausted papers shall then be ascertained.

(iii) If the total number of the unexhausted papers is equal to or less than the surplus all the sub-parcels shall be transferred to the continuing candidates.

(iv) If the total number of the unexhausted papers is greater than the surplus, there shall be transferred from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of un-exhausted papers, in the order in which such papers have been transferred.

(In other words, the number of paper to be transferred from each sub-parcel of transferable papers shall be ascertained by multiplying the numbers of papers in the sub-parcel by the surplus and dividing the result by the total number of transferable papers. A note shall be made of the fractional part, if any of each number so ascertained)



**(Votes in sub-parcel X Surplus)  
Transferable Vote**

f. If the surplus of any candidate to be transferred arises from transferred as well as original votes, all the papers in the sub-parcel last transferred to the candidates shall be re-examined and the unexhausted papers divided into sub-parcels according to the next preference recorded thereon. The sub-parcels shall be dealt with in the same manner as is provided in the case sub-parcels referred to in clause(e)

g. The papers in the parcel or sub-parcel of an elected candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

h. All papers in the parcel or sub-parcel or sub-parcel of an elected candidate not transferred under this statute shall be set aside as finally dealt with.

7. a) If, after all the surplus have been transferred are herein before directed, less than the number of candidate required has been elected the candidate lowest on the poll shall be excluded from the poll and his unexhausted papers distributed among the continuing candidates according to the next preference recorded thereon. Exhausted papers shall be set aside as finally dealt with.

b) The papers containing original votes of an excluded candidate shall be first be transferred.

c) The papers containing transferred vote of an excluded candidate shall then be transferred in the order of the transfer in which he obtained them.

d) If, the total of the votes of two or more candidate lowest on the poll, together with any surplus votes not transferred is less than the votes credited to the next highest candidate, those candidate may, in one operation be excluded from the poll and their votes transferred in accordance with the direction given clauses (a) to (c) above.

e) The process shall be repeated on the successive exclusions of the candidates lowest on the poll until the last vacancy is filled either by the election of a candidate with the quota, or as here in after provided.

**8.** If as a result of a transfer of paper under these statutes, the number of votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed but no further papers shall be transferred to him.

**9. a)** If after the completion of any transfer under these statutes the number of the votes of any candidate is be equal to or greater than the quota, he shall be declared elected.

**b)** If the number of votes of any such candidate is be equal to the quota, the whole of the papers on which such votes are recorded shall be set aside as finally dealt with.

**c)** If the number of votes, of any such candidates is be greater than the quota his surplus shall, thereupon be distributed in the manner therein before provided before the exclusion of any other candidate.

**10 a)** When, the number of continuing candidates is reduced to the number of vacancies remaining unfilled the continuing candidate shall be deemed elected.

**b)** When only one vacancy remains unfilled and the number of votes of some one continuing candidate exceeds the total of all the votes of the other continuing candidates together with any surplus not transferred that candidate shall be deemed elected

**c)** When only one vacancy remains unfilled and there are only two continuing candidates and those two candidates have each the same number of votes and no surplus remain capable of transfer, one candidate shall be excluded under clause (11) and the other deemed elected.

**11.** If when there is more than one surplus to be distributed, two or more surpluses are equal or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same number of votes and are lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom fewest original votes of each candidate and the candidates for whom fewest original votes are recorded shall have his surplus first distributed or shall be first excluded, as the case may be, if the number of their original votes is the same, the Returning Officer shall decided by lot which candidate shall have his surplus distributed or be excluded.

12. Any candidate or his agent, may at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes whether surplus or otherwise request the Returning Officer to re-examine the recount the paper of all candidates or any candidate (not being paper set aside at any previous transfer as finally dealt with) the Returning Officer shall forthwith re-examine and recount the same with the help of such persons as he may appoint. The Returning Officer may also at his discretion re-count votes, either once or more often in any case in which he is not satisfied as to the accuracy of any previous count, provided that nothing there in shall be obligatory on the Returning Officer to recount the same votes more than once.

13. The Returning Officer shall then declare the names of the candidates who have been duly elected.

**STATUTES 5.20:** Candidates and a representative of each of the candidates appointed in writing by them and approved by the Returning Officer may be present at the time of scrutiny and counting of votes.

**STATUTES 5.21: Elections Returns:**

The Returning Officer, shall prepare a statement showing:

1. The number of votes polled
2. The number of ballot papers rejected as invalid.

**STATUTES 5.22: coming into Operation and repeal:**

The above statutes shall come into force on date of assent by the Chancellor there to and all other statutes relating to the election shall stand repealed from the date of such assent.

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## **6. PLANNING BOARD:**

ANNEXURE TO UNIVERSITY NOTIFICATION NO. ACA/STT-1/98-99,  
DATED 29.09.1998.

The Constitution of the planning Board its powers and functions (under section 27(2) of Rajiv Gandhi University of Health Sciences, Act 1994.)

### **6.1 Constitution of the planning Board:**

The Planning Board shall consist of the following:

- a. The Vice-Chancellor shall be the Chairperson of the Planning Board.
- b. Not more than five persons of repute in their respective areas like Academic Administrators, Management Executives, Renowned Scientists, Technologists, Financial Experts, nominated by the Vice-Chancellor.
  - a. Registrar shall be the Convenor.

### **6.2. Powers of the Planning Board.**

The Planning Board shall in addition to all other powers vested in it under the Act, have the right to advise the University with regard to any matter connected with development of the University and standard of Health Sciences Education at the University level.

### **6.3. Term of Office:**

The term of office of the nominated members of the Planning Board shall be three years and they are eligible for re-nomination for one more term after the expiry of their term.

\* \* \* \* \*

# **7. DEANS**

## **STATUTES IN THE MATTER OF APPOINTMENT, POWER AND DUTIES OF THE DEAN OF THE FACULTY.**

(Under Section 14 of the RGUHS Act 1994)

Annexure to University Notification No. ACA/STT-6/97-98, dated 3.11.1997.

- I. **7.1** a) The seniormost Professor in each of (i) Pre-Clinical (ii) Para Clinical and (iii) Clinical subjects shall by rotation be appointed consecutively to act as Dean Faculty of Medicine for a period of two years.
- b) The seniormost Professor in the subject (s) of Dentistry shall by rotation be appointed to act as Dean Faculty of Dentistry for a period of two years.
- c) The seniormost professor in Ayurveda / Homoeopathy / Unani / Naturopathy and Yoga by rotation shall be appointed to act as Dean Faculty of Indian System of Medicine including Ayurveda, Unani, Homoeopathy, Naturopathy and Yoga for a period two years.
- d) The seniormost Professor in Pharmacy shall be rotation be appointed to act as Dean of the Faculty of Pharmacy for a period of two years.
- e) The seniormost Professor in Nursing shall by rotation be appointed to act as Dean Faculty of Nursing for a period of two years.
- f) The seniormost Professor in Bio Medical Sciences and allied subjects be appointed by rotation to act as Dean of the Faculty of Bio Medical Science for a period of two years.

2. Provided that, if in any Faculty there is no Professor, seniormost teacher with Post Graduate qualification in that Faculty shall be appointed to act as Dean.
3. The Dean of each Faculty shall be the Executive Officer of that Faculty and shall preside at the Meetings of the Faculty and is responsible for the smooth running of the Faculty.
4. The Dean shall perform such other duties as may be directed by the Vice-Chancellor from time to time.

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# **8. FACULTIES**

## **STATUTES GOVERNING THE FACULTIES OF THE UNIVERSITY AND THEIR COMPOSITION**

Schedule to University Notification No. RGH/STT -3/96-97 dated 23.12.1996, in  
the matter of adoption of Statutes relating to Boards of Studies & Faculties

1. The Rajiv Gandhi University of Health Sciences, shall consist of the following  
faculties as amended vide Notification ACA/STT-6/97-98 dated 03.11.97:

- I. Faculty of Medicine
- II. Faculty of Dentistry
- III. \* Faculty of Indian System of Medicine, including Unani, Yoga &  
Naturopathy
- IV. \*Faculty of Homoeopathy
- V. Faculty of Pharmacy
- VI. Faculty of Nursing
- VII. Faculty of Biomedical Sciences and Allied Subjects

\*. Faculty of Homoeopathy included by an amendment vide Notification No.  
UA/Homoeo-6/1999-2000 dated 18<sup>th</sup> March 2003 published in Karnataka  
Gazettee dated 10<sup>th</sup> July 2003.

**(8.1) 2. Composition of the faculty: Each faculty shall consist of the following:**

- 1) Dean of the Faculty
- 2) Chairpersons of the Boards of Studies as may be assigned to each faculty by the Ordinances.
- 3) Not more than three teachers from each discipline from the category of Professor, Asst. Professor / Reader, Lecturer in the affiliated colleges of the University nominated by the Vice-Chancellor for a period of three years.
- 4) Five persons who are not employees of the University and who are experts in the subjects / allied subjects outside the State / within the State nominated by the Vice-Chancellor in consultation with the Syndicate for a period of three years.
- 5) Vice-Chancellor of the University by name shall be Ex-Officio member of the Faculty based on the specialization to which he/ she belongs.

**The manner of appointment, powers and duties of the Dean shall be such as may be prescribed by the Statutes (Sec. 14)**

**(8.2) 3.1 Meeting of the Faculties:-** The Faculties shall meet Ordinarily once in a year or at such other times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the previous permission of the Vice-Chancellor or on written requisition of four persons entitled to be present at the Meeting of the Faculty.

**(8.3) 3.2 Quorum:-** The quorum for the meeting of the Faculties shall be one third of the number of members entitled to be present at the meeting.

**(8.4) Notice of Resolution:-** A member of the Faculty may bring before the meeting of the Faculty any matter within its cognizance by giving written notice of the same to the Dean, who shall, subject to provisions of the Statutes request the Registrar to include in the Agenda of the next meeting of the faculty.

**(8.5) Notice of the Meeting & Agenda:-** Notice of a Meeting of Faculty shall be sent by post to each member by the Registrar under the directions of the Vice-Chancellor stating, the date, time & place of the meeting and also showing the



business to be brought before the meeting. The period of notice shall ordinarily be **fifteen days** unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business which is not entered on the Agenda paper of a meeting of a faculty shall be considered at the meeting, provided that the Dean may bring any matter before the meeting without the same being included in the Agenda with the previous approval of Vice-Chancellor.

The Dean may at his discretion refer any matter remitted to the faculty to a Board of Studies before laying it before meeting of faculty.

