

Bye-Laws of
Avinashilingam Institute for Home Science and
Higher Education for Women
(Authorities, Statutory Committees for UGC Aided Staff and Students)

Amended as per the UGC (Deemed to be Universities)
Regulations 2010, 2014, 2015 & 2016



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Avinashilingam Institute for Home Science and Higher
Education for Women
Coimbatore

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APPLICATION AND DEFINITION

- 1 These bye-laws shall apply to the Bodies of Authorities, UGC aided employees and students of the Institute other than those as may be specifically exempted by the Board of Management.
- 2 These bye-laws may be called as “**Bye-laws of Avinashilingam Institute for Home Science and Higher Education for Women**” (Bodies of Authorities, Committees, Staff recruited under UGC and Students) 2016.
- 3 These bye-laws shall come into force with effect from the date of approval by the Competent Authorities of the Institute.
- 4 Unless the context otherwise required the various terms used in the bye-laws in the sense are as explained below:
 - i. **Institute:** Means Avinashilingam Institute for Home Science and Higher Education for Women, a deemed to be University as per GOI/MHRD/UGC orders
 - ii. **Chancellor:** Means Chancellor of the Institute.
 - iii. **Vice Chancellor:** Means Vice Chancellor of the Institute.
 - iv. **Dean:** Means Deans appointed by the Institute for various Faculties / Student affairs.
 - v. **Registrar:** Means Registrar of the Institute.
 - vi. **Finance Officer:** Means Finance Officer of the Institute.
 - vii. **Controller of Examinations:** Means Controller of Examinations of the Institute.
 - viii. **Head of the Department/Centre:** Means Heads of the Departments appointed by the Institute including the Heads of the Centres.
 - ix. **Appointing Authority:** Means the Authority empowered to make appointments to the posts sanctioned.
 - x. **Disciplinary Authority:** Means the Authority Competent under these bye-laws to impose penalties on an employee of the Institute as specified in Rule 11 of CCS (CCA) Rules 1965. In the case of students, the Dean, Students’ Affairs shall be the Disciplinary Authority.
 - xi. **Committee:** Means Committee constituted either by the Competent authorities or the Vice Chancellor in accordance with these bye-laws.
 - xii. **Employee:** Means employee of the Institute.
 - xiii. **Duty:** Duty includes service on probation provided that such service is followed by confirmation.

- xiv. **Lien:** Means the title of an employee of the Institute to hold substantively either immediately, or on the termination of a period or period of absence, a permanent post, including a tenure post, to which he/she has been appointed substantially.
- xv. **Officiating:** An employee may officiate in a post when he/she performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- xvi. **Probation:** A person on probation on a post is one appointed to a post for determining her fitness for eventual substantive appointment to the post.
- xvii. **Cadre:** Means the level of a service or part of a service sanctioned in the respective units.
- xviii. **Time scale of pay:** Means pay, which rises by periodical increments from a minimum to a maximum.
- xix. **Leave Salary:** Means the monthly amount paid by the Institute to an employee who is on leave.
- xx. **Foreign Service:** Means service in which an employee receives her substantive pay, with the approval of the Institute from a source other than the funds of the Institute.
- xxi. **Honorarium:** Means recurring or non-recurring payment granted from the funds of the Institute as remuneration for work of special nature.
- xxii. **Students:** Means students enrolled under various programmes of the Institute after payment of prescribed fees.
- xxiii. **Director - Halls of Residence:** Means Director of Halls of Residence established by the Avinashilingam Education Trust managing Hostels for all Students and Scholars of the Institute.

1. Establishment of Teaching and Research Departments

- 1.1. In furtherance to the objectives of the Institute, the Academic Council will recommend to the Board of Management (BoM) for the establishment or abolition of Departments.
- 1.2. Starting a new department shall be based on the recommendations of the committee, constituted for that purpose by the Vice Chancellor, consisting of atleast three eminent academicians who have expertise in the same / related fields and the Dean / Senior Faculty member nominated by the Vice Chancellor. The Registrar shall be the Convener of the Committee.
- 1.3. The recommendations of the Academic Council along with the report of the Expert Committee shall be placed before the Board of Management for its approval. The Board of Management has the right to approve or reject or return the recommendations to Academic Council for reconsideration, either in whole or in part together with any amendment which the Board of Management may suggest.
- 1.4. The proposed Department shall be only in such fields of study which is in furtherance of the objectives of the Institute and shall be started only with the prior approval of the University Grants Commission.
- 1.5. The new Departments shall offer only those programmes of study as approved by the appropriate bodies of the Institute and Statutory / Regulatory bodies such as UGC/AICTE/RCI/NCTE etc. wherever applicable.
- 1.6. The Board of Management shall regulate and manage the activities of the Departments.
- 1.7. If the functioning of the Department/Centre does not meet the minimum standards as stipulated by the University Grants Commission or remains unsatisfactory for three consecutive annual reviews, the Board of Management may initiate action against the Departments/Centres on the basis of the reports of the high level committees. In the interest of the students, the BoM may allow the Department/Centre to function till the last batch of students enrolled therein until passing out. The Institute shall take appropriate steps to protect the interest of the Staff who are appointed on regular basis for such Departments/Centres. In the event of closure of any Departments/Centres/Projects the movable and immovable assets and liabilities shall be owned by the Institute.
- 1.8. No Off-Campus Center is permitted to be run by the Institute without formal approval of the University Grants Commission. Any new proposal to start off-campus centers, a formal proposal shall be submitted to the University Grants Commission after obtaining No Objection Certificate from the UGC.
- 1.9. No student shall be admitted or regular appointments be made by the Institute before obtaining permission from the University Grants Commission.

- 1.10. The Institute shall allow the Departments to conduct Joint venture Programmes with other Universities / Institutions/ Deemed to be Universities in India and abroad only with the prior approval of the University Grants Commission. The proposed joint programmes shall be in accordance with the Acts and Bye-laws of the Institute and as per the regulations of University Grants Commission that shall apply to such programmes from time to time subject to the mandatory assessment and accreditation with sufficient safeguards so as to protect the interests of the students.
- 1.11. The aforesaid procedures laid down shall also be applicable for starting of any School/ /Department/Centre/ Cell/Laboratory/ etc.

2. Courses of Study for award of Degrees, Diplomas and Certificates of the Institute

- 2.1. In furtherance to the objectives of the Institute, the units (School/ Department/Centre/Cell/Lab) may initiate steps for starting new programmes of study for the award of Degrees, Diplomas and Certificates with approval from the competent authorities.
- 2.2. The Head of the Department through the Dean of School may propose for starting of New Academic Programmes.
- 2.3. The Vice Chancellor may constitute a Committee consisting of three experts (both internal and external) to assess the feasibility of starting a new academic programme in terms of need and relevance of the programme, availability of staff and infrastructure, resources and constraints anticipated, etc. The Committee may submit a detailed report including the number of students intake to be admitted.
- 2.4. The Vice Chancellor, based on the recommendation of the Committee, may accord permission to the Chairperson of Board of Studies (BoS) to convene the meeting.
- 2.5. The BoS will examine the proposal in detail and submit with specific recommendation along with the detailed syllabus for starting the programme.
- 2.6. The proposal of Board of Studies on approval of the Academic Council will be placed before the Board of Management for its approval.
- 2.7. The approved proposal along with the syllabus will be submitted to UGC for its approval.
- 2.8. The newly proposed academic programmes after approval of statutory bodies (such as AICTE/NCTE/RCI) shall be started only after the approval of such bodies.
- 2.9. Any programme started shall be subject to the general rules and regulations of the Institute
- 2.10. The Vice Chancellor shall have the right to appoint any senior member of the staff to coordinate the academic programmes or assign duties & responsibilities until permanent arrangements are made as per UGC regulations.
- 2.11. The Head of the Department/ Dean shall propose only programmes which align with the objectives of the Institute.

3. Conferment of Degrees, Diplomas and Distinctions

- 3.1. The Institute shall award Degrees/Diplomas/Certificates to students of Avinashilingam Institute for Home Science and Higher Education for Women who have undergone the programme of study and completed the course successfully by following all the bye-laws and regulations stipulated by the authorities from time to time.
- 3.2. The Institute shall hold examinations and assess the merit of the students by written, oral, practical, project work/dissertation, Internship and through such other means.
- 3.3. **Choice Based Credit System:** The Institute has implemented the CBCS pattern of curriculum since 2011 and has modified the pattern from the academic year 2015-16 based on the guidelines of UGC, NCTE, AICTE and RCI.
- 3.4. **The Examinations of both UG and PG programmes of study shall have two major Components – Continuous Internal Assessment (CIA) and Comprehensive Examination (CE).**
For Undergraduate Programmes CIA: CE break up shall be 50:50 and for Postgraduates it shall be 40:60. The Internal Assessment components include- Continuous Internal Assessment Tests and Assignments for UG and Continuous Internal Assessment Tests, Assignments and Seminars for PG. Selected papers shall be 100% internal and 100% external – like Practical inbuilt theory papers, Multidisciplinary courses, Open book test, Self study papers and Online test, etc.
- 3.5. **Passing Minimum: The Passing minimum in CE and Aggregate for various courses are given in the Table below:**

Course	Passing Minimum (Percentage)	
	CE	Aggregate (CIA+CE)
UG/BE/Diploma	40	50
PG/M.E./M.Ed./B.Ed./BPed.	45	50
PG-IFM, Tanzania	40	50
M. Phil	50	50
100% CIA & 100% CE papers	50%	

- 3.6. **Result Passing Board:** The Result Passing Board meeting shall be convened after fifteen working days of the last day of the End Semester Examination to discuss the performance of the students of all programmes except Ph.D thesis and to analyze the results. The board will incorporate the modifications (if any) and the results of each student shall be uploaded in the Institute Website.
- 3.7. The Board of Management of the Institute shall approve the results of the examinations conducted and approve the award of Degrees/Diplomas in a special meetings for which no quorum shall be insisted upon.

3.8. Evaluation Methods

The Answer Scripts under part I, II and III subjects of UG and part I subject of PG shall be evaluated by both Continuous Internal Assessment (CIA) and End Semester Examinations and the performance of the students shall be expressed in terms of marks and Letter Grades (from 2016-17 and onwards). The marks of the students for Part IV (UG) and part II (PG) components shall be expressed in terms of remarks, as given below:

- ♦ Criteria for Remarks for Skill Based, Co-Curricular, Extra Curricular and Professional Certification courses
- ♦ Criteria for Remarks for Value Added courses

Range of Marks	Remarks
85-100	Excellent
70-84	Very Good
55-69	Good
40-54	Fair
Less than 40	Not Completed

Range of Marks	Remarks
90-100	Excellent
75-89	Very Good
60-74	Good
40-59	Fair
Less than 40	Not Completed

Points

The marks scored by the students (2011-2016) shall be converted into Grade Points as below:

Range of Marks	Grade Points
95-100	9.5-10
90-94	9.0-9.4
85-89	8.5-8.9
80-84	8.0-8.4
75-79	7.5-7.9
70-74	7.0-7.4
65-69	6.5-6.9
60-64	6.0-6.4
55-59	5.5-5.9
50-54	5.0-5.4

i. Grade Points & Letter Grade

Conversion of Marks to Grade Points & Letter Grade from 2016-2017 and onwards.

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

ii. Cumulative Grade Point Average (CGPA)

The Classification of Final Result of the students shall be based on the CGPA as given below: (2011-12 and onwards).

CGPA	Letter Grade	Classification of Final Result
9.5-10	O+	First Class with Excellence*
9.0-9.4	O	
8.5-8.9	A++	First Class with Distinction*
8.0-8.4	A+	
7.5-7.9	A	
7.0-7.4	B++	First Class
6.5-6.9	B+	
6.0-6.4	B	
5.5-5.9	C+	Second Class
5.0-5.4	C	

* Applicable to candidates who have passed in the first appearance and within the prescribed semester.

3.9. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

- i. Individual semester performance of the students will be expressed by the calculation of SGPA using the formula:

For a Semester:

$$\text{Semester Grade Point Average [SGPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

$$\text{SGPA} = \frac{\text{Sum of the multiplication of Grade Points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

C_i = Credits earned for course i in any semester.

G_i = Grade point obtained for course i in any semester.

n - refers to the number of semesters in which such courses were credited.

- ii. The overall performance of the student in all semesters will be expressed by the calculation of CGPA using the formula:

For the entire Programme:

$$\text{Cumulative Grade Point Average [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$$\text{CGPA} = \frac{\text{sum of the multiplication of Grade Points by the credits of the entire programme}}{\text{sum of the Credits of the courses of the entire programme}}$$

CGPA is calculated for Part I, II and III separately for all programmes, except engineering course. For engineering course CGPA is calculated by adding part I, II & III.

For all the programmes based on the CGPA the final results shall be given.

In the Consolidated mark sheet total credits earned, CGPA and Percentage of marks up to two decimal places shall be given.

- 3.10. **Issue of Transcripts:** Transcripts shall be issued on payment. Original mark sheets need to be produced for verification. Authorization letter shall be mandatory if a third person is representing the candidate.
- 3.11. **Issue of Duplicate Mark Sheets:** The candidate has to submit a requisition with:
- (i) First Information Report filed in a Police Station and
 - (ii) An affidavit from a Notary Public on Rupees Twenty Stamp Paper. Fees for Duplicate mark sheets should be remitted in the Indian Bank, ADUC branch, Coimbatore-43 through Challan.
- 3.12. **Award of Degree/Diploma / Certificates and Medals.**
The Institute awards Degree, Diploma and Certificates to the students who have undergone the programme of study successfully following all the bye-laws and regulations stipulated by the Authorities from time to time.

The students are assessed by both continuous internal assessment and end semester examinations by written, oral, practical, project work/dissertation, Internship and through such other means.

Gold medals have been instituted with the approval of the Board of Management of the Institute in each programme offered by the School /Department/ Center to be awarded to the student who has highest CGPA in the respective programmes of the studies, subject to the following:

- i. The student has to clear all subjects within the minimum prescribed period for completion of the programme in the first appearance itself.
- ii. The student has not found guilty of misconduct or offences involving moral turpitude.
- iii. The Gold medals shall be awarded only to the toppers in the respective programmes of study where the students' strength is not less than 10.
- iv. The medals and prizes instituted shall conform the vision and mission of the Institute and are instituted with a view to achieve the objectives of University and to promote studies / research in various disciplines / programmes of the Institute.
- v. The prizes / medals are not denominational in nature and are open to the students of the Institute irrespective of their caste, creed and religion, sex, language or State.

- vi. A certificate indicating the fact that a medal / prize has been awarded for Best rank holder in a particular course/ shall be issued along with the medal / prize.
- vii. The awardees of such medals shall be chosen from the lists furnished by the Controller of Examinations by a specially constituted committee by the Vice Chancellor comprising Deans and Senior Academicians.
- viii. If meritorious candidates are not available in any field/branch, the award shall not be given for the particular year.

3.13. Attendance Norms to appear for End Semester Examinations (Applicable to the students admitted from 2017-18 and onwards)

3.13.1. Theory and Practical Papers

- i. For direct appearance including 'on duty', a student shall maintain minimum 75% attendance per semester in a 90 teaching days schedule.
- ii. Students with 65 -75% attendance shall be permitted to appear for the examination with condonation fee of Rs.1000/-.
- iii. In case the attendance is less than 65%, the student will not be permitted to appear for the comprehensive examination and she has to repeat the Semester.

4. Students Admission

- 4.1 The admission shall be done on All India basis
- 4.2 The admission shall be based on the communal reservation policy of the Government of India.
- 4.3 The Academic Council shall lay down the criteria for admission into various courses of study at Avinashilingam Institute for Home Science and Higher Education for Women.
- 4.4 The Board of Management may accept/reject (or) return the recommendations of the Academic Council for reconsideration either in whole (or) in part together with any amendment as suggested by the Board of Management.
- 4.5
 - a. The admission to the Undergraduate Programmes (except B.E.) will be based on the marks scored in the +2 examination, whereas, for admission to PG, M.Phil. and Ph.D programmes, an entrance examination and interview will be conducted, based on which the admission will be made.
 - b. The admission to BE, ME and MBA Programmes will be based on AICTE norms.
- 4.6 The notification regarding admission shall be issued in leading Newspapers and details be posted on Institute website.
- 4.7 The Institute shall not entertain any request for changing the date of entrance examination, payment of fees etc.

- 4.8 No TA/DA shall be provided for the candidates appearing for the entrance test/interview.
- 4.9 Admission made on false information shall lead to cancellation of admission.
- 4.10 No discrimination shall be made on the basis of caste, creed, religion, state and language with regard to the admission.
- 4.11 Admission to M.Phil/Ph.D programmes shall be based on the guidelines issued by UGC from time to time.
- 4.12 All candidates for admission must present the following original Certificates in the prescribed form obtained from the School /College/ University which they last attended:
- i. Mark Sheets
 - ii. Transfer Certificate
 - iii. Community Certificate
 - iv. Consolidated marksheet (wherever necessary)
 - v. Conduct Certificate
 - vi. Provisional/Degree Certificate
 - vii. Report of Attendance from the Institute last studied (wherever necessary)
 - viii. Migration Certificate (wherever necessary)
- 4.13 No candidate shall be enrolled for admission or allowed to attend any class until the semester fee has been paid in full.
- 4.14 Refund of fees after admission to any programme of study shall be as per UGC norms.
- 4.15 In the case of admission to PG courses, provisional admission shall be granted to the candidates selected on the basis of written test and interview. However, the selected candidates have to submit their original certificates vouching for the successful completion of qualifying examination on or before the stipulated period, failing which, the candidate shall forfeit the admission.
- 4.16 A stipulated fee as decided by the Institute shall be charged for any copy/extract permitted by the Institute Authorities from the Admission Register.
- 4.17 Any student who leaves the Institute without the permission of the Registrar before completing the programme shall not normally be issued Transfer Certificate or Conduct Certificate.
- 4.18 A student who leaves the Institute in the middle of a Semester/Year cannot claim refund of semester fees or any other fees for the rest of the Semester/Year.
- 4.19 Foreign Applicants shall produce a valid Student Visa, Medical Fitness Certificate as per the norms of the Government of India and a Certificate of Financial Guarantee at the time of seeking admission. If admitted, they will be governed by such bye-laws and regulations as may be framed by the

Government of India and by the authorities of Avinashilingam Institute for Home Science and Higher Education for Women from time to time. Students from Sri Lanka, SAARC and developing countries such as Kenya, Uganda, Sudan, Nigeria will have to pay the fee and caution deposit on par with Indian students. This will not be applicable to fellowship holders of these countries and in such cases the fees shall be prescribed by the Prospectus and Fee Revision Committee of the Institute.

- 4.20 Foreign students/NRI students shall pay the fees and caution deposits in US Dollars as prescribed by the Institute.
- 4.21 No regular student shall be permitted to do any other regular Degree or Diploma programme of this Institute or any other institution during the period of study at Avinashilingam Institute for Home Science and Higher Education for Women.
- 4.22 **Transfer/Re-entry of students**
1. If a student wants to re-join after a break and re-do an odd semester, she can apply only for the next odd semester, and likewise if she has missed an even semester, she can apply only for the next even semester in the next academic year.
 2. The student should submit a requisition letter to the Registrar in May if she wants to rejoin in the odd semester and in October, if she wants to join in the even semester.
 3. The office will process in June/November before the start of the semester.
 4. If permitted to rejoin, tuition fees have to be paid and attendance will be calculated for her from the next following working day.
 5. Attendance details of the student till the last semester she had completed will be furnished by the Registrar's office
 6. A student becomes eligible for rejoining only if she has not received the TC earlier.

The Examination Section

The Controller of Examinations(CoE) will submit a list of arrear papers of the candidate if any, the papers she had studied so far and the papers yet to study.

The Role of Chairperson

The Chairperson of the Board will submit the details of equivalence of the paper for all semesters of the programme.

The Role of Dean of School

Based on the above three observations, the Dean of School will certify the eligibility for rejoining of the candidate or not.

Registrar and Vice Chancellor

With the permission of the Registrar and the Vice Chancellor, the candidate is permitted to rejoin the course by paying the tuition fees prescribed.