**(8.6) The powers and functions of the faculty shall be:-**

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

**(8.7) Joint Meeting:-** The Vice-Chancellor may convene joint meetings of two or more faculties for the purpose of considering any matter common to them and shall preside over such meetings and in the absence, the senior most Dean shall preside over the meeting.

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# **9. BOARD OF STUDIES:**

## **I. BOARD OF STUDIES, CONSTITUTION AND POWERS**

Schedule to University Notification No. Rajiv Gandhi University of Health Sciences/STT-3/96-97 dated 23.12.1996, in the matter of adoption of Statutes relating to Boards of Studies & Faculties

**9.1** There shall be Boards of Studies in the following subjects / Group of subjects:

1. Board of Studies in Pre-Clinical subject consisting of Anatomy, Physiology & Biochemistry.
2. Board of Post Graduate Studies in Pre-Clinical subjects consisting of Anatomy, Physiology & Biochemistry.
3. Board of Studies in Para Clinical subjects consisting of Pathology, Pharmacology, Microbiology, Forensic Medicine, Community Medicine.
4. Boards of Post Graduate Studies in Para-Clinical subjects consisting of Pathology, Pharmacology, Microbiology, Forensic Medicine and community Medicine.
5. Board of Studies in Clinical subjects consisting of Medicine, Surgery, Oto-rhino-laryngology, Paediatrics, ophthalmology, Obstetrics and Gynaecology, Orthopaedics.
6. Boards of Post Graduate Studies in Clinical subjects consisting of Medicine, Surgery, Oto-rhynolaryngology, Radiology, Anaesthesiology, Paediatrics, Ophthalmology, Obstetrics & Gynaecology, Psychiatry, Dermatology, Paediatrics Surgery, Plastic Surgery, Urology, Cardiology, Cardiothoracic Surgery, Oncology, Aviation Medicine.
7. Board of Studies in Dentistry.
8. Board of Post Graduate Studies in Dentistry.
9. Board of Studies in Pharmacy.
10. Board of Post Graduate Studies in Pharmacy.
11. Board of Studies in Nursing.
12. Board of Post Graduate Studies in Nursing.
13. \* Board of Studies in Homoeopathy.(UG)
14. \* Board of Studies in Homoeopathy.(PG)
15. Board of Studies in Ayurveda, including Naturopathy & Yoga.

16. \* Board of Studies in Para Medical Subjects excluding Physiotherapy
17. Board of Studies in Ayurveda PG
18. Board of Studies in Unani Medicine
19. \* Board of Studies in Physiotherapy.

1.2 The Syndicate on the recommendation of Vice-Chancellor may include any subjects not covered in the above list to any of the Boards as above or form a separate Board of Studies. The Syndicate shall also delete any of Board of Studies or to include if it finds it is necessary to have a separate Board of Studies.

## **9.2 CONSTITUTION AND FUNCTIONS OF BOARD OF STUDIES:**

1. The Board of Studies shall be constituted by the Syndicate for a period of three years.
2. The Members of the Board of Studies shall not exceed fifteen exclusive of atleast two external members in each Board, External means member who is not a teacher working in the University or its affiliated colleges.
3. The Chairman & Members of the Board of Studies will be selected by the Syndicate from among the teachers in the University.
4. Arrangement during absence of the permanent Chairman, when the Chairman of the Board is absent, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.
5. Power to co-opt members: The Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as members of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor.

The Members co-opted shall not exceed two at any time. Each co-option shall be by a resolution passed at meeting of the BOS provided that, in case of urgency, the resolution may be passed by circulation amongst the members of the Board of Studies.

### **9.3 POWER AND FUNCTIONS OF BOARD OF STUDIES:**

1. The Board's of Studies shall recommend the detailed courses of study and curriculum or the different levels of studies in the respective subject and shall advise on all matters relating there to referred to them by the Syndicate or the Academic Council or the Faculty or the Dean of the Faculty or the Dean of the Faculty concerned.
2. A Board of Studies may bring to the notice of the Academic Council or the Syndicate matters connected with the examinations in its subjects and address them on any matters relating to improvement in the courses of study therein.
3. The Board of Studies shall have power:
  - i) To prepare syllabus for several courses of study.
  - ii) To prepare scheme of examinations.
  - iii) To prepare panels of names of persons suitable for appointment of paper-setters / examiners / valuers.
  - iv) To prepare panel of experts and specialists for being appointed as members of the Boards of appointments.
  - v) To advice the University authorities on such matters as may be referred to them.

Provided that in the panels prepared in exercise of the powers under Section (iv) & (v) above, the Board of Studies shall include persons from outside the Health University.

**9.4 QUORUM:** One third of the members of the Board of Studies shall form a quorum for its meetings.

**9.5. JOINT MEETINGS:** Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene Joint Meetings of two or more Board of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting.

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

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## **10. STATUTES RELATING TO PRESCRIPTION OF FEE ON GENERAL ITEMS / SERVICES IN THE UNIVERSITY**

Schedule to University Notification No. RGH / STT -2 / 96-97 dated 04.01.97, in the matter for prescription of fee for General Items / Services in the University.

1. These STATUTES shall be called as 'STATUTES relating to prescription of fee on General Items / Services' in the Rajiv Gandhi University of Health Sciences, Bangalore.
2. Fee for General Items / Services in the University shall be detailed in the Annexure\* appended to these Statutes.
3. The rates specified in the Annexure to these Statutes shall come into force with immediate effect.

### **ANNEXURE TO UNIVERSITY STATUTES IN THE MATTER OF PRESCRIPTION FOR VARIOUS ITEMS OF SERVICE IN THE UNIVERSITY VIDE UNIVERSITY NOTIFICATION NO. RGH/STT -2/1996-97 DATED 04.01.1997**

#### **10.1 Admission fee for UG / PG Courses:**

- |    |   |                   |
|----|---|-------------------|
| 1. | Indian Nationals  | Rs. 250/-         |
| 2. | N.R.I.  | Rs. 2,000/-       |
| 3. | *   |                   |
|    | a. Admission fee for Foreign National other than SAARC countries. | \$ 250/- (dollar) |
|    | b. Admission fee for Foreign Nationals of SAARC countries.        | Rs. 2,000/-       |

#### **10.2 Registration fee for UG / PG Courses:**

- |    |   |                   |
|----|---|-------------------|
| 1. | Medical, Dental, Ayurveda, Unani, Homoeopathy |                   |
|    | Indian Nationals                              | Rs. 2,000/-       |
|    | N.R.I.  | Rs. 3,000/-       |
|    | Foreign Nationals other than SAARC countries  | \$ 250/- (Dollar) |
|    | Foreign Nationals of SAARC countries          | Rs. 3,000/-       |
| 2. | Pharmacy, Nursing, Physiotherapy & Yoga       |                   |
|    | Indian Nationals                              | Rs. 2,000/-       |
|    | N.R.I.  | Rs. 3,000/-       |
|    | *   |                   |

- |   |                 |
|---|-----------------|
| a. Admission fee for Foreign National other than SAARC countries. | \$ 250 (Dollar) |
| b. Admission fee for Foreign Nationals of SAARC countries.        | Rs. 3000/-      |

**10.3 Eligibility Fee:**

- |   |                   |
|---|-------------------|
| 1. For Indian Nationals who have passed qualifying Examination in India-Non-Karnataka | Rs. 1,000/-       |
| 2. For Indian who have passed qualifying Examination Board                            | Rs. 5,000/-       |
| 3. *  |                   |
| a. Foreign National other than SARC countries.  | \$ 500/- (Dollar) |
| b. For Foreign National of SAARC countries  | Rs. 5,000/-       |

**10.4 Penal fee for late admission:**

- |  |                   |
|--|-------------------|
| Fee for condonation of shortage of attendance per subject                                    | Rs. 500/-         |
| Admission on transfer from one college to another  |                   |
| 1. For Indian Nationals  | Rs. 1,000/-       |
| 2. For N.R.I.  | Rs. 2,000/-       |
| 3. For Foreign Nationals   | \$ 500/- (Dollar) |
| Fee for change of name of students who are studying under the Regulations of this University | Rs. 500/-         |

**10.5 Fee for transfer of internship:**

- |                          |                   |
|--------------------------|-------------------|
| 1. For Indian Nationals  | Rs. 1,000/-       |
| 2. For N.R.I.            | Rs. 2,000/-       |
| 3. For Foreign Nationals | \$ 500/- (Dollar) |

**10.6 Fee for migration transfer of students:**

- |                          |                   |
|--------------------------|-------------------|
| 1. For Indian Nationals  | Rs. 1,000/-       |
| 2. For N.R.I.            | Rs. 2,000/-       |
| 3. For Foreign Nationals | \$ 500/- (Dollar) |

\* As amended vide notification No. RGH/STT –1/99-2000, dated 23.10.2000. Published in Gazette dated 14. 12.2000. This amendments have received assent of Chancellor on 29.09.2000. Amendments are applicable from Academic year 1999-2000.

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## **11. CONVOCATION FOR CONFERRING DEGREES.**

(Under section 33(1) (c ) (d) of the RGUHS Act, 1994)

### **ANNEXURE TO UNIVERSITY NOTIFICATION NO. ACA/STT-1/98-99, DATED 29.09.98**

**I (i) A Convocation** for the purpose of conferring Degrees shall be held once a year preferably in the first three months of the calendar year and at other times as the Chancellor may direct on the recommendation of the University Syndicate.

(ii) The Registrar shall, at least 30 days before the Annual Convocation, cause a Notification to be published in one or more News papers and in the University Office, indicating the date of the Convocation.

**2. (i)** After the publication of the results of the Degree examinations held every year, the Registrar (Evaluation) will prepare a list of candidates eligible to receive their Degrees at the next Annual Convocation. A list of such candidates eligible for conferment of Degrees shall be presented at the Annual Convocation and all the candidates shall be conferred degrees.

(ii) In case the names of any of the candidates who have become eligible to be included in the said list of candidates to receive the Degrees in the said convocation, but have not been included in the said list, either on account of any mistake or inadvertence on the part of the concerned staff of the University in preparing such list or due to any other ground, such names of the candidates could be added to the said list at any time subsequently, with the prior approval of the Vice-Chancellor after a note mentioning the circumstances under which such names are sought to be included in the said list is circulated to the Syndicate, Academic Council and the Senate.

**11.1. Note:** When any name of such candidate is added to such list, the reason for such inclusion and particulars of the order under which approval of the Vice-Chancellor was obtained should be clearly mentioned in such list.

**3.** Admission to Convocation shall be limited to the candidates eligible for Post-Graduate Degrees, Doctorates, Honorary Doctorates and winners of prizes and

medals in the First Degrees, for being awarded Degrees in person. All other candidates shall be awarded their degrees in absentia.

4. At the first Annual convocation to be held after coming into force of these statutes, Degrees will be conferred on all persons who have graduated in previous years, but have not taken their Degrees at any of the previous Convocations distribution of Degree Certificates to such persons shall be made by post by the Office of the Registrar (Evaluation) provided the candidates submit their applications in the prescribed form to the Registrar(Eva.) along with the prescribed fee.

**11.2. Distribution of Degree Certificates:**

5. (i) Distribution of Degree Certificates to the persons coming under Statutes 3 above shall be made either at the Convocation or at any time after the Convocation; provided however that no such candidate will be admitted to the convocation who does not submit his application in the prescribed form to the Registrar(Evaluation) along with the prescribed fee so as to reach him not later than 30 days before the date fixed for the Convocation. Provided further that such candidates shall not be allowed to apply for and receive the same Degrees in person at any subsequent Convocation.

(ii) Distribution of Degrees Certificates to all Graduates other than those to whom degrees have been awarded in person and included in the list mentioned in Statutes 2(i) (a) shall ordinarily be made by the respective colleges from where they are graduated, a month after such Convocation is held, but it shall be pre-condition that such candidates should have applied to the Registrar (Evaluation) in the prescribed form within the time specified in the University Notification after paying the prescribed fees.

(iii) In respect of graduates whose names are included in the list mentioned in Statutes 2(i) (a), but who have not taken the Degree Certificates at the colleges in the manner noted in the Statutes 5(ii), and in respect of Graduates whose names are subsequently added to the list as per provisions contained in the Statutes (i) (b), they may at any time after the annual convocation apply to the Registrar (Eva.) in the prescribed form and they shall be issued the Degree Certificates by the Post only on payment of prescribed fees.



**11.3. Between two Annual Convocations:**

6. if University Examinations are held and the students are successful in such examinations thus becoming eligible for conferment of Degrees at the next Annual Convocation, the Registrar(Evaluation) is competent to issue provisional certificate declaring them to have passed such public examinations. Such candidates will, however, be entitled for conferment of Degrees only at the next Annual Convocation.

(ii) Degree Certificates to such candidates will be issued only on an application made to the Registrar (Evaluation) by paying the prescribed fees at the next Annual Convocation.

7 Every candidate applying for the Degree shall sign a declaration in the following form printed in the application form; I hereby solemnly declare and promise that, if admitted to the Degree of ..... For which I have been recommended, I shall, in my daily life and conversation conduct myself, as befits a member of this University that I shall to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and well being of my fellowmen'. ' I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my Degree; that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.

**11.4. Attendance at Convocation:**

8. Candidates attending the Convocation shall come in white dress and shall occupy their respective seats before the proceedings begin.

**11.5. Preliminary meeting of the Senate.**

9. (i) There shall be a meeting of the Senate preliminary to the Convocation at which the report of the Syndicate containing lists of candidates recommended by the Academic Council for admission to the several Degrees shall be approved.

(ii) The member of each Faculty nominated by Vice-Chancellor shall then move that the persons so recommended for the Degrees relating to the respective

faculty be admitted to the several Degrees for which they have been recommended.

### **11.6. Convocation procession.**

**10.** On the approval of lists as in section (9) above. The Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Members of the Senate and Syndicate shall pass in procession to the place where the Convocation is to be held, the order of the procession being as under:

- (i) Members of the Senate and Syndicate (in pairs):
- (ii) Deans of Faculties ( in pairs):
- (iii) The Registrar (Evaluation):
- (iv) The Registrar:
- (v) Recipients of Honorary Degrees:
- (vi) Chief Guest invited to deliver Convocation Address:
- (vii) The Vice-Chancellor:
- (viii) The Pro-Chancellor:
- (ix) Mace-bearer:
- (x) The Chancellor (followed by Aide-de-camp):

Candidates and others in the hall will remain standing till the members forming the procession take their seats.

### **11.7. Conferment of Degrees**

**11(i)** After the Members forming the procession have taken their places, the Vice-Chancellor will request the Chancellor or the Pro-Chancellor in the absence of the Chancellor to declare the Convocation open in the following words:

“Mr. Chancellor/ Pro-Chancellor, I have the Honour to request you, Sir, to declare the Convocation open”.

The Chancellor or the Pro-Chancellor in the absence of Chancellor will then declare the Convocation open and say:

“This Convocation of the Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore has been called to confer Degrees upon the candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the Degrees. Let the candidates be presented.”

(ii) The Deans of faculties or Heads of Colleges or other Members of the Senate who may be nominated for the purpose by the Vice-Chancellor shall present the candidates to the Chancellor or to the Pro-Chancellor in the absence of the chancellor thus for the award of Degrees.

“Sir,

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

All the candidates who belong to the several Degrees under the Faculty will rise from their seats and bow to the Chancellor/ Pro-Chancellor and then resume their seats.

(iii) At the conclusion of presentation of candidates, the Chancellor or the Pro-Chancellor in the absence of Chancellor shall say to the candidates.

“By virtue of the authority vested in me as Chancellor/ Pro-Chancellor of the Rajiv Gandhi University of Health Sciences, Karnataka, I admit all the candidates presented for the Degree of .....in this university and in token thereof they have been presented with these diplomas”

### **11.8. Convocation Address**

**12.** The Chief Guest invited to deliver the Convocation Address will then deliver his/her address.

**13.** The Chancellor or Pro-Chancellor in the absence of the Chancellor shall then dissolve the Convocation. The Chancellor or Pro-Chancellor, the Vice-Chancellor and the members of the Senate and Syndicate shall retire in procession in the reverse order in which they entered.

**14.** Every Degree Certificate shall bear the signature of the Vice-Chancellor.

Schedule of Robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Members of the Senate, etc.,

The Academic robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Registrar, the Registrar (Evaluation) and Members of the Senate and Syndicate.

**Chancellor:**

**Statutes (1)** A purple Colour velvet gown with full inner lining in superior sateen silk for body and sleeves fixed with gold zari lace of 2 ½ inches with fronts and round sleeves.

**Pro-Chancellor**

**Statutes (2)** A purple colour velvet gown with full inner lining in superior sateen silk for body and sleeves fixed with 2 inches gold zari lace for fronts and round sleeves.

**Vice-Chancellor (3)** A white colour velvet gown with blue border with full inner lining in superior sateen silk for body and sleeves fixed with 1 ½ inch gold Zari lace for fronts and round sleeves.

**Registrar & Registrar (Evaluation)**

Gown: Black faced gown of silk or stuff.

**Members of the Senate and the Syndicate.**

Gown: Black silk or alpaca gown with three inch gold coloured border or braid or silk from each shoulder to the bottom in front; or the gown and hood prescribed for the University Degree taken.

**For Recipients of Honorary Degrees:**

Robe: White Dress.

**11.9. Special Convocation.**

**15.** Special Convocations for conferring Honorary Degrees or other distinctions may be held on such date and time as the Syndicate may, with the Chancellor's approval, determine.

**11.10. Honorary Degrees:**

**16.** (i) if not less than two thirds of the members of the Syndicate recommend that Doctor of Science (Honoris causa) Degree or academic distinction be conferred on any person on the ground that he/she is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such Degree of academic distinction the Syndicate may recommend the same for the approval of the Chancellor for the conferment on the person concerned.

(ii) After obtaining the approval of the Chancellor for such recommendation of the Syndicate, Honorary Degrees shall be conferred only at a Convocation, Annual or Special and may be taken in person or in absentia.

(iii) The presentation of person at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor.

(iv) The Honorary Degree shall be signed by the Chancellor and the Vice-Chancellor.

(v) The procedure outlined in the statutes relating to the Annual Convocation shall apply mutatis mutandis in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the Honorary Degrees may be allowed to make a brief address after receiving the Degree and be a member of the Convocation.

**17.** The Vice-Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at Convocation when circumstances necessitate.

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## **12. STATUTES FOR RECOGNITION OF CERTAIN INSTITUTION OTHER THAN A COLLEGE, AS RESEARCH CENTRE 2001.**

In exercise of the powers conferred under section 33(m) read with section 34 and section 46 of the Rajiv Gandhi University of Health Sciences Act 1994, the Senate of RGUHS makes the following statutes:-

### **12. Statutes for recognition of certain institution, other than a college, as research centre 2001.**

#### **12.1. TITLE AND COMMENCEMENT:**

- (i) These statutes may be called as statutes for recognition of certain institution, other than a college, as research centre 2001.
- (ii) These statutes will come into force with effect from the date on which they receive the assent of the Chancellor.

#### **12.2. Definitions: In these statutes, unless the context otherwise requires:**

(a) "INSTITUTION" means:-

- (i) Research Institutions or Laboratories, other than a college, of All India Nature or other Institution maintained by the Government of India, where research work in Health Sciences is going on and qualified staff are available to guide research students; or
- (ii) Research Institutions and laboratories, other than a college, maintained by a State Government or a quasi Government / Autonomous Institutions recognized by Central or State Government and where necessary facilities for research in Health Sciences and qualified staff are available to guide research students or.
- (iii) Any other private Institution or laboratory, other than a college having necessary infrastructure and adequate facilities for carrying out research in Health Sciences and having qualified staff to guide research students.

b) "UNIVERSITY" means the Rajiv Gandhi University of Health Sciences, Bangalore.

#### **12.3. APPLICATION FOR RECOGNITION:**

- (I) Institutions referred to in clauses (i) and (ii) of statute 2 (a) these statutes, are eligible to seeks grant of recognition for the purpose of carrying on research by research students and registrar for Ph.D. degree of the University of any Health Science subject.

- (II) The Head of the Institution may apply in the form prescribed by the University Syndicate from time to time along with the prescribed recognition fee fixed by the syndicate from time to time, for according recognition of such institution or any of its department for the according recognition of such institution or any of its department for the purpose of carrying on research by research students and registrar for Ph.D Degree of the University on any Health Science subject.

**12.4. PROCESSING OF SUCH APPLICATIONS:**

(i) On receipt of such application in the prescribed form along with the prescribed fee, the University Syndicate shall appoint a commission to inspect institution and submit a report, before taking any decision in the matter of granting recognition to such institution.