**4.23 Transfer of candidates from Other Universities/Affiliated Colleges/
Autonomous Colleges**

1. No Objection Certificate should be submitted by the candidate from the institution last studied.
2. Availability of seats in the particular batch has to be verified.
3. The previous original mark sheets have to be checked.
4. Equivalence for completed subjects and subjects yet to complete will be submitted by the Chairpersons.
5. The candidate should produce the Transfer Certificate only after getting the approval from the Controller of Examinations, Head of the Department, Registrar and Vice Chancellor

5. Admission, Examinations and award of Degrees, Diplomas and Certificates

- 5.1 Prospectus and Fee Revision Committee constituted by the Vice Chancellor shall submit its recommendations regarding the fees to be prescribed from the students of various programmes of study in Avinashilingam Institute for Home Science and Higher Education for Women.
- 5.2 The fees structure suggested by the Prospectus committee and Fee Revision Committee as per UGC regulations will be approved by the Board of Management.
- 5.3 The fees, to be charged from the students, shall include the Tuition fees and Special fees such as Library, Games, Laboratory fees.
- 5.4 The Prospectus and Fee Revision Committee shall also recommend for other types of fees such as admission, smart card, health services, calendar, magazine, syllabus whenever and wherever necessary.
- 5.5 The Institute shall also charge refundable caution deposits such as library, laboratory, field placements etc.,
- 5.6 The Institute reserves the right to exempt students from paying any kind of fee(s).
- 5.7 No extension of time shall be normally permitted for payment of admission fees under any circumstances.
- 5.8 Non-payment of fees, at the time of admission, shall lead to the cancellation of selection.
- 5.9 The students shall pay the semester fees on or before the date prescribed, failing which a fine shall be imposed
- 5.10 The names of the students shall be deleted from the roll, if they do not pay course fee within the deadline fixed along with fine.
- 5.11 The examination fees shall also be paid within the stipulated time, failing which the student will not be permitted to write the examination.
- 5.12 Payment of any fees shall be made only through online mode.
- 5.13 Students shall visit the Institute website and refer circulars issued from time to time to know payment details.
- 5.14 **Examination Fees:** The Semester Examination Fee Application Forms will be generated in the e-campus only if the tuition fee has been paid by the student.

The examination fees for theory/ practical examinations, practical inbuilt theory papers, internship and projects of both UG and PG programme and Part IV component of UG programme are decided as per the regulations prevailing at that time.
- 5.15 Candidates who have left the Institute after completion of programme shall also remit examination and other fees either in Indian Bank (Avinashilingam

Institute for Home Science and Higher Education for Women Campus Branch)
or send the fee by Demand Draft drawn in favour of “The Registrar,
Avinashilingam Institute for Home Science and Higher Education for Women”,
payable at Coimbatore.

6. Conduct of Examinations, Appointment of Examiners and Publication of Results

- 6.1. The Institute shall follow all the guidelines laid down by the Academic Council from time to time with regard to the Conduct of Examinations.
- 6.2. The Institute follows Choice Based Credit System from 2011 and onwards and hence shall have both Continuous Internal Assessment (CIA) and End Semester Comprehensive Examination (CE).
- 6.3. The CE shall be conducted for the students studying in various programmes by the Controller of Examinations after the specified period.
- 6.4. The supplementary CE shall also be conducted for such students who have failed in CE (or) unable to appear for the examination due to ill-health or any other valid reasons.
- 6.5. Notification inviting application for the semester examinations shall be normally issued by the office of the Controller of Examinations one month before the commencement of the CE.
- 6.6. In addition to the examination fee prescribed, an additional fee as prescribed by the Institution shall be remitted towards cost of application form and each statement of marks respectively.
- 6.7. In case of final semester of all programmes, an additional fee has to be remitted towards the cost of Consolidated Statement of Marks, Provisional Certificate and postal charge as prescribed by the Institute.
- 6.8. Students shall submit duly filled-in application forms along with the fees prescribed for the End Semester Examinations through the Head of the Department / Dean of School concerned on or before the stipulated date.
- 6.9. The students who are appearing for supplementary examinations shall also submit the completed application form along with the fee receipt to the Controller of Examinations.
- 6.10. All the fees shall be paid within the stipulated time, failing which the student will not be permitted to write the examination.
- 6.11. The students who do not have the required percentage of attendance shall not be permitted to take up the end semester examination even though they had paid the examination fees and submitted the application forms in time.
- 6.12. The examination shall be conducted only according to the time schedule prepared by the Controller of Examinations.
- 6.13. Request for the postponement or cancellation of examinations shall not be entertained.
- 6.14. The two CIA Tests in each subject and three CIA Tests in the case of 100% internal subjects per semester shall be conducted before the last teaching day of the semester.
- 6.15. The question paper for the examinations shall be based on the pattern approved by the Academic Council. In the case of visually challenged candidates and other candidates who are disabled due to accident or disease and / or unable to write with their own hands may ask for the help of a scribe. The Controller of Examinations shall arrange for scribe in the case of such requests of the candidate depending upon the merit of the

case and shall issue orders to the Chief Superintendent of Examination centre concerned.

- 6.16. In the case of visually challenged candidates, one extra hour shall be permitted to write examination.

6.17. Syllabus for Repeaters

The syllabus for repeaters (prior to 2011 batch) who continue the course with CBCS pattern batch is defined as follows:

- i. Chairpersons shall equate the old papers completed by the candidate and give the corresponding credit points while calculating the CGPA
- ii. Those who join the third year UG or fourth year BE shall be exempted from Part IV components-Value added course and Co-curricular Course.
- iii. Those who join third year BE shall be instructed to write Soft Skill / Communication Skill papers which is not applicable to fourth year B.E students.
- iv. Candidates of batches prior to 2011 continuing the course with break in one or two semesters shall follow the attendance and other norms prevailing during the period of study.

6.18. Hall tickets

- i. The students who have required percentage of attendance as prescribed by the BoM shall only be eligible to receive the Hall Tickets for the CE.
- ii. The Controller of Examinations shall issue Hall Tickets to all the candidates through the respective HODs / Deans. Hall Tickets shall be issued to candidates only after paying breakage fees. Final year students shall mandatorily produce 'No Dues' Certificate from their concerned Departments.
- iii. Private Candidates shall get their Hall Tickets from the office of the Controller of Examinations after producing identification letter obtained from the HODs of the concerned departments.
- iv. For every examination the candidate shall produce her Hall Ticket and Identification Card and Invigilators has to ensure that it is her own.
- v. If any candidate fails to bring her Hall Ticket (or) Identification Card, she shall not be permitted to appear for the examination.
- vi. In case of loss of Hall Ticket, she shall get written permission from the Chief Superintendent of examination for verification of Invigilators. She shall also receive duplicate Hall Ticket from the Controller of Examinations.

6.19. Chief Superintendent of Examinations

- i. The Vice Chancellor shall appoint the Chief Superintendent of Examinations from the list of Teaching Faculties not lower than the cadre of Associate Professor who shall be responsible for conduct of Comprehensive Examinations.
- ii. The Chief Superintendent of Examinations shall make all facilities for proper conduct of the Comprehensive and Supplementary Examinations.

- iii. The Controller of Examinations shall provide the list of candidates appearing for examinations to the Chief Superintendent of Examinations well ahead of commencement of CE.
- iv. The Chief Superintendent of Examinations shall not permit any candidate, who has not been issued hall ticket by the Controller of Examinations, to appear for the examination.
- v. In case of exigencies, the Chief Superintendent of Examinations may permit the candidate to appear for the examination after obtaining a declaration from the candidate to the effect that the candidate to write the examination at her own risk. The result of such examination taken up by the candidate is subject to the decision of the Controller of Examinations.
- vi. The Chief Superintendent of Examinations shall appoint invigilators from teaching faculty of the Institute well in advance.
- vii. It shall be the responsibility of the Chief Superintendent of Examinations to ensure that the examinations are conducted smooth with utmost seriousness without giving any room for fraudulent activities.

6.20. Duties of Invigilators

- i. The Invigilators shall report herself for duty to the Chief Superintendent of Examinations at least half an hour before the commencement of examination.
- ii. The Invigilators shall remain in the examination hall during the entire duration of examination and shall not leave the hall without the permission of the Chief Superintendent of Examinations.
- iii. The Invigilators shall see to the distribution of question papers and answer books to the candidates, and also the collection of answer books from the candidates at the end of the examination.
- iv. The Invigilators shall submit the collected answer books to the Chief Superintendent of Examinations.
- v. The Invigilators shall verify the identity of the candidates and shall also prepare the absentees list.
- vi. The Invigilators shall be responsible for the maintenance of general discipline in the examination hall and shall inform the Chief Superintendent of Examinations of any inconvenience /incidents/ difficulties encountered during the conduct of examination.
- vii. The Invigilators shall report all cases of malpractice in writing to the Controller of Examinations through the Chief Superintendent of Examinations.
- viii. No teacher of the Institute shall absent or abstain from invigilation duties of examination without proper permission from the Controller of Examinations.
- ix. In case of exigencies, alternative arrangements will have to be made by the individual concerned for invigilation and the same should be informed to the Controller of Examinations in writing through the Chief Superintendent of Examinations.

6.21. Revaluation, Retotaling and Transparency

A student shall apply for revaluation, retotaling and transparency in the prescribed form available in the website with the required fee within 10 days of publication of the results in the Institute website. In addition, 5 working days shall be allowed for candidates applying for transparency.

6.22. Malpractice

- i. No candidate shall resort to any malpractice in the Examination Hall.
- ii. In case, if anyone is found, her answer papers shall be seized and the candidate shall be sent out. Her Hall Ticket shall also be seized. She will not be permitted to appear for subsequent examinations in that semester.
- iii. Punishment for malpractice shall vary from debarring a candidate from appearing for Examinations to expulsion of the candidate from the institute. The punishment shall be the decision of the Examination Committee.

6.22.1. Penalty Rules

Details about Malpractice and nature of Penalty		
S. No	Nature of Cases (Not limited to the below)	Penalty
1	Appeal for favourable consideration or mercy made by candidate.	Warning
2	Candidate's name written in any part of the answer book.	Warning
3	Letter or appeal coupled with promise of any form of consideration.	The examination for that particular paper shall be cancelled.
4	Possession of mobile phones any written or printed material bearing subject matter by the candidate inside the examination hall and evidenced by the invigilator.	The examination taken on that day shall be cancelled and the candidate shall be debarred from appearing the rest of the papers in that semester.
5 a	Copying answers from the answer sheets of another candidate.	The examination taken on that day shall be cancelled and the candidate shall be debarred from appearing the rest of the papers in that semester.
b	Allowing another candidate to copy her answers.	
6 a	Willfully changing or interchanging roll numbers in answer sheets.	The examination taken on that day shall be cancelled and the candidate shall be debarred from appearing the next two examinations (Subsequent regular and supplementary examinations) held by the Institute for all papers.
b	Inserting previously written answer sheets brought from outside.	The examination taken on that day shall be cancelled and the candidate shall be debarred from appearing the next two examinations (Subsequent regular and

		supplementary examinations) held by the Institute for all papers.
7 a	Threatening/assaulting the invigilator or insubordinate behavior.	The candidate shall be debarred from two examinations including the one taken by the candidate for all papers.
b	Manhandling/injuring the Chief Superintendent, Hall Superintendent and other examination officials/ personnel of Institute.	The candidate shall be debarred from writing examinations for the next three years for all papers.
Note: Punishment under this rule will be in addition to any punishment that the candidate may incur under the rules 1-6 supra.		
8	Cases of impersonation	The impersonator shall be handed over to the police. The examination of bonafide student for whom impersonation was done shall be cancelled and she shall be debarred for three years.
9	Tampering Grade Certificates or any other certificates issued by this Institute.	Complaint shall be lodged with the police. The tampered Grade Certificates shall be retained in the Institute and the duplicate shall be issued only after clearance by the police.
10	Malpractice in the Continuous Internal Assessment.	The candidate shall be debarred from writing test of that day and remaining papers of that CIA test.

6.23. Implementation of e-Governance in the Examination Section

e-Governance of Examination module facilitates in improving transparency, providing speedy information, dissemination, improving administrative efficiency and public services related to examination. Implementation of e-Governance helps to monitor academic standards related to examination and evaluation. It helps in the continuous monitoring, assessment and meaningful evaluation of the teacher and the student.

6.24. Examination details in the Institute website www.avinutv.ac.in

The Institute website has 'Examination' menu in the home page with sub menus: Conduct Examination, Fee payment, Issue of Hall tickets, Results, Time Table, Re-valuation, Retotalling and Transparency, Degree Certificate, Migration Certificate, Duplicate Certificate, Genuinity of Statement, Syllabus copy with the details updated every time. The results of the Semester Examination will be uploaded in Institute website.

The Continuous Internal Assessment Tests Time Table for all programme shall be uploaded 15 days prior to the commencement of the tests. The End Semester Examination Time Table for all programme shall be uploaded 30 days prior to the commencement of the Examination.

6.25. Retention Period of the answer scripts

The minimum retention period of the Semester Examination Answer scripts shall be five years after which the answer scripts shall be disposed to TNPL approved pulping industry that will issue a certificate of the recycling of these papers. Alternatively quotation shall be called for through e-tender for the disposal of the answer scripts. This shall be performed by a committee constituted for this specific purpose with Vice Chancellor as the Chairperson and Registrar, CoE and Finance Officer as members.

6.26. Research Programmes (M.Phil and Ph.D)

Admission to Research Programmes (M.Phil and Ph.D) and the conduct of the examinations of these programmes shall be followed as per the minimum Standards and procedure for Awards of M.Phil / Ph.D Degree as per UGC, AICTE, NCERT and RCI and subsequent regulations and amendments.

- i. Eligibility Criteria for M.Phil /Ph.D Supervisor shall be decided by the Research Advisory Committee of the Institute.
- ii. Predetermined strength of Research Scholars to be admitted in an academic year in a particular department shall be decided by the Research Advisory Committee depending on the number of supervisors available in the department.
- iii. Number of available M.Phil and Ph.D seats shall be notified well in advance in National Newspapers.

Accordingly, a separate guidelines is prepared and approved by BOM ([Research Guidelines](#)) (*ctrl + click to view the link*).

7. Regulation for award of Fellowships, Scholarships, Freeships, Medals and Prizes

7.1. Medals may be instituted with the approval of the Board of Management of the Institute in each programme offered by the School/ Department to be awarded to the student who has highest CGPA in the respective programmes of the studies, subject to the following:

7.1.1. The student has to clear all courses within the minimum period prescribed for completion of the programme in the first attempt itself.

7.1.2. The student is not found guilty of misconduct or offences involving moral turpitude.

7.1.3. The medals shall be awarded only to the toppers in the respective programmes of study where the students strength is not less than 10.

7.2. The Medals shall be instituted subject to the following conditions:

7.2.1. The medals and prizes instituted shall be in conformity with the vision and mission of the Avinashilingam Institute for Home Science and Higher Education for Women and should be instituted with a view to furthering the objectives of the Institute and to promote studies / research in various disciplines / programmes of the Institute.

7.2.2. The prizes / medals shall not be denominational in nature and shall be open to the students of the Institute irrespective of their caste, creed, religion and language or State, etc.

7.2.3. The Institution of medals in memory of persons from whom contributions have been received and accepted by the Institute shall be made on the specific request from the donors. The Institute may examine such specific requests on individual merit in the light of the subjects being offered in the Institute and such medals shall be appropriately titled.

7.2.4. A certificate indicating the fact that a medal / prize has been awarded in the memory of a particular person may be issued along with the medal / prize.

7.2.5. The awardees of such medals shall be chosen from the lists furnished by the Controller of Examination by a specially constituted committee by the Vice Chancellor comprising Deans/ Senior Professors of the Institute.

7.2.6. The above conditions are also applicable in the selection of best NSS volunteer, best NCC volunteer.

7.2.7. Selection for the award of excellence in sports for the year will be done by the Sports and Tournaments committee

7.2.8. If meritorious candidates are not available in any field/branch, the award shall be withheld for the particular year.

7.3 **Institution of Fellowships/Scholarships/Freeships shall be subject to the following**

7.3.1. It shall conform to the vision and mission of the Institute.

7.3.2. Institution of such fellowship/scholarship/freeship requires mandatory approval of the Board of Management after satisfying the financial requirements

7.3.3. Award of fellowship/scholarship/freeship to be declared by the Institute from time to time shall be based on applications invited for that purpose through the circulars issued and submitted in time to the section concerned, duly forwarded by Head/Dean concerned.

7.3.4. The Awardees shall be selected by a specially constituted committee by the Vice Chancellor consisting of Deans, Head of the Departments concerned and two professors.

8. Maintenance of Discipline by the Student

- 8.1. In addition to the bye-laws, the Institute shall frame and issue additional bye-laws from time to time on matters related to disciplinary aspects of students for regulating the conduct of students within the campus and outside.
- 8.2. The Institute shall have powers to impose any one or more of the punishments on the erring students such as fine, suspension, expulsion.
- 8.3. Students should abstain from participation in political parties or communal groups.
- 8.4. Students are prohibited from defacing or damaging any building or furniture or any asset or property of the Institute in any way. If done so, the cost of any damage so caused will be recovered from the students collectively, if responsibility for it cannot be fixed on any individual(s).
- 8.5. Students are prohibited from arranging any function or meeting within the Institute, without permission of the appropriate authorities
- 8.6. Students are strictly prohibited from taking out any procession without the official permission of the authorities.
- 8.7. The students indulging in any form of ragging/strike/antisocial activity will be summarily expelled from the Institute as per the laws prevailing in force at that time.
- 8.8. Use of mobile phone during class hours is prohibited and disciplinary action will be taken on the defaulters.
- 8.9. Use of Plastics is prohibited within the campus.
- 8.10. Students coming in powered two wheelers/four wheelers shall register their names with the Dean, Students' Affairs.
- 8.11. Students should attend the morning assembly and the prayer without fail.
- 8.12. Students should carry their ID cards with them and produce the same on demand.
- 8.13. With regard to the conduct and discipline of the students, the decision of the Disciplinary Committee, as approved by the Vice Chancellor is final.

9. Establishment of Hall of Residence and Students Health

- 9.1. There shall be Halls of Residence/Hostel Blocks for students. Each Hall of Residence/Hostel Block shall consist of as many Hostels as may be decided by the sponsoring society of the Institute from time to time.
- 9.2. Each of the Hall of Residence/Hostel Blocks may be given such names as proposed by the sponsoring society of the Institute.
- 9.3. Students shall be admitted to the Halls of Residence/Hostel Blocks subject to availability of accommodation.
- 9.4. The students residing in the Institute Hostels shall pay such fees as may be prescribed by the sponsoring society from time to time.
- 9.5. Each Hostel shall have Warden(s), who shall be appointed by the sponsoring society.
- 9.6. The Wardens shall be entitled to such honorarium as may be decided by the sponsoring society from time to time.
- 9.7. There shall be one Resident Warden.
- 9.8. The Resident Warden shall ordinarily be required to stay in the campus, free of rent during the tenure of her appointment as Resident Warden.
- 9.9. On the expiry of her term or on the termination of her appointment, the Resident Warden shall be required to vacate her accommodation, provided to her in the hostel.
- 9.10. The Warden shall ensure the proper maintenance of records and registers in the hostels.
- 9.11. The Warden shall ensure that residents shall observe discipline as per the hostel rules.

9.12 Power and Functions of Hostel Wardens

The Warden shall:

- 9.12.1 Supervise the Hostels in matters relating to the overall functioning, the resident students' welfare, and discipline
- 9.12.2 Inspect periodically the Hostel Rooms and be in contact with the Deputy Wardens if any, staff and students
- 9.12.3 Shall have the powers to recommend disciplinary action, including the ordering of eviction of the student(s) from the Hostel to the higher authorities of the Institute.