(ii) After due consultation with the Academic Council and after the consideration of the report of the commission, the Syndicate may grant the recognition sought for by such institution.

5. The University Syndicate, while granting recognition, shall specify the subject/ subjects or the areas for which the recognition is granted and specify the period for which such recognition is granted. Individual staff members intending to guide research student for Ph.D should seek for recognition as guide separately.

6. When an institution is so recognized, a research student intending to carry on research in such an institution, shall ordinarily work under the guidance of a member of the staff of that institution recognized by the University and seek registration for Ph.D degree as per the procedure laid down in the Ordinance Governing Enrolment of candidates for Research leading to Ph.D of Rajiv Gandhi University of Health Sciences , Karnataka.

7. The University Syndicate may cause every such institution to be inspected from time to time by one or more competent persons authorized by it in this behalf.

8. After receiving the report of such inspection, the University Syndicate in consultation with the Academic Council, may for reasons to be recorded, pass a written order withdrawing recognition either in full or in part or modify such recognition and communicate the decision to the said institution.

**9.** The recognition so granted to an institution, if not withdrawn before the expiry of the period, for which such recognition has been granted, may be renewed once in three years, after following similar procedure prescribed for granting initial recognition.

**10.** .Any statues corresponding to these statutes in force immediately before the date of commencement of these statutes are hereby repealed.

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### **13. STATUTES GOVERNING THE CONDITIONS UNDER WHICH:**

1. Colleges may be affiliated to the University and
2. Such affiliation may be withdrawn.

SCHEDULE TO UNIVERSITY NOTIFICATION No. RGH/STT -1/1996-97  
Dated 24.10.1996 –Pertaining to Affiliation of Colleges

The following are the Statutes pertaining to the affiliation of colleges or Institutions which will come into force from the Academic Year 1996-97.

**13.1.** The Governing body of the college or the Institute or in the case of a Govt. College or Institute, the Officer authorized in this behalf by the Government shall apply to the Registrar, Rajiv Gandhi University of Health Sciences, for affiliation and such application shall reach the Registrar not later than the date fixed by the University of the preceding academic year.

**13.2.** Every such application shall contain the following particulars:

- a) Constitution and personnel of the Governing Body.
- b) Subjects and Courses in which affiliation is sought.
- c) Whether previous application, if any University and their disposal.
- d) The nature of accommodation, equipment available and the strength of the College or Institute the number of students for whom provision has been made or is proposed to be made (the information relating to accommodation must be accompanied by drawings).
- e) The financial resources of the College or Institute; cost of buildings and equipment proposed to be obtained; the amount of money available for the purpose and the money available for endowment fund. (Certified copies of Trust deeds, title deeds, or gift or endowment deeds, etc., executed in favour of or for the benefit of the college or institute be sent along with their application and if additional sums are expected and the probable date of receipt).
- f) Hostel accommodation available for students.

- g) The extent of play-grounds available and total area.
- h) Sanitary arrangements, tiffin sheds, and other amenities available to students.
- i) As to how the college will supply a need in the locality having regard to the type of education intended to be provided by the college keeping in view type of education meted out by other colleges in the neighbourhood and the suitability of the locality where the college is to be established. However, the provisions contained in clause (a) and (e) will not apply to applications made by Government.

**13.3.** The applications, shall further contain the following undertakings:

- a) That the college is under the management of a registered body (Registered under Societies Registration Act or any other law) with a properly constituted governing council.
- b) That the total number of members of the governing body will ordinarily be not more than Fifteen (15).
- c) That the strength and qualification of the teaching staff will be in conformity with the intake fixed by the University and the respective All India Council which is the apex body.
- d) That the conditions governing the tenure and salary of the teaching staff will be in conformity with the Service Regulations framed by the University from time to time in this behalf and will not be changed to their detriment without the prior approval of the University.
- e) That the buildings / hospital in which the college is to be located will be lit and ventilated, and that there is in the college buildings accommodations adequate for the number and strength of the classes.
- f) That due provision will be made for a Library and Library facilities. Any suggestion made by the Local Inquiry Committee must be put into effect at the earliest.
- g) That the college rules fixing the fees shall be as per the norms fixed by the Government from time to time if any to be paid by the students will not be so framed as to involve unfair competition with any existing college or Institute in the same place or neighborhood, or as would be injurious to the interests of education, provided that the fee levied by the Institution will not be less than the standard fees

prescribed for the course by the University and not, in any case, more than twice the standard fees.

- h) That due provisions will, so far as circumstances permit, be made for the residence of the Principal and Teaching Staff in or near the College or Institute or the place provided for the residence of students.
- i) That after affiliation being granted all changes affected in the management, teaching staff and all other changes affecting the conditions and terms of affiliation will forthwith be reported to the Syndicate.
- j) That any scheme of compulsory provident fund etc., laid down by the Government / University will be implemented by the management.
- k) That the college shall conduct in a disciplined and orderly manner any University Examination which may be assigned to it as an examination center by the University, and shall abide by the directions and rules issued in this regard by the University. Any failure to comply with the same will make the College liable for such disciplinary action as may be considered essential by the University and including initiation of proceedings for purpose of disaffiliation to such a college.

Provided that nothing contained in clauses (a) (d) (i) (j) and (m) will be applicable to applications made by Government.

3. II) On receipt of the application under Statute 1 the Syndicate shall:

- a) Direct a Local Inquiry Committee to be made by the Syndicate with the representation one each from the Senate and the Academic Council and in the concerned faculty in this behalf in respect of the matters referred to in Statute 2 and such other matters as may be deemed necessary and relevant.
- b) Direct the college to provide information regarding the number of students studying the concerned subject or subjects in the secondary or higher secondary classes in the locality which the college seeking affiliation has to serve.
- c) Make such further inquiry as may appear to it be necessary.

- d) Consider the report of the Local Inquiry Committee and thereafter the matter shall be referred to the Academic Council for its opinion on the application.
- 3. III) The Registrar shall submit the application and all proceedings if any of the Academic Council and the Syndicate relating thereto, the Government.
- 3. IV) The Registrar shall submit to the Senate a full report regarding the application, the action taken thereon and all proceedings connected herewith.
- 3. V) Every affiliated college shall conform to and be bound by the Laws of the University in force which may be introduced from time to time.

#### **13.4 GENERAL MANAGEMENT OF THE COLLEGE**

- 3. VI) Every college shall have attached to it a qualified Medical Officer in order to conduct Medical Examination of the students of the College. The detailed qualification in this matter shall be laid down by the Syndicate.
- 3. VII) The College or Institute shall arrange to have its accounts audited each year by a Chartered Accountant. The year for this purpose shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. The Annual Accounts and the Audit Report should reach the University before the end of June of each year.
- 3. VIII) The following Registers and records in the forms that may be approved by the Syndicate shall be maintained by each affiliated college:
  - a) Register of intake of students, admissions & withdrawal.
  - b) A Register of Attendance.
  - c) A Register of fees paid showing dates of payment.
  - d) A Counter foil fee receipt book.
  - e) Accounts books showing the financial transaction of the college as separate from those of the management. The accounts shall show transactions in full.

- f) A Register of scholarships and concessions of all kinds, whether of tuition, boarding or lodging.
- g) A Register of marks obtained by each student at the college terminal examinations.
- h) A Register or other record address of students.
- i) A Counter foil books of transfer certificate.
- j) Service register as prescribed from time to time for each member of the staff;
- k) A Register of member of the staff, showing qualifications previous experience, salaries, number of hours of work and classes and the subjects taught;

**13.5.** In the case of proposed additions to the existing course of instructions in a college already affiliated to the University, the governing body of the college or the appropriate authority in the Govt. in the case of Govt. Colleges shall make an application to the Registrar giving details of course which the college is already affiliated to the University and the new course, subjects proposed to be started. Such applications shall reach the Registrar along with the prescribed fee on a date to be fixed by the University during the preceding year.

**13.6.** In respect of disposal of the applications received under Statute the procedure indicated in the Statutes shall be followed mutates mutandis.

**13.7.** The following are prescribed fees for the affiliation of colleges to the University:

<b><u>1. ANNUAL FEE</u></b>	<b>Rupees</b>
1. Medical	*40,000
2. Dental	*25,000
3. B. Sc Nursing / Physiotherapy	*15,000
4. B. Pharma / Ayurveda / Homoeopathy	*5,000
5. Any Course other than above	*5,000

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\* Amended as per Notification ACA/aff-Misc-33/99-2000, dated 24.06.2000 this has received Assent of the Chancellor on 25.04.2000.

**II. FRESH AFFILIATION**

**Faculty**

	<b><u>UG Course</u></b> <b><u>Rupees</u></b>	<b><u>PG /</u></b> <b><u>Superspeciality</u></b> <b><u>Courses (per</u></b> <b><u>course)</u></b> <b><u>Rupees</u></b>	<b><u>fee for</u></b> <b><u>increase</u></b> <b><u>of</u></b> <b><u>intake(PG</u></b> <b><u>courses</u></b> <b><u>per seat)</u></b> <b><u>Rs.</u></b>
1. Medical	*5,00,000	*1,00,000	*10,000 for Degree *8,000 for PG Diploma
2. Dental	*4,00,000	*75,000	*10,000
3. Physiotherapy	*3,00,000	*25,000	*5,000
4. Nursing	*3,00,000	*25,000	*5,000
5. Pharmacy	*2,00,000	*20,000	
6. Ayurveda/ Homoeopathy /Yoga/Unani	*2,00,000	*20,000	*5,000
7. Any paramedical course other than above	*2,00,000	*20,000	*5,000

**III. RENEWAL OF AFFILIATION FEE PER COURSE PER YEAR**

1. MBBS	*80,000
2. BDS	*60,000
3. Physiotherapy / Nursing	*35,000
4. BAMS / BUMS / BHMS / B. Pharma	*15,000
5. All Courses other than above	*15,000

**IV. RENEWAL OF PG DEGREE / DIPLOMA / SUPER SPECIALITY COURSES**

1. PG degree Courses  
Rs. \*2000 per seat per annum for Sanctioned Strength of each course.
2. Diploma Courses  
Rs. \*1000 per seat annum for sanctioned strength of each course.
3. Super Speciality Courses  
Rs. \*3000 per seat per annum for sanctioned strength of each course.

\* Amended as per Notification ACA/aff-Misc-33/99-2000, dated 24.06.2000 this has received Assent of the Chancellor on 25.04.2000.

4. Ph. D & M. Sc Course

Rs. \*1,000.00 per seat annum for sanctioned strength of each Course.

V. **RE-INSPECTION FEE** \* 10,000

VI. **ADMINISTRATIVE & SERVICE CHARGES**

1. **MBBS:**

a) Sanctioned Strength	1 to 100	*80,000
b) Sanctioned Strength	101 to 150	*1,20,000
c) Sanctioned Strength	151 to 200	*1,60,000
d) Sanctioned Strength	201 to 250	*2,00,000
e) Sanctioned Strength	251 to 300	*2,40,000

2. **BDS:**

a) Sanctioned Strength	1 to 40	*35,000
b) Sanctioned Strength	41 to 60	*50,000
c) Sanctioned Strength	61 to 100	*80,000
d) Sanctioned Strength	101 & above	*1,20,000

3. **Nursing / Physiotherapy:**

a) Sanction Strength	1 to 40	*20,000
b) Sanction Strength	41 to 60	*35,000
c) Sanction Strength	61 & above	*50,000

4. **Pharmacy / Ayurveda / Homoeopathy & other Para-Medical Courses:**

a) Sanctioned Strength	1 to 40	*7,000
b) Sanctioned Strength	41 to 60	*10,000
c) Sanctioned Strength	61 & above	*15,000

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\* Amended as per Notification ACA/aff-Misc-33/99-2000, dated 24.06.2000 this has received Assent of the Chancellor on 25.04.2000.

VII. Late Fee for filing Affiliation Application	* 10,000
VIII. Fee for Recognition of Institution as Research Centre For doing research leading to Ph. D.	*50,000
IX. Fee for approving change of name of the Institution / Management	*10,000
X. Application Fee for Affiliation	* 1,000

Provided that in case of applications for affiliation of new colleges to the University, the fees paid shall be refunded in the following cases:

- a) In the event of the application being withdrawn before the Inspection an amount of Rs. 3,000/- shall be deducted as application fee and the balance be refunded to the applicant.
- b) If the application is withdrawn after inspection an amount of Rs. 5,000/- shall be deducted and the balance be refunded to the applicant.
- c) No refund shall be allowed in cases where the application has been fully considered and final orders passed either accepting or rejecting the request for affiliation of the College to the University.

**Note:**

- 1) No refund will be allowed after sending the proposal / affiliation application etc., to the State Govt. for consideration and orders.
- 2) Affiliation fees (Fresh, Renewal / Continuation additional course) shall be paid in the form of Demand Draft in the name of the University.
- 3) Application received for affiliation (Fresh, Renewal / Continuation / Additional Courses or subject), with the affiliation fees, after the due date shall only be considered on payment of a late fee as follows:
  - a) Grace period after the date fixed by the University of the preceding academic year is 15 days with a late fee of Rs. 10,000/-.

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\* Amended as per Notification ACA/aff-Misc-33/99-2000, dated 24.06.2000 this has received Assent of the Chancellor on 25.04.2000.



- 4) The rates of affiliation fees detailed above shall be effective from the academic year 1996-97.
- 5) As per recommendations of IUB under item No.2 resolution No.15/ 1996 in its meeting held on 22.06.1996 50% concession may be given with regard to fresh and renewal affiliation fee only and no concession will be given under Annual fee and administrative service charges to colleges and institutions run by SC/ST management.

**13.8.** A College affiliated to the RGUHS shall fulfill the following conditions in additional to those conditions specified in Sec. 45 of RGUHS Act, 1994.

- b) Every affiliated college shall have a duly constituted governing body consisting of not more than 15 persons approved by the Syndicate including among others, at least three representatives of the teaching staff of whom the Principal of the College shall be on and two representatives of the Rajiv Gandhi University of Health Sciences, as may be provided for by the Ordinances.

Provided that a College maintained by the Government shall have an Advisory Committee consisting of such number of members not exceeding 15 as the Government may determine of whom at least three shall be the teachers in the college including the Principal and two shall be representatives of the University.

- c) The College shall abide by the Statutes, Ordinance & Regulations of the University framed from time to time.

Provided further however, that continuation of affiliation for existing courses of study and extension of affiliation for follow on courses may be granted by the Syndicate in consultation with Academic Council.

The conditions of service of teachers in the colleges affiliated to the Rajiv Gandhi University of Health Sciences shall be as prescribed by the Statutes framed by the University in this behalf from time to time.

Every affiliated college shall be inspected ordinarily once every year by a Committee appointed by the Syndicate. The Syndicate shall consider such a report and the recommendations contained therein.

The affiliation granted to a college by the University may be withdrawn in whole or in part or modified if the college has failed to comply with any of the provisions of the conditions of affiliation in accordance with Section 48 of the Rajiv Gandhi University of Health Sciences Act.

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#### **14. STATUTES FOR PERMANENT AFFILIATION.**

In exercise of the powers conferred under the proviso to sub-section (6) of Section 45 read with Clause (g) of sub-section (1) of section 33 of the RGUHS Act (Act no. 44 of 1994) the Senate hereby makes the following Statutes.

##### **Statute No. 1:**

##### **14.1. TITLE AND COMMENCEMENT:**

- I. These Statutes shall be called Rajiv Gandhi University of Health Sciences (Grant of permanent affiliation to colleges/ institution and withdrawal of such affiliation) statutes, 1999.
- II. These statutes shall come into force with effect from with effect from the date of assent of Chancellor.

##### **14.2. STATUTE NO. 2: ELIGIBILITY TO APPLY:**

- i. A college which has completed at least five years of satisfactory performances and has fulfilled all the conditions of affiliation and has attained the academic and administrative standards as prescribed by the concerned Apex Body like Medical Council of India / Dental Council of India/ AICTE/PCI/CCIM/CCH/NCI/UGC and the University from time to time, shall be eligible for grant of permanent affiliation.
- ii. In addition to complying with the conditions stipulated for continuation of affiliation, the college should have fulfilled the following conditions, also, before it could be granted permanent afflation.
  - a) The college is in undisputed possession of land.
  - b) The college has constructed the building as per the blue print submitted earlier by it.
  - c) The college has deposited in full the capitation fund as well as the security deposit as prescribed by the University.
  - d) The college managed by the government shall have duly constituted advisory committee and the college other than Government College shall have a duly constituted Governing

Council as stipulated by the concerned Apex Body the University and the Government.

- e) The staff of that college has been appointed as per the norms prescribed by the concerned Apex Body and the University.
- f) The college fulfils all the conditions stipulated in the Regulations framed by the concerned Apex Body and the statutes and ordinances of the University.
- g) The staff is being paid full salaries and other allowances regularly and timely as prescribed by the concerned Apex Body, the University and the Government.
- h) The college has the Hospital, complete in all respects, as per the stipulation of the concerned Apex Body and has achieved the Bed strength, OPD and IP admissions in required numbers in different Departments required as clinical facility.
- i) The college has a fully established Library with requisite staff to cater to the sanctioned student strength as stipulated by the concerned Apex Body/ University.
- j) The college has the Hostel facilities for Boys and Girls separately, complete in all respects, and playgrounds, and other infrastructure for co-curricular activities of the students as per the stipulations of the concerned Apex Body/ University.

**14.3. STATUTE NO. 3 APPLICATION FOR PERMANENT AFFILIATION:**

i. In the case of Government College, the Officer authorized in this behalf by the Government and in the case of other colleges, the Governing Body of the College/ institution, which shall be a body registered under the societies Registration Act or duly constituted by a Trust or a local body may apply for grant of permanent affiliation in which case such application shall be in the form prescribed by the Registrar, Rajiv Gandhi University of Health Sciences, Karnataka.

ii. A demand draft for the sum that may be prescribed as permanent affiliation fee and another demand draft for a sum that may be prescribed as Security Deposit, by the University from time to time, shall be appended to the application for grant of permanent affiliation.

- i. Such application along with such demand drafts shall reach the Registrar, not later than the date notified by the University during the PRECEDING ACADEMIC YEAR.
- ii. A letter of undertaking as prescribed by the University, on non-judicial stamp paper of value Rs. 100/- shall also be appended to the application.

**14.4. STATUTE NO. 4: PARTICULARS WHICH THE APPLICATION SHOULD CONTAIN.**

- 1) **Whether** the college or institution has satisfied all the conditions of eligibility mentioned in the aforesaid statute No.2?
- 2) Whether the college has obtained the permission required for establishing the college and for having opened any new or higher courses of study from the central Government, if such permission is necessary under any Act passed by the Central Government?
- 3) If it is a college receiving grant in aid, whether the guidelines prescribed by the UGC, have been followed?
- 4) Whether the permanent affiliation fee and the security deposit as prescribed by the University has been paid or remitted by D.D?
- 5) Whether the letter of undertaking on required non-judicial stamp paper as prescribed by the University has been appended to the application?

**14.5. Statute No. 5 what the letter of undertaking should contain.**

1. That the college will comply with all regulations prescribed under the Central Acts governing the courses run by it, and will comply with the provisions of the Act, Statutes, Ordinances, Rules and directions of the University, in matters not governed by the Regulations made by the concerned Central Act.
2. That the college will furnish such details and other information as the University or the State Government may require, so as to enable it to monitor and judge its operation towards the maintenance of the academic standards and will comply with such directions of the University or the State Government that may be issued from time to time.

3. That the composition of the Governing Council established by the Management for that college shall be as prescribed by the Central Government and /or other appropriate bodies established by the Central Acts. In respect of other colleges not governed by the provisions of any Central Act, the composition of the governing council will not ordinarily be less than 7 and more than 15 and at least one member of the Governing Council shall be a teacher representative of the said college/ institution other than the Principal and two representatives of the syndicate of RGUHS.

4. Wherever prior permission of the Central Government or prior approval of the appropriate Apex Bodies constituted under the concerned Central Act is necessary for conducting any course in the college, the college will not admit any student to such course of instruction without such prior permission.

5. That the college will impart instructions only in the subjects and the courses in the faculties for which it has been granted affiliation by the University.

6. That the number of teaching posts, qualifications and their recruitment procedure and conditions of service will be in accordance with the statutes ordinances/ rules of the University framed in accordance with the Regulations made by the concerned statutory body constituted under the Central Act and will be such as to ensure the imparting of adequate instructions to the students in the courses of studies, which are under taken by the college.

7. That the number of teaching and non-teaching staff shall be regularly and fully paid as per the pay and allowances as prescribed by the State Government/ concerned Apex Body/ University, from time to time.