- 9.12.4 To prepare the budget of the Hostel and operate it after it has been duly approved by the Sponsoring Society.
- 9.12.5 To sanction leave for Deputy Wardens, if any in the Hostel;
- 9.12.6 To ensure maintenance of discipline and decorum in the premises of the halls of residence.
- 9.12.7 Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hostel students.
- 9.12.8 To supervise the functioning of the Mess and the working of the Mess Staff.
- 9.12.9 To supervise the system of purchases of mess stores and provisions etc.
- 9.12.10 Inspect the correctness of receipts, issuance of mess stores, etc. and stock balance.
- 9.12.11 To attest all entries in the relevant Stock Register and check the valuation of the closing stock
- 9.12.12 Check and certify the bills received from suppliers with reference to the Stock register
- 9.12.13 Suspend mess facilities in respect of resident students defaulting payment of Mess Bills
- 9.12.14 Be responsible for the overall security of the Hostels and instruct the security staff of the Institute to maintain safety and security;
- 9.12.15 Enforce rules like giving warning to the students who have not paid mess fees, suspend mess facilities and remove them from hostels, if they continue to be the defaulters.
- 9.12.16 Be available in the Hostel everyday at specified hours to attend to official business and to address the problems of resident students
- 9.12.17 To Allot and supervise Hostel Rooms
- 9.12.18 Maintain the Residential Students Register
- 9.12.19 Take disciplinary action against resident student (s) for keeping / entertaining unauthorized guests, if any
- 9.12.20 Take action for the eviction of resident students in consultation with the Sponsoring Society wherever warranted.
- 9.12.21 Periodically verify the furniture and fittings of the Hostel and take action for their repairs/replacement for obtaining additional furniture.

- 9.12.22 Maintain such Register and records, as may be prescribed by the Avinashilingam Education Trust Institution and furnish such statistical information as the Avinashilingam Education Trust Institution may require, from time to time.
- 9.12.23 Perform such other duties as are assigned to them by the Avinashilingam Education Trust Institution from time to time and function under the overall charge of the Sponsoring Society.
- 9.12.24 Obtain prior approval of the Sponsoring Society when she goes on leave.

10. Service conditions, Appointments & Fixing Emoluments of Teachers and employees other than Teachers of the Institute

10.1. Classification and Emoluments

The Scales of pay of the teaching staff shall be as prescribed by the MHRD/UGC from time to time. In addition to the pay in the scales such other allowances, facilities and perks as prescribed by the MHRD/UGC, Government of India from time to time shall be admissible to the teachers.

10.2. Teachers to be whole-time employee

No teacher of the Institute, without the permission of the Board of Management shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached: Provided that nothing contained in this rule shall apply to the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, to any other academic work with the permission of the Vice Chancellor.

10.3. Recruitment and Qualifications

- 10.3.1. The direct recruitment to the posts of Assistant Professors, Associate Professors, Professors and equivalent cadres in the Institute shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the guidelines prescribed by the UGC/NCERT/AICTE/RCI from time to time following the Reservation policy of Govt. of India.
- 10.3.2. The minimum qualifications required for appointment to the posts of Assistant Professors, Associate Professors and Professors and equivalent cadres will be those as prescribed by the UGC/NCERT/AICTE/RCI from time to time.
- 10.3.3 The guidelines related to recruitment and other requirements of teaching staff will be those as prescribed by UGC/NCERT/ AICTE/RCI from time to time.
- 10.3.4. The screening committee, appointed by the authorities comprising the Dean, the Head of the Department concerned and an external subject expert nominated by the Vice Chancellor shall scrutinize the applications and submit the recommend-ations.

10.4. Selection Committees

- 10.4.1. The Composition of Selection Committee for recruitment of Assistant Professor, Associate Professor, Professor and other equivalent cadre shall be as per the guidelines laid down by the UGC/MHRD from time to time.
- 10.4.2. The Vice Chancellor shall be the chairperson of the meetings of the Selection Committees and the Registrar shall be the Non-Member Secretary of the Committee to convene the meetings.
- 10.4.3. The selection procedure will be strictly in accordance with UGC regulations from time to time.
- 10.4.4. A detailed tabulated statement of all the eligible candidates shall be authenticated by the Registrar thereon and placed before the selection committee together with the application or bio-data in original for each such candidate. The original certificates of qualifications, proof of age and community and documents in respect of any other statement produced by the candidate(s) shall be duly verified by the Registrar or an Officer assigned for the purpose to admit the candidate for interview.
- 10.4.5. The quorum of the selection committee shall be as per the guidelines issued by the UGC/MHRD in this regard.
- 10.4.6. The faculty selection will be strictly as per merit following the UGC's regulations.
- 10.4.7. Proceedings of the Selection Committee shall be treated as confidential. Only members of the Selection Committee should be present when the selections are made upon and decisions recommended.
- 10.4.8. The proceedings of the Selection Committee shall be recorded and signed by all the members at the meeting itself.
- 10.4.9. No Member of Selection Committee shall be allowed to offer himself/herself as a candidate for the post for which the selection committee constituted.
- 10.4.10. The recommendations of the Selection Committee shall be placed before the Board of Management. If the BoM is unable to accept the recommendations made by the Committee, it shall record by valid reasons thereof and require an appropriate review by a high power committee constituted by BoM as and when required.

- 10.4.11. The recommendations of the selection committee when approved by the BoM shall remain valid for a period of one year from the date of such approval.

10.5. Screening cum Evaluation Committee

- 10.5.1. The Institute shall follow the procedure for the purposes of promotion of teachers/equivalent cadres from a lower grade to next higher grade under CAS (Career Advancement Scheme) as per the regulations of the UGC/MHRD issued from time to time.
- 10.5.2. The Composition of the Screening cum Evaluation Committee for CAS promotion shall be strictly in accordance with the UGC regulations from time to time.
- 10.5.3. The Vice Chancellor shall preside over the meetings of the Screening cum Evaluation Committee.
- 10.5.4. The quorum for the committee shall be as prescribed by UGC/MHRD.
- 10.5.5. API score(Academic Performance Indicators) related information shall be collected by the IQAC (Internal Quality Assurance Cell) and verified by a committee constituted by the Vice Chancellor for this purpose before which the relevant materials and the same shall be submitted to the Screening cum Evaluation Committee for its recommendations.

10.6. Reservation of Posts

- 10.6.1. Vacancies in the post of Assistant Professor, Associate Professor and Professor shall be reserved for SC / ST and OBC as per the Rules laid down by the UGC/Government of India.
- 10.6.2. The Institute shall implement 3% reservation for Persons with Disabilities (PWDs) in accordance with the directions issued by the UGC/Government of India from time to time.
- 10.6.3. The Institute shall maintain Cadre-wise Reservation Rosters for teaching posts (i.e. Assistant Professor, Associate Professor & Professor) as prescribed by GOI/MHRD from time to time.

10.7. Offer for Appointment in the Institute

The letter of the offer for appointment in the Institute shall be sent only by official mode.

10.8. Drawing of waiting list of candidates based on the recommendations of the selection committees

The Selection Committee(s) besides recommending appointment of suitable candidate(s) may also draw waiting list of candidates valid for one year as per UGC norms.

10.9. Validity of Panels of Experts of Selection Committees

The panel of experts of selection committees approved by the BoM on the recommendations of the Academic Council are kept valid for three years. The Vice Chancellor shall choose experts out of the approved panels keeping in view their availability as well as other related aspects.

10.10. Service Register

The Service Register shall be opened from the date of first appointment in the prescribed form of UGC/MHRD.

10.11. Nature of Duties

Every teacher shall take part in the teaching, research, extension activities, examination of students, their discipline, welfare and perform such other duties as may be assigned to her from time to time by the Institute and generally act under the direction of the Authorities of the Institute .

10.12. Period of Probation and Confirmation

- 10.12.1 The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance of duty.
- 10.12.2. The confirmation of probation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- 10.12.3. It is obligatory on the part of the Board of Management to issue an order of confirmation of probation to the teachers within 45 days of completion of probation period after due process of verification of satisfactory performance.
- 10.12.4. Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time by Government of India.
- 10.12.5. All other rules related to probation and confirmation, prescribed by the UGC/MHRD/Government of India from time to time, shall be applicable to the Institute mutatis and mutandis.

10.12.6. The confirmation shall not be linked with the completion of orientation course but the teachers should attend such a course immediately after joining the Institute.

10.13 Creation and Filling up of Teaching Posts

10.13.1. Teaching posts in the Institute shall be created in a pyramidal order; that is, for instance, for 1 post of Professor, there shall be 2 posts of Associate Professors and 4 posts of Assistant Professors, per department.

10.13.2. All the sanctioned/approved posts in the Institute system shall be filled up on need basis.

Appointment on Contract Basis

The teachers shall be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments shall not exceed 10% of the total number of faculty positions in the Institute. The qualifications and selection procedure for appointing them shall be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session and the performance of any such entrant teacher shall be reviewed for academic performance before reappointing her on contract basis for another session.

10.14. Increment

Every teacher shall draw increment in her scale of pay as per UGC/MHRD rules/Guidelines, unless it is withheld or postponed by a resolution of the Board of Management on a reference by the Vice Chancellor and after the teacher has been given sufficient opportunity to make her written representation.

10.15. Promotion

The teachers shall be entitled for promotion/upgradation from one level to next level under the Career Advancement Scheme (CAS) as prescribed by the UGC /MHRD from time to time.

10.16. Seniority of Teaching Staff

10.16.01 Seniority in each grade in the institute shall be determined in accordance with the length of continuous service from the date of appointment of the employee in her cadre.

10.16.01.1. If two persons join on the same day, then the seniority will be fixed on the basis of time of their joining.

- 10.16.01.2. If the time of joining is same, then it will be fixed on the basis of date of birth.
- 10.16.02 If a teacher is promoted to the next higher cadre/post under the Career Advancement Scheme, her seniority in the higher grade/post shall be reckoned from the date of eligibility for promotion to the next cadre/ post (or) as fixed by BoM.
- 10.16.02.01 If two teachers come in the same level of seniority then their seniority will be fixed on the basis of their seniority in the feeder cadres.
- 10.16.02.02 If the feeder cadres don't resolve the issue, then the age will be the criterion for fixing the seniority.
- 10.16.03 Seniority among the Dean of Faculties/Heads of the Departments (or) similar offices shall be determined with effect from the date of appointment as Deans/HoD of the Department.
- 10.16.04 It shall be the duty of the Registrar to prepare and maintain the updated seniority list in respect of each category of employees to whom the provisions of this rule apply, and approved by the BoM. In case of conflict, the decision of BOM shall be final.
- 10.16.05 The teachers shall be entitled for promotion, upgradation from one to the next level under the Career Advancement Scheme (CAS) as prescribed by the UGC/MHRD from time to time.

10.17. Counting of Past Services for Direct Recruitment and Promotion under CAS

The rules and regulations prescribed by the UGC /Government of India from time to time shall apply to the Institute for the purposes of counting of past services for direct recruitment and for promotion of teachers/equivalent cadres under CAS from time to time.

10.18. Pension Scheme for person moving from Central/State Universities Institutions and Autonomous Bodies to the Institute

The employees who entered the service of the Institute prior to 1.1.2004 are governed by old pension scheme (non-contributory Pension scheme) under the Central Civil Services (Pension) Rules, 1972 shall continue to be governed by the same pension scheme and the same rules for the purpose of counting of their past service under the said rules.

In view of the new pension scheme effective on or after 01.01.2004, no new cases of conversion of pension scheme to the old scheme shall be allowed.

Family Pension: Family Pension facilities as approved by the Central Government in respect of the Central Government Employees on the recommendations of prevailing CPC (Central Pay Commission) shall be available to Teachers and other cadres who are eligible for such pension at present.

10.19 Transfer of Teachers

The transfer of Faculty Members from one Department/School/Centre to another within the Institute shall be made with the written concurrence of both the School/Department/Centre as well as of the Faculty Member concerned with the approval of BoM without affecting pyramidal hierarchical status of the Department.

10.20 Re-employment of Teachers

- 10.20.1. Subject to availability of vacant position and fitness, teachers shall also be re-employed on contract appointment beyond the age of sixty five years (65) up to the age of seventy years (70). Re-employment beyond the age of superannuation shall, however, shall be re-employed against the permanent vacancy, selectively for a limited period of 3 years in the first instance and then for further period of 2 years purely on the basis of merit, experience, area of specialization and peer group review.
- 10.20.2. On the interest of the Institute, the BoM shall recommend the Vice Chancellor to re-employ a teacher on her superannuation against the post held by her or for any other similar post for a period not exceeding five years (3+2), if he/she is in sound health, and is able to perform her duties satisfactorily.
- 10.20.3. The re-employment will be considered in accordance with the provisions of the guidelines prescribed by the UGC/MHRD from time to time.

10.21. Admissible Allowances

- 10.21.1 The teachers in the service of the Institute shall be paid allowances/ facilities such as Dearness Allowance (DA), Transport Allowance, House Rent Allowance (HRA), Childrens' Education Allowance, TA/DA on travel, Leave Travel Concession, Medical benefits, Deputation Allowance, Incentive for promoting Small Family Norms, Non-Practicing Allowance (NPA) etc. These allowances shall be paid to them on par with the employees of Government of India and as regulations prescribed by the UGC/GOI from time to time.
- 10.21.2 Teachers with disabilities shall be entitled to twice the normal rate of transport allowance as prescribed by the Government of India under the

provisions of Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995.

10.22. Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC Regulation 2010 and GOI from time to time.

The other conditions of service for teachers will be as per UGC Regulation 2010 and as amended from time to time.

The Board of Management may grant any other kinds of leave in exceptional cases, for reasons to be recorded subject to such terms and conditions as it may deem fit to impose.

10.23. Year for the purpose of Leave

For the purpose of this rule, the term 'year' shall mean an academic year (July-June) spreading over from the commencement of the academic session to the end of the academic session, which consists of two semesters.

10.24. Maximum Period of Absence from Duty on Leave

10.24.1 No teacher shall be granted leave of any kind for a continuous period exceeding three years.

10.24.2 Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher remains absent from duty, after the expiry of her continuous leave of three years except due to (i) Foreign Service (ii) suspension and (iii) the approval of BOM on exceptional circumstances, he/she deemed to have been terminated from the Institute from the date on her unauthorized absence.

10.25. Increment during Leave

If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical/study leave, the effect of increase of pay shall be sanctioned from the date the teacher resumes duty without prejudice to the normal date of her increment, except in those cases where the leave period is also taken into account for sanctioning the increment.

10.26. Conversion of One Kind of Leave to Another

On the request of the teacher, the Institute may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind

which was admissible to him/her at the time the leave was originally availed; but he/she cannot claim such conversion as a matter of right. If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn shall be recovered, as the case may be.

10.27. Resignation

A whole time salaried teacher may, at any time, terminate her position by giving three months notice in writing (or) on payment of three months salary in lieu thereof to the Board of Management. However the BoM can waive the requirement of notice on valid grounds at its discretion. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

10.28. Age of Superannuation and Retirement Benefits

10.28.1 Every teacher, confirmed in the service of the Institute, shall retire from service on the afternoon of the last date of the month in which she attains the age of 65 years or if the date of attaining 65 years falls on the first day of the month, the teacher shall retire on the afternoon of the last day of the preceding month.

10.28.2 On superannuation, the teachers shall be entitled for Gratuity/Retirement benefits, leave encashment, etc. prescribed by the Government of India from time to time.

10.29 Professional code of conduct

As prescribed by the UGC regulation from time to time. [UGC regulations 2010, Serial No. 17.0 **Appendix I**]

10.30 Appointments and Emoluments of Employees other than Teachers of the Institute

The employees of the Institute other than Teachers shall be grouped into Group A,B and C categories as may be classified by Government of India from time to time.

10.30.1 The Institute shall have the following methods of recruitment to the Non-Teaching post

- a. By Direct Recruitment
- b. By Promotion
- c. By deputation of Employees, whose services are borrowed from other Organisations
- d. By Short Term Contract
- e. By Re-employment of persons retired from service

- 10.30.2 Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving on post in the immediately preceding lower cadre in service, shall subject to such conditions of eligibility as may be prescribed by the Board of Management (BOM) and Cadre Recruitment Rules (CRR).
- 10.30.3 Every appointment by promotion shall be made on the Basis of Suitability, Past Performance and Conduct, as Evident from the Annual Confidential Reports, besides due regard to seniority, on the recommendations of the Departmental Promotion Committee constituted for the purpose from time to time.
- 10.30.4 The Qualification, Experience, Age limit etc., for various posts other than faculty positions in the Institute shall be as prescribed by the Government of India and Cadre Recruitment Rules (CRR) of the Institute.
- 10.30.5 The Rules of Government of India in regard to Pay and Allowances, Leave, Pension and PF shall be followed subject to amendments if any from time to time.

11. Maintenance of Conduct, Discipline among the Employees of the Institute (for both Teaching & Non-teaching) and Penalties

- 11.1 Every employee shall at all times maintain absolute integrity; show devotion to duty; and do nothing which is unbecoming of an employee of the Institute.
- 11.2. An employee who commits a breach of the bye-laws/ regulations of the Institute or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Institute or in conflict with the instructions, commits a breach of discipline or is guilty of any act of misconduct shall be liable to be punished.
- 11.3. The Central Civil Services (Conduct) Rules, 1964 Chapter IX – S.No.22 and S.No: 88 shall apply, *mutatis mutandis*, to both the Teaching and Non-teaching staff of the Institute posted under UGC (**Appendix II**).
- 11.4. Part IV (Suspension), Part V (Penalties and Disciplinary authorities), Part VI (Procedure for Imposing Penalties), Part VII (Appeals) and Part VIII (Revision and Review) of the Central Civil Services (Classification, Control and Appeal) Rules 1965 shall *mutatis mutandis* apply to employees of the Institute.
- 11.5. Competent authority shall exercise the disciplinary powers and the Vice Chancellor shall be the appellate authority can approve/ratify the decision with the consent of the Board of Management.

- 11.6. In the case of the teachers and staff, above the cadre of Assistant Registrar of the Institute, the Vice Chancellor shall be the Disciplinary Authority and the decision of BoM is final.
- 11.7. In the case of technical and other non-teaching staff of the Institute, the Registrar shall be the disciplinary authority and the Vice Chancellor shall be the appellate authority.
- 11.8. In respect of Central or State Government employees borrowed by the Institute, the provisions of Rule 19, 20 and 21 of the CCS (CCA) Rules-1965 shall apply.
- 11.9. The CCS (CCA) Rules of Government of India as and when amended shall apply *mutatis mutandis* to the employees of the Institute.
- 11.10. In case of any grievances, the employee shall approach the immediate Higher Officials and shall not directly approach the Higher Authorities of the Institute, failing which, he/she is liable for disciplinary action.

12. Powers, Functions and Duties of the Academic Council

- 12.1. There shall be conduct of three ordinary meetings of the Academic Council in a year.
- 12.2. The Vice Chancellor may, at her discretion, call for or postpone the date fixed for an ordinary meeting or special meeting of the Academic Council.
- 12.3. The Registrar shall, under the direction of the Vice Chancellor, give not less than fifteen clear days' notice for the ordinary meeting.
- 12.4. The Vice Chancellor may, whenever she thinks fit and shall on the requisition of not less than 15 members of the Academic Council, call for a special meeting. Whenever requisition for a meeting comes from the members, the requisition must be in writing and signed by the requisitionists and must be forwarded to the Registrar with a copy of the resolutions to be moved and the name of the proposer of each resolution.
- 12.5. One third of the members of the Academic Council shall form the quorum, provided that if at any time in determining the number fraction is involved, it will be raised to the next higher number.
- 12.6. Any member who wishes to move a resolution at the meeting shall forward a copy of the resolution to the Registrar so as to reach her not less than four clear days before the date of the standing committee meeting. A member who has forwarded such resolution, wishes to withdraw it, may give a written notice, which shall reach the Registrar not less than two clear days before the date fixed for the standing committee meeting.
- 12.7. The Registrar, under the direction of the Vice Chancellor, shall give effect to resolution of which notice has been given and which has not been withdrawn, to be placed on the agenda of the meeting at which it is to be moved.
- 12.8. Not less than fifteen clear days before the date of every meeting, the Registrar shall issue the agenda paper to every member specifying the day and the hour of the meeting and business to be brought before the meeting.

But the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting. However the Vice Chancellor shall bring any business which, in her opinion, is urgent before any meeting with shorter notice or without placing the same on the agenda.