8. That no levy will be imposed on the teaching and non-teaching staff for meeting recurring or non recurring expenditure, general or special for extension of the college or impose cuts in their salaries for any other purpose, without the prior sanction of the Syndicate of the University.

9. The rates of tuition fee to be charged for the students will be as per the schedule approved by the Government/ University from time to time.

10. That the academic and welfare activities of backward class and SC/ST students will be properly taken care of and the special attention will be paid by the college to their problems and that it will adhere to the Statutes, Ordinances, Regulations and Government directions on reservation in this regard.

11. That the management of the college will have its accounts audited at the end of each year by a Chartered Accountant and will make available all its annual accounts and copies of audited reports to the University and the State Government for inspection. This clause is not applicable to Government colleges.

12. That all registers and records which are required to be maintained under the Regulations of the concerned Apex Body/ University will be maintained and will be made available as and when required by the University or the concerned statutory Apex Bodies.

13. That the Hospital, Laboratory, Museum etc., will have adequate safety arrangement, gas plant, proper fittings and will be provided with regular water supply, electricity and appropriate facilities for management of Biomedical wastes.

14. If after the grant of permanent affiliation, if any change takes place in the management, teaching staff pattern, and all other changes, which affect the terms and conditions of affiliation, will forthwith be reported to the Syndicate.

15. That due provisions will, so far as circumstances permit, be made for the residence of the Principal and teaching staff near the college or institution and for hostel accommodation to the students.

16. That any scheme of provident Fund, Gratuity etc., laid down by the competent authorities will be carried out by the management.

17. That the teaching staff appointed in the college shall fulfill the qualifications laid down by the competent authorities as well as by the Ordinances issued by the University / Government /concerned Apex Body from time to time and that no person who has exceeded the age of 62 years will be appointed as full time

teacher. However, in exceptional cases, it may be done after obtaining the prior permission of the University provided the concerned Apex Body has made a provision for such an appointment.

18. That the maximum number of students to any course will not exceed the intake fixed by the concerned Apex Body / Government / University.

19. That in the event of breach of any of the above undertakings, the security deposit made with the University may be forfeited in full or in part as deemed fit by the Syndicate.

**14.6. STATUTE NO.6: AFFILIATION FEE AND SECURITY DEPOSIT:**

1. The affiliation fee for granting permanent affiliation to a college shall be Rs.15.00 lakhs for a Medical College, Rs.10.00 lakhs for a Dental College and Rs. 5.00 lakhs for a Nursing, Physiotherapy, Ayurveda or Homoeopathy and such other colleges including those offering only Para medical courses or such other sum as may be fixed by the Syndicate from time to time.

2. For additional courses/ increase in intake/ additional affiliation fee as may be fixed by the syndicate from time to time will have to be paid by the college.

3. The security deposit to be made along with the application for grant of permanent affiliation shall be Rs.50.00 lakhs for a Medical College, Rs.25.00 lakhs for a Dental College and Rs.10.00 lakhs for a college in all other branches.

4. The interest accrued on the fixed deposit shall be paid to the respective college/ institution, unless the same is forfeited in full or in part by the Syndicate, after giving due opportunity to the concerned college/ institution to show cause against such action by the Syndicate.

**14.7. STATUTE NO. 7. PROCESSING OF THE APPLICATION.**

1. On receipt of the application for permanent affiliation in the prescribed form, along with the undertaking given by the management of the college, the Syndicate shall appoint a committee called as LOCAL INQUIRY COMMITTEE.



2. The committee shall consist of two or more academicians (experts) including one external member. In any of the subjects or courses conducted by the college and one other member from the Syndicate or academic council, preferably belonging to the concerned faculty.
3. No teacher of a college shall be a member of the local inquiry committee, which is to inspect that particular college.
4. The local inquiry committee shall examine the application and conduct necessary enquiry, particularly with reference to the following aspects:-
  - a) Whether the functioning of the college during the five years preceding the year from which the permanent affiliation had been sought for had been satisfactory and whether it had fulfilled all the conditions of affiliation and had attained the academic and administrative standards prescribed by the University from time to time?
  - b) If prior recognition from the Central Government or concerned Apex Body is necessary for starting or conducting any courses in that college whether such recognition had been accorded by the Central Government or such statutory Apex bodies for all the courses of study conducted by the said college?
  - c) Whether the college has fulfilled other conditions mentioned in clause (ii) of aforesaid statute No. 2?
  - d) Whether the college has deposited the security deposit and furnished the undertaking prescribed in aforesaid statute No.5?
  - e) After receipt of the report of the Local Inquiry committee, the Syndicate may make such further enquiry as may appear to it to be necessary and the syndicate after consulting the Academic Council may recommend for grant of permanent affiliation to State Government.

#### **STATUTE NO. 14.8**

As soon as possible, after the State Government and the University makes its order, the Registrar shall submit to the Senate a full report regarding the application for permanent affiliation and the action taken thereon and of all proceedings connected therewith.

**STATUTE NO.14 .9: MEDICAL EXAMINATION OF STUDENTS.**

Every college shall arrange for medical examination of the students of the college annually by one or more qualified Medical Officer.

**STATUTES NO. 14.10. POWER TO REQUIRE INFORMATION.**

The university may from time to time call upon the Management / Governing Council of the college to furnish such information as may be necessary either to ascertain if the college is abiding by the terms of undertaking given by it or for any other legal purposes.

**STATUTE NO.14. 11. INSPECTION OF COLLEGES:**

a) It shall be within the power of the Syndicate to arrange for inspection and if necessary, for a special audit of any such non-Government colleges, for which permanent affiliation is granted. If the situation warrants, the Vice-Chancellor can arrange for surprise inspection and place the report before the Syndicate for action. After grant of permanent affiliation the University shall inspect the college once in every three years for which the college has to submit application along with an inspection fee of Rs.50,000/- for Medical Colleges, Rs. 35,000/- for Dental Colleges, and Rs.25,000/- for all other colleges or such other sum as may be fixed by the syndicate from time to time.

b) In the event of any violation of the Regulations prescribed by the University / concerned statutory apex body, the Syndicate may order the forfeiture, in full or part of any security deposit made earlier by the college, after giving due opportunity to the concerned college/ institution to show cause against such action by the syndicate.

**STATUTE NO. 14.12: APPLICABILITY:**

These statutes shall also be applicable to all the colleges/ institutions, which have already been granted permanent affiliation at the appropriate step of these statutes.

**STATUTE NO. 14.13: WITHDRAWAL OF AFFILIATION**

1. If the college to which permanent affiliation has been granted has failed to comply with or failed to observe any of the conditions of the affiliation or has conducted itself in a manner which is prejudicial to the interest of Education or has failed to comply with the directions issued from time to time, the syndicate may after consulting the Academic Council recommend to government for withdrawal of permanent affiliation in whole or in part or modify the rights conferred in the college by affiliation after following the procedure prescribed under section 48 of the Rajiv Gandhi University of Health Sciences Act 1994.

2. The permanent affiliation granted to the college shall stand withdrawn, if the Central Government / concerned Apex body withdraws recognition to that college.

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## **15. STATUTES RELATING TO BORROWAL OF MONEY FROM A BANK OR A CORPORATION.**

[statutes framed under section 39 read with section 23(2) (iii) of the Rajiv Gandhi University of Health Sciences Act 1994, enabling the University to borrow money from a Bank or a corporation]

### **15. 1. Short title and commencement:**

1. These statutes may be called the University statutes relating to Borrowal of Money from a Bank or a Corporation.
2. They shall come into force with effect from the date of publication in Karnataka Gazette, after getting the assent of the Chancellor.

### **15. 2. Definitions:** In these statutes, unless the context otherwise requires:

- a. Act means Rajiv Gandhi University of Health Sciences Act 1994
- b. 'Banks' means any schedule Bank.
- c. Corporation means an authority established by or under a Central Act or a State Act and owned or controlled by the Central or State Government, including such other agencies established by law, approved by the syndicate thereon.
- d. "Health Sciences" means modern scientific medicine in all its branches, concerning preventive, Promotive, curative and rehabilitative services and includes surgery, obstetrics and Gynaecology, Pharmacy, Dental Sciences, Nursing and other allied subjects and included the Indian Systems of Medicine in all their branches.
- e. 'University' means Rajiv Gandhi University of Health Sciences, Karnataka established under Section 3 of the Act.

**15.3. Purpose for which money can be borrowed:** Where the general funds or other funds of the University referred to in section 39 and 40 of the Act, cannot be utilized or not sufficient to be utilized for any of the purposes mentioned below, the University may borrow from a Bank or Corporation, with or without offering security for the following purposes.

- a. for purchasing lands for establishing University campus:
- b. for providing administrative building etc., in the said University campus or outside the campus.

- c. for establishing University colleges, University college Hospital, Laboratories, Research Institutes etc.,
- d. for establishing University Libraries, Museums, Press and Publication bureau;
- e. for providing residential accommodation for the staff of the University for publication of works of merit and research pertaining to Health Sciences:
- f. for publication of works of merit and research pertaining of Health Sciences.

**15.4. Procedure for borrowing:**

The Finance Committee of the University shall first consider any proposal along with the conditions of borrowal and recommend the borrowal of any particular amount from a Bank or a Corporation. There after the recommendation shall be put-up before the Syndicate for its consideration. After obtaining the approval of the Syndicate, the Vice-Chancellor of the University may authorize the Registrar of the University to borrow such money from the Bank of Corporation, for any of the purposes mentioned in statutes No.3 supra.

Provided, that prior approval of the State Government shall be obtained, if the amount to be borrowed exceeds Rs. Five lakhs.

**15.5. MANAGEMENT OF THE FUNDS SO OBTAINED BY SUCH BORROWING:**

The amount borrowed can be utilized only for the specific purpose or purposes for which it has been borrowed. After borrowing of the said amount, it shall be managed as follows:

- a. The entire amount so borrowed shall be received only through Account Payee Cheques / Pay Orders / Drafts.
- b. A separate account shall be maintained in the Bank in which the University is having its funds, and all credits and debits made for the purpose of such borrowing shall be entered in their account.
- c. Only the Finance Officer of the University shall draw any amount form the Bank Account and that too after obtaining prior orders from the Syndicate / Vice-Chancellor.
- d. The account shall be audited once a year, till entire amount borrowed for the specific purpose if fully utilized or repaid.

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**16. STATUTES GOVERNING CONFERMENT OF THE TITLE  
PROFESSOR EMERITUS (UNDER SECT. 23(2) (v) OF THE RGUHS ACT  
1994)**

**ANNEXURE TO UNIVERSITY NOTIFICATION NO. ACA/STT-1/98-99 DATED  
29.09.98.**

1. The Senate may confer on the recommendation of the Syndicate, on a proposal made by the Vice-Chancellor, the title of "Professor Emeritus" on any University teacher or teacher of an affiliated college at or after his retirement in recognition of eminent service rendered by him to the Health Science education in the University Department / affiliated colleges of Rajiv Gandhi University of Health Sciences or to scholarship and research.

2. The Professor Emeritus appointed shall be competent to make proposals for research and if the proposal is sanctioned either by the UGC other funding agencies like ICMR, CSI etc., he shall be placed in charge of such research work. He shall not however participate ordinarily in the regular teaching in the department but he may be requested to deliver a course of special lectures on the subject of his study.

3. The Professor Emeritus shall be provided with facilities for research in the Libraries, Laboratories and Hospital.

4. The Professor Emeritus shall be eligible for TA and DA for his visits to the university at rates to be fixed by the Vice-Chancellor.

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**17. STATUTES RELATING TO INSTITUTION OF ENDOWMENT FOR  
ENDOWMENT LECTURES, FELLOWSHIPS / STUDENTSHIPS,  
STIPENDS, MEDALS & PRIZES**

[Under Section 33(1)(h) of the RGUHS Act, 1994)

**Annexure to University Notification No. ACA/STT-6/97-  
98 dated 03.11.1997**

1. The Syndicate may, in consultation with appropriate authorities of the University, Institute Endowment for conduct of lectures, award of Fellowships, Traveling Fellowships, Scholarships, Studentships, Stipends, Medals and Prizes.
2. No Scholarship, Prize or Medal shall be instituted and awarded on the basis of religion, Caste or Community or Institution.
3. A proposal for the Institution of Fellowships, Endowment Lecturers, Studentships, Stipends, Medals and Prizes by an individual or body shall be made to the Registrar in writing accompanied by a Draft in favour of the Registrar, Rajiv Gandhi University of Health Sciences, funds together with a copy of the terms of award proposed by the donors.
4. Following shall be the minimum amount to be donated by the donors for Institution of an Endowment in the University.

i) for arranging an Endowment Lecture any person within the Country can be invited (The TA & DA Printing Lecturing will be met from the interest)	Rs. 4,00,000
ii) for awarding a scholarship	Rs. 2,00,000
iii) for awarding a Gold Medal	Rs. 75,000
iv) for awarding a Cash Prizes	Rs. 50,000
5. When a proposal for instituting a scholarship, medal prize is received then the Academic Council shall be consulted regarding the terms of award and the proposal along with the opinion of the Academic Council thereon shall be placed before the Syndicate for approval.
6. The Syndicate may accept such a proposal with such modification as it may deem necessary with regard to the conditions made in the proposal.

7. The donor shall enter into agreement with the University regarding the conditions of award as approved by the Syndicate.

8. The Syndicate shall invest the moneys endowed in Government securities as it may deem fit in any other securities which is beneficial to the University in consultation with the Finance Committee and award scholarships, medals, prizes etc., out of the interest accruing thereon. If in any year no medal or prizes is awarded, the interest shall be added to the Corpus of the endowment. In Case the do not desires that the first medal or prize be awarded at a Convocation held before expiry of one year from the date of acceptance of the endowment he may pay to the University separately in cash, the actual cost of such medal or prize.

9. The Syndicate or a Committee appointed by the Syndicate for this purpose shall select candidates for award of the different medals and prizes in accordance with the provisions of these Statutes and the terms of the agreements entered into by the respective donors.

10. The Syndicate shall have the power to award a cash prize whenever the interest out of the endowment is not sufficient for the award of a Gold Medal. If a candidate is prepared to meet the extra amount it may be considered for the award of the Gold Medal.

11. Only a candidate who has passed with the highest marks in each of the examination prescribed for a course in the first attempt in first class obtaining not less than 65% of marks in the examination in the concerned subject shall be eligible for award of the Gold Medal. If there happens to be no first class during the year, a cash prize only shall be given to the candidate passing in second class, securing the highest marks.

12. The Medals shall bear an inscription containing the name of the medal, the name of the winner, the year of the award and the seal of the Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore on the reverse side.

13. The Medals and prizes shall ordinarily be awarded at the Annual Convocation of the University.



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

14. If two or more candidates secure equal marks in the concerned subject, the amount available for the medal shall be divided equally and cash prizes awarded.

15. Full particulars of the recipients of the Medals / Prizes shall be sent to the respective donors or to their legal heirs after the award of the Medal / Prizes each year.

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**18. Annexure to Notification No. UA/STT/41/2002-03 dated: 20<sup>th</sup> March 2003 published in the Official Gazette dated: 10.07.2003.**

**Statutes relating to institution of Endowment for creating Visiting Professorships/Fellowships/Consultants.**

(Under Section 33(1) (k) of RGUHS Act 1994)

1. Such of those who are actually teaching in university Medical Colleges and Hospitals shall be designated as Visiting Professors and the others shall be designated as Visiting Fellows/Consultants.

2. The Syndicate may, in consultation with the Academic Council, institute Endowment for creating Visiting Professorships/Fellowships/Consultants in the University or in an affiliated College/Institution.

3. Visiting Professorship/Fellowship/Consultant shall not be instituted and awarded on the basis of religion, caste, community or gender.

4. A proposal for the institution of visiting Professorship/Fellowship/Consultant by an individual or a body shall be made to the Registrar in writing accompanied by payment, preferable by a draft, in favor of the Registrar RGUHS, together with a copy of the terms and conditions of the award proposed by the donors.

5. Following shall be the minimum amount to be donated by the donors for institution of an endowment in the University.

i) For Visiting Professor/Fellow/Consultant from within the State- Rs 1,00,000/-.

ii) For a visiting Professorship/Fellowship/Consultant from outside the State Rs 4,00,000/-.

iii) For a Visiting Professorship/Fellowship/Consultant from outside the Country Rs 10,00,000/-

6. When a proposal for instituting a Visiting Professorship/fellowship/Consultant is received, the Academic Council shall be consulted regarding the terms and conditions of the award and the

proposal along with the opinion of the Academic Council thereon, shall be placed before the Syndicate for approval.

7. The Syndicate may accept such a proposal with such modification, as it may deem necessary with regard to the terms and conditions made in the proposal.
8. The donor shall enter into a MOU (Memorandum of Understanding) with the University regarding the terms and conditions, as approved by the Syndicate.
9. The donor shall have the liberty to upgrade the status of the Visiting Professorship/Fellowship/Consultant by remitting the balance amount as in clause 4(ii) and (iii) above.
10. The Syndicate shall invest the monies endowed, Government securities or Scheduled Banks or Government secured schemes, which are beneficial to the University, in Consultation with the Finance Committee and award Visiting Professorship/Fellowship/Consultant out of the interest accruing thereon. In any year Visiting Professorship/Fellowship/Consultant is not awarded for any reason, the interest shall be added to the corpus of the endowment. The first award of the Professorship/Fellowship/Consultant will be after the completion of one year from the date of institution of the Endowment and thereafter every year.
11. The process of selection/nomination of the Visiting Professor/Fellow/Consultant shall be the responsibility of the Selection Committee.
  - i) Vice-Chancellor
  - ii) Dean of the concerned Faculty
  - iii) Donor or his nominee (Optional)
  - iv) One subject specialty expert to be appointed by the Vice Chancellor
  - v) Registrar.
12. The person to be considered for appointment as a Visiting Professor/Fellow/Consultant should be an eminent scholar in his/her field.

13. The age of the selected person should ordinarily be between 50 and 70 years, on the day of appointment.
14. Superannuated persons can also be considered for appointment.
15. Persons retired from an institution will not be considered for the appointment in the same institution.
16. Ordinarily, the person selected for Visiting Professorship/Fellowship/consultant under-4(ii) and 4(iii), above, should be from institutions outside the university.
17. The same person will not be appointed more than once within a period of 5 years.
18. The tenure of the incumbent will, normally, be for a minimum period of one year and a maximum of two years, extendable for a further period of one more year under exceptional circumstances. The selection committee may relax the minimum period, if necessary.
19. If necessary, the university/college will provide free accommodation in the guest house for the visiting Professor/fellow/Consultant. However food expenses will be borne by the person.
20. The selected person will be paid travel allowance as per the rules of the University from the place of permanent residence within India to the place where he is appointed to work. The travel allowance will be paid only once, to and for during the tenure. In case, the selected person is working abroad on a permanent basis and is appointed, international air travel expenses shall be met from sources outside the endowment.

The Visiting Professor/Fellow/Consultant would come and teach in any college identified by the University. The members of KSMDA shall come at their own cost and teach in any college for a week or ten days every year or so

Note: Visiting Professors/fellows/Consultants from among those who have graduated from Colleges in Karnataka and are working/teaching abroad on a permanent bases is appointed, International Air Travel expenses shall be met from the sources outside the endowment.

21. The University Department/College will provide the facilities to the selected person, commensurate with the status of a professor. This will include secretarial assistance. In case the person is appointed with the specific objective of pursuing research, he will be paid a nominal contingency grant, not exceeding Rs 10,000/-per annum.
22. The Selected person shall submit a brief account of the academic activities he /she will pursue during his tenure to the University. At the end of the tenure within two months, the Visiting Professor/Fellow will submit a detailed report of the work carried out by him. The report shall highlight the benefits accrued to the University/College during his tenure.
23. The University will issue separate notifications for appointments to different Visiting Professorships/Fellowships/Consultant. This will specify duration of the tenure, salary/honorarium, institutional attachment for the Visiting Professor/Fellow/Consultant, field of activity and additional facilities provided, if any.
24. The list of awards of Visiting Professorships/Fellowships/Consultants, with all the particulars shall be published in the Annual Report of the University to be placed before the Senate as per the provisions of the RGUHS Act, 1994.
25. Full particulars of the recipient of the award shall be sent to the respective donor or to their legal heirs after the award of the Visiting Professorship/Fellowship/Consultant, each year.

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**19. Statutes relating to Institution of Endowment for Establishment of 'Chair'(Under section 33(1) (k) of RGUHS Act 1994)**

**1. Title and Commencement:**

1. These Statutes shall be called as "Statutes relating to Institution of Endowment for Establishment of 'Chair' in RGUHS".
2. These Statutes shall come into effect from the date of assent of the Chancellor.