- 12.9. Any member wishing to move an amendment to a resolution on the agenda of any meeting shall forward a copy of the same to the Registrar so as to reach her not less than two clear working days before the day of the meeting at which the resolution is to be moved.
- 12.10. The Registrar shall, on the receipt of amendments given in accordance with the bye-laws, prepare a revised agenda showing all the resolutions and amendments under the direction of the Vice Chancellor.
- 12.11. Members of the Academic Council attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.
- 12.12. The following members shall be the Special Invitees for the meeting of the Academic Council. They, however, shall not have any voting right on any of the issues/ the resolutions:
- 12.12.1. the Controller of Examinations
 - 12.12.2. the Coordinator, CBCS
 - 12.12.3. the Director, IQAC
 - 12.12.4. the Librarian
 - 12.12.5. the Director/Assistant Director of Physical Education.
 - 12.12.6. the Deputy Registrar (Academic)/Assistant Registrar (Academic)
 - 12.12.7. the Liason Officer (if required at times, when there is any issue of SC/ST)
- 12.13. The Vice Chancellor can invite a member of the Teaching Staff to attend the meeting of the Academic Council for a specific purpose as an ex-officio member.

13. Constitution, Powers and Functions of the Planning & Monitoring Board (PMB)

13.1. The PMB shall have the following composition:

S.No	Composition	Status
1	The Vice Chancellor	Chairperson
2	One Dean, One HOD, Three Professors and Two Associate Professors of Avinashilingam Institute for Home Science and Higher Education for Women nominated by the Vice Chancellor on the basis of seniority and by rotation	Members
3	UGC nominee	Member
4	Two eminent experts (Academicians)/Scientist from outside as nominated by the Vice Chancellor	Member
5	Registrar	Secretary

- 13.2. The PMB shall meet at least twice a year on dates to be fixed by the Vice Chancellor.
- 13.3. For every meeting of the PMB, 15 days notice shall be given.
- 13.4. 50% of the members shall constitute the quorum for the PMB meeting.
- 13.5. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- 13.6. Each member of the PMB including the chairman at the meeting of PMB shall have one vote and if there is a tie, the chairman at the meeting shall in addition have and exercise a casting vote.
- 13.7. The members of the PMB or any of the authorities of the Institute shall not be entitled to any remuneration from the Institute but the Institute will pay external members the traveling and daily allowance in respect of journey undertaken to attend the meetings of the Institute along with the prescribed sitting fee.
- 13.8. The Vice Chancellor may whenever she thinks fit and shall, upon a requisition in writing signed by not less than five (5) members of the PMB, convene a special meeting of the PMB.
- 13.9. PMB shall consider and approve the academic and development plans of the Institute.
- 13.10. The PMB shall review the standard of education, research and extension programmes of the Institute.
- 13.11. The PMB shall review the performance of the committees/ centres /chairs of the Institute and recommend suggestions to carry out the successful functioning of the Institute.
- 13.12. The PMB shall advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institute.
- 13.13. The Vice Chancellor may invite a member of the Teaching Staff, if needed, to attend the meeting of PMB for a specific purpose.

14. Powers and Functions of the Board of Studies

14.1. There shall be Boards of Studies in the following branches of knowledge:

Name of the School	Name of the Board of Studies
(1) School of Home Science	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Resource Management 2. Board of Studies for the Department of Human Development 3. Board of Studies for the Department of Food Service Management and Dietetics 4. Board of Studies for the Department of Home Science Extension 5. Board of Studies for the Department of Food Science & Nutrition 6. Board of Studies for the Department of Textiles and Clothing
(2) School of physical Sciences and Computational Sciences	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Mathematics 2. Board of Studies for the Department of Physics 3. Board of Studies for the Department of Chemistry 4. Board of Studies for the Department of Computer Science 5. Board of Studies for the programme Department of Information Technology
School of Bio-Sciences	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Bio-chemistry/ Bio-technology/ Bio-informatics 2. Board of Studies for the Department of Zoology 3. Board of Studies for the Department of Botany 4. Board of Studies for the programme Department of Physician Assistant
(3) School of Arts and Social Sciences	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Economics 2. Board of Studies for the Department of Hindi 3. Board of Studies for the Department of Tamil 4. Board of Studies for the Department of French 5. Board of Studies for the Department of English 6. Board of Studies for the Department of Music 7. Board of Studies for the Department of Psychology 8. Board of Studies for the programme Department of Visual Communication
(4) School of Commerce and Management	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Business Administration 2. Board of Studies for the Department of Commerce 3. Board of Studies for the Department of Tourism Management

Name of the School	Name of the Board of Studies
(5) School of Education	<ol style="list-style-type: none"> 1. Board of Studies for the Department of Education 2. Board of Studies for the Department of Special Education 3. Board of Studies for the Department of Physical Education
(6) School of Engineering	<ol style="list-style-type: none"> 1. Board of Studies for the B.E. Biomedical Instrumentation Engineering 2. Board of Studies for the B.E. - Computer Science and Engineering 3. Board of Studies for the B.E. - Civil Engineering 4. Board of Studies for the B.E. - Electronics and Communication Engineering 5. Board of Studies for the B.E.- Printing Technology 6. Board of Studies for the programme for Science and Humanities 7. Board of Studies for the programme B.Voc. in Food Processing and Preservation Technology 8. Board of Studies for the programme B.Voc. in Biomedical Instrumentation Engineering
(8) Interdisciplinary Board	<ol style="list-style-type: none"> 1. National Service Scheme 2. National Cadet Corps 3. Games and Sports 4. Ambedkar Study Centre 5. All co-curricular courses and all value added courses 6. Communication skills 7. Soft skills 8. Yoga

- 14.2. There shall be separate Boards of Studies in such other branches of knowledge as the Academic Council recommends and the BoM approves matters relating to Undergraduate and Postgraduate Studies.
- 14.3. The composition of Board of Studies shall be as mentioned in the MoA.
- 14.4. If there is no Professor in a Department, the Vice Chancellor shall nominate the Senior Most Faculty Member of the Department as the Chairperson.
- 14.5. It shall be the duty of the Board of Studies to frame syllabus and scheme of instruction and evaluation and the panel of subject experts (Internal/External).
- 14.6. It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the bye-laws of the Institute by the BoM or by the Academic Council or the Dean of the School concerned with the subject with which it deals.

- 14.7. Each Board shall have powers to recommend to the BoM Subject Experts suitable for appointment as examiners in the subject with which it deals, to recommend text books when necessary, to consult specialists who are not members of the Board, to make a recommendation in regard to courses of study and examinations in the subject with which it deals.
- 14.8. Board of Studies shall recommend a panel of subject experts only from Institute Departments or National Research Labs and organizational agencies with complete details (addresses, phone numbers, e-mail ID, area of specialization, years of experience, etc.) for the purpose of recruitment/selection/promotion of faculty members.
- 14.9. Meetings of the Board of Studies shall be convened by the Registrar on the recommendations of the Chairperson of the Board at such time as may be necessary or on the written request of not less than one third of the members serving on the Board at a time. Seven days notice shall be given for each of such meeting.
- 14.10. Whenever the meeting of the Board of Studies is required to be convened in the absence of the Chairperson for the purpose of urgently dealing with any business under the purview of the Board of Studies, the Registrar will act as Convener and shall take the necessary action.
- 14.11 Three members shall form a quorum for each Board of Studies.

15. Composition, Powers and Functions of the Grievance Redressal Committee

- 15.1. Any employee who is aggrieved by a decision of any authority or officer of the Institute in relation to her service conditions, may represent the matter to the Registrar through proper channel within 10 days of receipt of such orders or copy of such resolution received from the Institute / officer. While representing so he/she must clearly state how he/she is affected by such a decision along with documentary evidence if any, on the matter supporting the representation.
- 15.2. The Registrar upon scrutiny of the representation shall forward the same to the Chairman of Grievance Redressal Committee within 10 days of receipt of the representation.
- 15.3. The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 45 days of receipt of such a reference.
- 15.4. The Grievance Redressal Committee shall comprise the following members:

S.No	Composition	Status
1	Chairman (not lower than a Retired Judge / Retired IAS / IPS officers) to be nominated by the Vice Chancellor	Chairman

2	Dean of School under which the aggrieved employee is working	Member
3	One nominee of the BoM	Member
4	One Professor to be nominated by the Vice Chancellor from the Institute	Member
5	SC/ST nominee in case of representation from SC/ST staff members to be nominated by the Vice Chancellor	Member
6	Two External Members nominated by the Vice Chancellor	Member
7	Registrar	Non-Member Secretary

- 15.5. The members of Grievance Redressal Committee, other than the Registrar, shall hold office for a term of two years.
- 15.6. The Committee shall formulate its own procedures to conduct the proceedings in accordance with the bye-laws of the Institute.
- 15.7. The date of meeting shall be fixed by the Registrar in consultation with the Chairman.
- 15.8. Not satisfied with the recommendations of the Grievance Redressal Committee, he/she may prefer an appeal to the Vice Chancellor within 30 days' time.
- 15.9. The decision of the Vice Chancellor on the recommendation of the Grievance Redressal Committee may be placed before the ensuing meetings of the BoM whose decision shall be final.
- 15.10. If any interpretation of bye-laws is involved, the Vice Chancellor shall be the competent authority and her decision will be final and binding upon the parties.
- 15.11. Any grievance/complaint relating to sexual harassment will not be covered under these bye-laws, as there is a separate mechanism for addressing such matters.

16. Nominations

- 16.1. The Institute shall appoint / nominate persons to the following offices to facilitate or conduct the various programmes:
- i. Dean, Students' Affairs
 - ii. Director, IQAC
 - iii. Director – Research

- iv. Placement Officer / Counsellor
- v. Liaison Officer, SC/STs/OBC/Minority cell.
- vi. Coordinator, Ambedkar Study Centre
- vii. Coordinator, Equal Opportunity Cell
- viii. Coordinator, National Service Scheme
- ix. Coordinator, National Cadet Corps
- x. Coordinator, Students' Club Activity
- xi. Coordinator, Alumni Association
- xii. Director, Entrepreneurship Development Cell
- xiii. Such other officers as approved by competent authorities from time to time.

16.2. Nomination of Officers as mentioned above shall be done on the recommendations of the Vice Chancellor and the tenure of persons nominated to various offices shall be restricted to two years and their term of office can be extended or the eligible staff shall be nominated by the Vice Chancellor.

17. Appointment of Vice Chancellor, Powers and Functions and Terms and Conditions of service of the Vice Chancellor not covered under MoA/Rules and Regulations

17.1 Appointment of Vice Chancellor

The Vice Chancellor of the Institute shall be appointed as per the procedures laid down in UGC approved MOA amended from time to time.

17.2. Power and Functions of the Vice Chancellor

- 17.2.1. The Vice Chancellor shall be entitled to be present, at and to address, any meeting or any authority or a body or committee of the Institute.
- 17.2.2. Subject to the budget provisions made for the specific purpose, the Vice Chancellor shall have the powers to incur expenditure in accordance with the procedure as may be laid down by the BoM from time to time.
- 17.2.3. The Vice Chancellor shall have the powers to re-appropriate funds, write off irrecoverable losses and waive off recovery of over-payments within limits prescribed by and in accordance with the procedure laid down by the BoM.
- 17.2.4. The Vice Chancellor may at her discretion constitute such Committees as she may consider appropriate.

- 17.2.5. In case, senior most Dean or senior most Professor is authorized to perform the duties of Vice Chancellor in her absence, senior most Professor concerned shall exercise administrative powers only and shall not exercise financial statutory powers.

17.3. Terms and Conditions of Service of the Vice Chancellor

- 17.3.1. The Vice Chancellor shall receive salary and allowances as fixed by the Govt. of India/UGC from time to time
- 17.3.2. If the Vice Chancellor assumes charge after attaining the normal age of superannuation and is receiving pension due to her past services, then either her pay or allowances will be reduced by the gross amount of her pension amount prior to commutation or the payment of the pension shall be held in abeyance up to the period of assuming charge as Vice Chancellor.
- 17.3.3. The Vice Chancellor shall be eligible to opt for the general provident Fund-Pension-Gratuity Scheme of the Institute if she has not attained the normal age of superannuation prior to commencement of her tenure and provided she has been eligible for pension scheme as an employee of the Central/State Government or a Central/State autonomous body or a Central/State University before joining as Vice Chancellor. If she opts to join GPF-cum-Pension Gratuity Scheme of the Institute, the Vice Chancellor shall be entitled to the benefit of combining her past services with the services as Vice Chancellor up to the normal age of super-annuation for the purpose of pension. For this purpose the Institute will receive the pension/contributory provident fund liability from the previous organizations where she rendered services.
- 17.3.4. The Vice Chancellor shall be entitled to Leave Travel Concession, as approved by the Institute from time to time.
- 17.3.5. The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of herself and her family members as per Medical Attendance Bye-laws of Government of India.
- 17.3.6. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A./D.A. for herself and her family members and transportation of personal effects (inclusive of that of her family) from her home town to the Institute and back on her assuming office and relinquishing it on the expiry of her tenure.
- 17.3.7. The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates prescribed by the UGC/ Government of India.

- 17.3.8. The Vice Chancellor shall, during the tenure of her office, be entitled to have leave on Full Pay at the rate of 30 days in a calendar year. The leave shall be credited to her account in advance in two half-yearly installments of 15 days each on the first day of January and the first day of July every year. Provided that if the Vice Chancellor assumes or relinquishes the charge of the office within the period of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.
- 17.3.9. The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit prescribed.
- 17.3.10. The Vice Chancellor, on relinquishing the charge of her office, shall be entitled for Leave Salary admissible for the Leave on Full Pay due to her at the time of her relinquishment of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 17.3.11. The Vice Chancellor shall also be entitled to Half-Pay Leave at the rate of 20 days for each completed year of service. The Half- Pay Leave may only be availed of as Commuted Leave and twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- 17.3.12. The Vice Chancellor shall also be entitled to avail herself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
- 17.3.13. In case the Vice Chancellor is appointed for a second term, the leave period mentioned above, shall apply separately to each term.
- 17.3.14. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
- 17.3.15. In case accommodation as per entitlement of the staff accompanying the Vice Chancellor on tour is not available, the Vice Chancellor may provide them accommodation and other facilities which will be reimbursed to her and the staff shall be entitled to ¼th DA only.
- 17.3.16. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the Institute for any public purpose, the period, so spent shall be treated as on duty.
- 17.3.17. Where an employee of the Institute is appointed as Vice Chancellor, she shall be allowed to avail herself of any Leave at her credit before

her appointment as Vice Chancellor. Similarly, on her relinquishing the post of the Vice Chancellor and in the event of her re-joining her substantive post, she shall be entitled to carry back the leave at her credit.

- 17.3.18. If a person, employed in another Institution, is appointed as Vice Chancellor on Deputation for the Institute, she shall be entitled to Salary, Allowances, Leave and Leave Salary as per Deputation/ Foreign Service Rules to which she was entitled prior to her appointment as Vice Chancellor and till she continues to hold her lien on this post. The Institute shall also pay Leave Salary, Provident Fund and Pension Contributions to the Institution, where she is permanently employed, as admissible under the Rules.
- 17.3.19. The Vice Chancellor shall get prior permission from the Chancellor and inform the BoM for the visits abroad.

18. Emoluments, Terms and Conditions of services of Registrar not covered under MoA/Rules and Regulations

Appointment of Registrar

- 18.1. The Registrar shall be appointed on the basis of direct recruitment/ deputation for a period of five years and she is eligible for reappointment for a similar term by the Board of Management on the recommendation of the selection committee constituted for this purpose and shall be placed in the scale of pay as recommended by the UGC/ Government of India from time to time.
- 18.2. The terms and conditions of service of the Registrar shall be such, as prescribed for other non-vacation employees of the Institute.
- 18.3. If the services of the Registrar are borrowed from the Government or any other Organization/Institution, the terms and conditions of her service shall be governed by the Deputation/Rules of the Government of India.
- 18.4. If the Registrar is on deputation, she may be repatriated earlier than the stipulated period on valid reasons by the Board of Management on the recommendation of the Vice Chancellor.
- 18.5. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Institute from time to time for its non-vacational staff.
- 18.6. In case the Registrar tenders her resignation from the office, she shall give three months notice of intention to resign from the post to the Board of Management through the Vice Chancellor. However, the BoM shall have the powers to waive off the notice period on valid grounds and to relieve the Registrar earlier than the minimum period of notice. The Registrar can also withdraw her resignation within the notified period of three months.

- 18.7. The Board of Management (BoM) shall dispense with the services of the Registrar at any time after giving her three months' notice or on payment in lieu of notice period.
- 18.8. The BoM shall discharge the Registrar from her services without notice or compensation in the event of misconduct or due to breach of law / Rules & Regulations of the institute after following a due process of enquiry.
- 18.9. The Registrar shall retire on attaining the age of Sixty Two (62) years unless or other wise the services is extended by an order as approved by the BoM on valid grounds.
- 18.10. The Registrar shall obtain prior permission from the Vice Chancellor and BoM for her visit to abroad.
- 18.11. The term of office of the Registrar shall form a part of the service period of the incumbent concerned making her eligible for all service related benefits in the future.

19. Emoluments, Terms & Conditions of Service of Finance Officer and Controller of Examinations

19.1 Finance Officer

- 19.1.1. The Finance Officer shall be appointed on the basis of direct recruitment / deputation for a period of three years which can be renewed for a similar term by the Board of Management.
- 19.1.2. The Finance Officer shall also be appointed by the Board of Management for a period of three years on deputation from a panel of names received from the Office of the Comptroller and Auditor General (CAG) or other governmental accounting organizations functioning under the purview of Government of India.
- 19.1.3. The Finance Officer shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/Institute from time to time.
- 19.1.4. The Finance Officer shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed in this behalf by the Institute from time to time for the non-vacation staff of the Institute.
- 19.1.5. A person appointed as Finance Officer on deputation shall be entitled to the benefits under the usual deputation terms as contained in the Government of India bye-laws from time to time.
- 19.1.6. The Finance Officer, if on deputation, may be repatriated on valid reasons earlier than the stipulated period by the Board of Management on the recommendation of the Vice Chancellor.
- 19.1.7. The BoM shall discharge the Finance Officer from his/her services without notice or compensation in the event of misconduct or due to breach of law/rules and regulations of the Institute after following a due process of enquiry.
- 19.1.8. The age of superannuation, as at present, shall continue to be 62 (sixty two) years for the post of Finance Officer as prescribed by the UGC.
- 19.1.9. The Finance Officer shall work in coordination with the Registrar under the supervision of the Vice Chancellor and is accountable to the Board of Management through the Vice Chancellor.
- 19.1.10. The Finance Officer shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee.
- 19.1.11. The Finance Officer shall carry out such other functions as prescribed by the BoM / Finance Committee from time to time.

19.2. Finance Officer In-charge

When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence of any other cause unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

19.3. Controller of Examinations

- 19.3.1 Appointment to the post of Controller of Examinations shall be through All India Advertisement or through deputation and selection by a duly constituted committee for a period of three years which can be renewed on similar terms by the BoM.
- 19.3.2 The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/Institute from time to time.
- 19.3.3 The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other terminal benefits as prescribed in this behalf by the Institute from time to time for the non-vacation staff of the Institute.
- 19.3.4 The terms and conditions of service of the Controller of Examinations shall be such, as prescribed for other non-vacation employees of the Institute.
- 19.3.5 If the services of the Controller of Examinations are borrowed from any other Organization/Institution, the terms and conditions of her service shall be governed by the Deputation/Rules of the Government of India.
- 19.3.6 The Controller of Examinations while on deputation may be repatriated on valid reasons earlier than the stipulated period by the Board of Management on the recommendation of the Vice Chancellor.
- 19.3.7 In case the Controller of examinations tenders her resignation of her office, she shall give three months notice of intention to resign from the post to the Board of Management through the Vice Chancellor. However, the BoM shall have the powers to waive off the notice period on valid grounds and to relieve the Controller of Examinations earlier than the minimum period of notice.
- 19.3.8 The Board of Management (BoM) shall dispense with the services of the Controller of Examinations at any time after giving her three months' notice or on payment in lieu of notice period.
- 19.3.9 The BoM shall discharge the Controller of Examinations from her services without notice or compensation in the event of misconduct or due to breach of law/ Rules and Regulations of the Institute after following a due process of enquiry.
- 19.3.10 The Controller of Examinations shall retire on attaining the age of Sixty Two (62) years, unless or other wise the services is extended by an order as approved by the BoM on valid grounds.

19.4. Controller of Examinations In-charge

When the office of the Controller of Examinations is vacant or when the Controller of Examinations is by reason of illness, absence or any other cause, unable to perform the duties of her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

20. Constitution of Pension, Provident Fund and Insurance

The Institute shall make available the following to the staff members in accordance with the bye-laws prescribed by the Government of India/ UGC in this regard.

20.1 Pension

20.1.1 The pension as applicable to the Central Government employees shall be applicable to the staff of the Institute under the **CCS (Pension) Rules, 1972.**

20.1.2 The permanent staff members are eligible for full pension i.e., 50 percent of average pay or last pay drawn whichever is higher after 20 years of qualifying service.

20.2 Family Pension

Family pension facilities as approved by the Government of India in respect of Central Government Employees shall be available to staff of the Institute.

20.3 Gratuity and Encashment of Leave

The provisions of gratuity and encashment of leave as applicable for Central Government employees shall be extended to the staff of the Institute.

20.4 Ex-Gratia Compensation

Such of those staff who die while on duty shall be entitled to receive exgratia compensation in the same manner as applicable to Central Government Employees.

20.5 General Provident Fund (GPF) Scheme

The Institute shall maintain GPF scheme for the staff recruited on or before 31st December 2003.

20.6 New Pension System (NPS)

The staff recruited to substantive posts on or after 1.1.2004 shall be covered under the New Pension System of Government of India and other bye-laws and regulations as prescribed by the UGC from time to time in this regard shall be made applicable.

21. Establishment of Special Centres of the Institute

21.1 The Institute may establish funded / Sponsored Centre(s)/ Chair(s) under its School for the purposes designated herein within its campus itself.

21.2 The procedure for establishment of centres shall be as follows:

21.2.1 The recommendation to start a new center shall be based on the report of the committee, constituted for that purpose by the Vice Chancellor, consisting of at least three eminent academicians who have expertise in the same / related fields and the Dean. The Registrar shall be the convener of the committee.

21.2.2 The recommendations of the committee shall be placed before the Academic Council.

21.2.3 The recommendations of the Academic Council along with the report of the committee shall be placed before the Board of Management for its approval. The Board of Management has the right to approve or reject or return the recommendations to Academic Council for reconsideration, either in whole or in part together with any amendment which the Board of Management may suggest.

21.2.4 The proposed Center shall be only in such fields of study which is furtherance of the objectives of the Institute and shall be started only with the prior approval of the University Grants Commission.

21.2.5 The Institute shall also establish centres in emerging areas pooling the brains available and such centres will mobilize grant from various National/ International funding agencies by submitting research projects. The Institute shall also pay nominal seed money to such centres for their creation.

21.3 A Centre shall have one or more of the following functions:

21.3.1 Interdependent and inter disciplinary research in all emerging areas of Sciences, Technology, Social Sciences and Languages.

21.3.2 Teaching of inter-disciplinary courses or teaching in any discipline not specifically assigned to any Department or which may be necessary as a common service facility to a number of Departments or teaching-cum-research in such disciplines.

21.3.3 Providing guidance, facilities and opportunities for development of the students over a wide spectrum including creative arts.

21.3.4 Field studies in relation to any facet of social and cultural life of the people including activities involving provision of facilities for training in relation thereto.

- 21.3.5 Basic studies in any aspect of education including pilot programmes and field studies associated therewith.
 - 21.3.6 Formulate and conduct programmes on a pilot basis to make the new advances in various fields of knowledge in a form which can be appreciated and assimilated by the people and become a living link between the Institute or any section thereof and the community.
 - 21.3.7 To provide any services by way of studies, lectures, training and the like for the advancement of social and economic conditions, of the people living in rural areas and instilling scientific temper in the community.
- 21.4 A Centre shall comprise members of faculty such as Professors, Associate Professors and Assistant Professors.
- 21.4.1 The Head of a Centre shall be designated as Director. However, if the Head of the Centre happens to be in a grade lower than the Associate Professor, he or she will be designated as Director in-charge.
 - 21.4.2 The Faculty of a Centre shall comprise a small nucleus of permanent positions and such number of visiting positions as may be necessary in each case.
 - 21.4.3 The Head of the Centre shall be appointed for a tenure not exceeding 3 years and he/she will be eligible for re-appointment.
 - 21.4.4 The Centres may have visiting faculty drawn from outside the Institute as well as Adjunct Faculty from within the Institute for tenure not exceeding three years which may be renewed in suitable cases.
 - 21.4.5 The teachers in the Institute or of other institutions shall have the option of retaining their original designation while working for the Centres.
 - 21.4.6 Each Centre may be provided such administrative and technical support as may be necessary in each case but the nucleus of the permanent staff shall be as small as possible. However, the field and research support in a Centre shall be provided entirely on project basis without creating any permanent structure whatsoever.
 - 21.4.7 Each Centre shall have a Board of Studies (BoS) as approved by the Academic Council.
 - 21.4.8 The Director shall prepare a detailed review of work of the Centre for the year in a prescribed proforma bringing out clearly the achievement with reference to tasks undertaken during the year and progress made in relation to achieving its basic objectives.
 - 21.4.9 The annual report of the Centre shall be submitted to the appropriate authority for further necessary action.

21.4.10 Notwithstanding anything contained in the provisions of these bye-laws, the organization and structure of a Centre established for teaching interdisciplinary course and research relating thereto may be the same as of the Departments of the Institute provided a decision to this effect is taken by the Academic Council and is approved by the BoM.

22. Constitution of Committees, Composition, Powers and Functions

- 22.1. An authority of the Institute may appoint as many standing or Special/Advisory Committees as it may deem fit, and may appoint persons to such Committees who are not members of such authority.
- 22.2. A Committee appointed as above may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.
- 22.3. The Institute shall have the following Committees on the date of coming into force of these bye-laws.
 - 22.3.1. Library Committee
 - 22.3.2. Building Committee.
 - 22.3.3. Tournament and Sports Committee
 - 22.3.4. Committee for determining Equivalence/Recognizing Degrees/ Diplomas.
 - 22.3.5. Research Advisory Committee (RAC)
 - 22.3.6. Standing Committee on SC/STs/OBC/Minorities.
 - 22.3.7. Disciplinary Committee
 - 22.3.8. Publication Committee
 - 22.3.9. Prospectus and Fee Revision Committee
 - 22.3.10. Purchase Committee
 - 22.3.11. Committee against Sexual Harassment of Women
 - 22.3.12. Anti Ragging Committee
 - 22.3.13. Internal Quality Assurance Cell (IQAC)
 - 22.3.14. Institutional Animal Ethical Committee (IAEC)
 - 22.3.15. Institutional Human Ethics Committee (IHEC)
 - 22.3.16. Examination Committee
 - 22.3.17. Such other Committees as constituted by the authorities of the Institute from time to time.

22.3.1. Library Committee

22.3.1.1. The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management.

22.3.1.2. The Library Committee will consist of the following members:

SNo	Composition	Status
1	A Dean nominated by the Vice Chancellor	Chairman
2	Five Professors of the Institute nominated by the Vice Chancellor	Member
3	One Associate Professor nominated by the Vice Chancellor	Member
4	One Assistant Professor nominated by the Vice Chancellor	Member
5	Two External Experts in the field of Library Science and Information system	Member
6	Registrar	Member (ex-officio)
7	Librarian	Member Secretary (ex-officio)

22.3.1.3. The members of Library Committee, other than the Registrar and Librarian, shall hold office for a period of two years.

22.3.1.4. One third of total membership in the committee shall form the quorum.

22.3.1.5. Library Committee shall hold two meetings i.e., one meeting in July and another meeting in December during every academic year.

22.3.1.6. The Member Secretary shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice Chancellor.

22.3.1.7. Library Committee shall perform and exercise the following Functions and Powers:

- i. Exercise general supervision over the Institute Library.
- ii. Frame Regulations for the management and use of the Library, subject to the approval of Academic Council.
- iii. Allocate funds to various Departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Institute Library and formulate budget to be submitted to the Authorities concerned.
- iv. Acquire books and journals and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition and for periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation and networking.
- v. Look after the proper management and use of the Library including the services to be rendered to the readers.
- vi. Review the functioning of the Library on annual basis.

- vii. Consider any matter referred to it by the authorities of the Institute.
- viii. Recommend for appointing a sub-committee for Book Selection.
- ix. Frame and amend any rules prescribed for the use of the Library services by the readers.
- x. Ensure scrutiny and approve the indents for books received from various departments/schools /centres.
- xi. Ensure that the Library Identity Cards are distributed to the newly admitted students within thirty days after their admission in the Institute.
- xii. Have powers to authorize individuals or institutions from outside to make use of library services on temporary basis.
- xiii. Prepare an annual report of the Library System and submit the same to the Board of Management (BoM).

22.3.2. Building Committee

- 22.3.2. 1. The Institute shall have a Building Committee in accordance with the guide-lines as prescribed by the UGC from time to time.
- 22.3.2. 2. The Composition of the Building Committee shall be as follows:

SNo	Composition	Status
i.	Vice Chancellor	Chairperson
ii.	A representative of the CPWD or PWD not below the rank of Executive Engineer	Member
iii.	A member of the Planning and Monitoring board nominated by the Vice Chancellor	Member
iv.	A representative of the user Department	Member
v.	Two Professors of the Institute nominated by the Vice Chancellor	Member
vi.	The Institute Engineer	Member
vii.	Finance Officer	Member
viii.	Registrar	Member Secretary

[Note: The composition of the Building Committee shall be intimated to the University Grants Commission]

- 22.3.2. 3. The Committee shall meet as and when required and as decided by the Vice Chancellor.
- 22.3.2. 4. **The Functions and Powers of the Committee are as follows:**
 - i. The Building Committee shall be responsible for finalizing the plans and estimates of the various building projects proposed to the Commission.
 - ii. The Committee shall ensure the completion of the buildings in accordance with the approved plans and estimates.
 - iii. The committee shall ensure proper utilization of the funds received from the University Grants Commission, the Government of India, and from the Institute's own resources.
 - iv. The committee shall perform such other functions as prescribed by the UGC/Institute from time to time.

22.3.3 Tournament and Sports Committee

22.3.3.1. There shall be a Tournament and Sports Committee for the purpose of developing and organizing sports in the Institute.

22.3.3.2. The Committee shall consist of the following members:

<i>S. No</i>	<i>Composition</i>	<i>Status</i>
i.	A Dean nominated by the Vice Chancellor	Chairman
ii.	Registrar	Member
iii.	Dean – Student Affairs	Member
iv.	Presidents of various Games and Sports club	Member
v.	One external outstanding sportsman nominated by the Chairman	Member
vi.	Director of Physical Education	Member secretary
vii.	One Associate Professor/ Assistant Professor from Campus I/II nominated by Vice Chancellor (To co-ordinate sports activities in both the campuses)	Member

22.3.3.3. The members of the committee, other than the Director of Physical Education, shall hold office for a term of two years

22.3.3.4. The Committee shall hold its meetings once in a semester

22.3.3.5. One-third of the total members shall form the *quorum* for a meeting of the Committee.

22.3.3.6. **Powers and Functions of Tournament and Sports Committee shall be as follows:**

The Tournament and Sports Committee shall:

- i. Publish a sports and tournament calendar every year immediately after the commencement of the academic year for conduct of Inter-University/Inter-Collegiate sports and Tournaments.
- ii. Make arrangements for the conduct and supervision of the games, sports and tournaments of the Institute and frame Regulations in this regard.
- iii. Lay down plan to conduct coaching camps for Institute's teams prior to their participation in Inter-University/other tournaments.
- iv. Conduct trials to select players to represent the Institute in various inter-university /inter-collegiate tournaments.
- v. Maintain the play-grounds, gymnasias, etc.
- vi. Hold contests, competitions, tournaments, athletic meets etc.

- vii. Recommend measures to the BOM for developing sports infrastructural facilities to prove its excellence on the national scenario.
- viii. Take steps for the general improvement of Games and Sports in the Institute subject to the approval of BOM.
- ix. Prepare budget during each financial year to be submitted to the authorities concerned for meeting all the commitments relating to sports and games in the Institute.
- x. Formulate policies and programmes for sports persons of the Institute from time to time.
- xi. Recommend to the BOM the concessions/awards for the sports persons admitted to various programmes of study in the Institute
- xii. Take necessary steps to maintain discipline among sports persons.
- xiii. Ensure that the annual report of activities of sports and tournaments held on/off the campus is submitted to Planning and Monitoring Board of the Institute.
- xiv. Perform such other functions, as may be assigned to it by the competent authorities.

22.3.4 Committee for determining Equivalence/Recognizing Degrees/Diplomas as determined by AIU (Association of Indian Universities) and ACU (Association of Commonwealth Universities)

- 22.3.4.1. There shall be a Committee for determining the Equivalence / Recognizing Degrees or Diplomas
- 22.3.4.2. The composition of the committee shall be decided by the Vice Chancellor on each occasion
- 22.3.4.3. The Vice Chancellor shall have powers to co-opt external experts in the field concerned, if necessary.
- 22.3.4.4. The terms and conditions of members of the Committee shall be as decided by the Vice Chancellor.

22.3.4.5. Functions of the Committee:

- i. Recognize the degrees or diplomas conducted by other Institutions / Universities/Colleges.
- ii. Decide equivalence of such examinations/ degrees as may be referred to it from time to time including those of foreign Universities.
- iii. Withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.
- iv. Provide equivalence and/or recognition, after thoroughly going through the syllabus, curriculum, system of examinations, etc.,

- v. Consider the action taken by the Vice Chancellor, if any, in granting such recognition/equivalence to any degree or diploma.
- vi. Consider and recommend on the items referred to it by the competent authority.
- vii. Finally recommend its decisions to the Academic Council for its approval.

22.3.5. Research Advisory Committee (RAC)

22.3.5.1. The Institute shall have a Research Advisory Committee mainly to frame guidelines pertaining to the conduct of M.Phil., Ph.D and Post-Doctoral research programmes offered by it on the guidelines prescribed by the UGC.

22.3.5.2. The composition of RAC shall be as follows:

<i>S No</i>	<i>Composition</i>	<i>Status</i>
1	Vice Chancellor or her nominee (a Dean)	Chairman
2	One Professor or One Associate Professor from each School with good academic and research standing	Member
3	Two external experts nominated by the Vice Chancellor	Member
4	Director - Research & Consultancy	Member Secretary
5	Registrar	Member (Ex-officio)

22.3.5.3. The term of membership of all the members, other than the Registrar and Director (R&C) shall be restricted to two years.

22.3.5.4. All the members of RAC, shall be nominated by the Vice Chancellor.

22.3.5.5. The RAC shall meet at least twice in an academic year, before the scheduled dates of Academic Council meeting.

22.3.5.6. One-third of the members of the Committee shall form the quorum.

22.3.5.7. Functions of RAC:

- (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- (ii) To review the current status of research in each department and critically examine the progress thereof from time to time;
- (iii) To suggest the priority areas of research in the departments/ School particularly with reference to the role and responsibility of the Institute taking into account the facilities available in the Institute, the major thrust areas accepted for the concerned department/ School and expertise of the faculty members.

- (iv) To frame regulations for the conduct of research in the Institute.
- (v) To prescribe suitable guidelines for declaring the teachers to be the research guides of Doctoral/Post Doctoral programs from time to time.
- (vi) To prescribe guidelines for fixing the areas of specializations for each department/school/centre.
- (vii) To lay down guidelines for the conduct of inter-disciplinary research programmes in the departments/school.
- (viii) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the Institute for approval of the BoM
- (ix) To evaluate institutional research projects for funding by national/international agencies
- (x) To perform such other functions related to (i) to (ix) as may be assigned to it by the Authorities / Academic Council.

22.3.6 Standing Committee on SC/STs/OBC/Minority

22.3.6.1. The Institute shall have a Standing Committee on Scheduled Castes (SC)/ Scheduled Tribes (ST) / Other Backward Castes (OBCs)/ Minority as prescribed by the UGC from time to time.

22.3.6.2. The Committee shall meet twice a year.

22.3.6.3. The Committee shall have the following members:

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
i.	Vice Chancellor	Chairperson
ii.	Three Heads of departments nominated by the Vice Chancellor	Member
iii.	One Professor nominated by the Vice Chancellor from the Institute	Member
iv.	One Associate Professor nominated by the Vice Chancellor from the Institute	Member
v.	One Assistant Professor nominated by the Vice Chancellor from the Institute	Member
vi.	Liaison Officer of SC/ST/OBC/Minority	Member
vii.	Registrar	Member Secretary

Note: Some of the members nominated to the committee shall belong to SC/ ST/OBC/Minority categories.

22.3.6.4. Powers and Functions of the Committee shall be as follows:

- i. Take necessary steps to effectively implement the reservation policy for the SC/ST/OBCs/Minority in the Institute.
- ii. Review the position of reservation in the Institute and to solve the problems, if any.

- iii. Deal with representations received from SC/ST/OBCs/ Minority regarding their admission, recruitment, promotion and other similar matters in the Institute.
- iv. Ensure the maintenance of cadre wise roster system for SC/ST/OBCs/Minority
- v. Ensure the availability of data regarding the implementation of the reservation policies in the Institute.
- vi. Monitor the allotment of quarters to the staff members belonging to SC/ST/OBCs/Minority categories.
- vii. Monitor the effective implementation of UGC sponsored schemes for SC/ST/OBCs/Minority students.
- viii. Monitor the allotment of rooms in the hostels to the students belonging to SC/ST/OBCs/Minority categories.
- ix. Take steps to prepare reports and digests periodically for onward transmission to the UGC and such other authorities as may be required.
- x. Undertake any other work assigned to it from time to time by the authorities concerned to promote higher education among these communities suffering economic, social and education deprivations.

22.3.7 Disciplinary Action Committee

22.3.7.1. There shall be a Disciplinary Committee having responsibility for adjudicating alleged violations of the code of conduct and bye-laws and incidences of indiscipline as per the **Appendix III** reported among the students of the Institute

22.3.7.2. The Committee shall have the following members:

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
i.	The Dean, Students' Affairs	Chairman and Convener
ii.	Two Professors nominated by the Vice Chancellor	Member
iii.	A teacher belonging to SC or ST or Minorities, as the case may be as nominated by the Vice Chancellor	Member
iv.	Director – Hall of Residence	Member

22.3.7.3. The tenure of the members, except the Dean, Students' affairs, will be for a period of two years.

22.3.7.4. The Committee shall meet as and when required.

22.3.7.5. The Committee shall have powers to summon the persons against whom allegations of misconduct or the act of indiscipline was reported.

22.3.7.6. The Chairman shall have powers vested in her regarding the procedures to be adopted in regulating the conduct of disciplinary proceedings.

22.3.7.7. The Controller of Examinations shall be invited, if necessary, to the meeting of Disciplinary Committee by the Chairman.

22.3.7.8. The Committee shall submit its report to the Vice Chancellor for necessary action.

22.3.7.9. **Functions of Discipline Committee shall be as follows:**

- i. Consider the complaints regarding the incidence of indiscipline referred to it by the authorities or officers concerned.
- ii. Determine the nature of act(s) of indiscipline and misconduct committed by students as listed in the **Appendix III** to these bye-laws.
- iii. Determine the nature of punishments/penalties to be imposed.
- iv. Ensure the effective implementation of anti-ragging measures as prescribed by the UGC/MHRD-Government of India.
- v. Recommend the measures for regulating the conduct among students to the competent authorities from time to time.

22.3.8. Publication Committee

22.3.8.1. There shall be a Publication Committee and the composition of such committee shall be as follows:

<i>S No</i>	<i>Composition</i>	<i>Status</i>
i.	A Dean nominated by the Vice Chancellor from among the Deans of Schools	Chairman
ii.	One Professor nominated by the Vice Chancellor	Member
iii.	One Associate Professor nominated by the Vice Chancellor	Member
iv.	One external expert in the field of publication nominated by the Vice Chancellor from outside	Member
v.	Registrar	Non member Secretary

22.3.8.2. The members of the Publication Committee shall hold office, except the Registrar and Publication Officer, for a term of two years.

22.3.8.3. The Dean nominated by the Vice Chancellor shall hold office for a term of two years or till the end of her tenure as Dean of School, whichever is earlier.

22.3.8.4. The Registrar shall issue to each member a Notice convening the meeting and copy of the Agenda at least seven days before each meeting of the committee in consultation with the Chairman and with the approval of the Vice Chancellor.