**II. Objectives:**

1. To commemorate, a great event of an institution or a distinguished personality or for a specific objective, a 'Chair' may be established.
2. To promote research and academic excellence in Health and Allied Sciences or carryout specific research project(s) related to the title of the respective 'Chair' established. Objectives shall be clearly spelt while instituting concerned individual 'Chair'".

**III. Procedure:**

1. Proposal from any individual or a group of individuals or an institution, for establishment of a 'Chair' by an Endowment, shall be made to the Registrar, in writing, with all details like the title of the 'Chair', location, subject speciality and all other terms and conditions.
2. Such a proposal, in consultation with the Academic Council, shall be placed before the Syndicate for approval.
3. The Syndicate may accept the proposal with such modifications, as it may deem necessary with regard to the terms and conditions made in the proposal.
4. The donor shall enter into MOU (Memorandum of Understanding) with the University regarding the terms and conditions, as approved by the Syndicate.

5. The senate, on its own motion or on the submission of the Syndicate, establish a 'Chair' for a specific objective by earmarking the requisite sum out of the University funds, with the concurrence of the Finance Committee.

#### **IV. Finances:**

1. A sum of Rs. 30.00 lakhs shall be the minimum amount to be donated or provided for the establishment of 'Chair'.
2. The University may contribute suitable amount to the corpus of the Endowment in consultation with the Finance Committee and the Syndicate.
3. Payment may be made by the donor along with the proposal or after the acceptance of the terms and conditions by the Syndicate.
4. Establishment of the 'Chair' shall be effective only after the completion of one year from the date of the remittance of the assured amount.
5. Syndicate shall invest the money endowed, in Govt. securities or Scheduled Banks or Government secured schemes, which are beneficial to the University, in consultation with the Finance Committee and incur the expenditure of the 'Chair' out of the interest accruing thereon.
6. The University shall maintain a separate account of each of the Endowment and any unspent interest shall be added on to the corpus at the end of each financial year.
7. If the income generated from the corpus of the Endowment becomes insufficient for carrying out all the academic activities of the incumbent of a particular 'Chair', the University may not be liable to meet the shortfall.
8. However, depending on the scholarly outcome, the extra expenditure, partly or fully, may be met out of the University funds after obtaining the approval of the Finance Committee and the Syndicate.

**V. Selection:**

1. The process of selection/nomination of distinguish academician/ Scientist/Professional, shall be the responsibility of the Selection Committee. A person so chosen should have an established reputation in the subject speciality of the respective 'Chair'. The qualifications, academic /professional standing, Age & Tenure, shall be as per the terms and conditions decided by the Syndicate in respect or each Chair, In the absence of specific terms and conditions, the Selection Committee shall be competent to decide on the specifics.

**1. Selection Committee:**

1. Vice-Chancellor (Chairman)
2. Dean of the concerned Faculty (Member)
3. Donor or his nominee (Member ) (Optional)
4. Two subject speciality experts, as members, to be nominated by the Vice-Chancellor
5. Registrar (Convenor)
2. The age of the selected persons should, ordinarily, be not below 50 years and exceed 70 years on the day of nomination.
3. Superannuated persons can also be considered for nomination.
4. Persons retired from an institution will not be considered for nomination in the same institution if the 'Chair' is located in that institution.
5. A person working in the same department as a Professor shall not be considered for nomination.
6. Ordinarily, the person selected should be from institutions outside the University.
7. During the tenure of appointment in a particular 'Chair', the person shall not hold any other salaried post.
8. The same person will not be appointed for more than once within a period of five years.
9. The tenure of the incumbent will be for a minimum period of one year and a maximum period of two years with a provision for further renewal for one more year in exceptional cases.



10. If necessary, the University / College will provided free accommodation in the campus. However, electricity charges and food expenses will be paid by the person.
11. The selected person will be paid travel allowance as per the rules of the University from the place pf permanent residence within India to the place where he is appointed to work/ 'Chair' is located. The travel allowance will be paid only once, to and for during the tenure. In case, the selected person is working abroad on a permanent basis and is appointed, international air travel expenses shall be met from sources outside the endowment.
12. The University/College will provide the facilities to the selected person, commensurate with the status of a professor. This will include secretarial assistance and annual contingency grant not exceeding Rs. 25,000/-
13. The University will issue separate notifications for appointments to different 'Chairs'. This will specify duration of the tenure, honorarium, institutional attachment, field of activity and additional facilities provided, if any.

**viii. Accountability:**

1. The selected person shall submit a brief account of the academic activities he/she will pursue during his tenure, to the University. At the end of the tenure, within two months, he/she will submit a detailed report of the work carried out by him/her. The report shall highlight the benefits accrued to the University/College during his/her tenure.
2. Books, monograms, research publications etc., that may be brought out by the incumbent of the 'Chair' during the tenure or based on the work carried out during the tenure, shall clearly contain the acknowledgement to the Endowment of the 'Chair' and the University.
3. The list of awards under different 'Chairs', with all the particulars shall be published in the Annual Report of the University to be placed before the Senate as per the provisions of RGUHS Act, 1994.

4. Full particulars of the awardee with a report of the activity shall be sent to respective donor or to their legal heirs, after the completion of the tenure of each incumbent.

**General:**

1. The Syndicate, with the approval of the Senate may at its discretion, vary the conditions of the Endowment from time to time, consistent with the objectives of the original Endowment, if any difficulty arises in giving effect to the provisions of this Statutes.

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**20. Schedule 1 Annexure to University Notification  
No.ACA/SYN/STT/47/2002-03, dated: 19.08.2003. Published in Official  
Gazette dated: 19.02.2004.**

(5) STATUTES RELATING TO PREPARATION AND SUBMISSION OF ANNUAL REPORT BY THE RAJIV GANDHI UNIVERSITY HEALTH SCIENCES TO THE GOVERNMENT.

(Framed under Section 44 read with Section 23(2) (iii) of the RGUHS Act, 1994)

**1. TITLE AND COMMENCEMENT:**

- I) These Statutes shall be called as ‘STATUTES RELATING TO PREPARATION AND SUBMISSION OF ANNUAL REPORT BY THE RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES TO THE GOVERNMENT.
- II) They shall come into force with effect from the date of their publication in the official gazette, after obtaining the assent of the Chancellor.

**2. FORM AND CONTENTS OF SUCH ANNUAL REPORT:**

The Annual Report shall be got prepared by the Syndicate in the format given here below furnishing the details of functions and activities of the University.

- I (i) Introduction of University.  
(ii) Objectives  
(iii) Organizational set up (authorities of the University)

**II ACTIVITIES:**

- (i) Number of colleges affiliated faculty wise.
- (ii) Intake of colleges course wide.
- (iii) Major landmarks, news courses added, resource facilities enhanced, and new colleges sanctioned.
- (iv) Research activities, research studies surveys entrusted by AIU, if any.
- (v) Important decisions of the Authorities.

### **III ACHIEVEMENT:**

- (i) Admissions course wise, college wise, faculty wise.
- (ii) Workshops, symposiums and other important events.
- (iii) Endowments instituted.
- (iv) Co-operations, Collaborations, MOU of RGUHS with National and International Academic institutions having common objectives as that of RGUHS. Accreditations, linkages with institutions abroad, if any.
- (v) Fellowship Programmes.
- (vi) Functions/activities relating to Social responsibility of University to the Society.
- (vii) Statutes Ordinances made or issued.

### **IV EXAMINATIONS CONDUCTED:**

- (i) Details of examinations conducted faculty wise with number of students appeared.
- (ii) Convocation distinctions if any, including gold medals awarded.
- (iii) Analysis of sex wise Statistics relating to SC / ST and weaker sections indicating their performance.

### **V FINANCE:**

- (i) Statement of receipts and expenditure.
- (ii) Plan for stream lining funds.
- (iii) Revenue generated, if any.
- (iv) Govt. grants, Grants of the UGC or Grants from any other organizations.

### **STAFF POSITION**

### **VII DEVELOPMENTAL PLANS**

- (i) Coast actions, civil works, extension, repairs and maintenance.
- (ii) New centers
- (iii) Assets, Procured-land, building, equipment, computers, vehicles etc.,
- (iv) Investments / Fixed deposits.

**3. SCHEDULES FOR PREPARATION AND SUBMISSION OF ANUUAL REPORT:**

- 1) The Annual Report of the year shall be prepared and placed before the Syndicate by the 31<sup>st</sup> July.
- 2) The Syndicate after scrutiny shall place the report approved by it before the Senate by the end of August.
- 3) The Senate after scrutiny of such annual report, pass resolution there on.
- 4) The Syndicate shall thereafter take necessary action in accordance with such resolution.
- 5) Action taken by the Syndicate shall then be intimated to the Senate at the next Ordinary Meeting of the Senate.
- 6) Sufficient copies of Annual Report along with the resolution of the Senate and the action taken thereon by the Syndicate shall be submitted to the Government by 30<sup>th</sup> September every year.

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**21. Schedule 1 Annexure to University Notification  
No.ACA/SYN/STT/47/2002-03, dated: 19.08.2003. Published in Official  
Gazette dated: 19.02.2004.**

(6) STATUTES RELATING TO WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS BY THE RGUHS.

(Framed under Section 33 (1) (e) read with Section 23(2) (iii) of the RGUHS Act, 1994)

**1. TITLE AND COMMENCEMENT:**

i) These Statutes shall be called as 'STATUTES RELATING TO WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS BY THE RGUHS.

They shall come into force with effect from the date of their publication, after obtaining the assent of the Chancellor.

**2. WITHDRAWAL OF DEGREES, DIPLOMAS:**

i) The Senate may, on the recommendation of the Syndicate, withdraw any distinction, degree, diploma, certificate or privilege conferred or granted to any person, by a resolution passed by the majority of the total members of the Senate and by a majority of not less than two-thirds of the member of the Senate present and voting at the meeting, if such person has been found to have been convicted by a Court of Law for an offence, with in the opinion of the Senate, involves moral turpitude or if he has been quality of gross misconduct or if he has been found to have obtained such a degree, or diploma or certificate fraudulently or has obtained admission through a false caste certificate.

ii) No action, under these Statutes, shall be taken against any person unless he has been given an opportunity to show cause against the action proposed to be taken.

iii) A copy of the resolution passed by the Senate shall be immediately sent to the person concerned.

iv) Any person aggrieved by the decision taken by the Senate may appeal to the Chancellor, within thirty day; from the date of receipt of such resolution.

v) The decision of the Chancellor on such appeal shall be final.

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