22.3.8.5. The Committee shall meet at least once a year and as often as directed by the Vice Chancellor.

22.3.8.6. One-third of the total number of members shall form the quorum for a meeting of the Committee.

22.3.8.7. Powers and Functions of the Committee shall be:

- i. Recommend to the BoM the allocation of publication grants of the Institute.
- ii. Undertake printing and publication of:
 - (a) The research work which is done under the auspices of the Faculties.
 - (b) Any other work, literary or scientific, considered suitable for publication by the Committee.
- iii. Arrange for the Peer Review of the material to be published by the external subject experts out of the panel of five experts suggested by the author of the material
- iv. Fix the prices of the published materials for sale.
- v. Maintain copyright register.
- vi. Decide the number of copies to be printed by the Institute.
- vii. Undertake sale of publications on behalf of the Institute
- viii. Such other functions assigned to it by the competent authorities or the Vice Chancellor from time to time

22.3.9 Prospectus and Fee Structure Committee

22.3.9.1 There shall be a Prospectus and Fee Revision Committee constituted by the Vice Chancellor having responsibility of preparing the prospectus and fee revision for various courses.

22.3.9.2 The Committee shall have the following members:

<i>S No</i>	<i>Composition</i>	<i>Status</i>
i.	Vice Chancellor	Chairperson
ii.	All Deans	Members
iii.	All HoD's	Members
iv.	Finance Officer	Member
v.	Assistant Finance Officer	Member
vi.	Assistant Registrar - Academic	Member
vii.	Assistant Registrar - Administration	Member
viii.	Registrar	Member Secretary

22.3.9.3 The Committee shall meet once in a year preferably during December of every year to decide on the prospectus related details and fees for next academic year

22.3.9.4 The Committee shall be responsible for compliance to statutory norms in preparing the prospectus.

22.3.9.5 Fee to be charged based on relevant statutory norms

22.3.9.6 The committee shall submit its recommendations regarding the fees to be charged from the students of various programmes of study to the Chairman.

22.3.9.7 The chairman's decision is final regarding prospectus and fees.

22.3.9.8 The fee structure decided by the committee has to be approved by the BoM.

22.3.10 Purchase Committee

22.3.10.1. There shall be a Centralised Purchase Committee of the Institute constituted by the Vice Chancellor for the purchase of goods.

22.3.10.2. The Committee shall have the following members:

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
i.	One Dean to be nominated by the Vice Chancellor	Chairman
ii.	Concerned Head of the Department	Member
iii.	Finance Officer	Member
iv.	Officer In Charge – Purchase & Procurement – Secretary	Member
v.	Registrar	Member Secretary

22.3.10.3. The above Committee shall be responsible for procurement of 'Goods' as defined hereunder. 'The term 'Goods' includes all articles, material, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machineries, equipment etc. purchased or otherwise acquired for the use of the Institute but excludes books, publications, periodicals etc for library

22.3.10.4. The purchase procedure as approved in BoM from time to time should be strictly adhered to in purchasing goods.

22.3.10.5. The specifications in terms of quality, type etc and quantity of goods to be procured should be clearly spelt out keeping in view the specific needs of the procuring department/centre/ division/ section.

22.3.10.6. The specifications so worked out should meet the basic needs of the department/centre/division/section without including superfluous and non-essential features which may result in unwarranted expenditure.

22.3.10.7. Care should be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.

22.3.10.8. The department/centre/division/section may with the approval of competent authority procure the required goods from firms under DGS&D rates.

22.3.10.9. The Institute may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry.

22.3.10.10. Head of the Department /centre/division/section may also register suppliers of goods which are specifically required by the department/centre/division/section.

- 22.3.10.11. The Officer In Charge – Purchase & Procurement shall convene the meeting of the purchase committee within 4 weeks from the date of the receipt of indent or as and when necessary.
- 22.3.10.12. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid committee shall be placed with these firms by the Institute as and when necessary.
- 22.3.10.13. In case the rates of the approved firms go up/down subsequently, the purchase committee meeting shall be convened again to approve of the rates before purchases are made.
- 22.3.10.14. If the purchase of any item for which the rate has not been approved by the committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee the purchase of the item shall be approved by the Chairman of the committee and the same shall be placed before the next meeting of the purchase
- 22.3.10.15. Similarly, in the event of a change in the rate already approved by the purchase committee and when time does not permit the convening of a meeting of the purchase committee, the purchase of the revised rates shall be approved by the Chairman of the committee and the same shall be placed before the next meeting of the purchase committee.
- 22.3.10.16. The purchase committee may appoint a sub committee consisting of atleast three members as and when required.
- 22.3.10.17. One-third of the members shall form the quorum.
- 22.3.10.18. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

22.3.11 Committee against Sexual Harassment of Women

22.3.11.1 Preamble

Most recently, we have the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” which is a legislative act in India that seeks to protect women from sexual harassment at their place of work. The Act came into force from 9 December 2013.

The UGC has recommended that all Higher Education Institutions should constitute Anti-Sexual Harassment Committees. The Rules, by which ICC (Internal Complaint Committee) must function, will have to be updated and revised from time-to-time, both because of the fact that court judgements and other laws and rules will continue to revise the legal framework of the 2013 Act and the experiences of the ICC at the institutional level will throw up new challenges. Based on these principles, the Avinashilingam Institute for Home Science and Higher Education for Women has prepared a sexual harassment policy in order to ensure a zero tolerance campus.

22.3.11.2 Composition

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
i.	Professor nominated by Vice Chancellor	Chairperson
ii.	Director, Women's Studies Centre	Member Secretary
iii.	Three persons (out of 5 panel members prepared by the Committee, atleast 3 persons should be outside the Institute who have made known contribution to gender issues and one of these may preferably have legal background) nominated by the Vice Chancellor	External Experts
iv.	Three teachers nominated by Vice Chancellor	Teacher Representatives
v.	Two non-teaching representatives nominated by Registrar	Non-Teaching Representatives
vi.	Three Students nominated by Dean, Student Affairs	Student Representatives
vii.	SC/ST Nominee	Nominee

22.3.11.3 Objectives

Sexual Harassment policy has been framed keeping the following objectives in view:

- i. To fulfill the directive of the Supreme Court and the recommendations of the Task Force of the UGC.
- ii. To uphold the commitment of the Institute and to provide an environment free of gender-based discrimination.
- iii. To promote a social and psychological environment, which will raise awareness about sexual harassment in various forms.
- iv. To create a working environment, which is free from sexual harassment and where all the students, interns, volunteers and members of staff are treated with dignity, courtesy and respect.
- v. To evolve permanent mechanisms for the prevention and redressal of sexual harassment cases and other acts of gender based violence.
- vi. To ensure the implementation of the policy in letter and spirit and to provide an effective procedure for complaints based on the principles of procedural fairness.
- vii. To encourage the reporting of behaviour, which violates the sexual harassment policy.
- viii. To promote appropriate standards of conduct at all times.
- ix. Treat all complaints in a sensitive, fair, timely and confidential manner.
- x. To generate public opinion against sexual harassment and all forms of gender based violence and the consequences they can expect if the policy is breached.

22.3.11.4 Powers and Duties of the Committee

a. Preventive:

- i. To create and ensure a safe environment that is free of sexual harassment.
- ii. To create an atmosphere promoting equality and gender justice.
- iii. To publicise the policy widely, especially through prospectus, notice boards etc.
- iv. To publicise the names and phone numbers of members of the committees.
- v. To plan and carry out programmes for gender sensitization.

b. Remedial:

- i. Create a mechanism for registering complaints which is safe, accessible and sensitive.
- ii. Take cognizance of complaints about sexual harassment as mentioned in the **Appendix IV**, conduct enquiries, provide assistance and redressal of the victims, recommend penalties and take action against the harasser, if necessary.
- iii. Recommend to the concerned authorities follow-up action and monitor the same.
- iv. Advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- v. Seek medical, police and legal intervention with the consent of the complainant.
- vi. Make arrangements for appropriate psychological, emotional and physical support (in the form counselling, security and other assistance) to the victim if she so desires.

22.3.11.5. Procedures for Registering Complaints and Enquiry

- i. All complaints must be submitted to the Registrar by the complainant in person.
- ii. It will be incumbent on the part of Registrar to forward a complaint received to the committee immediately.
- iii. If the complainant wishes she can be accompanied by a representative.
- iv. All complaints made must be received and recorded.
- v. Meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
- vi. The committee is bound to maintain confidentiality during the time of the enquiry.
- vii. After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant name and other particulars that would identify her.
- viii. Quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the

complainant's category as well as, one of the two members nominated from outside the Institute.

- ix. The Committee will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment and its jurisdiction. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
- x. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
- xi. The entire process of enquiry should be completed within one month.
- xii. The report of the Committee in the case of staff of the Institute will be placed before the Board of Management (BoM) for taking decision on the recommendations made.
- xiii. The report of the Committee pertaining to students will be dealt by the Disciplinary Committee for appropriate action.
- xiv. In the case of staff, the disciplinary action could be initiated duly following the procedures and in the light of Supreme Court Judgment and appropriate rules as prescribed by the Government of India in the reported cases of sexual harassment.
- xv. In case of students, disciplinary action could be in the form as mentioned hereunder:
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behavior
 - iv. Debarring entry into a hostel/ campus for a specific period
 - v. Suspension for a specific period of time
 - vi. Withholding results
 - vii. Debarring from exams
 - viii. Expulsion
 - ix. Denial of further admission in the future
 - x. Any other relevant punishment as deemed fit by the Disciplinary Committee.

Note:

- i. Once a complaint has been given to the Committee, the complainant should preferably not go public or press till the enquiry is completed.
- ii. Filing of a grievance/complaint against the staff shall not adversely affect their status/job, salary/promotion, grades etc.
- iii. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.

- iv. The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help to the victims.
- v. In the case of third party harassment/outsider harassment, the Institute's authorities shall initiate action by making a complaint with the appropriate authority.
- vi. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases (Eg., verbal warning, verbal apology, promise of good behavior etc.)

22.3.12. Anti Ragging Committee

22.3.12.1. Preamble

The Institute shall have the Anti-Ragging Committee for the purpose of implementing various provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.

22.3.12.2. Composition

The anti Ragging Committee shall have the following composition

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
1	Dean, Student's Affairs	Chairman
2	A representative of Civil & Police Administration	Member
3	A representative from local media	Member
4	A representative from NGO	Member
5	Two faculty members of the Institute (one Professor and One Associate Professor)	Member
6	One non-teaching staff of the Institute	Member
7	Two parent representatives	Member

Note: All the nominations will be made by the Vice Chancellor

22.3.12.3. Functions

The Committee shall perform the following functions:

- i. Ensure compliance of the provisions of the UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions (**See Appendix V**).
- ii. Monitor and oversee the performance of the Anti-Ragging squad in prevention of ragging in the Institute.

22.3.13. Internal Quality Assurance Cell (IQAC)

22.3.13.1. The Institute has established the Internal Quality Assurance Cell (IQAC) as per the UGC/ NAAC guidelines with the following constitution.

<i>SNo</i>	<i>Composition</i>	<i>Status</i>
i.	Vice Chancellor	Chairperson
ii.	One Professor nominated by the Vice Chancellor	Co-ordinator
iii.	One teaching staff/faculty nominated by Vice Chancellor	7 Members (one from each School)
iv.	Ex-member of NAAC	Member

22.3.13.2. Functions of IQAC

1. IQAC is the documentation and record keeping cell.
2. Assist in the development of the API criteria based Performance Based Appraisal System (PBAS) proforma using the indicative template separately developed by UGC.

3. Introduce the student feedback system as per the National Assessment and Accreditation Council (NAAC) guidelines on institutional parameters.
4. Evaluate departmental activities and action plans through internal departmental audits and HoD meetings.
5. Collect faculty publication - statistics for every quarterly and update the e-Governance.
6. Conduct capacity building programmes for both teaching and non-teaching staff.

22.3.14. Institutional Animal Ethical Committee (IAEC)

Institutional Animals Ethical committee shall include eight members as follows:

1. A biological scientist,
2. Two scientists from different biological disciplines,
3. A practicing veterinarian,
4. Scientist in charge of animals facility of the Govt. establishment concerned,
5. A veterinary scientist from, outside the institute,
6. A non scientific socially aware member and
7. A nominee of Committee for the Purpose of Control And Supervision of Experiments on Animals (**CPCSEA**)

Specialist may be co-opted while reviewing special project using hazardous agents such as radio-active substance and deadly micro organisms.

Objectives of IAEC:

The IAEC of Avinashilingam Institute for Home Science and Higher Education for Women has been constituted to meet CPCSEA guidelines to fulfill the following objectives

- a. Experiments shall be performed in every case by or under the supervision of a person duly qualified in that behalf, that is, UG/PG Degree holders in all branches of basic Science or Home Science or Allied Sciences and Engineering or an Institution recognized by the Government for the purpose and under the responsibility of the person performing the experiment.
- b. That experiments are performed with due care and humanity and that as far as possible experiments involving operations are performed under the influence of some anesthetic of sufficient power to prevent the animals feeling pain.
- c. That animals which, in the course of experiments under the influence of anesthetics, are so injured that their recovery would involve serious suffering, are ordinarily destroyed while still insensible.
- d. That experiments on animals are avoided wherever it is possible to do so; as for example; in medical schools, hospitals, colleges and the like, if other teaching devices such as books, models, films and the like, may equally suffice.

- e. That experiments on larger animals are avoided when it is possible to achieve the same results by experiments upon small laboratory animals like guinea pigs, rabbits, mice and rats.
- f. That, as far as possible, experiments are not performed merely for the purpose of acquiring manual skill.
- g. That animals intended for the performance of experiments are properly looked after both before and after experiments.
- h. That suitable records are maintained with respect to experiments performed on animals.

Functions of IAEC

As defined in “Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998”

"Institutional Animals Ethical Committee" means a body comprising of a group of persons recognized and registered by the Committee for the purpose of control and supervision of experiments on animals performed in an establishment which is constituted and operated in accordance with procedures specified for the purpose by the Committee;

- a. The primary duty of IAEC is to work for achievement of the objectives as mentioned above.
- b. IAEC will review and approve all types of research proposals involving small animal experimentation before the start of the study. For experimentation on large animals, the case is required to be forwarded to CPCSEA in prescribed manner with recommendation of IAEC.
- c. IAEC is required to monitor the research throughout the study and after completion of study through periodic reports and visit to animal house and laboratory where the experiments are conducted. The committee has to ensure compliance with all regulatory requirements, applicable rules, guidelines and laws.

Quorum requirements:

A minimum of 6 members are required to compose a quorum. All decisions should be taken in meetings and not by circulation of project proposals. Presence of **CPCSEA** nominee is a must. Link nominee can attend in case main nominee conveys his unavailability in writing to the Chairman IAEC. Socially aware member's presence is compulsory in cases referred to CPCSEA and atleast in one meeting in a calendar year.

22.3.15. Institutional Human Ethics Committee (IHEC)

Given below is the composition of the Institutional Human Ethics Committee.

22.3.15.1 Voting members

- i. Chairman – Not affiliated with the Institution
- ii. One clinician from the Institution
- iii. One clinician not affiliated with the Institution
- iv. At least one person from basic sciences
- v. One representative from each School involved in human studies
- vi. One lay person representing the Community
- vii. One legal expert
- viii. One person from a non-scientific background
- ix. Member-Secretary

22.3.15.2 Non-voting members

1. Technical Advisor to IHEC on Adverse Events Monitoring. The Technical Advisor shall remain a non-voting member in the IHEC, unless s/he is a member of the IHEC.
2. Members of the Scientific Review Committee of IHEC. The members of the Scientific Review Committee of IHEC who reviewed the application for review from Principal Investigators (PI) shall be permitted to be present in the IHEC Full Panel Review meetings when the relevant study/studies is/are being presented.
3. Their presence in the IHEC shall be as non-voting members, unless they are members of the IHEC.

22.3.15.3 Objectives

The IHEC fully embodies the letter and spirit laid out in the “Ethical Guidelines for Biomedical Research on Human Participants” of the Indian Council of Medical Research (ICMR).

The IHEC specifically intends to:

1. Ensure a competent review of scientific and ethical aspects of the project proposals received by it in an objective manner.
2. Provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through an appropriate scientific review committee of the IHEC.
3. All protocols must meet Avinashilingam Institute for Home Science and Higher Education for Women ethical standards governing the conduct of research (e.g., acceptable risk-benefit relationship, equitable selection, informed consent, protections of privacy, maintenance of confidentiality, choice of sample size and protection of vulnerable populations).

22.3.15.4 Quorum for Review Meeting

Six members of whom at least one will be from among those members not affiliated to the Institute.

22.3.16 Examination Committee:

Vice Chancellor	-	Chairperson
Registrar	-	Member
All Deans	-	Member
IQAC Co-ordinator	-	Member
Director Research & Consultancy	-	Member
One Senior Professor	}	Members By rotation
One Senior Associate Professor		
One Senior Assistant Professor		
Assistant Controller of Examinations	-	Member
Controller of Examinations	-	Member Secretary

22.3.16.1 Examination Committee Functions:

- i. Updating and implementation of the various norms related to examination every year based on the rules and regulations of UGC, AICTE, NCERT & RCI when circulars are received from the concerned.
- ii. Constitution of Examination conducting committee and see to the mode of Conduct of Semester Examinations.
- iii. Framing Rules of Malpractice and making decisions in cases of malpractice.
- iv. Revision of Examination Fees and Remuneration.
- v. Decisions in cases of Lateral entry and Migration.
- vi. Updating and implementation of M.Phil and Ph.D course work, viva-voce and decision making in cases of issues related to examination of Research scholars.
- vii. Updating rules and regulations for conduct of Viva-voce examination.
- viii. Updating Eligibility norms to appear for supplementary Examinations.
- ix. Framing norms related to syllabus for arrear papers.
- x. Framing Attendance Norms.

23. Preparation and submission of Budget Estimates

The Budget specifies the objects for, and the limits upto which expenditure may be legally incurred during the course of a financial year. It is an instrument for formulation and implementation of policies designed to take the Institute near the goals envisioned in the Memorandum of Association. It is a medium for converting objectives into action plans and programmes. Besides, it is an instrument of financial control.

23.1 Form of the Budget

23.1.1. The Budget Estimates (B.E.) should be prepared in the forms suggested by the Government of India / University Grants Commission, as the case may be. It is in the following parts:

Part-I - Non-Plan - deals with receipts and expenditure and expenditure connected with normal functioning of the Institute including auxiliary services

Part-II - Plan-deals with receipts and expenditure on Developmental activities out of Plan provisions directed by the UGC.

In case of Parts I & II, the form provides for preparation of 'abstract' and 'summary' of the Budget in addition to the detailed Budget. The abstract gives readily the over-all picture of the particular part of the budget. The summary provides for Heads of Accounts for the preparation of Appropriation Accounts. A consolidated general review of the entire budget is made available through "Budget at a Glance".

23.1.2. To enable Departments to have at a glance the total provision available to them from all sources and plan their activities, a statement could be prepared showing Department wise provision in all the parts of the Budget duly consolidated in one place.

23.1.3. The Budget Estimates will contain separate columns for

1. Heads of Accounts including their subdivisions
2. Actuals for the previous year
3. Budget Estimate for the current year
4. Actuals upto 31st August / 30th September as the case may be (depending upon when the B.E. programme is finalized)
5. Revised Estimate for the current year and
6. Budget Estimate for the ensuing year

23.1.4. A Budget Note or Explanatory Memorandum shall be added to explain the salient features of the items provided and the important variations between the Budget and the Revised Estimates of the current year and between the Revised Estimates of the current and the Budget Estimates of the ensuing year. It will consist of (i) review of the fiscal administration of the previous year; (ii) the financial position of the current year; and (iii) the Budget Estimates for the ensuing year. Striking increases in expenditure provisions should be suitably explained.

- 23.1.5. The explanatory Memorandum shall also indicate wherever feasible, actual physical achievement as compared to financial outlay. Likewise, physical achievement anticipated for the ensuing year should also be correlated with the proposed financial outlays.
- 23.1.6. The Head of Accounts in the Budget Estimates shall as far as possible correspond to the Head of Accounts exhibited in the ledgers, the Receipts and Payments account and Income and Expenditure account of the Institute.

23.2. Budget exercise

The Budget exercise commences with the issue of Budget Circular by the Registrar to all Heads of Departments requesting them to forward their revised estimate proposals for the current financial year and Budget Estimates for the ensuing year. In the Budget Circular, attention of Heads of Departments shall be drawn to

- 23.2.1. The need for the departments to review their activities to utilize optimally the available grants;
- 23.2.2. The requirements of the emerging research and extension activities within the Department;
- 23.2.3. A critical examination of some of the older areas which may call for reduced outlays or inputs, if not total abolition;
- 23.2.4. New areas/activities contemplated during the ensuing year.

Along with the preparation of Budget Estimates for the ensuing year, additional / reduction in funds required under different heads for the preparation of Revised Budget Estimates for the current year should be required to be furnished. In principle, the current year's Budget should be so operated that the expenditure is restricted to the sanctioned budgetary provisions. However, if, in the exigencies of work, additional provisions are found necessary, Revised Estimates are the only medium through which to get the supplementary provision. In preparing the Revised Estimates, the estimated receipts and expenditure for the whole of current year in the light of actual receipts and expenditure upto the month of preparing the Revised Estimates should be taken into account along with the factors likely to affect receipts and expenditure in the remaining months. These estimates must be prepared with care so that they may as nearly as possible, approximate to the actuals when the year closes.

23.3. Budget Calendar

Budget Estimates for both Plan and Non-plan are usually required to be sent to UGC by the end of October or by such other date as may be prescribed, so as to enable them to determine the quantum of grants to be made available. To adhere to this time schedule and to ensure that

adequate time is provided at different levels for careful preparation and consideration of the budget proposals, the following calendar shall be observed for the different stages. If the date of submission of budget proposals to the UGC is known sufficiently in advance, the dates in the Calendar may be suitably altered by working backwards and adhered to.

Event	Due date
Issue of Budget circular to Heads of Departments	Before 31 st January of every year
Receipt of Budget proposals from departments	Before 15 th February of every year
Preliminary discussions, if any, among Vice Chancellor, Heads of Departments and Finance Officer	Before 15 th March of every year
Approved Budget issued to the departments	Before 30 th March of every year
50% the Budget Estimate allocated for the Department to be completed	Before 30 th September (unutilised amount will be allotted to the other department on need basis) of every year
Remaining 50% of the Budget Estimate to be completed	Before 15 th December of every year
Budget review meeting will be held on	Last Friday afternoon in every month from July onwards
Submission of Budget proposals and Revised Budget Estimates to the Finance Committee	At the time of Finance Committee meeting
Placement of Revised Estimate and Budget proposals as recommended by the Finance Committee, before the Board of Management	At the time of Board of Management meeting

23.4 Preparation of Budget Estimates

The Budget Estimates shall be prepared in accordance with the instructions given by the UGC from time to time. In general the following guidelines shall be kept in view:-

23.4.1 Estimates for Receipts:

Estimates for Receipts shall be prepared on the basis of last year's actuals, current year's trends and next year's expectations. Receipts from all the sources available to the Institute should be kept in view and possibilities of enhancing existing rates and tapping new revenue sources should be explored.

23.5. Estimates for Expenditure

23.5.1 The framing of Revised Estimates for the current year shall always precede to estimation for the ensuing year. The Revised Estimates should be framed with great care to include only those

items which are likely to materialize for payment during the current year in the light of actuals so far recorded during the current year compared with actuals of corresponding period of last year and previous year, seasonal character or otherwise of the nature of expenditure, sanctions for expenditure already issued and any other relevant factor, decisions or development.

- 23.5.2 The Budget Estimates for the ensuing year shall be prepared on the basis of what is expected to be paid during the ensuing year, including arrears of previous years, if any. Due attention to considerations of economy shall be paid and the estimates shall not be allowed to be influenced by undue optimism.
- 23.5.3 Proposals involving new expenditure shall be scrutinized with care and the order of preference for selection of cases for inclusion in the budget shall be as under –
- 25.5.3.1. Development and other expenditure for which grant from the University Grants Commission or Government of India is received / will be received.
- 25.5.3.2. Development and other expenditure which is productive and can be balanced by fees, etc. generated thereby.
- 25.5.3.3. Other Development expenditure and schemes of low priority which have already been held over at a convenient intermediate stage or have to reach such stage.
- 23.5.4. New items of expenditure to be met from Maintenance Grant shall be compiled separately for the approval of the Finance Committee.
- 23.5.5. All new major works or schemes or posts for which provision is proposed to be included in the Budget Estimates shall likewise be placed before the Building Committee / Finance Committee.
- 23.5.6. Proposals for creation of new posts shall be accompanied by details of existing strength of the relevant section or unit and circumstances justifying the creation of new posts.
- The proposal shall among others set out inter-alia:-
- 23.5.6.1. The present cost either of the sections or sections affected or of the total establishment as the case may warrant to be necessary.
- 23.5.6.2. Details of the pay of the post or posts and number of posts which are proposed to be added or modified.
- 23.5.6.3. An estimate, as accurate as possible of the extra cost involved.
- 23.5.7. Formulation of budget proposals shall not be taken as an occasion for making proposals for changes in pay scales and allowances. Such proposals shall more properly be examined separately as and when occasion arises for careful consideration by

the Institute authorities and only on their final acceptance provision in the Budget be proposed.

- 23.5.8. The estimates shall be prepared on the basis of what is expected to be actually received or paid under proper sanction during the current and ensuing years including arrears of previous years and not only for payment but also for liability falling within the respective years. Receipts and charges should be provided for on gross, and not on net basis.
- 23.5.9. It is incorrect budgeting to omit or postpone charges that are inevitable and it is worse to provide for receipts and expenditure that are not expected to materialize.
- 23.5.10. The estimates of income and expenditure shall be based on a comparison of the past three years' actuals with such modifications as may be necessary due to operation of various relevant factors.
- 23.5.11. No lump sum provision shall be made except under definite orders.
- 23.5.12. No amount shall be shown as a grant from the Government unless intimation of the probability of such a grant being sanctioned has been received.
- 23.5.13. Fixed charges are not to be taken as fixed for all time. These must be carefully reviewed, especially expenditure on supplies, services and contingencies. Fixed establishments should also be brought under critical review to see whether the same activities cannot be carried out with any reduction in the establishment in the light of progressive modernization of working, etc.
- 23.5.14. The Budget Estimates under detailed heads shall be rounded off to the nearest hundred rupees.
- 23.5.15. Budget Estimates shall be framed with utmost foresight. An exhortation to show foresight is not an invitation to provide for additional items of expenditure without justification. While provision should be made for all items of expenditure that can be foreseen, it is essential that the provision proposed should be absolute minimum necessary.
- 23.5.16. Accuracy of Budget Estimates
It is important that estimates of the annual receipts and expenditure of the Institute shall be framed as accurately as possible and submitted to the authorities concerned on the dates fixed. Due care and diligence shall be taken to ensure correct account of the estimated receipts and expenditure in the Budget.

23.6. Scrutiny of Estimates

The Budget proposals [Revised Estimate (R.E.) & Budget Estimate (B.E.)] prepared by the Finance Section shall be scrutinized by the Finance Officer very carefully to ensure that:

- 23.6.1. The actuals of previous year Budget figures for the current year and the progressive expenditure upto the latest month available in the current year are correct;
- 23.6.2. Provisions for staff are correctly estimated;
- 23.6.3. No sanctioned items of expenditure have been omitted to be provided for; and
- 23.6.4. No provision has been included for unsanctioned items.
The Budget proposals as drafted shall be discussed with Heads of Departments and Deans by the Vice Chancellor along with the Registrar before firming up.

23.7 Approval of Budget

23.7.1. Presentation to the Finance Committee

The Finance Committee shall consider the Budget and shall fix limits for total recurring and non-recurring expenditure for the year, based on the income and expenditure of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.

23.7.2. Presentation to the Board of Management

On receipt of information about final sanction of Plan and Non Plan grants from the University Grants Commission, the Budget shall be readjusted, if necessary. New items which are approved and included in the Budget shall be highlighted by giving brief notes. The Board of Management shall consider the Estimates and Explanatory Memorandum together with the recommendations of the Finance Committee and approve the proposals within the limits set by the Finance Committee.

23.7.3 Submission to the Planning and Monitoring Board

Thereafter, the Budget shall be placed before the Planning and Monitoring Board at its meeting.

23.8. Communication and Distribution of Budget Provisions

After the Budget has been finally passed, the Registrar shall communicate to all Heads of Departments, the Budget provision relating to them to enable them to regulate and control the expenditure.

23.9. Budgetary Control

- 23.9.1. At each point at which any expenditure from Budget provision is planned or incurred, an element of budgetary control begins to operate. As part of this control mechanism, it is necessary to see that:-
 - 23.9.1.1 There is need for expenditure and the quantum of proposed expenditure is commensurate with the need;

- 23.9.1.2. Such expenditure is incurred by following the approved expenditure procedures and adopting such norms as have been laid down;
 - 23.9.1.3. Approval of the authority or person empowered to sanction the expenditure is obtained; and
 - 23.9.1.4. The transaction is brought into relevant books of accounts immediately thereafter
- 23.9.2 Keeping a constant watch over the progress of expenditure is an important step towards financial and budgetary control. Each Head of the Department to whom Budget is allocated is required to maintain a Budget control Register, setting apart one page for each Head of Account with which he/she is concerned, to record the progress of expenditure from time to time, periodically taking care to see that the figures of expenditure as per this Register agree with the figures in the Finance Section. It must be clearly understood that the Heads of Departments or other authorities administering the grant are alone ultimately responsible for the control of expenditure against the grant. The Registrar shall conduct quarterly reviews of expenditure and receipts and bring the results to the notice of the Vice Chancellor for such measures as are necessary to conform to the Budget.

23.10. Cash Budget / Cash Flow Analysis

Preparation of a cash budget forms an important adjunct of the annual budgetary exercise. The cash budget which is prepared for each month for the ensuing financial year shall be with reference to the preceding 3 or 4 years experience about the flow of receipts and expenditure. The objective is to secure that there is cash balance at hand to the extent needed at all points of time during the projected period to meet the likely commitments and demands. The attempt should be to regulate the cash flow under the optimum cash balance concept according to which, while there should be cash available to the extent needed, it should not be very much in excess of the requirements. This calls for a review of the entire operation of the existing budget in great detail at all operating and decision making points. This is yet another instrument of budgetary control available.

23.11. Surrender of Savings

- 23.11.1. A Department may find during the course of the year that the expenditure under some heads is likely to be less than the provisions in the Budget. The savings may be due to postponement of expenditure, real savings due to economy or due to original over-estimation or other administrative reasons. Such savings should not be used to meet “new items of expenditure” without appropriate sanction. All anticipated savings should be surrendered immediately without waiting till the close of the year unless they are required to meet excess under some units which are

definitely foreseen at the time. No savings should be held in reserve for possible future expenses.

- 23.11.2. Rush of expenditure towards the closing months of the financial year should be avoided.

23.12. Re-appropriation

23.12.1. In the case of Maintenance Grant, the re-appropriation can be made as follows subject to restrictions placed by the Board of Management,

23.12.1.1. Re-appropriation of funds from one unit to another may be sanctioned by the Vice Chancellor at any time before the close of the financial year.

23.12.1.2. The units from which funds are re-appropriated should not show an excess of expenditure at the end of the year due to premature or injudicious withdrawal of funds from those units.

23.12.1.3. No re-appropriation may be made to:

- i. Meet the expenditure which is likely to involve further outlay in future years.
- ii. Meet additional recurring expenditure from non-recurring expenditure provisions;
- iii. Utilize the savings or meet the excess, in respect of provision of pay and allowances for sanctioned posts;
- iv. Meet any item of expenditure from the provision made for any specific 'new' item of expenditure.
- v. Meet expenditure which is not provided or contemplated in the Budget Estimates or sanctioned by the Board of Management.

23.13. Budget provision is no authority for spending

Provision of funds in the Budget by itself is not adequate to expend the money. Again the mere fact that a certain expenditure or class of expenditure has been provided for in the Budget or that there is certain amount available based on anticipated or actual savings under any of the Head of account is no authority for incurring the expenditure. The expenditure should also be sanctioned by the competent authorities.

23.14. Unspent Balance Lapses

Unspent balance of the budget allotment at the close of the financial year shall automatically be lapsed except to the external funded activities.

Funds of the Institute, Accounts and Audit

- a. The funds of the Institute shall consist of the following:
 - i. Grants made by or through the Central or any State Government;
 - ii. Grants made by the University Grants Commission;
 - iii. Donations and contributions from other sources; and
 - iv. Other income and receipts of the Institute.

- b. The Bankers of the Institute shall be the nationalized bank. All receipts and payments will be made in online mode.
- c. The Institute shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Government in consultation with the audit department.
- d. The Government of India (Ministry of Human Resource and Development) in its letter No.F9/20184/U3, dated 8.6.88 declared the Avinashilingam Institute for Home Science and Higher Education for Women, Deemed to be University under Sec.3 of U.G.C. Act 1956 w.e.f.8.6.1988.
- e. Initially, the statements of accounts are checked internally by a qualified Chartered Accountant then and there.
- f. **Entrustment of Audit**
The Government of Tamil Nadu have entrusted the audit of the accounts of Avinashilingam Institute for Home Science and Higher Education for Women to this Department in “G.O.Ms. No. 328, Finance (LF) Department, dated 03.05.1991 without additional staff for the above audit. There is no residential audit wing in this Institute.
- g. **Audit Fees:-** The actual cost of audit will be borne by the Institute.
- h. **Accounts:-** Accounts are maintained in the Institute with separate cash Books and Bank accounts.
- i. **Audit Checks:-**
The auditor should acquaint himself with the powers of the various authorities, especially in respect of financial matters and apply them with care in audit. Further the auditor should acquaint with statutes and calendars of the concerned Institute. The auditors shall also see and scrutinize the resolution passed by the Board of Management and Finance Committee. The circulars issued from the Head office and the orders issued from the Government should also be known thoroughly.

The rules and regulations issued by the MHRD from time to time will be amended in the Institution. Further, as per the revised MoA communicated in UGC’s Letter No: F-40-1/201 (CPP-1/DU) dated 1.12.2015 according to the guidelines of the MHRD, the accounts of the Institute shall be open to the examination by the Comptroller and Auditor General of India and the Annual Financial Statements and Accounts shall be audited by the Chartered Accountant of the Institution.

24. Academic Council

24.1. Procedure for Convening of Meeting of Academic Council:

- 24.1.1. The Vice Chancellor shall fix date (s) for conducting the meeting.
- 24.1.2. Written notice of every meeting shall be circulated by the Registrar as per the directions of the Vice Chancellor to the members of the Academic Council at least 15 days before the meeting.
- 24.1.3. Item from the members of the Council for being considered for inclusion in the agenda may be forwarded to the Registrar at least 14 days in advance of the date of the meeting.
- 24.1.4. Items and the notes of the agenda shall be circulated to the members of the Council at least 7 days in advance of the date of the meeting.
- 24.1.5. Supplementary agenda of the meeting shall be circulated as decided by the Chairman.
- 24.1.6. The Vice Chancellor may authorize the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency or on written requisition signed by at least 15 members of the Council.
- 24.1.7. Special / Emergency meeting may be called by the Chairman at her own or through a requisition from the members at any time deemed fit not withstanding the normal time limit but the business to be transacted at such meetings shall not be other than that intimated.
- 24.1.8. The Council shall meet as often as necessary, but not less than three times in an academic year.
- 24.1.9. Within Seven (7) days after the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the action taken report.
- 24.1.10. A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his/her resignation by the Registrar.
- 24.1.11. Vacancies shall not invalidate the proceedings of the Academic Council and shall be filled as per provisions of the MoA/Bye-laws.
- 24.1.12. Where the members of the Academic Council are teachers of the Institute, it shall be expected of them to invariably attend the meetings. They may however, go on official tour or other official duties only after obtaining specific approval of the Vice Chancellor.

24.1.13. The power to interpret, amend, repeal or add to these bye-laws shall vest in the Academic Council.

24.2 Procedure to be observed in the Meeting of Academic Council

24.2.1. The Vice Chancellor shall preside over every meeting of the Academic Council.

24.2.2. In the absence of the Vice Chancellor, the Council may nominate one of its members to the Chair.

24.2.3. One Third (1/3) of the members of the Academic Council shall form the *quorum*, provided that if at any time in determining the number, fraction involved, it will be raised to the next higher number.

24.2.4. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice Chancellor/ Chairman. In case an agenda item submitted by a member is not admitted, he/she will be informed of the reasons thereof.

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

24.2.5.1. Any motion for a change in the order of business as stated in the agenda papers.

24.2.5.2. Formal Confirmation of minutes of previous meeting

24.2.5.3. Action taken report

24.2.5.4. Business brought forward by the Vice Chancellor

24.2.5.5. Business brought forward by the Faculties/ Departments/ Centres.

24.2.5.6. Business brought forward by the Board (s) of Studies.

24.2.5.7. Business brought forward by the Research Advisory Committee (RAC).

24.2.5.8. Business brought forward by members of the Controller of Examinations.

24.2.5.9. Business brought forward by members of the Academic Council.

24.2.6. An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier.

24.2.7. Each member shall be required to observe decorum during the conduct of meetings and shall confine his /her discussion to the views relevant to the matter. He/She may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.

24.2.8. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him/her from attending a particular session/meeting.

24.2.9. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/resolution to vote, if required.

24.2.10. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote

- 24.2.11. Ordinarily any matter decided by the Academic Council shall not be re-opened without prior permission of the Vice Chancellor, for reasons to be recorded in writing.
- 24.2.12 The ruling of the Chairman of the Academic Council in regard to all questions on procedure shall be final.

25.1 Board of Management (BoM):

Procedures for convening of Meeting

- 25.1.1. A written notice of every meeting shall be circulated to the members by the Registrar as per the directions of the Chairman at least 15 days before meeting indicating the date, venue and time of meeting.
- 25.1.2. However the Vice Chancellor may authorize the convening of an emergency meeting of the BoM at short notice to consider issues of special importance or urgency.
- 25.1.3. The Board shall meet as often as may be necessary but not less than 4 times in a year.
- 25.1.4. Items for the agenda as approved by the Vice Chancellor together with the notes thereon may be circulated to the members of the BoM at least 7 days prior to the date of meeting.
- 25.1.5. Notice of a motion to be included if any, in the agenda for the said meeting along with a detailed note thereon should reach the Chairman at least 14 days before the meeting.
- 25.1.6. Within Seven (7) days from the date of the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Board of Management. The members of the BoM shall inform the changes/ modifications/ conversions if any, within 10 days from the date of despatch from the Secretary. If no reply is received it will be deemed to have been accepted in toto. However, formal confirmation will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the action taken report.
- 25.1.7. A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his/her resignation by the Registrar.
- 25.1.8. Vacancies shall not invalidate the proceedings of the Board of Management and shall be filled as per provisions of the MoA/Bye-laws.
- 25.1.9. The power to interpret, amend, repeal or add to these bye-laws shall vest in the Board of Management..

25.2. Procedure to be observed in the meeting of Board of Management (BoM):

- 25.2.1. The Vice Chancellor shall preside over every meeting of the BoM.
- 25.2.2. In the absence of the Vice Chancellor, the BoM may nominate one of its members to Chair the meeting.
- 25.2.3. Eight members of the BoM shall form the *quorum*
- 25.2.4. The right of admitting / withdrawing an item on the agenda shall be vested with the Vice Chancellor/Chairperson.
- 25.2.5. An adjourned and continued meeting shall require the quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
- 25.2.6. Each member shall be required to observe decorum during the conduct of meetings and shall confine his /her discussion to the views relevant to the matter. He/She may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
- 25.2.7. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him/her from attending a particular session/meeting.
- 25.2.8. Ordinarily any matter decided by the Board of Management shall not be re-opened except with prior permission of the Vice Chancellor, for reasons to be recorded in writing.
- 25.2.9. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/resolution to vote if necessary.
- 25.2.10. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote.
- 25.2.11. Where the members of the BoM are teachers of the Institute, it shall be expected of them to invariably attend the meetings. They may however, go on tour or other official duties only after obtaining specific approval of the Vice Chancellor.
- 25.2.12. The ruling of the Chairman of the BoM in regard to all questions on procedure shall be final

26.1 Planning and Monitoring Board (PMB):

Procedures for convening of Meeting

- 26.1.1 A written notice of the meeting shall be circulated by the Registrar to the members of the Planning and Monitoring Board at least 15 days before the meeting.
- 26.1.2. Item from the members of the Planning and Monitoring Board for being considered for inclusion in the agenda may be forwarded to the Registrar (Member Secretary) at least 14 days in advance of the date of the meeting.
- 26.1.3. Any member who wishes to propose a resolution at the meeting of the Planning and Monitoring Board shall forward the items of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting. And such resolutions shall pertain to the powers and duties of the Board in accordance with the MoA and the Bye-laws laid down by the Institute.
- 26.1.4. The Vice Chancellor in her capacity as the Chairman of the Board shall be the sole authority to determine whether a resolution is in order. No such resolution not so admitted shall be included in the Agenda.
- 26.1.5. Items for the agenda along with notes shall be circulated to the members of the Planning and Monitoring Board at least 7 days in advance of the date of the meeting.
- 26.1.6. The Board shall meet twice in a year and also as and when necessary.
- 26.1.7. In addition, an emergency meeting of the Planning and Monitoring Board at short notice may be convened to consider issues of special importance or urgency or on written requisition signed by not less than five (5) members.

26.2 Procedure to be observed in the meeting of Planning and Monitoring Board (PMB)

- 26.2.1. The Vice Chancellor shall preside over the meeting of the Planning and Monitoring Board.
- 26.2.2. In the absence of the Vice Chancellor, the Planning and Monitoring Board may nominate one of its members to Chair the meeting.
- 26.2.3. Supplementary Agenda of the meeting shall be circulated as decided by the Chairman.
- 26.2.4. The Chairman of the Planning and Monitoring Board may, however, permit inclusion of any item for which due notice could not be given depending upon the merit of the item.

- 26.2.5. Fifty percent of members of the Planning and Monitoring Board shall form the quorum.
- 26.2.6. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Board at any meeting without the permission of the Chairman except the following:
 - 26.2.6.1. To adjourn the debate;
 - 26.2.6.2. To adjourn the meeting;
 - 26.2.6.3. To dissolve the meeting;
 - 26.2.6.4. To change the order of the business;
 - 26.2.6.5. To refer any matter to any authority of the Institute;
 - 26.2.6.6. To pass on to the next item of the business
 - 26.2.6.7. To appoint a committee; and
 - 26.2.6.8. To propose that the question be put to vote.
- 26.2.7. If, in the course of the meeting, any member calls attention to the absence of quorum, the Chairman shall adjourn the meeting for verification.
- 26.2.8. If there is no quorum, the Chairman will adjourn the meeting to such other time and date as she may decide.
- 26.2.9. The Chairman may bring any business, which in her opinion is urgent, before any meeting of the PMB with a shorter notice or without placing it on the statement of business.
- 26.2.10. At every meeting of the PMB the business to be entertained shall be drawn up in the following order:
 - 26.2.10.1. Confirmation of the minutes of the previous meeting or adjourned meeting.
 - 26.2.10.2. Action taken report.
 - 26.2.10.3. Consideration of the report(s) of the working of the Institute during the previous year together with a statement of the receipts and expenditure and the balance-sheet and the estimates for the next financial year.
 - 26.2.10.4. Any motion changing the order of business, provided that such motion shall not affect the order indicated herein above, hierarchy wise or merit wise
 - 26.2.10.5. Business or motions in the order of hierarchy for which notice has been given to the members.
 - 26.2.10.6. The ruling of the Chairman of the PMB in regard to all questions on procedure shall be final.

27. Procedure for Conduct of Annual Convocation

The Institute shall adopt the following procedures for conducting the Annual Convocation:

- 27.1. A Convocation for the purpose of conferring Degrees, Diplomas and other Distinctions of the Institute, shall be held every year on a date fixed by the Vice Chancellor in consultation with the Chancellor.
- 27.2. Not less than four weeks notice shall be given to the recipients of degrees, diplomas and certificates by the Registrar.
- 27.3. The order of the Pageantry will be:
 - Registrar
 - Members of the Academic Council
 - Deans
 - Members of the Board of Management
 - Vice Chancellor
 - Chancellor

} In rows of Two
- 27.4. The candidates and the audience shall rise and remain standing until the Chancellor, Vice Chancellor, Chief Guest, the members of the Board of Management and the Academic Council take their seats.
- 27.5. Deans of Faculties (those who are presenting the candidates) shall occupy seats on the stage along with the Chancellor, the Vice Chancellor, the Chief Guest (s), the Members of the BoM and the Registrar.
- 27.6. The convocation begins with invocation while everybody remains standing
- 27.7. The Vice Chancellor shall then present the welcome address and the Annual Report of the Institute.
- 27.8. The Vice Chancellor will request the Chancellor to declare the Convocation open.
- 27.9. The Vice Chancellor will say : *“Honourable Chancellor, I have the honour to request you Sir, to declare the Convocation open.”*
- 27.10. Chancellor will deliver his Address

The Chancellor will say : *“The _____ Convocation of the Avinashilingam Institute for Home Science and Higher Education for Women has been called to confer the Degrees of Doctor of Philosophy, Master of Philosophy, Master of Science, Master of Computer Applications, Master of Social Work, Master of Arts, Master of Business Administration, Master of Commerce, Master of Tourism Administration, Master of Education, Master of Engineering, Bachelor of Science, Arts, Commerce, Bachelor of Business Administration, Bachelor of Education, Bachelor of Physical Education, Bachelor of Computer Applications, Bachelor of Vocational Course and Bachelor*

of Engineering, upon the candidates who have been declared successful in the various culminating examinations held from _____ to _____”

“I Declare the Convocation open.”

- 27.11. The Chief Guest shall deliver the Convocation address.
- 27.12 The Candidates will be presented for the award of Degrees and Chancellor's Authorisation
- 27.13 First, the candidates will be presented from all the faculties for the award of Doctor of Philosophy.

The Chancellor will say : *“Let the candidates be now presented for the award of Ph.D. degrees of the _____ Faculties.”*

The Senior Dean will say : *“Respected Chancellor, I have the honour to present unto you the candidates for the Doctor of Philosophy who have been certified after examination to be duly qualified to receive their respective Degrees. A total of _____ Ph.Ds may be admitted into their respective Faculties. I request the candidates to come to the dais as I read out the names and receive their Degrees.”*

- 27.14 Next, the candidates will be presented from all the faculties for the award of degrees/diplomas
- 27.15 The Candidates who are to be awarded Degrees and Diplomas at the Convocation shall be presented by the respective Dean of the School in the following order:
 - a. Dean, School of Home Science
 - b. Dean, School of Physical Sciences and Computational Sciences
 - c. Dean, School of Bio-Sciences
 - d. Dean, School of Arts and Social Science
 - e. Dean, School of Commerce and Management
 - f. Dean, School of Education
 - g. Dean, School of Engineering

- 27.16 The candidates will be presented from the School of Home Science for the award of Master of Philosophy, Master of Science, Master of Social Work and Bachelor of Science Degrees.

The Chancellor will say: *“Let the candidates be now presented from the School of Home Science.”*

The Dean, School of Home Science will say: *“Respected Chancellor, I have the honour to present unto you the candidates for the Master of Philosophy, Master of Science, Master of Social Work and Bachelor of Science Degrees in the School of Home Science, who have been certified after examination to be duly qualified to receive the respective Degrees.”*

- 27.17 The candidates will be presented from the School of Physical Sciences and Computational Sciences for the award of Master of Philosophy, Master of Science, Master of Computer Applications, Bachelor of Science and Bachelor of Computer Applications Degrees.

The Chancellor will say : “Let the candidates be now presented from the School of Science.”

The Dean, School of Physical Sciences and Computational Sciences will say: “Respected Chancellor, I have the honour to present unto you the candidates for the Master of Philosophy, Master of Science, Master of Computer Applications, Bachelor of Science, Bachelor of Computer Applications Degrees, in the School of Physical Sciences and computational Sciences, who have been certified after examination to be duly qualified to receive the respective Degrees.”

- 27.18 The candidates will be presented from the School of Bio-Sciences for the award of Bachelor of Science Degrees

The Chancellor will say : “Let the candidates be now presented from the School of Bio-Sciences.”

The Dean, School of Bio-Sciences will say : “Respected Chancellor, I have the honour to present unto you the candidates for the Bachelor of Science Degrees in the School of Bio-Sciences, who have been certified after examination to be duly qualified to receive the respective Degrees.”

- 27.19 The candidates will be presented from the School of Arts and Social Sciences for the award of Master of Philosophy, Master of Arts and Bachelor of Arts, Master of Social Science and Bachelor of Social Science Degrees.

The Chancellor will say: “Let the candidates be now presented from the School of Arts and Social Sciences.”

The Dean, School of Arts and Social Sciences will say: “Respected Chancellor, I have the honour to present unto you the candidates for the Master of Philosophy, Master of Arts, Bachelor of Arts, Master of Social Science and Bachelor of Social Science Degrees in the School of Arts and Social Sciences who have been certified after examination to be duly qualified to receive the respective Degrees. ”

- 27.20 The candidates will be presented from the School of Commerce and Management for the award of Master of Philosophy, Master of Business Administration, Master of Commerce, Bachelor of Commerce and Bachelor of Business Administration Degrees

The Chancellor will say: “Let the candidates be now presented from the School of Commerce and Management.”

The Dean, School of Commerce and Management will say: “Respected

Chancellor, I have the honour to present unto you the candidates for the Doctor of Philosophy, Master of Philosophy, Master of Business Administration, Master of Commerce, Bachelor of Commerce and Bachelor of Business Administration Degrees in the School of Commerce and Management who have been certified after examination to be duly qualified to receive the respective Degrees.”

- 27.21 The candidates will be presented from the School of Education for the award of Master of Philosophy, Master of Education, Bachelor of Education, Bachelor of Science, Bachelor of Physical Education (1 year) and Bachelor of Physical Education (3 year) Degrees.

The Chancellor will say: “Let the candidates be now presented from the School of Education.”

The Dean, School of Education will say: “Respected Chancellor, I have the honour to present unto you the candidates for the Master of Philosophy, Master of Education, Bachelor of Education, Bachelor of Science, Bachelor of Physical Education (1 year) and Bachelor of Physical Education (3 year) Degrees in the School of Education who have been certified after examination to be duly qualified to receive the respective Degrees.”

- 27.22 The candidates will be presented from the School of Engineering for the award of Master of Engineering and Bachelor of Engineering

The Chancellor will say : “Let the candidates be now presented from the School of Engineering.”

The Dean, School of Engineering will say : “Respected Chancellor, I have the honour to present unto you the candidates for the Doctor of Philosophy, Master of Engineering and Bachelor of Engineering Degrees in the School of Engineering who have been certified after examination to be duly qualified to receive the respective degrees.”

- 27.23 Next will be Chancellor's Authorisation.

The Chancellor will say: “All the candidates are requested to rise”.

The Chancellor will say : “By virtue of the authority vested in me as Chancellor of the Avinashilingam Institute for Home Science and Higher Education for Women, I admit you to the respective Degrees of Doctor of Philosophy, Master of Philosophy, Master of Science, Master of Social Work, Master of Computer Applications, Master of Business Administration, Master of Commerce, Master of Arts, Master of Education, Master of Engineering, Bachelor of Science, Bachelor of Arts, Bachelor of Commerce, Bachelor of Education, Bachelor of Physical Education, Bachelor of Business Administration, Bachelor of Engineering in the respective Schools of this Institute and in token thereof, you have been presented with those Degrees

and I authorise you to wear the robes ordained as the insignia of your Degree.”

27.24 Administration of the Pledge by the Chancellor

The Chancellor will say: “Please remain standing and repeat the pledge that will be administered now.”

(The Chancellor will read out the following pledge and the candidates will repeat the same)

“I hereby solemnly declare and promise that, I will, in my thoughts, words and deeds, uphold the great ideals of the Avinashilingam Institute for Home Science and Higher Education for Women, namely, simplicity, high thinking, Indian culture, spiritual values, service to the community, particularly to the poor and down-trodden, national integration and academic excellence.”

You may now be seated.

27.25 Next, the Candidates will be presented for the award of Medals

The Vice Chancellor will say : “Honourable Chancellor, I have the honour to request you to award the Medals to the students who have secured first rank in the Examinations.”

The Dean, Student Affairs will say: “I have the honour to present unto you the following rank holders of various programmes for the award of the medals.”

(The list of rank holders for the award of the medals will be read out. The candidates will come to the dais one by one.)

(The Honourable Chancellor awards the medals)

27.26 Signing of the Register of Graduates . The Chancellor will sign the Register of Degrees conferred.

27.27 Dissolving of the Convocation

The Chancellor will say : “I dissolve the Convocation”

27.28 Only such candidates who receive PhD degrees, Medals and Awards shall be issued by the Chancellor in person

27.29 The National Anthem.

27.30 The Procession will leave in the same order, as it entered. The audience shall remain standing till the Procession leaves the Convocation Hall.

27.31. Degree in Absentia:

- (a) If any candidate is unable to attend the Convocation, she shall pay the prescribed fee before she is admitted to the Degree/ Diploma.

(b) If any candidate applies under Tatkal Scheme for the issue of Degree/Diploma after the conduct of Convocation, he/she is required to pay the special fee as prescribed by the Institute.

27.32 There shall be a Committee on each occasion headed by a Senior Professor of the Institute constituted for the purpose of deciding upon the conferment of Honoris Causa in the Convocation.

27.33. In case Registrar happens to be absent due to unforeseen circumstances the Registrar-in-charge shall perform the duties of Registrar and shall also sign the degree/diploma certificates.

Note: Convocation being the academic ceremonial function of the Institute, no other programme/event/agenda shall be entertained in the proceedings of Convocation.

28. Constitution of any other body as an Authority of the Institute

The constitution, powers and functions of other authorities shall be decided by the Institute from time to time under its MoA/Bye-laws with the due approval of the UGC.

29. Appointment, Powers and Functions of Deans of Schools /Heads of Department/ Centre

29.1 Appointment of Deans

29.1.1 The senior most Professor of the School shall be appointed as the Dean.

29.1.2 Provided there is no Professor in the School, the senior most Associate Professor shall be appointed as the dean.

29.1.3 When the office of the Dean is vacant or when the dean is, by reason of illness, absence or any other case, unable to perform the duties of her office, the duties of the office shall be performed by the next senior most professor or Associate Professor as the case may be, in the School.

29.1.4 The Dean shall be provided with a separate office room with secretarial assistance required to discharge statutory functions.

29.1.5 Powers and Functions of Deans

- i. Coordinate and generally supervise the teaching and research work in the various departments attached to the School concerned through the Heads of the Departments and Centres
- ii. Maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres
- iii. Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practical, when these are prescribed
- iv. Recommend leave application of the Heads of Departments/ Centres to the officer concerned according to the bye-laws framed for the purpose
- v. Arrange for the examinations of the Institute in respect of the students of the School in accordance with such directions as may be given by the Academic Council
- vi. Shall be responsible for observance of the provisions of the Act/ Rules/ Regulations relating to the School
- vii. Convene and preside over the meetings of the School and keep the minutes of the meeting.
- viii. Perform such other academic duties as may be assigned to her by the Academic Council, the BoM or the Vice Chancellor.

29.1.6 Powers and Functions of Dean, Students' Affairs

28.1.6.1 Appointment

- a. The Institute shall have a Dean, Students' Affairs
- b. The Dean, Students' Affairs shall be appointed from among the Professors of the Institute by the Board of Management on the recommendations of the Vice Chancellor.

- c. The Dean, Students' Affairs shall be in the rank of Deans of Faculties, excepting that a person appointed to this post shall not become an ex-officio member of the bodies of authorities.
- d. Subject to her continuing as an employee of the Institute, a person shall hold office of the Dean, Students' Affairs for a term of two years unless she is relieved by the BoM of the Institute, or resigns on his/her own due to personal reasons.
- e. The Dean, Students' Affairs shall be eligible for re-appointment.

28.1.6.2 Powers and Functions

- a. Look after the general welfare of the students.
- b. Provide appropriate environment for sound and fruitful relationship among the students for better intellectual and social life inside the class, in the campus and outside which contribute to their growth and development as mature and responsible human beings.
- c. Coordinate with the other Deans of Schools in all matters concerning the students in general and shall exercise such powers and perform such other duties as assigned to her by the competent authorities or Vice Chancellor.
- d. Monitor and maintain overall discipline of the students.
- e. Arrange for the guidance of and advice and also serve for the empowerment of students of the Institute in matters relating to the following:
 - i. Organization of student bodies in the Institute and their functioning
 - ii. Counselling and guidance facilities
 - iii. Promotion of students' participation in co- curricular, cultural and social activities
 - iv. Financial aid (scholarships, fellowships, etc) to students
 - v. Student-Teacher and Student-Administration relationship
 - vi. Health and medical services for the students
 - vii. Arrangement of facilities for educational tours and excursions, other than those prescribed as part of the curriculum
 - viii. Admission of foreign /NRI students
 - ix. Student-information services; and
 - x. Alumni association
 - xi. Any other problems of the students in the Institute.
- f. Maintain essential particulars of each student from the date of her enrollment in the Institute
- g. Communicate, if necessary, with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/ guardians
- h. Be the Chairman of Disciplinary Committee and shall report to the Vice Chancellor the cases of students who require special attention or whose conduct and activities are not in tune with the best interests of

- the Institute or who are not likely to benefit by their continuance in the Institute
- i. Coordinate with the HoDs and all other concerned in respect of admission, stay and leave of international students
 - j. Exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to her from time to time by the Vice Chancellor

28.2 Appointment of Head of the Department/Centre

- 28.2.1. Each Department/Centre shall have a Head who shall be appointed by the Vice Chancellor by observing the principle of rotation according to seniority for a period of three years.
- 28.2.2. However, if there is no Professor in a Department/Centre, an Associate Professor may be appointed as Head, and if there is more than one Associate Professor, the Head of the Department will be appointed by rotation according to seniority from amongst the Associate Professors for a period of three years.
- 28.2.3. Where the Head of the Department/Centre is unable to perform her duties owing to illness, absence or any other reason/cause, the next Professor/Associate Professor (as the case may be) shall officiate as Head.
- 28.2.4. When the Head of the Department/Centre relinquishes her office after completing the tenure of appointment, he or she shall handover charge of goods, materials, equipments, cash, etc to the next Head (successor).
- 28.2.5. While handing over the charge to the newly appointed Head, a statement giving all relevant details of the goods, equipments, materials, cash etc., in question shall be prepared and signed with date by both and each of them shall retain a copy of the signed statement and a copy to the Registrar also.

28.2.6. Powers and Functions of the Head of the Department/Centre

The Head of the Department/Centre shall:

- a. Be the academic Head of the Department/Centre and shall convene and preside over the meetings of the Department/Centre and the Board of Studies;
- b. Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- c. Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- d. Be responsible for the coordination and supervision of teaching and research in the Department;

- e. Recommend leave application of the teachers and other staff of the Department to the officer concerned according to the bye-laws framed for the purpose;
- f. Be responsible for the records, equipments and furniture of the Department and the books of the Departmental Library;
- g. Operate the Budget of the Department;
- h. Shall be responsible for observance of the provision of the Act/ Rules/ Regulations relating to the Department and
- i. Have such other powers and perform such other functions, as may be assigned by the Academic Council and Dean of the School concerned or the Vice Chancellor.

29. Powers and Functions of the Avinashilingam Institute for Home Science and Higher Education for Women

The Society shall have the following powers:

The society shall discharge its functions as guided by the Ministry of Human Resource Development, Govt. of India/UGC. In general the decision of the Ministry of Human Resource Development/UGC shall be final.

30. Delegation of Powers to any Authority of the Institute

Subject to the provisions of MoA and Bye-laws, an officer or authority of the Institute may delegate her/his powers to her next immediate officer or authority or person under her/his respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer of authority delegating such powers.

31. Formulating Regulations for the Institute

- 31.1. Regulations of the Institute may be formulated or those in force amended, repealed or added at any point of time by the Board of Management;
Provided that:
- 31.1.1. No Regulation shall be made affecting the conditions of residence, health, discipline, admission, enrolment of students, without consulting the Academic Council;
 - 31.1.2. No regulations shall be made affecting the conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.
- 31.2. The BoM shall not have powers to amend any draft proposed by the Academic Council under the provisions outlined above. But it may reject the proposal on valid grounds to be recorded in writing or return the draft to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the BoM may suggest.

Date:

Station: Coimbatore-43

REGISTRAR

VICE CHANCELLOR